



Campus Safety and Security Reporting

2024 Edition

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Preparation of the Annual Campus Security Report

Personal Touch Beauty and Barber College publishes its Campus Security and Fire Safety Report each year on or before February 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.

Before or on February 1st of the new year, the Campus Security Report is sent out to the faculty, staff, and student body via email. Physical copies of the security reports are readily available upon request.

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 findings 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; Nonsensal 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/>.

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, or 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 university, upon request, may also temporarily pause its investigation to allow preliminary fact gathering by law enforcement.

TIME FRAME FOR REPORTING

Reporting Parties and witnesses are encouraged to report Prohibited Conduct as soon as possible in order to maximize the university's ability to respond promptly and effectively. Although the university does not limit the timeframe for reporting, the passage of time may impact or limit the university'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 university, the university 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 university. If the Respondent is no longer affiliated with the university, the university 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.

REPORTING RESPONSIBILITIES OF STAFF AND FACULTY

Designated university employees are required to immediately report Prohibited Conduct to the VP for EEO-TIX to ensure that the university 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 university. 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 university 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.

REPORTS TO LAW ENFORCEMENT

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

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 university'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 university in the course of 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 university officials who need to know in order to assist in the assessment, investigation, or resolution of the report and related issues. Taking into consideration the wishes of the Reporting Party, the university 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 university 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.

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 university’s Clery geography; and is deemed to represent a serious or continuing threat to the university 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

VIOLENCE FREE CAMPUS POLICY

The university'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 university campus or related facility or during university-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.

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 university 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 university 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 university campus or related facility or during university-sponsored activities or events. Violation of this policy is considered to be serious misconduct and can lead to disciplinary and/or other appropriate responsive action, up to and including academic expulsion or termination of employment.

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 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
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.

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.

PERSONAL TOUCH BEAUTY AND BARBER COLLEGE CRIME
STATISTICS 2021-2023

PTBB COLLEGE	YE A R	ON CAMPUS	NON CAMPUS	PUBLIC	UNFOUNDED
CRIMINAL OFFENSES					
Criminal Homicide (Murder or Non Negligent Manslaughter)	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Manslaughter by Negligence	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Sexual Assault	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Rape	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0

Fondling	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Incest	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Statutory Rape	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Robbery	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Aggravated Assault	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Burglary	2020	0	0	0	0
	2021	0	0	0	0

	2022	0	0	0	0
Motor Vehicle Theft	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Arson	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
ARREST					
Liquor Law Violations	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Drug Abuse Violations	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	1	0	0
Illegal Weapons Possession	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0

REFERRALS FOR DISCIPLINARY ACTION					
Liquor Law Violation	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Drug Abuse Violations	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Illegal Weapons Possession	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
VAWA OFFENSES					
Dating Violence	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0

Domestic Violence	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	1	0

0	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
HATE CRIMES					
Criminal Homicides: Murder & Non-neglect Manslaughter	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Manslaughter by Negligence	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Sexual Assault (Rape)	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Fondling	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Incest	2021	0	0	0	0
	2022	0	0	0	0

	2023	0	0	0	0
Statutory Rape	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Robbery	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Aggravated Assault	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0

Burglary	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Motor Vehicle Theft	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0

Arson	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Larceny Theft	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	1	0	0
Simple Assault	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Intimidation	2021	0	0	0	0
	2022	0	0	1	0
	2023	0	0	0	0
Destruction/Damage/Vandalism of Property	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	1	0	0