

Victory Trade School
Annual Crime and Fire
Safety Report



2011 Annual Report
October 1, 2011

Jeanne Clery Act

Victory Trade School will comply with the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act". Any questions related to the implementation or the compliance of this public law (34 CFR Part 668) should be directed to the assistant director located in Victory Trade School room 329. The assistant director has been designated by Victory Trade School to coordinate the institution's efforts to comply with the regulations effecting the implementation of this act.

Procedure for Preparing and Distributing the Report

The building supervisors and department coordinators have been designated by the university to gather the information and statistics related to the act. The assistant director will oversee the preparation and distribution of the annual report. The report will include crime statistics from the previous three calendar years (if applicable).

The report will be available for review on the internal K drive. Faculty and staff will be notified of the location of the report by email, the official means of communication at Victory Trade School. Students will be notified by an official letter inserted into individual mail boxes. If they would like to review the report, they will obtain access via their program coordinator.

The report will be published and made available each academic year.

Reporting Crimes at VTS Campuses

If a student, employee, or visitor believes criminal activity has taken place on Victory Trade School property, the Springfield Police Department should be contacted immediately by calling 911.

Reporting Officials

The following positions have been designated reporting officials related to the Clery Act: director, assistant director, hospitality coordinator, prep coordinator, ged coordinator, Victory Square building manager, Victory Vintage building manager, Recycling Center building manager.

Resident Hall Security

The front door of each residence hall is the only access for entry or exit for visitors. All residence halls are locked 24/7. Entry may be gained by card access or by calling safety and security 417-328-1556 or 328-8733.



Crime Prevention Tips

- Report to safety and security strangers who behave suspiciously.
- Don't hesitate to call the police or safety and security when confronted.
- Keep your residence room locked.
- Walk in groups of two at night.
- When parking, remove valuables from view and lock your vehicle.
- Engrave your valuables with your license number and record the serial numbers.
- Do not leave personal property unattended.
- Make copies of credit cards and other valuables in your wallet.
- Report all losses to the police immediately.
- Stay in control. Substance abuse puts you at risk.

Registered Sex Offender Information

In the state of Missouri, sex offenders are required to register in the county in which they reside. Anyone may view the registered sex offender list by visiting the county sheriff's office. Below are listed the address, phone, and internet address (if available) for all SBU campuses.

- Springfield: Greene County Sheriff, 1010 N. Boonville, Springfield MO 65801; 417-868-4040; www.greenecountymo.org
- Missouri State Highway Patrol, 1510 E. Elm Street, Jefferson City, MO 65102; 573-751-3313, www.mshp.dps.missouri.gov

In the event of a sexual assault, the victim should be aware of the following procedures:

1. Report the incident to the following:
 - a. Springfield Police Department; 911
 - b. A victim that is a student should inform the program coordinator of their respective program; Employees should inform one of the following designated reporting officials: director or assistant director.
2. Seek medical assistance
3. Consider the importance of preserving evidence

4. Seek counseling on or off campus
5. Consider pressing charges
6. School officials will cooperate with local officials
7. If the accused is a student, VTS disciplinary measures may also be taken at the appropriate time with both the accused and the accuser informed of the outcome.
8. Consider requesting changes regarding academic and living situations. Changes will be made if requests are received that may be reasonably accommodated. Requests for changes should be addressed to the assistant director.
9. The accuser and accused are entitled to the same opportunities to have others present during a disciplinary proceeding.
10. Both the accuser and the accused shall be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense (the institution's final determination and any sanction against the accused).
11. Refer to the student guidelines and expectation section of the handbook to learn about discipline and sanctions related to sexual assault.



Emergency Response Notification

The director or assistant director may declare a state of emergency by which the plan will be activated. Victory Trade School will notify the campus community of an emergency situation through use of the University's mass notification service, the local media, or other communication channels as deemed appropriate once an emergency situation has been verified by security or law enforcement authorities. The university public information officer is responsible for disseminating information to the campus and the surrounding community.

Victory Trade School conducts regular fire and tornado drills in all campus dorms, as well as tabletop exercises and panel discussions of many other emergencies.

Missing Student Notification Policy

In compliance with the Missing Student Procedures 20 USC 1092 (j) (Section 488 of the Higher Education Opportunity Act of 2008), it is the policy of Victory Trade School(VTS) student life and safety and security to investigate any report of a missing student who resides on-campus at VTS. This policy, with its accompanying procedures, establishes a framework for cooperation among members of the community aimed at locating and assisting students who are reported missing.

A student shall be deemed missing when he or she is reported absent from campus for more than 24 hours without any known reason. All reports of missing students shall be directed to the director or assistant director which shall investigate each report and make a determination whether the student is missing in accordance with this policy.

Each student living in a student housing facility has the option to identify an individual to be contacted by the university not later than 24 hours after the time that the student is determined missing in accordance with official notification procedures established by SBU.

Each student living in a student housing facility has the option to register confidential contact information. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.

Each student over the age of 18 has the option of opting out of the Missing Student Policy as per the Missing Student Procedures 20 USC 1092 (j) (Section 488 of the Higher Education Opportunity Act of 2008), through signing a waiver on the Missing Student Policy Form.

Victory Trade School officials will also notify the Springfield Police Department no later than 24 hours after it determines that the student is missing, even if a student has not registered a contact person.

Notification Procedure

1. Any report of a missing student, from whatever source, should immediately be directed to VTS's director or assistant director.
2. When a student is reported missing, VTS shall:
 - a. Initiate an investigation to determine the validity of the missing person report
 - b. Contact the assistant director
 - c. Make a determination as to the status of the missing student

- d. Notify Springfield Police Department or other appropriate law enforcement agencies within 24 hours after determining that the student is missing.
3. When contacted the assistant director:
 - a. Notify the director
 - b. If, during an investigation of an official report, safety and security determines that the identified student is missing, the assistant director will notify the individual's recognized emergency contact person within 24 hours of making the determination that the student is missing;
4. The assistant director shall initiate whatever action he or she deems appropriate under the circumstances in the best interest of the missing student.

Fire Safety Report

The Higher Education Opportunity Act (Public Law 110-315) became law in August, 2008, requiring all United States academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire-related on-campus statistics related to student housing. The following public disclosure report details all information required by this law as it relates to Victory Trade School.

On-Campus Housing Fire Safety Equipment

Victory Trade School has equipped all campus housing with fire extinguishers and smoke detectors.

Fire extinguishers are checked monthly. Smoke detectors and emergency lights are checked annually. Sprinkler systems are checked on an annual basis as well. Requests for service, repair, or a check of fire safety equipment should be made to the respective program coordinator.

Fire drills are conducted annually.



Policy on Electrical Devices & Open Flames

The possession of candles, candle warmers, incense, fireworks, firearms, flammable items or any other open flame apparatus are prohibited. Halogen lamps, heating units, hot plates are not allowed as well. Power surge protector strips must be purchased and have a self-contained circuit breaker.

Fire Evacuation Procedures

Be prepared for fires. Know the location of the fire extinguisher; pull station, exits, and evacuation routes in your area. In the event of a fire:

- Immediately sound the alarm and/or evacuate the area/building. Notify the fire department by calling 911.
- Do not attempt to extinguish the fire unless it is safe to do so. Do not risk personal harm.
- When evacuating; it may be necessary to crawl on hands and knees to avoid smoke. The safest air is generally 1-2 feet above the floor. If trapped inside, call for help, open a window and notify those outside. Seal off the door and air vents if possible.
- Once outside, do not reenter the building until cleared to do so by fire department. Assemble at the designated area. Account for all persons known to have been inside the building.

Policies on Fire Safety Education and Training Programs

In accordance with state law, and for the safety of students, fire, tornado, and earthquake drills will be conducted at various times. The school will conduct other emergency procedure drills as needed. All students must participate and comply with the directions of the drill. Procedures will be posted on each program's information center.

Fire Definition

For the purposes of fire safety reporting, a fire is, "Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner."

This means that although a flame or a fire may not be permitted on campus, it may not be listed in the fire statistics due to the nature of the fire. A candle is prohibited on campus, but the proper use of a candle would not be recorded in this report. If the candle use caused another object to ignite, the subsequent fire would be recorded.

Fire Statistics by Facility and Year

Facilities	Fires			Injuries			Deaths		
	2008	2009	2010	2008	2009	2010	2008	2009	2010
Victory Trade School	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Victory Square	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Victory Vintage	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Recycling Center	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Cooks Kettle	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
The Branch Bistro	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0

*Data for the past three years is unavailable due to Victory Trade School receiving eligibility on July 13, 2010.

Drug Free Schools and Community Act

Victory Trade School is required by the Drug Free Schools and Communities Act to adopt and implement a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. Questions concerning the Drug Free Schools and Communities Act may be directed to the assistant director, who is designated by Victory Trade School to coordinate the institution’s efforts to comply with the act.

University Policy on Illegal Drugs

The unlawful manufacture, use, possession, dispensing or distribution of illegal narcotics, hallucinogenic drugs, controlled substances (as defined by Missouri statutes) or controlled narcotic medications with or without a doctor’s prescription are prohibited.

Sanctions for Violation of Policy on Illegal Drugs

Students who violate the policy on illegal drugs are subject to the termination of student status.

University Alcohol Policy

Victory Trade school takes a position of abstinence, whether on or off campus, regarding the issue of alcohol. The alcohol policy prohibits consumption, possession or distribution of alcoholic beverages on or off

campus. It is unacceptable for any person to be under the influence of alcohol while attending VTS.

University Sanctions for Alcohol Policy Violation

Students who fail to abide by the school’s alcohol policy are subject to termination of student status.

Crime Statistics

The Clery Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses.

Compliance is monitored by the United States Department of Education, which can impose civil penalties, up to \$27,500 per violation, against institutions for each infraction and can suspend institutions from participating in federal student financial aid programs.

Victory Trade School Crime Statistics

Crimes	On Campus			Residential Facilities Only			Non Campus Property			Public Property (from Springfield Police)		
	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010
Murder	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Negligent Manslaughter	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Forcible Sex Offenses	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Non-Forcible Sex Offenses	N/A	N/A	0	N/A	N/A	0	N/A	N/A	1	N/A	N/A	0
Robbery	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Aggravated Assault	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Burglary	N/A	N/A	0	N/A	N/A	1	N/A	N/A	0	N/A	N/A	0
Motor Vehicle Theft	N/A	N/A	0	N/A	N/A	0	N/A	N/A	1	N/A	N/A	0
Arson	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Theft	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Total	N/A	N/A	0	N/A	N/A	1	N/A	N/A	2	N/A	N/A	0

*Data for the past three years is unavailable due to Victory Trade School receiving eligibility on July 13, 2010.

Victory Trade School Campus Arrests Statistics

Crimes	On Campus			Residential Facilities Only			Non Campus Property			Public Property (from Springfield Police)		
	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010
Liquor Law Violation	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A	1
Drug Law Violation	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Weapons Law Violation	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0

*Data for the past three years is unavailable due to Victory Trade School receiving eligibility on July 13, 2010.

Victory Trade School Campus Referral Statistics

Crimes	On Campus			Residential Facilities Only			Non Campus Property			Public Property (from Springfield Police)		
	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010
Liquor Law Violation	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Drug Law Violation	N/A	N/A	0	N/A	N/A	1	N/A	N/A	0	N/A	N/A	0
Weapons Law Violation	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0

*Data for the past three years is unavailable due to Victory Trade School receiving eligibility on July 13, 2010.

Hate Crime Statistics

The Clery Act requires a separate report of all hate crimes statistics that manifest evidence that the victim was intentionally selected because of the perpetrator's bias or the perpetrator perceived the person to be in one of the protected group categories.

The crimes required to be reported include Murder, Negligent Manslaughter, Forcible Sex Offenses, Non-forcible Sex Offences, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, Destruction, Damage, or Vandalism of Property, or any other crime involving bodily injury.

There are six protected group categories that are reportable under the Clery Act. They are: Race, Gender, Religion, Sexual Orientation, Ethnicity and Disability.

Victory Trade School Hate Crime Statistics

Crimes	On Campus			Residential Facilities Only			Non Campus Property			Public Property (from Springfield Police)		
	2008	2009	2010	2008	2009	2010	2008	2009	2010	2008	2009	2010
Murder	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Negligent Manslaughter	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Forcible Sex Offenses	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Non-Forcible Sex Offenses	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Robbery	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Aggravated Assault	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Burglary	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Motor Vehicle Theft	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Arson	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Theft	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0
Total	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0	N/A	N/A	0

*Data for the past three years is unavailable due to Victory Trade School receiving eligibility on July 13, 2010.

Crime Statistics Definitions

For the purposes of this report, crime statistics were gathered using the following definitions as required by the Clery Act. Definitions of the crime categories are listed in the same order as shown on the crime statistics. Sex offenses are compiled using the NIBRS edition of the UCR.

Theft statistics are not required by the Clery Act but are included in this report.

Murder and Non-negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter: The killing of another person through gross negligence.

Forcible Sex Offenses: Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent.

Non-forcible Sex Offenses: Unlawful, non-forcible sexual intercourse. (Includes ONLY incest and Statutory Rape)

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of

assault usually is accompanied by the use of a weapon or by a means likely to produce death or great bodily harm.

Burglary: The unlawful entry of a structure to commit a felony or theft. For reporting purposes this definition includes unlawful entry with intent to commit a larceny or felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned acts.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.)

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.

Theft: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Arrests and Referrals: Under the Clery Act institutions must also report arrests and referrals for disciplinary action for liquor law violations, drug law violations, and illegal weapons possession. These statistics are counted per person, not per incident.

Liquor Law Violations: The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Drug Abuse Violations: Violations 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.

Weapon Law Violations: 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.

Hate Crimes: In addition to any of the crimes above, the following acts are now reportable as Hate Crimes under the Clery Act, when motivated by

prejudice on account of race, gender, religion, sexual orientation, ethnicity, or disability.

Larceny-Theft: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism of Property (Except "Arson"): 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.

Locations: Under the Clery Act, institutions are required to report separately, crimes in four categories: On Campus, Residential Facilities, Non-Campus Property, and Public Property.

On Campus: Any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).

Residential Facilities: Only Crimes that occur within campus housing. Statistics are also counted for On Campus.

Non-Campus Property: Any building or property owned or controlled by a student organization recognized by the institution; and any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property: all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes.

For More Information

United States Department of Education Crime Statistics:
<http://ope.ed.gov/security/>

Jeanne Clery Act and other laws referenced in this report:
<http://www.securityoncampus.org/>

Victory Trade School
417.864.2222
1715 N Boonville Ave
Springfield, MO 65803
www.victorytradeschool.edu