



## **YTI Career Institute – Altoona**

### **Alcohol and Drug Free Prevention Policy**

**and**

### **Annual Security Report**

**2019**

Management of the school will monitor the effectiveness of the policies included on an annual basis and make any necessary modifications at that time. The YTI Course Catalog and the Emergency Response Guide are supplements of the Annual Security Report.

## **ALCOHOL AND DRUG FREE PREVENTION POLICY**

We at YTI Career Institute have made a commitment to our students to prepare them for a long and successful professional career. YTI Career Institute, as a result of these responsibilities, has a compelling obligation to eliminate illegal drug use from the school. We intend to honor this obligation in the following manner:

1. Imposing an absolute prohibition on the unlawful distribution, dispensation, possession, or use of a controlled substance or alcohol by any student or employee of YTI Career Institute on school property or as a part of any school activity.
2. Making available to all students and employees information concerning the health hazards involved with alcohol and drug abuse.
3. Making available to all students and employees information concerning the legal sanctions involved with the illegal use of drugs and alcohol.
4. Making available to all students and employees information concerning drug and alcohol counseling and rehabilitation services.

The use, possession, sale or the furnishing of alcohol at YTI Career Institute is prohibited. Laws regarding the use, possession, sale or the furnishing of alcohol on YTI Career Institute grounds is controlled by the PA Liquor Control Board. However, the enforcement of alcohol laws on-campus is the responsibility of YTI Career Institute personnel and local authorities. YTI Career Institute has been designated "drug free." The sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced. Violators are subject to YTI Career Institute disciplinary actions and full criminal prosecution.

### **Prevention and resource programs:**

YTI recognizes that a wide range of problems not directly associated with one's academic pursuits can have an adverse effect on a student's classroom performance and behavior. Many problems can be successfully treated if identified early, and a referral is made to those skilled in dealing with them, whether the problem is one of physical illness, mental or emotional stress, finances, alcoholism, drug abuse, marital/family stress, legal problems, or other difficulties. YTI maintains a contractual relationship with WellSpan Health Services to provide students with such assistance.

Members of the Student Services Department are available to meet with students who wish to take advantage of WellSpan services. Likewise, members of the faculty and staff are encouraged to provide referrals for students whom they perceive to be at risk or in need of assistance. Referrals and subsequent support for emotional or personal counseling are strictly confidential. No information is released to YTI. Access to WellSpan is provided free of charge to enrolled YTI students for three sessions. Additional sessions may be available with the cost the responsibility of the individual.

### **Where to go if you or someone you know needs help**

#### **Alcoholics Anonymous**

**814-946-9002**

A mutual support self-help group for people who desire to stop drinking. There are group meetings at various locations on a daily basis. Call for a specific time and place.

#### **Altoona Hospital Mental Health and Drug and Alcohol Services**

**814-946-2141**

#### **Al-Anon & Alateen**

**1-888-425-2666**

**<http://www.pa-al-anon.org/meetings>**

A service for anyone whose personal life is or has been affected by close contact with a problem drinker. There are group meetings at various locations. Visit the site listed above for more details

#### **Laurel Mountain Highlands Area of Narcotics Anonymous**

**1-800-494-3414**

A fellowship of men and women for whom drugs have become a problem. Recovering addicts meet regularly to help each other stay clean. Meeting times and locations vary. Call for a specific time and place.

#### **Altoona Regional Health System Crisis Center**

**814-889-2279**

The Crisis Center is a 24-hour telephone managed center that offers confidential and easy access to the mental health services and drug and/or alcohol services that are offered by county contracted treatment providers.

#### **CONTACT Altoona**

**814-946-9050**

CONTACT Altoona is a telephone helpline providing listening, reassurance, crisis intervention and information & referral services to the community. Telephones are staffed 365 days a year by trained volunteers. All services are free and confidential.

#### **Family Services, Inc.**

**814-944-3583**

Family Services improves the quality of life for individuals, families, and communities by providing cost efficient and effective care programs that contribute to healthier relationships.

**Toll-free national information:****American Council on Alcoholism Help-line****Cocaine Hotline****National Council on Alcoholism****National Institute on Drug Abuse Hotline****National Suicide Prevention Hotline****National Sexual Assault Hotline****1-800-527-5344****1-800-COCAINE****1-800-NCA-CALL****1-800-662-HELP****1-800-273-8255****1-800-656-HOPE****On-campus prohibition of alcohol or drugs:****Students**

Students who receive Pell Grants must, at the time of application for assistance, certify that they will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance during the period covered by the grant.

Furthermore, possession or use of drugs on school premises will make the student subject to dismissal.

**Employees**

As a condition of employment, employees will notify the school of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.

Within 30 days of the employee notification of the first such conviction, the school will either terminate the employee or require written documentation from the employee that he/she has entered a rehabilitation program. A second conviction will result in termination.

# THE FACTS ABOUT DRUGS

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## ALCOHOL

May provide a feeling of confidence and being in control. Those likely to be addicted may have an enzyme deficiency that allows them a high rate of consumption without drunkenness, encouraging a belief that since one doesn't get obviously drunk, no harm is done. The tolerance is only on the surface. Liver, brain, heart, and stomach destruction goes on even without apparent symptoms. Over time, beer, wine, and wine coolers, as well as hard alcohol, often cause dependency and may be fatal.

## MARIJUANA

Use of marijuana may impair or reduce short-term memory and comprehension, alter sense of time, and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Research shows that knowledge retention may be lower when information is given while the person is "high." Motivation and cognition are altered, making the acquisition of new information difficult. Marijuana can also produce paranoia and psychosis. The tar in marijuana smoke is a highly irritating carcinogenic. Long-term use may develop psychological dependence.

## COCAINE

Chronic use can cause ulceration of the mucous membrane in the nose. Cocaine can produce psychological dependency, a feeling that the user cannot function without the drug.

Crack or free-base rock, a concentrated form of cocaine, is extremely potent. Its effects are felt within ten seconds of administration. Physical effects include dilated pupils, increased pulse rate, elevated blood pressure, and insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures.

Cocaine use may lead to death through disruption of the brain's control of heart and respiration.

## AMPHETAMINES AND OTHER STIMULANTS

Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. In addition, users may perspire, experience headache, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause rapid or irregular heartbeat, tremors, loss of coordination, and even physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure.

In addition to the physical effects, users report feeling restless, anxious, and moody. Higher doses intensify the effects. Persons who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucination, delusions, and paranoia.

## NARCOTICS (INCLUDING: HEROIN, MEHADONE, MORPHONE, OPIUM, AND CODEINE)

Tolerance to narcotics develops rapidly and dependence is likely. The use of unsterilized syringes may result in transmission of diseases such as AIDS, endocarditis, and hepatitis. Addiction in pregnant women can lead to premature, stillborn, or addicted infants.

An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma, and death.

## DEPRESSANTS

The use of depressants can cause both physical and psychological dependence. Regular use over time may result in tolerance to the drug, leading the user to increase the quantity consumed.

Very large doses can cause respiratory depression, coma, and death. The combination of depressants and alcohol can increase the effects of the drugs, thereby multiplying the risks.

When regular users stop taking depressant drugs, they may develop withdrawal symptoms ranging from restlessness, insomnia, and anxiety to convulsions and death.

Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after they are born. Birth defects and behavioral problems have been associated with these children.

## HALLUCINOGENS

Chronic users of PCP report persistent memory problems and speech difficulties. Mood disorders (depression, anxiety, and violent behavior) also occur. In later stages, chronic users often exhibit paranoid and violent behavior and experience hallucinations. Large doses of PCP may produce convulsions, coma, heart and lung failure, or ruptured blood vessels in the brain.

Lysergic acid (LSD), mescaline, and psilocybin cause illusions and hallucinations. The physical effects may include dizziness, weakness, tremor, nausea, and drowsiness.

Sensations and feelings may change rapidly. It is common to have a bad psychological reaction to LSD, mescaline, and psilocybin. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even after the use has ceased.

## DESIGNER DRUGS

Underground chemists modify the molecular structure of certain illegal drugs to produce analogs known as designer drugs. These drugs can be hundreds of times stronger than the drugs that they are designed to imitate.

The narcotic analogs can cause symptoms such as those seen in Parkinson's disease; uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage. Analogs of amphetamines and methamphetamines cause nausea, blurred vision, chills or perspiration, and faintness. Psychological effects include anxiety, depression, and paranoia. As little as one dose can cause brain damage. The analogs of phencyclidine cause illusions, hallucinations, and impaired perception.

# LEGAL SANCTIONS

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## I. LEGAL SANCTIONS

The following is a brief review of the legal sanctions under local, state, and federal law for the unlawful possession or distribution of illicit drugs and alcohol:

### A. DRUGS

The Controlled Substance, Drug, Device and Cosmetic Act, 35 Pa. C.S.A. 780-101 et seq., sets up five schedules of controlled substances based on dangerousness and medical uses. It prohibits the manufacture, distribution, sale or acquisition by misrepresentation or forgery of controlled substances except in accordance with the Act as well as the knowing possession of controlled substances unlawfully acquired. Penalties for first-time violators of the Act range from thirty days imprisonment, \$500 fine, or both for possession or distribution of a small amount of marijuana of hashish, not for sale, to fifteen years or \$250,000 or both for the manufacture or delivery of a Schedule I or II narcotic. A person over eighteen years of age who is convicted for violating The Controlled Substance, Drug, Device and Cosmetic Act, shall be sentenced to a minimum of at least one year total confinement if the delivery or possession with intent to deliver of the controlled substance was to a minor. If the offense is committed within 1,000 feet of the real property on which a university is located, the person shall be sentenced to an additional minimum sentence of at least two years total confinement.

The Pharmacy Act of 1961, 63 Pa. C.S.A. 390-8 makes it unlawful to procure or attempt to procure drugs by fraud, deceit, misrepresentation or subterfuge or by forgery or alteration of a prescription. The first offense is a misdemeanor, with a maximum penalty of one year's imprisonment, a \$5,000 fine, or both.

The Vehicle Code, 75 PA. C.S.A. 3101 et seq., which was amended effective July 1, 1977, prohibits driving under the influence of alcohol or a controlled substance, or both, if the driver thereby is rendered incapable of safe driving. A police officer is empowered to arrest without a warrant any person whom he or she has probable cause to believe has committed a violation, even though the officer may not have been present when the violation was committed. A person so arrested is deemed to have consented to a test of breath or blood for the purpose of determining alcoholic content, and if a violation is found it carries the penalties of a misdemeanor of the second degree, which includes imprisonment for a maximum of thirty days.

The Federal drug laws, The Controlled Substances Act, 21 U.S.C. 801 et seq., are similar to the Pennsylvania Controlled Substance, Drug, Device, and Cosmetic Act, but contain, for the most part, more severe penalties. Schedules of controlled substance are established, and it is made unlawful knowingly or intentionally to manufacture, distribute, dispense, or possess with intent to distribute or dispense a controlled substance. If the quantity of controlled substance is large (e.g. 1,000 kg of a mixture or substance containing marijuana), the maximum penalties are life imprisonment, a \$4,000,000 fine, or both. Lesser quantities of controlled substance (e.g. 100 kg of a mixture or substance containing marijuana) result in maximum penalties of life imprisonment, a \$2,000,000 fine, or both. The distribution of small amounts of marijuana for no remuneration or simple possession of a controlled substance carries a maximum of one year's imprisonment, a \$5,000 fine, or both, with the penalties for the first offenders. Distribution to persons under the age of twenty-one by persons eighteen or older carries double or triple penalties. Double penalties also apply to the distribution or manufacture of a controlled substance in or on or within 1,000 feet of the property of a school or college.

Students, who have been convicted under state or federal law involving the possession or sale of a controlled substance, are ineligible for federal student aid for specific periods (ranging from one year to an indefinite period depending on the nature of the offense and whether the student is a repeat offender).

## B. ALCOHOL

The Pennsylvania Liquor Code, 47 Pa., C.S.A., 1-101 et seq., controls the possession and sale of alcoholic beverages within the Commonwealth. The Code as well as portions of the Pennsylvania Statutes pertaining to crimes and offenses involving minors, 18 Pa., C.S.A. 6307 et seq., provide the following:

It is a summary offense for a person under the age of twenty-one to attempt to purchase, consume, possess or knowingly and intentionally transport any liquor or malt or brewed beverages. Penalty for a first offense is suspension of driving privileges for 90 days, a fine up to \$300 and imprisonment for up to 90 days; for a second offense, suspension of driving privileges for one year, a fine up to \$500, and imprisonment for up to one year; for subsequent offense, suspension of driving privileges for two years, a fine up to \$500 and imprisonment for up to one year. Multiple sentences involving suspension of driving privileges must be served consecutively.

It is a crime intentionally and knowingly to sell or intentionally and knowingly to furnish or to purchase with the intent to sell or furnish, any liquor or malt or brewed beverages to any minor (under the age of twenty-one). "Furnish" means to supply, give or provide to, or allow a minor to possess on premises or property owned or controlled by the person charged. Penalty for a first violation is \$1,000; \$2,500 for each subsequent violation; imprisonment for up to one year for any violation.

It is a crime for any person under twenty-one years of age to possess an identification card falsely identifying that person as being twenty-one years of age or older, or to obtain or attempt to obtain liquor or malt or brewed beverages by using false identification card. Penalties are stated in (2) above.

It is a crime intentionally, knowingly or recklessly to manufacture, make, alter, sell or attempt to sell an identification card falsely representing the identify, birth date, or age of another. Minimum fine is \$1,000 for first violation; \$2,500 for subsequent violations; imprisonment for up to one year for any violation.

It is a crime to misrepresent one's age knowingly and falsely to obtain liquor or malt or brewed beverages. Penalties are a stated in (1) above.

It is a crime knowingly, willfully and falsely to represent that another is of legal age to obtain liquor or malt or brewed beverages. Penalty is a minimum fine of \$300 and imprisonment for up to one year.

It is a crime to hire, request or induce any minor to purchase liquor or malt or brewed beverages. Penalty is a minimum fine of \$300 and imprisonment for up to one year.

Sales without a license or purchases from an unlicensed source of liquor or malt or brewed beverages are prohibited.

It is unlawful to possess or transport liquor or alcohol within the Commonwealth unless it has been purchased from a State Store or in accordance with Liquor Control Board regulations. The School will cooperate with the appropriate law enforcement authorities for violations of any of the above-mentioned laws by an employee in the workplace or student.

The use in any advertisement of alcoholic beverages of any subject matter, language or slogan directed to minors to promote consumption of alcoholic beverages is prohibited.

No advertising of alcoholic beverages shall be permitted, either directly or indirectly, in any booklet, publication, published by, for, or on behalf of any educational institution.

For more information, visit: [www.drugabuse.gov](http://www.drugabuse.gov) or [www.samhsa.gov](http://www.samhsa.gov).

## **INSTITUTIONAL SECURITY POLICIES AND CRIME STATISTICS**

YTI Career Institute prepares this report to comply with the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This report is prepared in cooperation with the local law enforcement agencies.

The policy statements address the school's policies, procedures and programs concerning safety and security, for example, policies for responding to emergency situations and sexual offenses. Three years' worth of statistics are included for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the school and on public property within or immediately adjacent to the campus.

### **Notification of annual security reporting:**

Annually an alert notification is made to all enrolled students that provides the website location to access the newly released report. Prospective students may access the report via the [yti.edu website](http://yti.edu) or if preferred, a paper copy from the Registrar Department. Faculty and staff receive email notifications. All prospective employees may obtain an electronic copy from the [yti.edu website](http://yti.edu) or if preferred, a paper copy from the Human Resource Department. The website address is also attached to all employment applications.

The Course Catalog will continue to contain a statement indicating that the unlawful possession or use of alcohol or drugs on school property is grounds for dismissal.

### **Reporting crimes and other emergencies:**

YTI Career Institute encourages anyone who is the victim or witness to any crime or emergency to promptly report the incident. Depending on the circumstances of the crime you are reporting, you may be able to file a report while maintaining your confidentiality. All reports will be investigated.

Inside the building: report all incidents to any surrounding campus personnel located near the incident. If none are available, the use of the in class telephone may be utilized to contact the front desk for assistance.

Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around entryways should be reported to campus personnel.

Immediate, non-immediate, and emergency incidents may be reported to the following campus areas:

<b>Department</b>	<b>Location</b>	<b>Phone Number</b>
Student Services	Back door entrance, left, located in the LRC	814-296-2651
Front Desk	Front Lobby	814-296-2614
Director of Education	Back door entrance, left, first office on left	814-296-2610
Campus Director of Operations and Education	Front entrance, located in the Admissions area	814-296-2626

For all off-campus incidents, dial 9-1-1 and contact the corresponding emergency services.

### **Crimes involving student organizations at off-campus locations:**

YTI Career Institute does not have any recognized student organizations with off-campus locations.

### **Building access:**

During business hours, YTI Career Institute will be open to students, employees, contractors, guests, and invitees. All visitors must report to the front desk for admittance to the building. Students and employees may access alternative doors using their identification cards. Students and employees are not to allow others, including fellow students or faculty access to the facilities using another's identification card. Each student and employees should use their own assigned identification card to gain access.

During non-business hours and holidays, access to the facilities is by authorized personnel only.

### **Campus law enforcement:**

YTI Career Institute personnel have the authority to ask persons for identification and to determine whether individuals have lawful business at YTI Career Institute. YTI does not employ police or safety and security officers. Criminal incidents are referred to the local police who have jurisdiction on the campus. All crime victims and witnesses are strongly encouraged to immediately report crimes to campus personnel and the appropriate police agency. Prompt reporting will assure timely warning notice on-campus and timely disclosure of crime statistics.

### **Programs designed to inform students and employees about campus security procedures:**

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

Publications regarding policies on alcohol and drug use, campus security procedures and crime prevention awareness are distributed to new students, and employees in their orientation package.

The Sexual Violence Education program is designed to educate and prevent domestic violence, dating violence, sexual assault, and stalking. This program is introduced during the students' first term of attendance and employee orientation seminars. Additional ongoing program information is sponsored by the Student Services Department and offered on a continual basis for the entire campus body.

In addition to seminars, information is disseminated to students and employees through security alert posters, displays, videos, and articles available through the Learning Resource Center.

Timely warning information is released via the Rave alert program.

### **Timely warnings/ Disseminating Emergency Information**

In the event of an emergency, or when a serious criminal incident has occurred – especially in situations that could pose an immediate threat to community and individuals – the Campus President and Student Services will use appropriate channels to notify the YTI community and a campus wide “timely warning” will be issued. Timely notifications will be made through the Rave Alert System. This system will broadcast messages through email, text, phone and social networks to keep students apprised of emergency and non-emergency situations.

### **Emergency Response and Evacuation Procedures:**

YTI Career Institute's Emergency Response Guide contains important information about how students and employees should respond during various potential emergencies. Each room should have specific evacuation plans to exit the building and a quick reference emergency card. YTI Career Institute conducts at least one annual Rave alert system test and at least one emergency evacuation drill each year. Tests and drills may be announced or unannounced.

Campus personnel have received training in the Emergency Response Guidelines and in responding to critical incidents on campus. Depending on the incident, other local, state, or federal authorities may also be involved. All incidents are required to be reported to YTI Career Institute. YTI Career Institute has the responsibility of responding to and investigating all incidents to determine if additional authorities should be involved.

## **Emergency Response Quick Reference Guide:**

ACTIVE SHOOTER – RUN, HIDE, FIGHT – If possible, exit the building and call 911 (RUN) – If you can't exit, get out of the hallway, get behind closed doors in a lock barricaded room (HIDE) – Remain calm and call 911, if you can't speak leave the line open for 911 to hear what is going on – Remain in place until YTI Official or Police arrive and it's ok to leave – As a last resort confront the shooter, use whatever objects available as a weapon (FIGHT)

FIRE – Activate nearest fire alarm – Call 911, state the emergency and location of the fire – Warn others and help those who need it – Exit the building at the nearest exit, go to one of the designated areas – Wait to be counted for attendance – Wait for further instruction

EVACUATIONS – Immediately exit the building at the nearest exit – Remain calm and take personal belongings if they are with you – Go to one of the designated locations and wait for further instructions

MEDICAL EMERGENCIES – Immediately call or have someone call 911 – If you are taking action, remember to use personal protective equipment – Make sure the scene is safe, access the situation, and remain calm before taking action

HEART ATTACK – Call or have someone call 911 – If within the scope of your training access the patient and start CPR and use the AED if necessary

BURNS – Remove victim from the source of the burn, flush with cool water, call 911 if necessary

BLEEDING – Use gloves/other protective gear – Apply pressure with a clean cloth – call 911 if necessary

SEXUAL VIOLENCE/THREATS of VIOLENCE – Immediately report to school official – Contact 911 if necessary – ALL threats or acts of violence are taken seriously

SUICIDAL THREATS/ATTEMPTS – Do not leave the person alone – Notify a school official – If immediate threat contact 911 – Contact Crisis Intervention 800-673-2514

WEATHER EMERGENCIES – Remain calm, remain inside the building and get to an interior portion of the building – Shelter in Place – If caught outside lie in a ditch or low lying area

POWER OUTAGE – Remain calm, provide assistance to those who need it – Move to a lighted area

ALL OTHER EMERGENCIES – Remain calm – Make sure a school official has been notified – Access the situation and contact 911 when necessary - WHEN IN DOUBT, GET OUT WHEN YOU CAN, LET SOMEONE KNOW, NOTIFY A SCHOOL OFFICIAL AND CONTACT 911 WHEN NECESSARY

## **SEX CRIMES PREVENTION ACT**

Student Right to Know Act states that schools must notify students on where they can obtain information in regards to sex offenders who must register with the state. For students who attend the YTI Career Institute- Altoona, you can obtain this information by contacting the Altoona Police Department at **814-949-2489**. Also this information can be obtained by logging on to the Pennsylvania State Police Website at <http://www.psp2.state.pa.us/svp/index.htm>. You can e-mail the state police and they will send you the information you request electronically.

Information is also available at the following website locations:

US Department of Justice

<http://www.nsopw.gov/Core/Portal.aspx?AspxAutoDetectCookieSupport=1>

Megan's Law

<https://www.meganslaw.com/>

### **Sexual Assault programs and procedures:**

The Sexual Violence Education Program is to increase awareness of and improve every student's understanding of sexual violence and to reduce the likelihood of sexual violence. Individuals who are victims of sexual violence have local, state, and federal rights to report such incidents.

Sexual assault, including rape, is a violation of YTI's Sexual Harassment Policy, as well as a violation of the penal code.

### **Definitions:**

**Sexual Assault** is a general term used to describe many forms of sexual offenses. Any unwanted sexual contact or sexual attention committed by force, fear, duress, menace, trick or violence is sexual assault. An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program.

**Sex Offenses** is any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

**Rape** is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**Fondling** is 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 or because of temporary or permanent mental incapacity.

**Incest** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape** is sexual intercourse with a person who is under the statutory age of consent.

**Domestic violence** includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law. It is a general term used to describe abusive behavior that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

**Dating violence** is defined as the physical, sexual, or psychological/emotional violence within a social relationship of a romantic or intimate nature with the victim. Includes, by not limited to, sexual or physical abuse or the threat of such abuse. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.

**Stalking** is a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her or others' safety, or to suffer substantial emotional distress.

**Consent in reference to sexual activity;** effective consent is informed, freely and actively given, mutually understandable words and/or actions which indicate a willingness to participate in a mutually agreed upon sexual activity.

**Bystander Intervention** is safe and positive options carried out by individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking.

## **Procedures victims should follow if a sex offense, domestic violence, dating violence, sexual assault, or stalking has occurred:**

All victims of campus crime are strongly encouraged to report the incident.

It is important to keep the following in mind when reporting an incident:

1. Get to a safe place.
2. The importance of preserving evidence. Seek medical attention and preserve any physical evidence.
3. Students may report any such incidents to any YTI staff or faculty member with complete confidentiality, unless there is a continuing risk to the campus, in which case the faculty member will have to disclose the risk to campus president and/or student services in order to issue a timely warning. All YTI staff and faculty must uphold the promise of discretion, concern, sensitivity, and dignity when dealing with such reports. The Student Services Department in conjunction with outside organization and agency assistance are available to assist with carrying out the provisions of the state and federal requirements.
4. Options regarding law enforcement and campus authorities, including notification of the victim's option to notify law enforcement if the victim so chooses, and the option to decline to notify such authorities. Campus authorities will assist in notifying authorities, if the victim so chooses.
5. If a student wants to file a claim with the Title IX Coordinator, he or she may do so at any time.

Jen Petri-Title IX Coordinator, jen.petri@yti.edu

## **Prompt, fair, and impartial proceedings in domestic violence, dating violence, sexual assault, and stalking cases:**

All incidents reported have the right to a reasonable prompt, fair and impartial proceeding as designated by YTI's policies. Proceedings are all activities related to a non-criminal resolution of the institutional disciplinary complaint, including, but not limited to: fact finding investigations, formal or informal meetings and hearings. This includes the process that allows for the extension of timeframes for good cause and with written notice to the accuser and the accused of the delay and the reason for the delay. This does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to the victim.

Proceedings will be conducted in a manner that is consistent with policies and transparent to the accuser and the accused; includes timely notice of meetings at which the accuser or accused, or both, may be present; and provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and conducted by officials who do not have a conflict of interest or bias or against the accuser or the accused.

Results, including: initial, interim, or final decisions by any official or entity authorized to resolve disciplinary matters within the institution will be communicated to the accuser and the accused simultaneously in writing and in a timely manner. The result will include any sanctions imposed by the institution.

Victims have the right to request accommodations or protective measures to be provided.

**Bill of rights, consistent with the federal campus sexual assault victims' bill of rights under section 485(f)(8) of the Higher Education Act of 1965 (20 U.S.C. § 1092(f)(8)).**

*Each institution of higher education shall establish and implement a written policy establishing a campus sexual assault victims' bill of rights which provides that the following rights shall be accorded, by all campus officers, administrators and employees of such institution, to victims of campus-related sexual assaults:*

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You have the following rights:

- (1) The right to have any and all sexual assaults against you treated with seriousness; the right, as victims, to be treated with dignity; and the right for campus organizations which assist such victims to be accorded recognition.
  - (A) that does not discriminate against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation or veteran's status.
- (2) The right to have sexual assaults committed against you investigated and adjudicated by the duly constituted criminal and civil authorities of the governmental entity in which the crimes occurred; and the right to the full and prompt cooperation and assistance of campus personnel in notifying the proper authorities.
- (3) The right to be free from any kind of pressure from campus personnel that victims--
  - (A) who chose not to report crimes committed against them to civil and criminal authorities or to campus law enforcement and disciplinary officials; or
  - (B) who report crimes as lesser offenses than the victims perceive them to be.
- (4) The right to be free from any kind of suggestion that campus sexual assault victims not report, or under-report, crimes because--
  - (A) victims are somehow 'responsible' for the commission of crimes against them;
  - (B) victims were contributorily negligent or assumed the risk of being assaulted; or
  - (C) by reporting crimes they would incur unwanted personal publicity.
- (5) The same right to legal assistance, or ability to have others present, in any campus disciplinary proceeding that the institution permits to the accused; and the right to be notified of the outcome of such proceeding.
- (6) The right to full and prompt cooperation and confidentiality from campus personnel in obtaining, securing, and maintaining evidence (including a medical examination) as may be necessary to the proof of criminal sexual assault in subsequent legal proceedings.
- (7) The right to be made aware of, and assisted in exercising any options, as provided by State and Federal laws or regulations, with regard to testing of sexual assault suspects for communicable diseases and with regard to notification to victims of the results of such testing.
- (8) The right to counseling from any mental health services previously established by the institution, or by other victim-service entities, or by victims themselves.
- (9) After campus sexual assaults have been reported, the victims of such crimes shall have the right to require that campus personnel take the necessary steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including immediate transfer of classes if requested by the victims.
  - (A) both parties shall be informed of the outcome of such requests, in writing within one business day of final results being reached.

**Where to go if you or someone you know needs help**

<b>UPMC Crisis</b>	<b>1-888-7-YOU CAN (1-888-796-8226)</b>
<b>UPMC Altoona</b>	<b>814-889-2011</b>
<b>Contact Altoona</b>	<b>814-946-9050</b>
<b>Family Services</b>	<b>814-944-3583</b>
<b>National Suicide Prevention Hotline</b>	<b>1-800-273-8255</b>
<b>National Sexual Assault Hotline</b>	<b>1-800-656-HOPE</b>

# CRIME STATISTICS

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## Definitions of reportable crimes:

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Arrests:** Persons processed by arrest, citation or summons.

**Arson:** Any 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, etc.

**Burglary:** The unlawful entry of a structure to commit a felony or a theft.

**Destruction/Damage/Vandalism of Property:** to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

**Drug Abuse Violations:** The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics - manufactured narcotics which can cause true addiction (Demerol, Methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).

**Hate Crimes:** A crime that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. The applicable categories of bias are: race, gender, religion, sexual orientation, ethnicity/national origin and disability.

**Liquor law violations:** The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on train or public conveyance; and attempts to commit any of the above.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle.

**Murder and Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.

**Negligent Manslaughter:** The killing of another person through gross negligence.

**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.

**Sex Offenses, Forcible:** 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. A. Forcible Rape - 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 of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth). B. Forcible Sodomy - Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity. C. Sexual Assault With An Object - The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity. D. Forcible Fondling - The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

**Sex Offenses, Non-forcible:** Unlawful, non-forcible sexual intercourse. A. Incest - Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. B. Statutory Rape - Non-forcible sexual intercourse with a person who is under the statutory age of consent.

**Simple Assault:** 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.

**Weapons violations:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.

## **Definitions of geographic areas:**

**On-Campus:** (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor). **Any on-campus buildings would be the school itself. YTI Career Institute does not have residence halls.**

**Non-Campus:** (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. **YTI does not have any non-campus buildings. This would not apply.**

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

**YTI Career Institute - Altoona**  
2900 Fairway Drive, Altoona, PA 16602

OFFENSE	LOCATION	2016	2017	2018
<b>Murder/Non-negligent Manslaughter</b>	On Campus	0	0	0
	Public Property	0	0	0
<b>Negligent Manslaughter</b>	On Campus	0	0	0
	Public Property	0	0	0
<b>Rape</b>	On Campus	0	0	0
	Public Property	0	0	0
<b>Fondling</b>	On Campus	0	0	0
	Public Property	0	0	0
<b>Incest</b>	On Campus	0	0	0
	Public Property	0	0	0
<b>Statutory Rape</b>	On Campus	0	0	0
	Public Property	0	0	0
<b>Robbery</b>	On Campus	0	0	0
	Public Property	0	0	0
<b>Aggravated Assault</b>	On Campus	0	0	0
	Public Property	0	0	0
<b>Burglary</b>	On Campus	0	0	0
	Public Property	0	0	0
<b>Motor Vehicle Theft</b>	On Campus	0	0	0
	Public Property	0	0	0
<b>Arson</b>	On Campus	0	0	0
	Public Property	0	0	0
<b>Domestic Violence</b>	On Campus	0	0	0
	Public Property	0	0	0
<b>Dating Violence</b>	On Campus	0	0	0
	Public Property	0	0	0
<b>Stalking</b>	On Campus	0	0	0
	Public Property	0	0	0

*There were no reported hate crimes in the above categories for the years 2016, 2017, or 2018.*

**Crimes resulting in specific arrests:**

OFFENSE	LOCATION	2016	2017	2018
<b>Liquor Law Violations</b>	On Campus	0	0	0
	Public Property	0	0	0
<b>Drug Abuse Violations</b>	On Campus	0	0	0
	Public Property	1	0	0
<b>Weapons Violations</b>	On Campus	0	0	0
	Public Property	0	0	0

**Hate Crimes**

OFFENSE	2016	2017	2018
<b>Larceny-Theft</b>	0	0	0
<b>Simple Assault</b>	0	0	0
<b>Intimidation</b>	0	0	1
<b>Destruction/damage/vandalism of property</b>	0	0	0