



# Independent Training & Apprenticeship Program


## 2023 Annual Safety and Security Report

This information is provided in compliance with federal law, known as the Clery Act and Violence Against Women Act (VAWA), to students and employees of I-TAP by October 1, 2023.



9856 Business Park Drive, Sacramento, CA 95827

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# Independent Training & Apprenticeship Program Campus Security Act Disclosures Statement & Safety Procedures

## Introduction

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crimes statistics for the period between (three most completed calendar years).

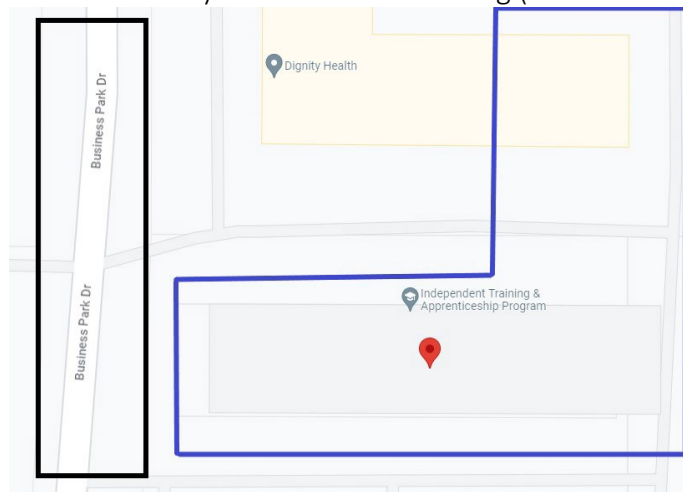
In compliance with the Department of Education regulations, I-TAP has created this report to provide an overview of the institution's security resources, policies and procedures, crime statistics, and fire safety information.

This report is updated annually and made available to all students, employees, and applicants for admissions and employment via I-TAP's website: [www.itap.edu](http://www.itap.edu). Hard copies of the report are available upon request.

Report Distribution Date: October 1, 2023  
Occurrences within the Calendar Years

## Institution Owned/Controlled Buildings:

The institution controls 9856 Business Park Drive, Sacramento, CA 95827, 9912 Business Park Drive Suite 110 & 100, Sacramento, CA 95827, and surrounding parking lot. This location is considered *On Campus* (inside blue box). The immediately adjacent public property is the sidewalk, street, and sidewalk directly in front of the building (inside black box).



## Crime Statistics

Criminal Offenses	2020	2021	2022	Location
Murder/Non-negligent manslaughter: willful killing of one human being by another	0	0	0	
Negligent manslaughter: The killing of another person through gross negligence.	0	0	0	
Forcible sex offenses (including forcible rape). Forcible is defined as any sexual act directed against 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. Forcible Rape is the carnal knowledge of a person forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable or permanent mental or physical incapacity (or because of his/her youth).	0	0	0	
Non forcible sex offenses: Unlawful non-forcible sexual intercourse	0	0	0	
Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age and/or because of his/her temporary or permanent mental incapacity.	0	0	0	
Incest: Non forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.	0	0	0	
Statutory Rape: Sexual intercourse with a person who is under the age of consent (18 years old).	0	0	0	
Robbery: the taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.	0	0	0	
Aggravated assault: the unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.	0	0	0	
Burglary: Unlawful entry of a structure to commit a felony or theft	1	0	0	On Campus - 9856
Motor vehicle theft: theft or attempted theft of a motor vehicle	0	0	0	

Criminal Offenses	2020	2021	2022	Location
Arson: The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle, or aircraft, personal property of another.	0	0	0	
Liquor Law Violations	0	0	0	N
Drug Law Violations	0	0	0	N
Illegal Weapons Possession Violations	0	0	0	N

## Hate Crimes

A hate crime is a criminal offense committed against a person or property which is motivated, in a whole or in part, by the offender’s bias. Bias is performed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, or ethnicity/national origin.

The school reports all hate crime statistics separately for the categories of criminal offenses listed in the chart above. Additionally, hate crimes statistics are also reported separately for the following offenses:

- Larceny-theft is the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession but is in a position to exercise dominion or control over a thing.
- Simple Assault: is an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- Intimidation: is to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- Destructive/Damage/Vandalism of Property: Is to willfully or maliciously destroy, damage, deface or otherwise injury real or personal property without the consent of the owner or the person having custody or control of it.

**There were no reported hate crimes for the years 2020, 2021, or 2022.**

There will be new crime categories of domestic violence, dating violence, and stalking in accordance with the Violence Against Women Act (VAWA) of 1994 as follows:

- Domestic Violence is a “felony or misdemeanor crime of violence committed by
  - A current or former spouse or intimate partner of the victim,
  - A person with whom the victim shares a child in common,
  - A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
  - A person similarly situated to as a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies (under VAWA), or

- 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 means “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:
    - Length of the relationship
    - Type of the relationship and
    - Frequency of interaction between the persons involved in the relationship.”
- Stalking means “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
  - Suffer substantial emotional distress.”

**There were no reported VAWA offenses for the years 2020, 2021, or 2022.**

## Campus Security

The school prepares this report to comply with the Jeanne Clery Disclosures of Campus Security Policy and Crimes Statistics Act (Clery Act). This report is prepared in cooperation with local law enforcement agencies. Nothing in the law shall be construed to permit a school to retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual with respect to the implementation of the Clery Act.

Our school attempts to provide students and employees with a safe and secure environment in which to study and work. The school is open during posted hours. School facilities are secured during times the school is not open. Under no circumstances will any student or employee have unauthorized access to the facility outside of normal business hours. The school has no residence halls.

## Personal Safety

While the school attempts to provide a safe and secure environment, students, faculty, staff, and campus visitors are ultimately responsible for their safety. Safety is enhanced when students and employees take precautions such as:

- Report all suspicious activity to the Director or Chief Instructor immediately.
- Never take personal safety for granted.
- Avoid walking alone at night. Travel with a friend or companion.
- Avoid parking or walking in secluded or dimly lit areas.
- Limit your alcohol consumption, and leave social functions that get too loud, too crowded, or that have too many people drinking excessively.
- Carry only small amounts of cash.
- Never leave your valuables (wallets, purses, books, computers, tools, etc.) unattended.
- Always carry your keys with you and don't lend them to anyone.
- Lock your car doors and close the windows when leaving your car.

- Never leave valuables in your car especially if they are easily noticeable.
- Inventory your personal property and make records of the serial numbers of all items of value.

## Residential Facilities

There are no campus housing facilities, so a missing student notification policy is not mandated. If a student does not show for classes three days in a row, the student will be contacted at the numbers we have on file. Messages will be left requesting the student notifies the school to indicate the reason for the absence. If the student is not reached via telephone, an email will be sent to the email on file.

Campus Security coordination with State and Local Law enforcement agencies:

Security on campus is handled by the Director and Chief Instructor of I-TAP. The personnel of this department are empowered to enforce I-TAP's school regulations, to investigate incidents and to apprehend those who violate these regulations or commit crimes on campus. Criminal violators who are apprehended will be turned over to the local police (Rancho Cordova Police Department) for arrest. When necessary, I-TAP will press charges against the criminal.

## Reporting a Crime

If a student or employee is aware that a crime has been or is being, committed on school property or at a school sponsored or recognized event off campus during the hours that the school is open, the crime should be reported as soon as possible to the Director or Chief Instructor. Other emergencies should also be reported to the Director or Chief Instructor. If the crime has been committed when the school is closed, it should be reported to the Director or Chief Instructor as soon as possible after school is open. In addition to reporting the crime to the Director or Chief Instructor, the crime should be reported to local law enforcement authorities. The local Police department may be reached at (916) 875-9600 or by dialing 911. When feasible, all complaints should be made in writing and include the name(s) of the complainant, respondent, and all applicable witnesses.

School Personnel have authority to determine whether individuals have lawful business at the school and may request identification to make that determination. In addition, they have the authority to ensure that school policies, such as break time and building access, are followed. The school works with local law enforcement agencies and refers criminal incidents to the local police department having jurisdiction over such matters.

The Director and Chief Instructor will work with local law enforcement, as appropriate, when a crime is reported. Crimes reported to the Director or Chief Instructor are included in the annual campus crime statistics. In addition, the school requests from the local Police Department crime information not reported to the Directors' office that is appropriate for inclusion in the annual campus crime statistics. Further, if circumstances warrant, the school community will be notified if an on-going threat is posed related to a reported crime.

If you are the victim of a crime and do not want to pursue action through the school or the criminal justice system, you may still consider making a confidential report. 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. Reports filed in this manner are included in the annual crime statistics for the school.

I-TAP does not tolerate violence or other threatening conduct against any members of the school community. This includes criminal acts against persons or property, as well as harassment based on sex, race, ethnicity, or disability. The school will impose strict disciplinary actions and appropriately involve law enforcement officials should any acts of violence or threatening conduct occur on school facilities or at school sponsored events. This includes acts of violence against women.

Pastoral counselors and professional counselors must inform persons they are counseling of the procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crimes statistics.

As part of orientation, the school will provide a description of programs designed to inform students and employees about the prevention of crime.

The School has a zero-tolerance policy regarding alcohol on campus and will strictly enforce this policy. Anyone violating this policy will be removed from school property and disciplinary action will be taken.

There is a separate drug policy which must be reviewed by the school each year and given to each student and each employee each year.

In addition to any criminal sanctions, the school will impose appropriate disciplinary sanctions if the offender is a student or employee of the school. The Director of Chief Instructor should be contacted should one wish to file a complaint. Also, note that, in cases of sexual assault complaints:

- Both the accuser and the accused are entitled to the same opportunities to have others present during the disciplinary hearing and
- Both the accuser and the accused shall be informed of the outcome of any disciplinary proceeding based on an allegation of sexual assault.

The School will work with the victim, should it be requested, in making such changes as can reasonably be accommodated relative to the student's academic and living situation.

## Investigation

I-TAP thoroughly and promptly investigates all claims of discrimination and harassment. I-TAP will meet with the complaining staff member or student to discuss the results of the investigation and, where appropriate, review the proposed resolution. If an investigation confirms that discrimination or harassment has occurred, I-TAP will take corrective action, including such discipline up to and including immediate termination of employment or enrollment, as appropriate.



Claims of assault or the threat of assault, if proven, will result in dismissal. Complaints of discrimination and harassment will be kept as confidential as possible. No staff member or student will be subjected to retaliation by I-TAP because he or she has reported what he or she reasonably believes to be an incident of discrimination or harassment. If a staff member or student believes he or she is being harassed or retaliated against for having made a good faith complaint of discrimination or harassment, the staff member or student must report such retaliation to I-TAP by immediately contacting the Director so that the complaint may be investigated and dealt with in an appropriate manner. I-TAP is committed to No Discrimination or Harassment Policy, if a student feels I-TAP has not met its obligations under the policy, he or she should contact the board of directors.

The school has investigation procedures in place to address allegations of dating violence, domestic violence, sexual assault, or stalking. Under these procedures, when a student or employee reports to the institution that they have been victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the institution will provide a written explanation of the student's or employee's rights and options. The School is committed to undertaking prompt, thorough, impartial, and fair investigations, and to treating all individuals with respect and sensitivity. Depending upon the nature of the alleged or suspected policy violation, the relevant official (or designee) will investigate either alone or with one or more other school officials as deemed appropriate by the school. The nature and extent of the investigation will vary depending upon the circumstances, including whether the parties are amenable to pursuing an informal resolution. As part of the investigation, the relevant office will seek to interview the complainant and the respondent. To help ensure a prompt and thorough investigation, complainants are asked to provide as much information as possible:

- The name, department, and position of the person or persons allegedly causing the dating violence, domestic violence, sexual assault, or stalking.
- A description of any relevant incident(s), including the date(s), location(s), and the presence of any witnesses.
- The alleged effect of the incident(s) on the complainant's opportunity to benefit from the school's programs or activities.
- The names of other individuals who might have been subject to the same or similar acts of dating violence, domestic violence, sexual assault, or stalking.
- Any other information the complainant believes to be relevant to the alleged dating violence, domestic violence, sexual assault, or stalking.

Any respondent will also be given the opportunity to respond and provide as much information as possible in connection with the investigation, including but not limited to the information listed above.

When deemed necessary to protect the safety of either party, the school reserves the right to suspend any member of the school community suspected of violation of this policy or to take any other interim measures the school deems appropriate, pending the outcome of an investigation or grievance. Such interim measure can include, but are not limited to, modifying course schedules, and issuing a "no contact" order.

Complainants and the Respondent Parties will be provided the following in connection with the resolution of suspected or alleged violations of this policy:

- The opportunity to speak on their own behalf.
- The opportunity to identify witnesses who can provide information about the alleged conduct at issue.
- The opportunity to submit other evidence on their behalf.
- The opportunity to be accompanied to any meeting or proceeding related to the school's resolution of an alleged or suspected violation of this policy by an advisor of their choice.
- The school will not limit the choice of advisor or presence for either the complainant or respondent, but advisors are prohibited from speaking on behalf of either complainant or respondent and may be removed or dismissed from the meeting or proceeding if they become disruptive or do not abide by the restriction on their participation.
- The opportunity to review any information that will be offered by the other party in support of the other party's position, consistent with FERPA or other applicable law, as well as timely and equal access to any other information that will be used during any informal or formal disciplinary proceedings.
- The right to be informed of the outcome of the investigation, consistent with FERPA or other applicable law.
- The opportunity to appeal the outcome of the investigation.

I-TAP may work with local authorities when necessary to properly investigate reported incident.

## Investigator Qualifications

The official(s) designated to conduct the investigation shall be trained in the investigation of, and other issues related to, sexual assault, domestic violence, dating violence, stalking and other misconduct covered by this policy, shall not have a conflict of interest or bias for or against any parties involved in the potential policy violation, and shall have received at least annual training on issues related to these issues.

**Standard for Determining Responsibility.** The standard used to determine whether this policy has been violated is whether it is more likely than not that the respondent violated this policy. This is often referred to as a "preponderance of the evidence" standard.

## Right to Appeal

Once written notification of the resolution has been provided, either the complainant or the respondent will have the opportunity to appeal the outcome (including the issue of whether there is a policy violation and any sanction(s) imposed). Any appeal must be submitted in writing to the Director within seven (7) calendar days of being notified of the outcome and must set forth the grounds upon which the appeal is based.

If the Director is unable to resolve the appeal for any reason, the School will designate another representative to decide the appeal. Neither party shall be entitled to a hearing in connection with any appeal, but the Director (or designee) may request written submissions from the parties and consider any other information as deemed appropriate by the Director (or

designee). Both parties will be informed in writing of the outcome of any appeal within fourteen (14) days of the date by which all requested information is received unless the Director (or designee) determines that additional time is required. This notice shall be issued simultaneously to both parties to the extent practicable. Appeal decisions by the Director (or designee) are final.

## Sexual Assault and Related Crimes

The institution has zero tolerance for any sexual assault and related crimes. In the event of a sexual assault or domestic violence, please be aware of the following:

- Preserve any evidence of the assault (do not drink, bathe, change clothing, or comb hair, as this may destroy evidence that may be needed to prosecute the offender.)
- Go to a place where it is safe from further attack and notify the police.
- Obtain immediate medical attention.
- Seek professional counseling.

“Consent” is defined to mean positive cooperation in act or attitude pursuant to the exercise of free will. The person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved. No person under the age of 18 can consent.

The Clery Act defines bystander intervention as, "Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene." (34 CFR 668.46(j)(2)(ii))

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. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. 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.
2. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on- or off-campus resources for support in health, counseling, or with legal assistance.

Victims should report all incidents to the Director as soon as possible. If requested by the student who is the victim of a sexual assault, the school will assist the student in notifying law

enforcement. In addition, the school's Director or Chief Instructor will provide information on off-campus agencies that provide services to victims of a sex offense.

The school encourages students and employees to take advantage of the materials and programs that promote awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses available through the school and/or local community agencies. Information about such materials and programs is available at the school.

The school will maintain all information in a confidential manner to protect the name of all parties involved. If a student deems necessary, they can request for changes to the I academic schedule and/or other protective measures.

## Risk Reduction

The following are some strategies to reduce one's risk of sexual assault or harassment:

1. 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.
2. Try to avoid isolated areas. It is more difficult to get help if no one is around.
3. Walk with purpose. Even if you don't know where you are going, act like you do.
4. Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
6. Make sure your cell phone is with you and charged and that you have cash money.
7. Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
8. Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
9. 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.
10. 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 911 in most areas of the U.S.).
11. Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
12. 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.
13. 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.
14. If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 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).

15. 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.
16. 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?
17. 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 you may regret later.

## Registered Sex Offenders

The Jacob Wetterling Act requires states to obtain information concerning registered sex offenders' enrollment or employment at institutions of higher education. Those seeking to obtain information about registered sex offenders should visit the following website: [www.nsopr.gov](http://www.nsopr.gov). Further, to the extent the State notifies an educational institution of the information concerning registered sex offenders, the Family Educational Rights and Privacy Act (FERPA) does not prevent educational institutions from disclosing such information.

## Disciplinary Proceedings

The school will, upon the written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the school against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the school will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

The school does not have a campus police department or security office and therefore does not keep a daily crime log. However, the Director keeps an updated list of any criminal activity.

**The handbook for Campus Safety and Security Reporting is available online from the Department of Education.** This comprehensive publication was used in developing our policies.

The Annual report is distributed to all students and employees each year and is available in the Directors office to be viewed at any time.

## Campus Community – Emergency Response

The evacuation plan/route is the same as the fire evacuation plan which is posted throughout the building. All personnel will be advised of this plan each year. As per the fire drill procedures, the Director will make sure staff is out of the building. The Chief Instructor will work with instructors and students in conjunction with the school's alarm system to make sure they are out of the building as well.

### Emergency Evacuation

During an emergency, the institution will, without delay, and considering the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgement of responsible authorities (Director and/or Chief Instructor), compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. During the evacuation, each instructor is responsible for the safe and orderly evacuation of his/her class. Instructors not in class should assist with any evacuation problems that may arise. It is the instructor's responsibility to prevent panic, control traffic, and provide calm leadership. The following guidelines should be observed:

- Instructors should know the shortest route from the classroom to the nearest exit.
- When the need to evacuate the building arises, the class should be directed to move single file through the nearest exit and well beyond the building to an area of safety.
- The instructor should be the last to leave in order to check that all students are out of the classroom and to close the door.
- Never return to the building until instructed to do so by the appropriate authorities.

The School will:

- Confirm there is a significant emergency or threat.
- Determine appropriate segments of campus community to receive notifications.
- Determine the content of the notification.
- Initiate the notification system.
- The school will determine the content, considering the safety of the community, and initiate notification system, unless issuing a notification will compromise efforts to assist a victim or to contain, respond or otherwise mitigate the emergency.
- Disseminating emergency information to larger community will be done in the same manner as school closings due to weather:
  - Visit the I-TAP Facebook page to view school closure information
  - Text messages (if possible, for staff to access this method of notification) will be sent to all active students currently enrolled in classes
  - Email blast (if possible, for staff to access this method of notification) will be sent to all active students currently enrolled.
- The school will test the emergency response evacuation on at least an annual basis.
- The school will contact other applicable community members after any direct threat/danger is contained. The school will cooperate with the authorities.

## Policy Statements:

1. This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available Director or Chief Instructor, and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing 911.
2. All students and employees are required to report any crime or emergency to their institutional official promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, Director or Chief Instructor will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature.
3. Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution's Training Director who contacts the correct police department for statistics via crime mapping websites on the local police departments website and the institution's "Incident Log", and then records those statistics.
4. Only students, employees and other parties having business with this institution should be on institutional property. All doors leading into the building are closed and locked after hours beginning at 5:00 pm. When the school closes for the night, the school's official or delegate of will inspect to see that each classroom and office is empty and then set the alarm and lock down the campus. Any individual present on the institutions property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.
5. Current policies concerning campus law enforcement are as follows:
  - a. The Director or Chief Instruction have no powers of arrest other than the Citizens Arrest Law and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
  - b. Employee shall contact their Chief Instructor or Director to report any criminal action or emergency to the appropriate agency by calling 911. If possible, in the interim, the institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.
  - c. The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such age.
6. Though I-TAP does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to his/her own personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.

- a. Do not leave personal property in the classrooms
  - b. Report to the Director or Chief Instructor, any suspicious persons.
  - c. Always try to walk in groups outside the school premises.
  - d. If you are waiting for a ride, wait within sight of other people
  - e. Employees (staff and faculty) will close and lock all doors, close blinds, and turn off lights when leaving for the evening/day.
  - f. The “Crime Awareness and Campus Security Act” is available upon request to students, employees (staff and faculty) and prospective students.
  - g. The school has no formal program that disseminates this information. All information is available upon request.
  - h. Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless that disclosure is prohibited by law, would jeopardize the confidentiality of the victim, or an ongoing criminal investigation the safety of an individual, cause a suspect to flee evade detection, or result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty (60) days, that information must be made available within two (2) business days of the request.
7. I-TAP does not offer regularly scheduled crime awareness or prevention programs other than at registration when all the institution’s policies and regulations are disclosed to prospective students.
  8. All incidents shall be recorded in I-TAP’s Incident Log located on campus in the Directors office. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log within two business days after it is reported to the school’s official, unless that disclosure is prohibited by law, would endanger the confidentiality of the victim.
  9. I-TAP does not permit the sale, possession, or consumption of alcoholic beverages on school property and adheres to and enforces all state underage drinking laws.
  10. I-TAP does not permit the possession, use or sale of illegal drugs (including Marijuana) by its employees and students and adheres to and enforces all state and Federal drug laws. The violations of these policies by students or employees may result in expulsion, termination and/or arrest.
  11. Information concerning drug and alcohol abuse education program are available in the Directors office. Any information regarding a student’s substance abuse issues that require admission to a substance abuse issue will be kept confidential. Students will be encouraged to take full advantage of any reputable counseling and treatment services available. I-TAP shall assist a student with the substance abuse problem as much as possible given the schools policies, resources, and legal constraints. The Director will assist the student with obtaining professional help by informing him/her of the community resources available in Sacramento. Local AA and NA meetings can be located via their websites: [aa.org](http://aa.org) and [na.org](http://na.org).



While the institution supports students to participate in treatment, we do not make any representation that these services will be at no charge to the student. Students are responsible for paying for their own treatment programs.

12. Sexual assaults (criminal offences) on campus will be reported immediately to the Director or Chief Instructor, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such time that a person can be properly transported to a hospital or rape crisis center for proper treatment. This institution has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and/or arrest.
13. Information regarding sex offenders can be located at <https://www.meganslaw.ca.gov>. Offenders can be searched by name, or location.
14. I-TAP advises all students and employees to be responsible for their own security and the security of others. Please report any known criminal offenses occurring on campus to the school administration.
15. The institution does not have any control of off campus activities. If a student experiences a crime off campus while at a school function, those incidents should be reported to both the authorities, and the Director.
16. The institution will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of the Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceedings conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

## PERSONAL RESPONSIBILITY FOR SAFETY

No safety rule is a complete substitute for common sense, nor can safety rules be devised to cover every situation. Good judgment must be used in every situation.

### Individual Responsibility:

- Follow approved practices and procedures or standards which apply, on any work you perform for the school.
- Report to your supervisor/instructor any condition which might injure any person or damage any property.
- Any injury which occurs at school, no matter how slight, or any accident that causes damage to property shall be reported immediately to the Director or Chief Instructor. All injuries and accidents should be reported by the end of the day.
- If anyone observes another who is about to endanger themselves, another person, or property while at the school, they should intervene immediately in such a way as to not danger themselves.
- Alcoholic beverages are not allowed on the school property and use of such is prohibited. No one is to report for work or class if under the influence of alcohol.
- Controlled substances, such as marijuana and cocaine, are illegal by state and federal law. Their use and possession are prohibited on school property. No one is to report for work or class if under the influence of any controlled substance.

- Liquids such as water or oil, excessive dust/dirt, or any other debris spilled on floors represent serious slipping hazards and should be cleaned up immediately upon observation.

## Accident Investigation and Reporting

Anyone who suffers an injury during school shall promptly report such injury to the Director or Chief Instructor or instructor no later than end of the period on the day in which the injury occurred. Every accident shall be investigated to determine the cause and the steps needed to prevent a reoccurrence. It shall be the responsibility of the instructor to obtain the complete detailed facts of the accident as soon as possible after it occurs and to see that the required reports are made to the Director.

## Firearms

Firearms, ammunition, explosives, or other weapons are prohibited on the school property. Exceptions to this policy are strictly limited to the following:

- Department of Public Safety and other law enforcement agencies in performance of their normal duties may carry firearms on School property.

## Good Housekeeping

Good Housekeeping is essential to safe operation. It will result in fewer accidents and will reduce fire hazards. All spills should be cleaned up promptly to eliminate slipping and fire hazards. All work areas must be kept free of debris and other objects which create hazards. Cleaning up the area where you are working is part of the classes. A class is not completed until the area is cleaned up.

## Solvents, Chemical & Chemical Cleaning

All chemicals and solvents are treated as potential hazards from initial delivery to ultimate use and always require the use of safe practices. Anyone handling flammable liquids or chemicals of any type should wear appropriate protective clothing and will comply with industry safe practices and the safety instructions on the container label in regard to both the use and storage of these materials. Chemicals and materials with toxic fumes are to be used only in well-ventilated areas.

### **Responsibility**

It is the responsibility of everyone to be aware of the hazards related to the use of solvents, chemical cleaning materials, and other chemicals and to enforce the rules related to their use. Hazards to be considered when using solvents, chemical cleaning materials, and other chemicals are:

- Contact with a hazardous material can cause skin rash or dermatitis, corrosive burns, or eye damage.
- Potential explosive or fire hazard.
- The danger of ingestion of a poisonous, corrosive, or hazardous substance through the mouth or absorbed through the skin.
- The inhalation of a volatile solvent, gas or toxic dust which may produce asphyxiation, intoxication, or damage to mucous membrane and internal organs.

## **First Aid**

First aid procedures vary depending on the chemical nature of the materials in question. Follow the instructions on the container label. If a person should come in contact with solvent or chemicals in the eyes or on the skin, the affected area should be irrigated for a minimum of fifteen (15) minutes. If anyone ingests chemical materials or is splashed with a hazardous material and irrigation facilities are not available, they should immediately be referred to a hospital emergency room.

## Severe Weather

### **Flooding**

Although flooding is not a common occurrence, it is possible in the Sacramento area. If there is any possibility of a flash flood, move immediately to higher ground. Do not wait for instructions to evacuate. If you must prepare to evacuate, you should do the following:

- Turn off utilities at the main switch if instructed to do so
- Disconnect electrical appliances
- Do not touch electrical equipment if you are wet or standing in water

If you have to leave, remember these evacuation tips:

- Do not walk through moving water. If you must walk through water, walk where the water is not moving.
- Use a stick to check the firmness of the ground in front of you.
- Do not drive into flooded areas.
- If flood water rises around your car, abandon the car, and move to higher ground, when the water is not moving or not more than a few inches deep.
- If your vehicle is trapped in rapidly moving water, stay in the vehicle. If the water is rising inside, seek refuge on the roof.
- Do not camp or park your vehicle along streams, rivers, or creeks, particularly during threatening conditions.

In the event that flooding may occur, the Training Director may dismiss classes to allow commuters to return home safely.

### **Ice and Snow**

In the event that ice and/or snow threaten to make highway travel hazardous, the Director or Chief Instructor may dismiss classes to allow commuters to return home safely.

### **Earthquake**

Earthquakes can occur at any time; therefore, it is important to stay prepared. Every attempt should be made to secure shelves, heavy objects, mirrors, and electronic items such as computers and printers. During an earthquake individuals should drop, cover, and protect your neck with your arms. Minimize your movements to a few steps to a nearby safe place. If you are indoors, stay there until the shaking has stopped and you are sure exiting is safe. Moving can put you in danger from the debris in your path, only move if you need to get away from the danger of falling objects. If you can move safely, crawl for additional cover under a sturdy desk or table. Stay away from glass, windows, outside doors and walls, and anything that could fall,

such as lighting fixtures or furniture. DO NOT get in a doorway as it does not provide protection from falling or flying objects and you likely will not be able to remain standing.

After the earthquake, do not light a match. Do not move about or kick up dust. Cover your mouth with a handkerchief or clothing. Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available. Shouting should only be a last resort, as it could cause you to inhale dangerous particles. When the shaking stops, look around to make sure it is safe to move and there is a safe way out through the debris, and then exit the school. Expect and plan for aftershocks.

Check for injuries and assist others with evacuation only if able and you have training to assist with rescues.

### **Closing the School as the Result of Severe Weather**

Only the School Director has the authority to close the School. When this action is taken, the Director will notify the staff who will in-turn notify the students and faculty.

### Reporting

Students and employees should refer to the following person when reporting or seeking help on any incident. Please note that any emergency that requires immediate attention should not be waited upon on to report to the school's officer but rather contact the appropriate agency by calling (911). All reports should include as much detail as possible including but not limited to; the names of the individuals involved, the names of all witnesses, the location of the crime, and the detail of the incident.

- Carolyn Nutter, Training Director  
9856 Business Park Drive, Sacramento, CA 95827  
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- Carl Martinez, Chief Instructor  
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The data are presented in four parts:

- Arrests
- Criminal Offenses
- Hate Crimes
- Disciplines

\*Will be updated each year by October 1st.

<http://itap.edu>