

2018 Annual Security and Fire Safety Report

October 1, 2018

Overview

Brown College of Court Reporting (BCCR) is dedicated to fostering public safety and securing a campus environment conducive to academic and creative excellence. This is ensured by providing a safe and secure environment for all faculty, staff, students, and visitors.

Through more than forty-five years of training, Brown College has proven to be a safe and secure environment for students and employees. Instances of crime rarely occur on the campus or public areas surrounding BCCR. Exercise common sense with regard to the security of your person and your property. It is important to recognize that while the College has proven to be a safe and secure environment, no student or employee should be lulled into a false sense of security. Safety and security are the responsibilities of everyone at BCCR. The College is a safe place precisely because everyone takes this responsibility seriously.

Educating the College community on safety awareness, the reporting of crimes and other College policies put forth in this report, contribute to this effort. All persons who come to campus are expected to obey all institutional rules. Those who fail to comply are subject to arrest by local law enforcement and/or disciplinary action by Brown College of Court Reporting.

Our staff regularly inspects the campus to evaluate lighting, discover needed repairs, and to work with the Maintenance Department of the 1100 Spring Street building to ensure expeditious remediation to any areas of issue. This limits exposure to potential safety or security hazards for our faculty, staff, students, and visitors.

The following report presents the College's policies and procedures regarding campus security. It also provides information pertaining to the frequency of certain crimes over the past three years at the College. This information has been obtained from the Atlanta Police Department, Open Records Department and from the management of the 1100 Spring Street Building.

The College is provided round-the-clock security by the management of the 1100 Spring Street Building. There are security personnel located in the lobby that directly adjacent to BCCR's administrative offices and classrooms.

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act as amended by the Violence against Women Reauthorization Act of 2013, BCCR has created this report.

The full text of this report can be located on the Brown College of Court Reporting web site at

www.bccr.edu.

Each year, this report is distributed to all enrolled students, and all employees of the College. Copies of the Report may also be obtained from the Director. All prospective employees may obtain a copy from the Director.

Campus Security Location

Security is provided under the lease contract from Selig Enterprises, owner of the 1100 Spring Street location. The security desk is located in the first floor lobby and is manned by employees of Walden Security. In business for more than 28 years, Walden Security provides integrated security services for commercial and government properties. Their presence ensures the security of people, properties and assets. Security may be reached 24 hours a day at 404-867-6582.

Responsibilities

The Security Officers have the authority to ask persons for identification and to determine whether individuals have lawful business in the building. Security officers do not have arrest powers. Officers do write incident reports and refer criminal reports to the Atlanta Police Department. All crime victims and witnesses are strongly encouraged to immediately report the crime to the Director of BCCR, Security Officers, and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

How Can You Help Ensure Campus Safety?

Safety, security, and crime prevention are the responsibilities of everyone. The cooperation and involvement of faculty, staff, and students are essential for campus safety. Do not leave your belongings unattended. Report suspicious behavior or instances of crime immediately. By following these and other simple rules, you can do your part to ensure that the Institute remains a safe and secure place to learn and to work.

It is important to note that BCCR is a commuter college and provides no residential facilities.

Reporting Crimes and Emergencies

Like any other community, BCCR experiences accidents, injuries, crimes, and other emergencies. To report voluntary incidents, potential criminal actions, suspicious incidents, BCCR faculty, staff, students and visitors should notify the Security Officers in the lobby, the Director of the College, or any available member of administration. To report an incident of a confidential nature, an individual may contact the Director of the college at 404-876-1227, ext. 108. Brown College of Court Reporting responds to reports of criminal actions or emergencies, as it deems appropriate under the circumstances. The response may include contacting local law enforcement agencies, the fire department, emergency medical services or other outside entities.

Security Official Escort

Upon request by students, employees, and visitors, a security escort will be provided. Officers are available to escort one to their vehicle in the parking garage or on the upper parking deck. One may call 404-867-6582 in advance for an escort or stop at the Security Desk on the way out of the building.

Emergency Notification

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the College Community, BCCR will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system; unless issuing a notification, will be in the professional judgement of the responsible authorities, compromise the efforts to assist a victim, contain, respond to, or otherwise mitigate the emergency.

The following represents the emergency notification procedure:

Confirmation of an incident that threatens the health or safety of the College community (for example, extreme weather conditions, gas leak, terrorist incident, or armed intruder) is conducted by the Director of BCCR and/or members of the executive team.

A message alerting the College community of the threat is drafted by the Director and/or a member of the executive team.

Activation of the emergency notification system is initiated by the Director, and/or a member of the executive team, and the Information Technology Specialist that includes the college website, email, activation of the fire alarm (if indicated), and room-by-room notifications for classes in session.

Notifications of other 1100 Spring Street businesses and occupants is also a consideration in the event of an emergency. If the emergency is of an extent that might affect local businesses or the Midtown Atlanta community, the Director or their designee will notify those that might be impacted via local television stations and/or emergency agencies.

A test of the emergency notification system is performed annually in November.

Timely Warnings

In the event that a situation arises, either on campus or in the Midtown Atlanta area, that, in the judgment of the Director, constitutes an ongoing threat, a campus wide “timely warning” will be issued. The warning will be issued through the college e-mail and college web site to students, faculty, and staff. Additionally, “timely warning” bulletins will be posted in common areas and frequented locations throughout the school, all entrances to the school and the reception desk.

In the event of a crime, or suspicious behavior, or emergencies (medical or otherwise), students and staff should immediately notify one of the following school officials:

Marita Carey, Director

Carlette Jennings, Director of Admissions

Julie Morris, Director of Education

For emergencies, dial 911.

The above officials will promptly notify the proper authorities and prepare a written report of the incident.

All reports of crimes will be logged in the school's Daily Crime Log.

If you are the victim of a crime and do not want to pursue action within the College system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Director or a designee can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others.

With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

The College does not remove reports of crimes from its statistics, even in the limited allowable circumstances where reports of crimes have been "unfounded" by law enforcement officials.

All reports will be investigated. The College does not have procedures that encourage pastoral counselors and professional counselors, when they deem appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Director or their designee may send an email to students, staff, and faculty with more immediate notification, accompanied by personal notification on a class-by-class basis by walking through the school building and providing notification.

Crimes occurring on BCCR's geography include those that are committed on campus or on public property within or immediately adjacent to the campus. The crimes are defined by the Department of Education using the Federal Bureau of Investigation's Uniform Crime Reporting (UCR)/National Incident-Based Reporting System (NIBRS) crime classifications.

Anyone with information warranting a timely warning should report the circumstances to the Director, or executive team member, by phone, at (404) 876-1227, or in person.

A test of the timely warning system is performed annually in November.

Emergency Preparedness and Health/Safety Plan

Recognizing the importance of emergency preparedness, Brown College of Court Reporting has created a written document, the *Emergency Preparedness and Health/Safety Plan*, outlining the College's response and recovery to any emergency or crisis that "threatens the College populations, programs, properties, reputation and viability." The plan is reviewed annually by staff and faculty and sent via email to the student population on a quarterly basis. -

The campus is located in the 1100 Spring Street building that is equipped with life safety equipment including fire alarms.

Emergency Evacuation Procedures

The College participates in the 1100 Spring Street building's annual fire/evacuation drill. There are emergency exit routes posted in all classrooms and administrative offices in the case that an evacuation is necessary. A designated Fire Warden is responsible for accounting for staff, faculty, and students. In the event that there are students with disabilities, special assistance is available in the event of emergency evacuation. The College maintains a list of students and faculty/staff that require special assistance every quarter. In the event of an actual emergency, this list will be furnished to the first responders for purposes of safely and quickly evacuating such individuals in emergencies. Furthermore, these persons with special needs are strongly recommended to prepare for emergencies in advance by familiarizing themselves with the location of emergency evacuation routes.

In the event of a fire or smoke condition, activate the building fire alarm system by pulling down the red handle on the fire alarm pull station. The pull station provides immediate notification to the Atlanta Fire Department and the building occupants. Do not attempt to extinguish a fire unless it is impeding your exit. If you hear the alarm, always assume the fire exists and leave the building immediately.

In the case of an emergency evacuation:

Cease all activity and immediately proceed to the nearest exit.

Check the surface of the door and/or doorknob for heat and the bottom of the door for signs of smoke before opening it and exiting a room. Slowly open the door, keeping the door between you and the corridor. Make a visual observation of the corridor for fire or smoke and proceed to the nearest exit.

Ensure all doors are closed behind you.

If you are an individual requiring assistance, call 911 and advise the operator or first responders of your location.

Do not use elevators

Evacuate at least 300 feet away from the building and await direction for first responders and security personnel.

The designated meeting area is on the corner of Spring Street and 12th, at least 300 feet from the building.

In the event, all exits are blocked:

Notify 911. Tell them that all exits are blocked and advise them of your location.

Go into the nearest room and close the door.

Place cloth under the door to prevent smoke from entering the room.

If possible, hang a cloth or other object out of the window to signal responders.

Stay as close to the floor as possible, when smoke enters the room.

If necessary, break a window to allow smoke to exit and fresh air into the room.

Reauthorization of Violence against Women’s Act of 2013

In accordance with the Reauthorization of Violence against Women’s Act of 2013 (“VAWA”), Brown College of Court Reporting prohibits domestic violence, dating violence, sexual assault and stalking.

For purposes of the Annual Security Report, two sets of definitions are provided to define sex offenses, domestic violence, dating violence and stalking. The first set is from the U.S. Department of Education for reporting crime statistics in the Annual Security Report. The second set is from the Georgia Code, which is used for criminal reporting and charging according to the laws in the State of Georgia. Both sets of definitions are being provided to assist complainants/survivors of violence to navigate civil and criminal proceedings.

Sexual Offenses

What to do?

No matter how careful you are or how safety conscious your behavior, you might at some point find yourself or someone you know experiencing an unwelcome sexual encounter. We recommend the following procedures to ensure your safety and well-being. If you are sexually assaulted on campus, notify any member of BCCR’s administrative team. The officer or member of the administrative team will stay with you and call the Atlanta Police Department who will immediately transport you to the nearest hospital. Although your first instinct after a sexual assault is to bathe, it is very important that you do not bathe, wash, gargle, brush your hair or change your clothes. Important evidence could be destroyed if you do so. In the event that you bathe inadvertently, it is still important to seek medical care. Reporting a sexual assault may prevent another assault. Reporting the incident does not mean that the survivor must proceed with a prosecution. Immediately following an attack, the survivor should try to write down everything she or he remembers about the incident.

Important Definitions

Crimes reported for BCCR are classified as being on or off campus by using the following boundaries. Campus: (1) Any property owned, leased, or controlled by BCCR within the same reasonably contiguous geographic area and used by the College in direct support of, on in a manner related to, BCCR’s educational purposes;

VAWA Offenses—any incidents of Domestic Violence, Dating Violence, and Stalking. (Note that Sexual Assault is also a VAWA offense but is included in the Criminal Offences category for Clery Act reporting purposes.

Arrests and Disciplinary Referrals for Violations of Weapons, Drug Abuse and Liquor Laws—

Arrest for Clery Act purposes is defined as persons processed by arrest, citation or summons.

Referred for disciplinary action is defined as the referral of any persons to any official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction.

Department of Education Crime Definitions

Criminal Offenses:

Murder/Non-Negligent Manslaughter— the willful (non-negligent) killing of one human being by another.

Negligent Manslaughter— the killing of another person through gross negligence.

Sexual Assault (Sex Offenses) - Any act directed against another person, without 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 his/her 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.

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.

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.

Burglary—the unlawful entry of a structure to commit a felony or theft.

Motor Vehicle Theft—the theft or attempted theft of a motor vehicle.

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. and (2) any building or property that is within or reasonably contiguous to the area identified in (1) of this definition, that is owned or leased by BCCR but controlled by another person, is frequently used by students, and supports BCCR's purposes (such as a food or other retail vendor).

Public Property

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that are within the campus, or immediately adjacent to and accessible from the campus.

Daily Crime Log

BCCR maintains a daily crime log that records all criminal incidents and alleged criminal incidents reported to Administration. The crime log data consists of the nature, date, time and general location of

the crime and the disposition of the complaint, if known. The daily crime log is available for review upon request at the Front Desk of Brown College during regular business hours. Disclosure may be withheld if law prohibits release of such information or such disclosure would jeopardize the confidentiality of the victim. Information may also be temporarily withheld if release of such information would: (a) jeopardize an ongoing criminal investigation or the safety of the individual; (b) cause a suspect to flee or evade detection; or (c) result in the destruction of evidence.

Crime Statistics: Classifying and Counting Clery Act Crimes

Classifying Crime

Campus crime, arrest, and referral statistics include those reported to designated campus officials. The following reported statistics cover the period from January 1st to December 31st for the specified year.

Statistical crime data is provided with the standards and guidelines used by the FBI Uniform Crime Reports (UCR) program.

Counting Crime

Statistical crime data is provided for the past three calendar years in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and the federal laws articulated in the Clery Act. Statistics captured under “Referred for Disciplinary Action” reflect the number of individuals in a reported incident submitted to a campus official authorized to administer and maintain a record of disciplinary action.

General Categories of Crime Statistics

The Clery Act requires the College to include four general categories of crime statistics:

- **Criminal Offenses**—Criminal homicides, including Murder and Non-Negligent Manslaughter, and Manslaughter by Negligence, Sexual Assault including Rape, Fondling, Incest, and Statutory Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, and Arson.
- **Hate Crimes**— any incidents of the above mentioned offenses and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction; Damage/Vandalism of Property there were motivated by bias.
- **VAWA Offenses**—any incidents of Domestic Violence, Dating Violence, and Stalking. (Note that Sexual Assault is also a VAWA offense but is included in the Criminal Offences category for Clery Act reporting purposes.
- **Arrests and Disciplinary Referrals for Violations of Weapons, Drug Abuse and Liquor Laws**—Arrest for Clery Act purposes is defined as persons processed by arrest, citation or summons. Referred for disciplinary action is defined as the referral of any persons to any official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction.

Hate Crimes

A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For Clery purposes, the following eight categories are included:

- Race
- Religion
- Sexual orientation
- Gender
- Gender identity
- Ethnicity
- National origin
- Disability

In addition to the first eight criminal offenses, the following criminal offenses are also included:

Larceny/Theft—the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.

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.

Intimidation— 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.

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.

VAWA Offenses:

Dating Violence—Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, and the frequency of interaction between the persons involved in the relationship.

Domestic Violence—a felony or misdemeanor crime of violence is committed:

By a current or former spouse or intimate partner of the victim

By a person with whom the victim shares a child in common

By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner

By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking—Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

Fear for the person's safety or the safety of others

Suffer substantial emotional distress

Course of Conduct

This means two or more acts, including, but not limited to, acts in which the stalker directly, or indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

Reasonable Person

This means a reasonable person under similar circumstances and with similar identities to the victim.

Substantial Emotional Distress

This means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

Arrests and Disciplinary Referrals for Violations of Weapons, Drug Abuse and Liquor Laws:

Weapons: Carrying, Possessing, Etc.—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.

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.

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.

Brown College of Court Reporting Crime Statistics

Offense	Year	On-Campus Property	Public Property
Murder/Non-negligent Manslaughter	2017	0	0
	2016	0	0
	2015	0	0
Manslaughter by Negligence	2017	0	0
	2016	0	0
	2015	0	0
Rape	2017	0	0
	2016	0	0
	2015	0	0
Fondling	2017	0	0
	2016	0	0
	2015	0	0
Incest	2017	0	0
	2016	0	0
	2015	0	0
Statutory Rape	2017	0	0
	2016	0	0
	2015	0	0
Robbery	2017	0	0
	2016	0	0
	2015	0	0
Aggravated Assault	2017	0	0
	2016	0	0
	2015	0	0
Burglary	2017	0	0
	2016	0	0
	2015	2	0
Motor Vehicle Theft	2017	0	0
	2016	0	0
	2015	0	0
Arson	2017	0	0
	2016	0	0
	2015	0	0

Brown College of Court Reporting Hate Crime Statistics On-Campus

Criminal Offense	Year	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-negligent Manslaughter	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Manslaughter by Negligence	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Rape	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Fondling	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Incest	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Statutory Rape	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Robbery	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Aggravated Assault	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Burglary	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Motor Vehicle Theft	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0

Brown College of Court Reporting 2018

Prepared by JMorris

	2015	0	0	0	0	0	0	0	0
Arson	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Simple Assault	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Larceny-Theft	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Intimidation	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Destruction/ Damage/ Vandalism of Property	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Criminal Offense	Year	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-negligent Manslaughter	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Manslaughter by Negligence	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Rape	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Fondling	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0

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Prepared by JMorris

Incest	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Statutory Rape	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Robbery	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Aggravated Assault	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Burglary	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Motor Vehicle Theft	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Arson	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Simple Assault	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Larceny-Theft	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Intimidation	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0

Brown College of Court Reporting Hate Crime Statistics Public Property

Criminal Offense	Year	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-negligent Manslaughter	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Manslaughter by Negligence	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Rape	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Fondling	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Incest	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Statutory Rape	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Robbery	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Aggravated Assault	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Burglary	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Motor Vehicle Theft	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0

Brown College of Court Reporting 2018

Prepared by JMorris

	2015	0	0	0	0	0	0	0	0
Arson	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Simple Assault	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Larceny-Theft	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Intimidation	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Criminal Offense	Year	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-negligent Manslaughter	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Manslaughter by Negligence	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Rape	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Fondling	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0

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Incest	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Statutory Rape	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Robbery	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Aggravated Assault	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Burglary	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Motor Vehicle Theft	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Arson	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Simple Assault	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Larceny-Theft	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Intimidation	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	2017	0	0	0	0	0	0	0	0
	2016	0	0	0	0	0	0	0	0
	2015	0	0	0	0	0	0	0	0

Brown College of Court Reporting

VAWA Offenses—On Campus

Offense	2015	2016	2017
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

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VAWA Offenses—Public Property

Offense	2015	2016	2017
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

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Arrests—On Campus

Offense	2015	2016	2017
Weapons: Carrying, Possessing, Etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

Arrests—Public Property

Offense	2015	2016	2017
Weapons: Carrying, Possessing, Etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

**Brown College of Court Reporting
Disciplinary Actions—On Campus**

Offense	2015	2016	2017
Weapons: Carrying, Possessing, Etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

Disciplinary Actions—Public Property

Offense	2015	2016	2017
Weapons: Carrying, Possessing, Etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

Unfounded Crimes

Offense	2015	2016	2017
Unfounded Crimes	0	0	0

Campus Crime Prevention

Know How to Contact Security or Police

Know the phone number for the 1100 Spring Street building's security officer on duty (404-867-6582).

Be aware of how to call 911 with one key on your cell phone. There are many shortcuts for notification of EMS or Police. For example:

If you have an iPhone, you can dial 911, without even touching the screen. Simply press the on-off button, the one on the right side of the iPhone, 5 times, quickly. This will call 911 and sound an alarm.

Multiple apps available for your phone enable rapid notification of the appropriate services in an emergency. Investigate these.

Participate in any campus emergency evacuation, fire drills, or other safety programs being offered.

Walking Around Campus

Familiarize yourself with the layout of the campus. Survey the campus while classes are in session and after dark to see the safest access to the building and parking lot.

Contact security for an escort to your car after dark.

Share your class schedule with your parents and trusted friends and give them your telephone numbers.

Tell a friend or roommate what time to expect your return.

Stay alert to your surroundings and the people around you.

Carry your purse close to your body and keep a firm grip on it; carry your wallet in an inside pocket or in your front pant pocket.

Keep your keys separate from your purse or backpack.

Walk with a confident stride; keep your head up and look around.

Motor Vehicle Safety

Park in well-lighted areas, where your vehicle is visible; avoid parking next to vans or trucks.

Keep all items out of sight, especially valuables. Place electronics in the trunk.

Service your vehicle regularly to avoid breakdowns.

Keep your vehicle locked at all times.

Have your key ready when you approach your car. Before getting in, check inside and under your car to make sure no one is hiding.

Cyber security

Never give your password(s) to anyone.

Change your password frequently.

Do not allow others to access your email account.

Monitor your access time; by keeping track of when and how long you were on a computer system it will be obvious if someone has gained access to your account.

Be wary of anonymous “re-mailers”.

Never leave your computer/laptop unattended.

Shop online only with companies that you know.

Use a secure browser that will encrypt or scramble purchase information.

Update your virus software regularly, or when new versions are available.

Do not download files sent to you by strangers or click on hyperlinks from people you do not know.

Make certain that all your personal information is deleted from your computer or cell phone prior to disposing of it.

Active Shooter

If you are involved in a situation where someone has entered the area and starting shooting; the following are a list of actions that are recommended:

1. If possible, exit the building/area immediately, but only if it can be done safely.
2. Notify anyone you may encounter to exit the building immediately.
3. Notify Security or Police.
4. Give the following information:
 - a. Your name
 - b. Your phone number
 - c. Location of the incident (be as specific as possible)
 - d. Number of shooters
 - e. Identification of the shooter
 - f. Number of persons who might be involved
 - g. Your location

If exiting the building/area is not possible, the following actions are recommended:

- Go into the nearest room or office.
Close and lock the door.
- If unable to lock the door, use a wedge device or heavy furniture to block the door; a belt or other objects may be able to wedge the door shut.
- Cover any windows in the door.
- Depending on the shooters location, exit the room via a window quietly and quickly, if possible.
- Stay low, move away from the door, keep quiet and act as if no one is in the room.
- DO NOT answer the door.

- Notify Security or Police.
- Provide information as needed.
- Wait for Police to assist your exit from the building.
 - Follow all instructions by police officers.
 - Police may not know if the shooter is hiding among you, therefore police may search you and your belongings.

If you are trapped with the shooter, you need to decide whether to:

- Stay still and play dead.
- Run for an exit in a zigzag pattern, or
- Attack the shooter

Title IX Coordinator

Under Title IX: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity receiving federal financial assistance.

The Title IX Coordinator is charged with monitoring the College's compliance with Title IX; ensuring appropriate education and training; coordination of the investigation, response and resolution of all reports under this policy; and ensuring appropriate actions to eliminate prohibited conduct, prevent its recurrence, and remedy its effects.

The Title IX Coordinator can be contacted by email, telephone, or in person during regular business hours:

Julie Morris
Director of Education
(404)876-1227, ext. 112
julie.morris@bccr.edu
1100 Spring Street, NW
Suite 101
Atlanta, GA 30309

Remedial and Protective Measures

The College will offer reasonable and appropriate measures to protect a complainant and facilitate a complainant's continued access to College employment and education programs and activities. Remedial and protective measures, which may be temporary or permanent, may include no-contact directives, academic modifications and support, work schedule modifications, interim disciplinary suspension,

suspension from employment, and pre-disciplinary leave (with or without pay). Remedial measures are available regardless of whether a complainant pursues a complaint or investigation under this policy.

Privacy and Confidentiality

The College is committed to protecting the privacy of all individuals involved in the investigation and resolution of a report under this policy. The College will make reasonable efforts to protect the privacy of participants, in accordance with applicable state and federal law, while balancing the need to gather information to assess the report and to take steps to eliminate prohibited conduct, prevent its recurrence, and remedy its effects.

FERPA Compliance

Compliance with the provisions required by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act, the Violence Against Women Reauthorization Act of 2013 (VAWA), and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) does not constitute a violation of section 444 of the General Education Provisions Act (20U.S.C. 1232g), commonly known as the Family Educational Rights Privacy Act of 1974 (FERPA).

Reporting

There are multiple channels for reporting prohibited conduct. A complainant may choose to report to the College, to law enforcement, to both, or to neither. Complainants may simultaneously pursue criminal and disciplinary actions. The College will support complainants in understanding, assess, and pursuing these options.

1. Law Enforcement

Complainants have the right to notify or decline to notify law enforcement. The College encourages complainants to report prohibited conduct immediately to local law enforcement by contacting the Atlanta Police Department (or for online students, their local law enforcement agency) by dialing 911 for emergencies, or (404) 658-7830 for non-emergencies.

Police have unique legal authority, including the power to seek and execute search warrants, collect forensic evidence, make arrests, and assist in seeking Emergency Protective Orders. The college will assist complainants in notifying law enforcement if requested.

2. The College

The College also encourages anyone who becomes aware of an incident of prohibited contact to report the incident immediately to the College by contacting the Title IX Coordinator.

There is no time limit for reporting prohibited conduct to the College under this policy; however, the College's ability to respond may diminish over time.

Drug and Alcohol and Substance Abuse

Brown College of Court Reporting complies with the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act of 1989, which recognizes that all employees, faculty and students have the right to a workplace and educational environment that is drug free. The manufacturing, possession, use, sale or distribution of any substance or paraphernalia declared illegal by municipal, state, or federal law is prohibited on College property or at College sponsored events held off campus. Failure to comply with this legislative mandate and College policy will result in disciplinary action, which may result in termination of affiliation with the College and prosecution of a criminal offense.

An illegal drug includes any drug which is not legally obtainable in the United States, or which is legally obtainable, but is being used in a manner different that prescribed by a doctor of medicine or intended by the manufacturer.

Students, irrespective of age, are not permitted to possess or consume alcohol on campus or at College-sponsored events on or off campus.

Weapons and Firearms

Firearms are prohibited on College property. This restriction also includes possession of any weapon (other than mace or personal protective spray) including air guns, airsoft products, ammunition, clubs, electrical weapons, firearms, explosives, fireworks, nun-chucks, knives, swords, Tasers, and throwing stars on College property.

Important Resources

Active Shooter

<https://www.dhs.gov/sites/default/files/publications/active-shooter-pamphlet-2017-508.pdf>

National Domestic Violence Hotline

<https://www.thehotline.org/>

Domestic Violence Safety Plan

http://www.ncdsv.org/images/DV_Safety_Plan.pdf

National Sexual Violence Resource Center Library

<https://www.nsvrc.org/library/library>

Substance Abuse and Mental Health Services Administration

<https://www.samhsa.gov/find-help/national-helpline>