



# Pennsylvania Culinary Institute

Le Cordon Bleu Program

Pittsburgh

## 2008 CAMPUS SECURITY AND CRIME PREVENTION INFORMATION

It is the goal of Pennsylvania Culinary Institute to offer educational training in a secure and crime-free environment. The following policies and procedures have been implemented to ensure a safe environment for students and employees, and to give all personnel standard procedures to follow in the reporting of emergencies and crimes.

All prospective students and employees receive a Campus Security Notice. The complete policy is distributed to and discussed with new students and employees during orientation. Continuing students and employees receive a copy of the policy annually no later than October 1 via email and/or availability on the student and faculty portals.

All prospective and current employees, faculty, staff, and students are also notified of the availability of the campus Security Report on our website at [http://www.pci.edu/crime\\_policy.pdf](http://www.pci.edu/crime_policy.pdf).

Campus Security and Crime Reporting Policies and Statistics are applicable at all locations owned or operated by Pennsylvania Culinary Institute including:

Administrative and training facilities at 717 and 808 Liberty Avenue, Pittsburgh, PA 15222; and 555 Grant Street, Pittsburgh, PA 15219

Housing facilities at Penn Commons, 525 Penn Ave., Pittsburgh, PA 15222

## CAMPUS SECURITY AUTHORITY

Pennsylvania Culinary Institute has campus law enforcement at the Penn Commons housing facility. The institution employs campus security personnel at this location.

In addition to campus security personnel, the Dean(s) of Education, the Resident Life Manager, the Human Resource Director and the Compliance Director are also designated campus security authorities. In general, students should report education or school-related emergencies or criminal incidents to the Dean(s) of Education and housing related emergency or criminal incidents to campus security, and/or the Student Housing Manager. Employees should report all emergency and criminal occurrences to the Human Resource Director. The Compliance Director is responsible for the collection and annual publication of data contained in the Crime Statistics Report.

The campus security authorities are responsible for timely response to all reported emergency and criminal actions. The Campus Security Authority will work with local, state, and federal law enforcement officials, as necessary, for the safety of the school's students and staff.

### **FERPA**

Records created and maintained by the campus security authority, for the purpose of law

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enforcement, are not education records and are not protected from disclosure by FERPA. Information reported to the campus security authority may be classified as protected from non-consensual disclosure under FERPA regulations. However, FERPA does not prohibit the disclosure of statistical, non-personally identifiable information.

## **CAMPUS SECURITY POLICY**

In addition to the campus security personnel employed by Pennsylvania Culinary Institute, school faculty and staff are to take whatever measures are required to protect themselves and students in the event of a safety or security emergency. Students and employees are encouraged to become aware and responsible for their personal safety and that of others.

### ***BUILDING ACCESS***

Pennsylvania Culinary Institute's administrative offices at 717 Liberty Avenue are accessible to students and staff from 7:00 a.m. to 9:30 p.m. Monday thru Friday, 7:00 a.m. to 5:00 p.m. Saturday, and 12:00 p.m. to 8:00 p.m. Sunday. Kitchen and classrooms at 808 Liberty Avenue are accessible from 6:30 a.m. to 12:30 a.m. Monday thru Friday.

For security reasons, individuals not in complete uniform or unaccompanied by a staff member will be questioned and may be escorted off campus. Individuals who are not students are not permitted on campus unless accompanied by a staff member or a student, with permission from an appropriate school employee.

Pennsylvania Culinary Institute also has school sponsored housing facilities: Penn Commons. Housing facilities are accessible 24 hours per day; however guests must leave at 12:00 a.m. Sunday through Thursday and 2:00 a.m. Friday and Saturday. No overnight guests are allowed unless authorized by the Student Life Manager. A security system and security guards protect each facility 24 hours per day. Security and cleaning staff wear identifiable uniforms. Student's guests must leave a photo ID with the security guard. Students must accompany their guest(s) at all times. Third party maintenance workers wear identifiable uniforms and/or have ID cards.

### ***PERSONAL SAFETY***

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

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

- Inventory your personal property and make records of the serial numbers of all items of value.

Pennsylvania Culinary Institute schedules several educational awareness programs throughout the year for its students and employees. Programming includes topics that promote an awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses, personal safety, self-defense, crime prevention, and drug and alcohol abuse prevention. Institutional staff or guest speakers including the local police, rape crisis intervention experts, and other social service personnel make presentations.

Sex offense programming provides information to students and employees regarding procedures to follow when reporting such an offense, the available options of notifying law enforcement officials, the possible sanctions for committing such offenses and the availability of counseling services.

Students and employees may be made aware of safety and security programming via notices posted to student bulletin boards, school newsletter or student and faculty portals.

### ***PERSONAL BELONGINGS***

Students and staff should store all personal belongings in a secure location. Lockers are available for student use. Pennsylvania Culinary Institute cannot be held responsible for the theft or loss of belongings while at school or in school housing.

### ***DRUGS & ALCOHOL***

The unlawful possession, use or sale of alcohol or any illegal drugs is strictly forbidden on school property, in school housing, or at any activity sanctioned by the school, whether on or off site. To assist in the enforcement of drug and underage drinking laws, Pennsylvania Culinary Institute may notify local and state policing agencies when any such activity occurs. All students and staff receive the Drug and Alcohol Abuse Prevention Information, and are expected to comply fully. Any student or employee in violation of this Policy may be dismissed from school or employment immediately.

### ***WEAPONS***

The unauthorized possession and/or use of any weapon are strictly prohibited on school property or in school housing and are cause for immediate dismissal. Weapons may include such items as firearms, explosives, unauthorized possession of a knife, etc.

Each student enrolled is issued an authorized knife kit for classroom use.

## **CRIME REPORTING PROCEDURES**

It is the policy of Pennsylvania Culinary Institute that any incident which constitutes a crime under local, state or federal law may be reported to the police at the discretion of the Campus Security Authority. Any activity which would constitute a felony crime **MUST** be reported to the appropriate law enforcement agency. Such crimes include, but are not limited to: Murder, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, arson and motor vehicle theft.

In case of an emergency or criminal action, students and staff are authorized to call 911. The appropriate Campus Security Authority should be notified immediately whenever emergency assistance has been summoned.

Also, note that, in cases of sexual assault complaints:

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

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

### ***SEXUAL ASSAULT AND RELATED CRIMES***

In the event of a sexual assault or domestic violence, please be aware of the following:

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

If requested by the student who is the victim of a sexual assault, the school will assist the student in notifying law enforcement. In addition, the school President's Office will provide information on off-campus agencies that provide services to victims of a sex offense.

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

### ***REGISTERED SEX OFFENDERS***

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

### ***TIMELY WARNING PROVISION***

Pennsylvania Culinary Institute will make timely reports to the campus community on crimes reported to the Campus Security Authority that are considered a threat to other students and employees. Timely reporting to the campus community for this purpose will be decided on a case-by-case basis in light of all the facts surrounding an alleged crime, including factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts. The Compliance Director is responsible for the timely warning and they will be issued to students verbally in class, electronically on the Student Portal and manually posted on bulletins.

## **INCIDENT REPORTING PROCEDURES**

The administration of Pennsylvania Culinary Institute has developed policies and reporting forms to encourage and ensure the proper recording of criminal actions or emergencies on campus.

Incident Report Forms can be obtained from the Education Department, the Student Life Manager, the Human Resource Director and the Compliance Director.

In the instance of a crime or emergency at 808 or 717 Liberty Avenue, or 555 Grant Street students are instructed to report the incident to a faculty or staff member and the proper authorities, including police, fire, and/or other emergency units. The local Police Department may be reached at 412-323-7800. In an emergency, the local Police Department may be contacted by dialing 911.

In the instance of a crime or emergency in school sponsored housing, students are instructed to inform campus security personnel, the Student Housing Manager and the proper authorities, including police, fire, and/or other emergency units.

All faculty and staff must report crime and emergency situations to ensure proper record keeping and follow up for each incident. Incident Report Forms should be completed and filed with the Human Resource Director within 48 hours of the incident.

Crimes reported are included in the annual campus crime statistics. In addition, the school requests from the local Police Department crime information not reported to the school that is appropriate for inclusion in the annual campus crime statistics.

If you are the victim of a crime and do not want to pursue action through the school or the criminal justice system, you may still consider making a confidential report. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. Reports filed in this manner are included in the annual crime statistics for the school.

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

## **PENNSYLVANIA CULINARY INSTITUTE CAMPUS CRIME STATISTICS**

Pennsylvania Culinary is a two-year, private, post-secondary school offering programs in Culinary Arts, Patisserie & Baking, and Hospitality & Restaurant Management. Approximately 1500 students attended over the course of the 2007 calendar year.

The school employs approximately 112 employees including faculty and staff.

Federal regulations require all institutions to report crime statistics on the occurrence of the crimes and unlawful activities listed below. The Campus Crime Statistics represent data reported for on campus locations, in or on a non-campus building or property, on public property and in dormitories or other residential facilities for students on campus.

Sex Offenses:

Forcible and Non Forcible

Criminal Homicide:

Murder, Negligent and Nonnegligent Manslaughter

Robbery

Aggravated Assault

Burglary

Motor-Vehicle Theft

Arson

\*Liquor Law Violations

\*Drug-Abuse Violations

\*Illegal Weapons Possessions

\* Arrests for and/or persons were referred for campus disciplinary action.

All crimes listed above identified as a hate crime are identified as such on the statistics.

# Pennsylvania Culinary Institute Campus

- School Building
- School Sponsored Housing



**PENNSYLVANIA CULINARY INSTITUTE  
CAMPUS CRIME STATISTICS  
Calendar Years 2005-2007**

OFFENSE	ON CAMPUS			ON CAMPUS HOUSING*			NONCAMPUS**			PUBLIC PROPERTY***		
	2007	2006	2005	2007	2006	2005	2007	2006	2005	2007	2006	2005
Murder/Nonnegligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses: Forcible	0	2	1	0	2	1	0	0	0	0	2	0
Sex Offenses: Non Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	6	12	8
Aggravated Assault	0	3	0	0	3	0	0	0	0	4	7	1
Burglary	6	2	4	6	2	4	0	0	0	1	2	7
Motor-Vehicle Theft	0	0	0	0	0	0	0	0	0	0	2	0
Arson	0	0	0	0	0	0	0	0	0	0	1	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	23	45	35	23	45	35	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0	9	16	2
Drug Law Violations Referred for Disciplinary Action	39	80	31	39	80	31	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0	0	1	3
Illegal Weapons Possession Violations Referred for Disciplinary Action	1	0	0	1	0	0	0	0	0	0	0	0

\* CRIMES REPORTED FOR ON CAMPUS HOUSING ARE ALSO INCLUDED IN THE ON-CAMPUS CATEGORY

\*\* PCI DOES NOT HAVE ANY NON CAMPUS PROPERTY

\*\*\* PUBLIC PROPERTY STATISTICS PROVIDED ARE FOR AREAS ADJACENT TO ANY ON CAMPUS BUILDINGS and were provided by Department of Crime Analysis/Intelligence, City of Pittsburgh

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