

Table of Contents

Preparation of the Report	1
Reporting Crimes	2
Voluntary Reporting of Crimes	3
Coordination with Law Enforcement	4
Time Frame for Reporting	5
Reporting Responsibilities of Staff and Faculty	6
Reports to Law Enforcement	7
Privacy and Confidentiality	8
Timely Warnings/Crime Alerts & Emergency Notifications	9
Medical Response and Evacuation Procedures	10
Testing of Emergency Response and Evacuation Procedures ...	11
Violence Free Campus Policy	12
Prohibited Behavior	13
Security of and Access to Campus Facilities	14
Drug and Alcohol Abuse Prevention Programs	15
Educational Programs on Violence Prevention	16
Safe and Positive Options for Bystander Intervention	
Risk Reduction Information	
Ongoing Prevention and Awareness Campaigns	
Hazing Policy and Statistics	17
Sex Offender Registry Information	18
Disciplinary Procedures and Victim Rights	19
Determining the Type of Proceeding	
Procedural Steps, Timelines, and Decision-Making	
Rights of Complainant and Respondent	
Advisor of Choice Policy	
Simultaneous Written Notification of Results and Appeals	
Campus Security Authorities (CSA's).....	20
Definitions of Reportable Crimes	21
Criminal Offenses	
Hate Crimes	
Violence Against Women Act	
Arrests & Referrals for Disciplinary Action	
Clery Act Geography Definitions	22
Unfounded Crimes.....	23
Statistics	24

Preparation of the Annual Campus Security Report

Personal Touch Beauty and Barber College publish the Campus Security and Fire Safety Report each year on or before October 1st, in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. PTBB College's administration is responsible for requesting and collecting annual crime statistics from several sources, including records of crimes reported to and in possession of Local, State, and National law enforcement agencies.

Availability of the Annual Security Report

PTBB College distributes an annual notice to all currently enrolled students and all current employees to inform them of the availability of the Annual Security Report (ASR) before October 1st of each year. This notice is sent via email and includes a direct link to the full report on the College's website, as well as information on how to request a paper copy free of charge.

Prospective students and prospective employees may obtain a copy of the Annual Security Report by visiting the College's website Ptbbcollege.com or by contacting the Campus Director's Office. Paper copies are available upon request at no cost.

PTBB College is fully committed to meeting its obligations to comply with federal law and guidance that governs the counting and disclosing of crime reports in the Annual Security and Fire Safety Report, this includes the requirement that the college include in its crime report statistics the number of all reported offenses, without regard to the decisions of court, coroner, jury, or prosecutor. It is not necessary for the crime to have been investigated by the police or a campus security authority, nor must a finding of guilt or responsibility be made to include the reported offense. If a crime is alleged, even if it has not been proven or investigated, it is reflected in this report.

REPORTING CRIMES AND OTHER EMERGENCIES

Reporting a crime to law enforcement is essential to the apprehension and arrest of criminals. The odds of making an arrest decrease quickly with the passage of time.

If you are the victim of a crime, or a witness to a crime, immediately go to a safe place and call 911. Stay on the line with the dispatcher and tell them everything you can remember about the suspect (their clothing and appearance, physical description, vehicle, direction of travel, and anything else that may be helpful to police in their effort to apprehend the suspect). Reporting crimes to law enforcement decreases the likelihood that the crime will happen again and assists PTBB College to develop specific ways to combat crime.

If you are the victim of, or a witness, to a crime, Personal Touch strongly encourages you to promptly report the matter to the Kingstree Police Department by dialing the following number(s): in an emergency 911 or in a non-emergency situation (843) 355 5435.

VOLUNTARY REPORTING OF CRIMES

The college encourages anyone who has experienced prohibited conduct to report directly to the President for Equity, Equal Opportunity, and Title IX, Christopher Battle. Prohibited Conduct is an umbrella term that includes Harassment and Discrimination based on Protected Characteristics; Sexual Assault; Dating Violence; Stalking; Nonconsensual Viewing, Recording, and Dissemination; Exposure; Complicity; Violation of a college Directive; and Retaliation. Any individual may make a report of Prohibited Conduct under the college's Policy on Prohibited Harassment, Discrimination, and Retaliation, regardless of affiliation with the

college and regardless of whether the individual reporting is alleged to be the subject of the conduct.

Reports can be made in person, by mail, by telephone, or by electronic mail, or by any other means that results in the President for EEO-TIX receiving the verbal or written report. A report may be made at any time (including during non-business hours) using the telephone number, email address, or office mailing address for the President of EEO-TIX.

When PTBB College receives a report of Prohibited Conduct, the College will offer supportive measures to the Reporting Party, (the individual reported to have experienced the Prohibited Conduct), inform the Reporting Party of the availability of supportive measures with or without the filing of a Formal Complaint (which initiates either an investigation and Formal Resolution process or an Alternative Resolution Process), and explain to the Reporting Party the process for filing a Formal Complaint. PTBB College will consider the Reporting Party's wishes with respect to a Reporting Party's autonomy in making the determination regarding how to proceed. In limited circumstances, the President for EEO-TIX, in consultation with college stakeholders, may file a Formal Complaint initiating an investigation into reported conduct. In response to every report of Prohibited Conduct, a Reporting Party will receive written information about resources, procedural options for alternative and formal resolution, reasonably available supportive measures and the process for requesting and obtaining those supportive measures, the range of disciplinary sanctions available upon a finding of responsibility for violating the Policy on Prohibited Discrimination, Harassment, and Retaliation, the prohibition against retaliation, and the available mechanisms to report concerns of retaliation. Report concerns of retaliation against those who report sex discrimination, including sexual harassment, and who participate in an

investigation; this includes reports against all staff, faculty, and students.

PTBB College officials will assist Reporting Parties in notifying law enforcement, including local police, if they elect to do so. Reporting Parties are also entitled to choose not to report to law enforcement. Students or employees who report an incident of sexual violence, whether the offense occurred on or off campus, shall receive a written explanation of their rights and options. This written explanation identifies existing counseling, health mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services available for victims, both within the institution and in the community; and describes options for available assistance in; and how to request changes to academic, living, transportation, and working situations or protective measures. PTBB College will make such accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement. For additional PTBB College resources and reporting options information, visit <https://eeotix.PTBB College.edu/>.

4.

COORDINATION WITH LAW ENFORCEMENT

A Reporting Party has the right to report, or decline to report, potential criminal conduct to law enforcement. Upon request, the college will assist a Reporting Party in contacting law enforcement at any time. Under limited circumstances where there is a threat to the health or safety of any college community member, the college may independently notify law enforcement. An individual may make a report to the college, to law enforcement, to neither, nor to both. The college's resolution process and law enforcement investigations may be pursued simultaneously, but will operate independently of one another. The college will,

when appropriate, coordinate information with law enforcement if law enforcement is notified. The college, upon request, may also temporarily pause its investigation to allow preliminary fact gathering by law enforcement.

5

TIME FRAME FOR REPORTING

Reporting Parties and witnesses are encouraged to report Prohibited Conduct as soon as possible to maximize the college's ability to respond promptly and effectively. Although the college does not limit the timeframe for reporting, the passage of time may impact or limit the college's jurisdiction and/ or ability to gather relevant evidence that may be lost due to the passage of time. Depending on the relationship of the respondent to the college, the college also may not have the authority to impose disciplinary action; this may occur when a student Respondent has graduated or an employee Respondent is no longer employed by the college. If the Respondent is no longer affiliated with the college, the college will still provide reasonably available supportive measures to the Reporting Party, assist the Reporting Party in identifying external reporting options, and may take other appropriate action to address the reported conduct.

6.

REPORTING RESPONSIBILITIES OF STAFF AND FACULTY

Designated college employees are required to immediately report prohibited Conduct to the VP for EEO-TIX to ensure that the college has a comprehensive process for centralized reporting and responding appropriately to notice of sex discrimination. Employees with reporting responsibilities include faculty, academic advisors, and staff employees, including student employees who hold supervisory positions and students who exercise leadership roles or perform

designated functions for the college. In addition, teaching assistants, research assistants, and residential assistants, although not employees, are required to report Prohibited Conduct to the VP for EEO-TIX. A designated employee who is informed of a report of Prohibited Conduct is required to immediately share the report with the VP for EEO-TIX. This duty applies no matter how the information is learned, whether from direct report from a Reporting Party, from social media, or from a concerned third party. The failure by a designated employee to make a timely report of Prohibited Conduct may subject the employee to discipline, up to and including termination and notation in their personnel file. In addition, all college supervisors are required to promptly inform the EEO- TIX Office after completing an employee's performance evaluation, if the evaluation reveals that: 1) an oral or written report or complaint of sex discrimination was provided to the supervisor, or 2) information arises during the performance evaluation that suggests possible sex discrimination by the employee. Further, the supervisor must document this information in the employee's personnel file. The failure to take the foregoing actions may subject the supervisor to discipline, up to and including termination, or other personnel action. ANONYMOUS REPORTS An individual may anonymously report Prohibited Conduct through a typed and sealed letter addressed to administration.

7.

REPORTS TO LAW ENFORCEMENT

Individuals who believe they have been subjected to criminal conduct may contact the Kingstree Police Department at 911.

8.

PRIVACY AND CONFIDENTIALITY

The institution is committed to protecting the privacy of all individuals involved in the reporting, investigation, and resolution of a report of Prohibited Conduct under the Policy on Prohibited Discrimination, Harassment, and Retaliation. All employees who are involved in the college's response to reports of Prohibited Conduct receive specific training and guidance about safeguarding private information in accordance with state and federal law. It is important to understand that privacy and confidentiality have distinct meanings. Privacy refers to the discretion that will be exercised by the college during any investigation or disciplinary processes under the Policy on Prohibited Discrimination, Harassment, and Retaliation. Information related to a report of Prohibited Conduct will be handled discreetly and shared with a limited group of college officials who need to know to assist in the assessment, investigation, or resolution of the report and related issues. Taking into consideration the wishes of the Reporting Party, the college will make reasonable efforts to address and/or investigate reports of Prohibited Conduct. If the report proceeds to an investigation, information may be disclosed to participants as necessary to facilitate the thoroughness and integrity of the investigation. In all such proceedings, the college will maintain the privacy of the parties to the extent reasonably possible.

Confidentiality refers to the level of protection that must be applied to statutory protections provided to individuals who disclose information in legally protected or privileged relationships, including, for example, relationships with professional mental health counselors, medical professionals, attorneys, and ordained clergy (Confidential Resources). These Confidential Resources must maintain the confidentiality of communications disclosed within the scope of their provision of professional services. Information shared by an individual with a Confidential

Resource, on campus or in the community, intended as a confidential communication, cannot be revealed to any other individual without the express permission of the individual seeking the services, unless there is an Imminent threat of harm to self or others, or the conduct involves suspected abuse of a minor. When a report involves suspected abuse of a minor under the age of 18, these Confidential Resources are required by state law to notify child protective services and/or local law enforcement.

9.

TIMELY WARNINGS/ CRIME ALERTS & EMERGENCY NOTIFICATIONS

The Clery Act requires universities to issue a “timely warning” to the campus community regarding any Clery Act crime that is reported to campus; occurs within the college’s Clery geography; and is deemed to represent a serious or continuing threat to the college community. The Clery Act also requires universities to immediately issue an “emergency notification” to the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus

10.

Medical Response and Evacuation Procedures

PTBB College has designated the following individuals and organizations as responsible for carrying out medical response and evacuation procedures:

- Campus Director/ President Ceo – Oversees emergency coordination and decision-making during evacuation or medical emergencies.

- Title IX Coordinator/Safety Compliance Officer – Assists in ensuring proper procedures are followed and documentation is maintained.
- Faculty and Instructors – Responsible for guiding students safely out of classrooms and instructional areas during an evacuation.
- Administrative Staff – Provide support in communication, emergency calls, directing individuals to designated assembly points.
- Local Emergency Services (EMS, Fire Department, Police Department) – Provide professional medical response, treatment, and transportation as needed. PTBB College coordinates directly with these agencies during emergencies.

Evacuation routes and assembly points are posted throughout campus facilities. Drills are conducted to familiarize students, faculty, and staff with emergency procedures.

11.

Testing of Emergency Response and Evacuation Procedures

PTBB College tests its emergency response and evacuation procedures on at least an annual basis. These tests may be announced or unannounced and are designed to assess and evaluate emergency plans and capabilities of the institution.

Procedures for Testing:

- Annual evacuation drills are conducted for students, faculty, and staff.
- Each test is documented by the Safety Compliance Officer or designee.
- Documentation includes the **date, time, description, type of exercise**, whether it was announced or unannounced, and the participants involved.
- After-action reports are prepared to evaluate the effectiveness of the test and identify areas for improvement.
- Test results and any updates are shared with administration and made available to the campus community upon request.
- Records of tests and evaluations are retained for at least seven years and are available for review upon request.

These annual tests ensure compliance with federal regulations and reinforce the College's commitment to the safety and preparedness of the campus community.

12.

VIOLENCE FREE CAMPUS POLICY

The college's goal is to enhance the safety of all school activities and events so that students, faculty, staff, clients and visitors can work, learn and receive service in an environment free from violence and threats. This policy defines prohibited conduct and outlines reporting responsibilities should a concern for safety arise.

PTBB COLLEGE strictly prohibits violence, threats of violence, and any other behavior that jeopardizes or harms the safety of any college activity or event, or that raises a reasonable concern for the safety or well-being of students, faculty, staff, patients or visitors at a college campus or related facility or during college-sponsored activities or events. "Violence" refers to any intentional or reckless act that physically harms people or property. "Threat of violence" refers to any verbal or physical conduct that conveys the intent to cause physical harm or to place someone in fear of physical harm. The Clery Act defines Dating Violence as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

13.

PROHIBITED BEHAVIOR INCLUDES, BUT IS NOT LIMITED TO:

- Engaging in any act of violence toward a person or property.
- Making a direct, indirect, or conditional threat of harm.
- Engaging in any conduct, including aggression, intimidation, harassment, epithets, belligerence, and disruptive or erratic behavior, that has the purpose or effect of generating a reasonable concern for physical safety.

- Damaging or destroying college property or equipment, or threatening such Harm.
- Engaging in stalking or aggressive pursuit.
- Participating in, or encouraging, a fight.
- Using any instrument to injure, threaten, or intimidate.
- Using or possessing any firearm, explosive, or weapon of any kind, regardless of whether the person has a lawfully issued permit to carry a concealed weapon.

Using college resources to engage in threats or violence towards anyone

In this interest of protecting safety, PTBB College reserves the right to address any behavior in addition to that described above whenever the conduct generates a reasonable concern for the safety or well-being of students, faculty, staff, patients, or visitors at a college campus or related facility or during college-sponsored activities or events. Violation of this policy is serious misconduct and can lead to disciplinary and/or other appropriate responsive action, up to and including academic expulsion or termination of employment.

14.

Security of and Access to Campus Facilities

Personal Touch Beauty and Barber College (PTBB College) is committed to maintaining a safe and secure learning environment for all students, faculty, staff, and visitors.

Campus Access

- PTBB College facilities are generally open to students, faculty, staff, and guests during normal business and instructional hours.
- After hours, access to college facilities is restricted and requires prior authorization from administration.
- The College reserves the right to limit or deny access to campus buildings or grounds to ensure the safety and security of the campus community.

Campus Residences

- PTBB College does not provide on-campus residential housing. If in the future campus housing is offered, access and security procedures will be established and disclosed in the Annual Security Report.

Security Considerations in Facility Maintenance

- The College works to ensure that campus buildings, classrooms, restrooms, parking areas, and walkways are well maintained and adequately lit.
- Security and safety considerations are part of the design, landscaping, and maintenance of campus grounds.
- Faculty, staff, and students are encouraged to report any concerns related to lighting, locks, or other potential safety hazards to the administration immediately.
- Prompt attention is given to repairs of doors, locks, and security systems to maintain the integrity of campus safety.

Contractors, Vendors, and Visitors

- Contractors and vendors performing work on campus must check in with administration and may be issued temporary access credentials or escorted as necessary.
- Visitors are expected to sign in at designated entry points and follow all campus safety policies.
- PTBB College reserves the right to restrict or revoke visitor or vendor access at any time to maintain the safety and security of the community.
- All non-affiliated individuals must comply with instructions from college staff regarding access and conduct while on campus property.

Drug and Alcohol Abuse Prevention Programs

In compliance with the Drug-Free Schools and Communities Act of 1989 (DFSCA) and section 120(a) through (d) of the Higher Education Act, PTBB College provides drug and alcohol abuse education and prevention programs for students and employees. These

programs are designed to promote awareness, prevent substance abuse, and provide support resources.

Program Elements:

- Distribution of written materials to all students and employees annually outlining standards of conduct, legal sanctions, health risks, and campus disciplinary sanctions associated with drug and alcohol abuse.
- Prevention and awareness workshops are provided throughout the academic year.
- Counseling referral services are available to students and employees who may need assistance with substance abuse-related issues.
- Information about community-based and national resources for drug and alcohol prevention and treatment is made available.

Legal Sanctions

The unlawful possession, use, or distribution of alcohol and illicit drugs by students and employees on the college's property or as part of its activities is prohibited by federal, state, and local law. Conviction for violating these laws may result in severe legal penalties, including fines, imprisonment, loss of federal student aid eligibility, and other sanctions. South Carolina state law prohibits the possession or consumption of alcoholic beverages by persons under the age of 21 and prohibits the sale or distribution of alcoholic beverages to minors.

Institutional Disciplinary Sanctions

Students and employees who violate this policy are subject to disciplinary action by the College, which may include written warning, mandatory participation in a substance abuse education or treatment program, suspension, termination of employment, or expulsion. Sanctions will be applied consistently and in accordance with institutional policies and applicable law. In addition, violators may be referred to appropriate law enforcement authorities for criminal prosecution.

Health Risks

Abuse of alcohol and use of illicit drugs carry significant health risks. These include, but are not limited to, liver disease, heart disease, impaired brain function, addiction, birth defects, sexual dysfunction, increased risk of injury or death, and mental health issues.

such as depression and anxiety. Long-term use can lead to chronic health conditions and premature death.

16.

Educational Programs on Violence Awareness and Prevention

In accordance with the Violence Against Women Reauthorization Act (VAWA) and the Clery Act, PTBB College provides ongoing educational programs and awareness campaigns to promote the prevention of dating violence, domestic violence, sexual assault, and stalking. These programs include prevention and awareness campaigns for both students and employees.

Program Components:

- **Primary Prevention and Awareness Programs:** Provided to all new students and employees during orientation, covering definitions of prohibited conduct, bystander intervention strategies, and available resources.
- **Ongoing Awareness Campaigns:** informational materials offered throughout the academic year to reinforce prevention messages.
- **Training Topics:** Consent, healthy relationships, risk reduction strategies, victim rights, and reporting options.
- **Collaboration:** PTBB College partners with local organizations, advocacy groups, and law enforcement to enhance educational efforts and provide victim support resources.

Safe and Positive Options for Bystander Intervention:

- **Recognize Warning Signs:** Community members are encouraged to notice situations that may lead to violence or harm, such as excessive intoxication or escalating conflicts.
- **Create a Distraction:** Safely interrupt a situation by engaging the potential victim or aggressor in conversation, diverting attention, or suggesting a change of location.
- **Direct Intervention:** If safe to do so, directly express concern and ask the aggressor to stop their behavior.
- **Seek Help:** Contact campus staff, law enforcement, or other authorities if a situation poses danger or cannot be safely managed alone.

- **Support Afterwards:** Offer resources and support to victims or potential victims after an incident, ensuring they know reporting and counseling options.

Risk Reduction Information:

PTBB College also provides guidance on reducing the risk of becoming a victim of dating violence, domestic violence, sexual assault, or stalking. While no strategy can guarantee prevention, the following practices are encouraged:

- **Be Aware of Surroundings:** Stay alert in public spaces and avoid isolated areas when possible.
- **Trust Instincts:** If a situation feels unsafe, remove yourself and seek help immediately.
- **Use the Buddy System:** When attending social events, go with friends and agree to look out for one another.
- **Limit Substance Use:** Be mindful of alcohol and drug consumption, as these can impair judgment and increase vulnerability.
- **Control Your Own Transportation:** Have a plan for how to get home safely and avoid relying on strangers.
- **Communicate Boundaries:** Be clear and assertive about personal boundaries and respect those of others.

Through ongoing education, PTBB College equips students and staff with the tools to recognize risks, take proactive measures, and foster a safer campus environment.

Ongoing Prevention and Awareness Campaigns:

PTBB College implements ongoing prevention and awareness campaigns for both students and employees throughout the academic year. These campaigns are designed to reinforce initial training and maintain community awareness of dating violence, domestic violence, sexual assault, and stalking. Campaign components include:

- **Awareness Events:** Participation in national awareness months, such as Domestic Violence Awareness Month and Sexual Assault Awareness Month.
- **Educational Materials:** Distribution of brochures, posters, and online resources addressing prevention strategies and available support services.

17.

Hazing Policy and Statistics

PTBB College is committed to providing a safe and respectful learning environment, free from hazing in any form. Hazing is strictly prohibited under both College policy and South Carolina state law (S.C. Code § 59-101-200).

Definition of Hazing

Hazing is defined as any intentional, knowing, or reckless act, occurring on or off campus, committed by one person or a group of persons against another student or other person, that endangers the mental or physical health or safety of that individual for purposes of initiation, admission into, affiliation with, or continued membership in any organization or activity. Consent is not a defense to hazing.

Prohibited Conduct

Prohibited conduct includes, but is not limited to:

- Physical brutality (whipping, beating, branding, exposure to the elements, forced exercise).
- Forced consumption of food, alcohol, drugs, or other substances.
- Activities that cause extreme mental stress, embarrassment, or humiliation.
- Any activity that would subject a student to potential harm or endangerment.

Reporting Hazing

Students, staff, and faculty are strongly encouraged to report hazing incidents immediately. Reports may be made to:

- Campus Director
- Title IX Coordinator/Safety Compliance Officer
- Local law enforcement

All reports will be reviewed promptly, and appropriate action will be taken in accordance with the college's disciplinary procedures and applicable laws. Reports may be made anonymously.

Institutional Response

- PTBB College will promptly investigate all reports of hazing and take disciplinary action where appropriate.
- Disciplinary sanctions may include warning, probation, suspension, expulsion, or termination of employment.
- Criminal conduct may be referred to local law enforcement.

Hazing Statistics Disclosure

As part of its annual security report, PTBB College discloses any reported hazing incidents for the previous calendar year. This information is included in the annual crime statistics table.

18.

Sex Offender Registry Information

In accordance with the Campus Sex Crimes Prevention Act, which is part of the Adam Walsh Child Protection and Safety Act of 2006 (42 U.S.C. 16921), PTBB College advises the campus community that information concerning registered sex offenders may be obtained from local law enforcement agencies and online resources.

- The South Carolina Sex Offender Registry can be accessed at:
<https://scor.sled.sc.gov>
- Local sex offender information may also be obtained from the **Kingstree Police Department**.
- The National Sex Offender Public Website (NSOPW), coordinated by the U.S. Department of Justice, provides nationwide search capabilities and can be accessed at: <https://www.nsopw.gov>

Students, staff, and faculty are encouraged to review these resources for awareness and safety purposes. PTBB College does not independently maintain a sex offender registry but will assist individuals in locating the appropriate information upon request.

19.

Disciplinary Proceedings for Dating Violence, Domestic Violence, Sexual Assault, and Stalking

PTBB College is committed to a prompt, fair, and impartial process when addressing cases of sexual assault, dating violence, domestic violence, and stalking, from the initial investigation to the final result. The College follows procedures that protect the rights of both the complainant and the respondent while ensuring compliance with federal law. Officials receive annual training on investigation and adjudication.

Key Principles:

- Prompt: Investigations are conducted without undue delay, with timelines shared.
- Fair: Both parties have equal opportunities to present evidence and identify witnesses.
- Impartial: Decisions are made by unbiased officials.

Equal Opportunities for Advisors:

- Both accuser and accused may have advisors present, including the advisor of their choice, at any related meeting or proceeding.
- The institution does not limit the choice of advisor or their presence; however, it may establish restrictions on the extent of advisor participation, as long as these restrictions apply equally to both parties.

Simultaneous Notification:

- Both the accuser and the accused receive simultaneous written notification of the results of disciplinary proceedings, policies for appeal, any change in results, and when results become final.

Filing a Complaint:

- Students or employees may file disciplinary complaints with the Title IX Coordinator or designated administrator, in-person, phone, email, or written report.
- Complaints accepted any time, including non-business hours.
- The institution determines the type of disciplinary proceeding used based on the circumstances of the allegation.

Steps, Timelines, and Decision-Making:

- Investigations begin promptly upon receipt of a complaint.
- Parties are informed of the anticipated timeline for completion.
- Decision-makers review evidence and issue determinations in writing.
- Appeals follow published policies and are available to both parties equally.

Types of Disciplinary Proceedings and Determining the Type of Proceeding

PTBB College utilizes two types of disciplinary proceedings to address allegations of dating violence, domestic violence, sexual assault, or stalking: Formal Investigation and Resolution and Alternative Resolution.

- Formal Investigation and Resolution is used when allegations involve serious or potentially criminal conduct (including all allegations of sexual assault), when the College determines that safety risks exist, or when the complainant requests a formal process. This process involves fact-gathering, a formal hearing, and a determination of responsibility by trained officials.
- Alternative Resolution may be offered in limited circumstances, typically for less severe allegations that do not involve sexual assault. This voluntary process can include mediation, facilitated dialogue, or educational remedies. Alternative Resolution will only be used when both parties voluntarily agree to it, the College determines it is appropriate based on the facts and circumstances, and it is consistent with institutional policies and applicable laws.

In all cases, PTBB College carefully evaluates each allegation to determine which type of proceeding is most appropriate. The determination is based on the nature and severity of the allegations, any ongoing safety risks, the preferences of the complainant, and the need to ensure a prompt, fair, and impartial process.

Formal Investigation Steps:

1. Intake and Initial Assessment
2. Investigation
3. Hearing/Decision-Making

4. Outcome and Sanctions
5. Appeal Process

Timelines: Typically 60–90 business days, with written notice of any extension.

Process Selection: Based on severity, safety, party preferences, respondent status, and institutional obligations. Written notice provided to both parties.

20.

Campus Security Authorities (CSAs)

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, PTBB College designates certain individuals as Campus Security Authorities (CSAs). CSAs are responsible for reporting specific crimes that occur on or near campus.

Definition of a CSA

A Campus Security Authority is a person who has significant responsibility for student and campus activities, including but not limited to student discipline and campus judicial proceedings. This includes employees who oversee student housing, student centers, or student extracurricular activities.

CSAs include:

- Campus Director
- Title IX Coordinator/Safety Compliance Officer
- Faculty Advisors of Student Organizations
- Administrative Staff with Significant Student Interaction
- Campus Security Personnel (if applicable)

Pastoral or professional counselors acting in their official capacity are generally not considered CSAs.

Responsibilities of CSAs

CSAs must:

- Report any allegations or knowledge of Clery-reportable crimes to the Title IX Coordinator or other designated reporting office as soon as possible.
- Provide as much detail as is known, including location, date, and nature of the crime, to ensure accurate statistical reporting and timely warnings when necessary.
- Encourage victims and witnesses to report crimes directly to law enforcement but may also take the report themselves if the individual chooses not to contact police.

CSAs are not responsible for investigating crimes or determining whether a crime occurred — only for reporting the information to the proper College authority.

21.

DEFINITIONS OF REPORTABLE CRIMES

Statistics are disclosed separately for each of the following four general categories. If an incident meets definitions in more than one of these categories, it will be reported for each category.

1. CRIMINAL OFFENSES:

- Murder/Manslaughter – defined as the willful killing of one human being by another.
- Negligent Manslaughter – defined as the killing of another person through gross negligence.
- Sexual Assault (Sex Offenses) – any sexual 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 their age or

because of their 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 – defined as 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 – defined as 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 – unlawful entry of a structure to commit a felony or a theft.

- Motor Vehicle Theft – 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.

2. HATE CRIMES

The Clery Act defines hate crimes as criminal offenses that manifest evidence that the victim was intentionally selected because of the perpetrator's bias against the victim (see Bias Categories Chart). Hate crimes include criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and arson, plus the following crimes:

- Larceny/Theft – the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession,

but is in a position to exercise dominion or control over a thing.

- Simple Assault – 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 .

BIAS CATEGORIES

RACE A preformed negative attitude toward a group of persons who possess common physical characteristics, genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind.

RELIGION A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.

SEXUAL ORIENTATION A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.

GENDER A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender

GENDER IDENTITY A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity. Gender non-conforming

describes a person who does not conform to the gender-based expectations of Society.

A gender non-conforming person may or may not be a lesbian, gay, bisexual, or transgender person but may be perceived as such.

ETHNICITY A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term “race” in that “race” refers to a grouping based mostly upon biological criteria, while “ethnicity” also encompasses additional cultural factors.

NATIONAL ORIGIN A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a non- heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term “race” in that “race” refers to a grouping based mostly upon biological criteria, while “ethnicity” also encompasses additional cultural factors

DISABILITY A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

3. VIOLENCE AGAINST WOMEN ACT (VAWA Offenses):

- Dating Violence - defined as 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, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.
- Domestic Violence – is defined as a felony or misdemeanor crime of violence 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 – is defined as 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 and suffer substantial emotional distress.
- Course of conduct – means two or more acts, including, but not limited to, acts in which the stalker directly, in-directly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicate to or about a person, or interferes with a person’s property.
- Reasonable person – means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress – means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or

counseling.

4. ARREST & REFERRALS FOR DISCIPLINARY ACTION

Statistics must be reported for the following violations of the law that occurred and resulted in arrests or persons being referred for disciplinary actions.

Arrest – defined as persons processed by arrest, citation or summons.

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

Violations of law definitions:

- Weapons (Carrying, Possessing) – defined as 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 – defined as 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 narcotics drugs.
- Liquor Law Violations – defined as 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.

22.

CLERY ACT GEOGRAPHY DEFINITIONS

The following definitions as defined in 34 CFR 668.46(a), apply to the geographical locations of incidents disclosed in the crime statistics tables contained in this report:

On-Campus: 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 any building or property that is within or reasonably contiguous to the property described above in 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).

Non-Campus: Any building or property owned or controlled by a student organization that is officially recognized by the institution; or 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.

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately

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.

23.

Unfounded Crimes

In accordance with the Clery Act, PTBB College discloses the number of reported crimes that were **“unfounded”** each year. A crime is classified as “unfounded” only if it has been fully investigated by law enforcement and determined to be false or baseless. Only sworn or commissioned law enforcement personnel may make this determination.

The number of unfounded crimes for each year is reported in the Annual Security Report alongside the crime statistics table. Even if no crimes were unfounded, PTBB College reports “0” to comply with federal requirements.

Unfounded Crimes for the Past Three Years:

Year	Number of Unfounded Crimes
2022	0
2023	0
2024	0

24. Statistics

PERSONAL TOUCH BEAUTY AND BARBER COLLEGE CRIME STATISTICS 2022-2024

PTBB COLLEGE	YEA R	ON CAMPUS	NON CAMPUS	PUBLIC	UNFOUNDED
CRIMINAL OFFENSES					
Criminal Homicide (Murder or Non Negligent Manslaughter)	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Manslaughter by Negligence	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Sexual Assault	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Rape	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0

Fondling	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Incest	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Statutory Rape	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Robbery	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Aggravated Assault	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Burglary	2022	0	0	0	0
	2023	0	0	0	0

	2024	0	0	0	0
Motor Vehicle Theft	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Arson	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
ARREST					
Liquor Law Violations	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Drug Abuse Violations	2022	0	0	0	0
	2023	0	1	0	0
	2024	0	0	0	0
Illegal Weapons Possession	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0

REFERRALS FOR DISCIPLINARY ACTION					
Liquor Law Violation	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Drug Abuse Violations	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Illegal Weapons Possession	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
VAWA OFFENSES					
Dating Violence	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0

Domestic Violence	2022	0	0	0	0
	2023	0	0	1	0
	2024	0	0	0	0

0	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
HATE CRIMES					
Criminal Homicides: Murder & Non-neglect Manslaughter	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Manslaughter by Negligence	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Sexual Assault (Rape)	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Fondling	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Incest	2022	0	0	0	0
	2023	0	0	0	0

	2024	0	0	0	0
Statutory Rape	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Robbery	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Aggravated Assault	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0

Burglary	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Motor Vehicle Theft	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0

Arson	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Larceny Theft	2022	0	0	0	0
	2023	0	1	0	0
	2024	0	1	0	0
Simple Assault	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Intimidation	2022	0	0	1	0
	2023	0	0	0	0
	2024	0	0	0	0
Destruction/Damage/Vandalism of Property	2022	0	0	0	0
	2023	0	1	0	0
	2024	1	0	0	0