

# Unitech Training Academy Campus Crime Report

## Branch Campus:

6660 Riverside Drive, Suite 101  
Metairie, LA 70003  
504-526-1478

## Security Officer Information:

Gene Duvic  
Registrar / Campus Safety and Security Authority

## Criminal Offenses – On Campus

| Criminal Offense                  | 2013 | 2014 | 2015 |
|-----------------------------------|------|------|------|
| Murder/Non-negligent manslaughter | 0    | 0    | 0    |
| Negligent manslaughter            | 0    | 0    | 0    |
| Rape                              | 0    | 0    | 0    |
| Fondling                          | 0    | 0    | 0    |
| Incest                            | 0    | 0    | 0    |
| Statutory Rape                    | 0    | 0    | 0    |
| Robbery                           | 0    | 0    | 0    |
| Aggravated assault                | 0    | 0    | 0    |
| Burglary                          | 0    | 0    | 0    |
| Motor vehicle theft               | 0    | 0    | 0    |
| Arson                             | 0    | 0    | 0    |

## Criminal Offenses – Public Property

| Criminal Offense                  | 2013 | 2014 | 2015 |
|-----------------------------------|------|------|------|
| Murder/Non-negligent manslaughter | 0    | 0    | 0    |
| Negligent manslaughter            | 0    | 0    | 0    |
| Rape                              | 0    | 0    | 0    |
| Fondling                          | 0    | 0    | 0    |
| Incest                            | 0    | 0    | 0    |
| Statutory Rape                    | 0    | 0    | 0    |
| Robbery                           | 0    | 0    | 0    |
| Aggravated assault                | 0    | 0    | 0    |
| Burglary                          | 0    | 0    | 0    |
| Motor vehicle theft               | 0    | 0    | 0    |
| Arson                             | 0    | 0    | 0    |

## Hate Crimes – On Campus

| <b>Criminal Offense</b>                  | <b>2013</b> | <b>2014</b> | <b>2015</b> |
|--|-------------|-------------|-------------|
| Murder/Non-negligent manslaughter        | 0           | 0           | 0           |
| Rape                                     | 0           | 0           | 0           |
| Fondling                                 | 0           | 0           | 0           |
| Incest                                   | 0           | 0           | 0           |
| Statutory rape                           | 0           | 0           | 0           |
| Robbery                                  | 0           | 0           | 0           |
| Aggravated assault                       | 0           | 0           | 0           |
| Burglary                                 | 0           | 0           | 0           |
| Motor vehicle theft                      | 0           | 0           | 0           |
| Arson                                    | 0           | 0           | 0           |
| Simple assault                           | 0           | 0           | 0           |
| Larceny-theft                            | 0           | 0           | 0           |
| Intimidation                             | 0           | 0           | 0           |
| Destruction/damage/vandalism of property | 0           | 0           | 0           |

## Hate Crimes – Public Property

| <b>Criminal Offense</b>                  | <b>2013</b> | <b>2014</b> | <b>2015</b> |
|--|-------------|-------------|-------------|
| Murder/Non-negligent manslaughter        | 0           | 0           | 0           |
| Rape                                     | 0           | 0           | 0           |
| Fondling                                 | 0           | 0           | 0           |
| Incest                                   | 0           | 0           | 0           |
| Statutory rape                           | 0           | 0           | 0           |
| Robbery                                  | 0           | 0           | 0           |
| Aggravated assault                       | 0           | 0           | 0           |
| Burglary                                 | 0           | 0           | 0           |
| Motor vehicle theft                      | 0           | 0           | 0           |
| Arson                                    | 0           | 0           | 0           |
| Simple assault                           | 0           | 0           | 0           |
| Larceny-theft                            | 0           | 0           | 0           |
| Intimidation                             | 0           | 0           | 0           |
| Destruction/damage/vandalism of property | 0           | 0           | 0           |

## VAWA Offenses – On campus

| <b>Criminal Offense</b> | <b>2013</b> | <b>2014</b> | <b>2015</b> |
|-------------------------|-------------|-------------|-------------|
| Domestic violence       | 0           | 0           | 0           |
| Dating violence         | 0           | 0           | 0           |
| Stalking                | 0           | 0           | 0           |

## VAWA Offenses – Public Property

| <b>Criminal Offense</b> | <b>2013</b> | <b>2014</b> | <b>2015</b> |
|-------------------------|-------------|-------------|-------------|
| Domestic violence       | 0           | 0           | 0           |
| Dating violence         | 0           | 0           | 0           |
| Stalking                | 0           | 0           | 0           |

## Arrests – On Campus

| <b>Criminal Offense</b>             | <b>2013</b> | <b>2014</b> | <b>2015</b> |
|-------------------------------------|-------------|-------------|-------------|
| Weapons: carrying, possessing, etc. | 0           | 0           | 0           |
| Drug abuse violations               | 0           | 0           | 0           |
| Liquor law violations               | 0           | 0           | 0           |

## Arrests – Public Property

| <b>Criminal Offense</b>             | <b>2013</b> | <b>2014</b> | <b>2015</b> |
|-------------------------------------|-------------|-------------|-------------|
| Weapons: carrying, possessing, etc. | 0           | 0           | 0           |
| Drug abuse violations               | 0           | 0           | 0           |
| Liquor law violations               | 0           | 0           | 0           |

## Disciplinary Actions – On Campus

| <b>Criminal Offense</b>             | <b>2013</b> | <b>2014</b> | <b>2015</b> |
|-------------------------------------|-------------|-------------|-------------|
| Weapons: carrying, possessing, etc. | 0           | 0           | 0           |
| Drug abuse violations               | 0           | 0           | 0           |
| Liquor law violations               | 0           | 0           | 0           |

## Disciplinary Actions – Public Property

| <b>Criminal Offense</b>             | <b>2013</b> | <b>2014</b> | <b>2015</b> |
|-------------------------------------|-------------|-------------|-------------|
| Weapons: carrying, possessing, etc. | 0           | 0           | 0           |
| Drug abuse violations               | 0           | 0           | 0           |
| Liquor law violations               | 0           | 0           | 0           |

## Unfounded Crimes

| <b>Criminal Offense</b> | <b>2013</b> | <b>2014</b> | <b>2015</b> |
|-------------------------|-------------|-------------|-------------|
| Total unfounded crimes  | 0           | 0           | 0           |

## Safety and Security Policies

Unitech Training Academy is committed to providing a safe and secure campus. In order to identify Unitech Training Academy students, they are required to wear their nametag and uniform at all times. All visitors must check in at the reception desk before going anywhere in the school. During all hours of operations, a designated staff member is on duty if something out of the ordinary should occur. The facility remains locked during non-business hours.

## Annual Security Report

Each campus has a designated Campus Safety and Security Authority, who is the designated individual to whom all incidents and criminal offenses should be reported. The Campus Safety and Security Authority maintains the Campus Crime Log of all reported criminal offenses on campus and in the surrounding public property as provided by the local police department. The Campus Crime Log is available for viewing by request. Unitech Training Academy reports these campus crime statistics annually in the Annual Security Report. The report is posted on the Unitech Training Academy website, [www.unitechtrainingacademy.com](http://www.unitechtrainingacademy.com), and can be accessed by selecting the "Campus Crime Statistics" link. A hard copy of the report can also be requested from the Director of the campus.

The Campus Safety and Security Authority also provides annual in-service training to the students and employees of Unitech Training Academy on all of the campus security policies and procedures as well as practices to encourage students and employees to be responsible for their own security and the security of others.

## Reporting Criminal Actions or Other Emergencies

If any student and/or employee is aware of a crime, observes a suspicious person or incident, or is a victim you must promptly report the crime or incident. Although criminal actions and other emergencies can be reported to anyone listed in the Administrative and Instructional Staff section of this catalog, it is recommended that reports go through the Campus Safety and Security Authority.

### Non-emergency:

If the crime or incident is a non-emergency, report it immediately to the Campus Safety and Security Authority and/or Director of the campus. At this time, the Campus Safety and Security Authority and/or Director will assess the nature of the crime or incident to determine the best course of action. If necessary the local police department will be contacted. The local police department has jurisdiction over the campus.

### Emergency:

If the crime or incident is an emergency, call 911 immediately. As soon as it is safely possible, report the crime or incident to the Campus Safety and Security Authority and/or Director. At this time, the Campus Safety and Security Authority and/or Director will assess the nature of the crime or incident to determine the best course of action. In

the event that the school authorities determine there is an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued to the students through class announcements from faculty and staff and postings on campus bulletin boards. Depending on the particular circumstances of the crime, especially in situations that could pose an immediate threat to the community, the warning may also be posted on the school website [www.unitechtrainingacademy.com](http://www.unitechtrainingacademy.com)

Confidential:

Unitech Training Academy does not have procedures for confidential reporting of criminal offenses

In the case of either an emergency or non-emergency, once the situation has been handled, the Campus Safety and Security Authority will document what happened. In the case of an accident or injury, they will complete and file an incident report. Additionally, any criminal incidents will be added to the Campus Crime Log for entry into the Annual Security Report.

### Emergency Response and Evacuation Procedures

In cases of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees that is more wide-ranging such as, but not limited to, gas leaks, contagious viruses, tornadoes, etc..., the Campus Safety and Security Authority and/or Director will assess the nature of the threat to determine the best course of action. The school authorities may determine that the threat requires immediate evacuation or that there is an ongoing or continuing threat. Each case has an appropriate associated emergency response.

Immediate Evacuation:

All Unitech Training Academy employees and students are trained annually on how to initiate and implement a safe evacuation from the building. Training occurs through workshops, unannounced fire drills, and other drills using air horns kept in designated areas. In the case of a real emergency requiring evacuation from the building, staff and students swiftly follow posted evacuation routes once the alarm is sounded by authorized individuals and wait for further direction once the building has been evacuated.

Continuing Threat:

In cases of a continuing threat, it becomes necessary to inform and communicate a message to affected individuals using an “emergency notification.” Emergency notifications can require a variety of modes of communication depending on how wide-reaching the message must extend. The Campus Safety and Security Authority along with the Director will determine the appropriate content of the notification ensuring that it in no way compromises efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. The notification will be issued to the students through class announcements from faculty and staff and postings on campus bulletin boards. The Director will contact all staff members to inform them of the information in the notification. The Dean will contact all instructors to inform them of the information

in the notification and to let them know that they must contact their students. The Director will change the message on the voicemail to inform callers of pertinent emergency information. Depending on the particular circumstances, especially in situations that could pose an immediate threat to the community, the emergency notification may also be posted on the school website [www.unitechtrainingacademy.com](http://www.unitechtrainingacademy.com), and the media may be contacted by the Campus Safety and Security Authority. In cases of looming weather threats, Unitech Training Academy is closed if the local parish public schools are closed.

### Campus Law Enforcement

All Unitech Training Academy Staff Members along with the Campus Safety and Security Authority have the authority to ask persons for identification and to determine whether individuals have lawful business at Unitech Training Academy. However, they do not possess arrest power. Criminal incidents are referred to the local police who have jurisdiction on the campus. The Unitech Training Academy Campus Safety and Security Authority maintains a highly professional working relationship with the local police department. All crime victims and witnesses are strongly encouraged to immediately report the crime to the Campus Safety and Security Authority and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

### Campus Sexual Assault and Crime Prevention Program

An educational campus sexual assault and crime prevention program to promote awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses is part of the New Student Orientation program, which is a mandatory program for all incoming students. If you are a victim of sexual assault at Unitech Training Academy, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. It is strongly recommended that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a Unitech Training Academy Staff Member particularly the Campus Safety and Security Authority, who can assist you with contacting the local police department. Filing a police report will

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam)
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention

In addition to filing a police report, the victim of a sexual assault may choose for the Campus Disciplinarian to conduct an internal investigation. In such case, the victim and the accused will be questioned as well as any other individuals who may have information about the allegations.

Both the victim and the accused will be informed of the outcome of the investigation. A student found guilty of violating the school sexual assault policy could be criminally prosecuted in the state courts and may be suspended or expelled from Unitech Training Academy. Student victims have the option to change their academic situation after an alleged sexual assault, if such changes are reasonably available.

A list of registered sex offenders in Louisiana is available from the Louisiana Department of Public Safety & Corrections at <http://www.lsp.org>

### Drug and Alcohol Abuse Prevention Programs and Policies

The single most egregious problem a student can bring upon themselves is that of the abuse of substances which alter the chemistry of the body whether they are prescription drugs taken in improper amounts or illegal drugs carried, sold, used, or in any manner supported as normal behavior. If you use, carry, or sell drugs while a student at Unitech Training Academy, you will be summarily removed from the school and not be readmitted.

Unitech Training Academy does not permit anyone to consume or possess alcohol in any public or private area of the campus including the campus parking lot. Individuals or groups violating this policy will be subject to termination from Unitech Training Academy. This includes the unlawful selling, furnishing or providing of alcohol to persons under the age of 21.

A drug and substance abuse prevention program to inform students of the Federal penalties for the possession, use and illegal distribution of drugs; the common health and life risks associated with substance abuse; and resources available to help with substance abuse problems is part of the New Student Orientation program, which is a mandatory program for all incoming students.

### Job Related Health, Safety, & Fire Prevention

A Job Related Health, Safety & Fire Prevention Program to inform students of the risks and preventative measures associated with those risks for a variety of occupations is part of the New Student Orientation program, which is a mandatory program for all incoming students.

### Computer and Electronic Communications

Unitech Training Academy maintains a business telephone system, computer equipment, provides e-mail capability, facsimile equipment, and Internet access. These systems, as well as all equipment and supplies, are provided exclusively to assist employees in their jobs and students in their educational activities. The use of any of these systems for personal use is prohibited.

Downloading, distributing, or sending pornographic or obscene materials are prohibited. This includes viewing or book-marking any such web sites, or opening or forwarding such email or fax. Any communication by the employees or students via email or fax that may constitute verbal abuse, slander, or defamation or may be considered offensive, harassing, vulgar, obscene, or threatening is prohibited. Offensive content included, but is not limited to, sexual comments or images, racial slurs, gender-specific comments, or any comments that would offend someone on the basis of their age, race, sex, color, religion, national origin, handicap,

disability, or veteran's status. Any individual with a complaint should contact the school director.

By using the school's computer equipment and communications devices, all employees and students knowingly and voluntarily consent to their use of these systems being monitored, and acknowledge the school's right to conduct such monitoring. The media and equipment are intended to be used for business and educational purposes only, and any other use by student or employees may result in disciplinary action, up to and including termination.