



Annual Security Report

2022-23

Harrisonville Cass-RIX School District
Cass Career Center Licensed Practical Nursing
1600 E Elm | Harrisonville, MO 64701

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The Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, federal statute 20 v.s.c.1092 requires that Cass Career Center provide students with information regarding numbers and types of crimes that have taken place on our campus beginning August 1, 1991. Also required are policies regarding procedures and facilities for reporting criminal actions or other emergencies occurring on campus. The act also requires that, effective July 1994, the school provides students with completion rates for students attending this school commencing with those enrolling after July 1, 1991. On March 7th, 2013, President Obama signed

the Violence Against Women Reauthorization Act of 2013 (([VAWA](#)), [Public Law 113-4](#)). Among other provisions, this law amended section 485(f) of the Higher Education Act of 1965, as amended ([HEA](#)), otherwise known as the Clery Act ([20 U.S.C. 1092\(f\)](#)). All Institutions of Higher Education that receive Title IV funding must follow the requirement under the Clery Act as a condition of receiving funds or any other form of financial assistance under any federal program. The Clery Act requires schools to compile and report crime and fire statistics for the previous three calendar years, as well as, provide information on security policies and procedures in their Annual Security Reports (See [34 CFR 668.46](#) for more info).

CCC Annual Security Report

The information in this Annual Security Report provides students and employees of Cass Career Center with information on: the school's security arrangements, policies and procedures; programs that provide education on such things as drug and alcohol abuse, awareness of various kinds of sex offenses, and the prevention of crime generally; and procedures the school will take to notify the campus community in the event of an emergency. Its purpose is to provide students and employees with information that will help them make informed decisions relating to their own safety and the safety of others. This report is prepared by the Financial Aid Administrator of Cass Career Center in cooperation with the School Resource Officer and includes various other elements of the Harrisonville Cass RIX School District. The report is updated annually, and is available to students and employees by October 1st each year. To request current information, contact the Cass Career Center Financial Aid Administrator by phone: 816-380-3253. The federal Campus Security Statistics report for all postsecondary institutions can be accessed at the following website: <http://ope.ed.gov/security>.

Cass Career Center prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. The Annual Security Report must contain the following information on the Sexual Assault, Domestic Violence, Dating Violence, and Stalking Policy:

- Procedures Cass Career Center will follow once an incident of sexual assault, domestic violence, dating violence, and stalking has been reported.
- Description of the educational programs to promote awareness of sexual assault, domestic violence, dating violence, and stalking for all incoming students and new employees and ongoing prevention and awareness campaigns for students and employees;
- Missouri definition of consent, sexual assault, domestic violence, dating violence, and stalking and the applicable federal definitions;

Geography

The Clery regulations found in 34 CFR 668.46 define campus ("On-Campus") property in the following manner:

"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 paragraph (1) of 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).”

Cass Career Center, part of the Harrisonville Cass RIX School District, presently consists of the facility located at 1600 E Elm St., Harrisonville, Missouri. For purposes of this policy, any acts occurring in the building, grounds, or school-owned parking lots will be considered as occurring on campus.

Cass Career Center provides Emergency Standard Operating Guidelines for each classroom that is updated on an annual basis. This information can be obtained upon request from the financial aid coordinator.

Reporting of Crimes

Cass Career Center (CCC) does not have a separate security department. The Harrisonville Cass RIX School District employs a School Resource Officer (SRO) through the Harrisonville Police Department. Any breach of security on campus is to be reported to the CCC Director or other CCC Administrator immediately (Director, Assistant Director, CCC Counselor or Adult Education Coordinator/Financial Aid Administrator) at 816-380-3253 or the Harrisonville Police Department at 816-380-8940. If reported to a CCC Administrator, the administrator will contact the SRO on duty. If additional officers are needed, the local Police Department will be called to investigate any criminal action on campus. Persons reporting criminal incidents should provide as much information as possible. If possible, this should include the location, nature of injuries, the description of possible criminals and briefly what happened. Harrisonville police officers will respond to protect the victims, investigate the incident and make arrests when warranted.

It is the policy of the Harrisonville Cass R-IX School District to report all crimes occurring on district property to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. Therefore, CCC does not allow voluntary, confidential reporting. The following crimes must be reported:

1. First or second degree murder under §§ 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under § 565.023, .024, RSMo.
3. Kidnapping under § 565.110, RSMo.
4. First, second or third degree assault under §§ 565.050, .060, .070, RSMo.
5. Sexual assault or deviate sexual assault under §§ 566.040, .070, RSMo.
6. Forcible rape or sodomy under §§ 566.030, .060, RSMo.
7. Burglary in the first or second degree under §§ 569.160, .170, RSMo.
8. Robbery in the first degree under § 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo. 5
10. Distribution of drugs under §§ 195.211, .212, RSMo.
11. Arson in the first degree under § 569.040, RSMo.
12. Felonious restraint under § 565.120, RSMo.
13. Property damage in the first degree under § 569.100, RSMo.
14. Child molestation in the first degree pursuant to § 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
16. Sexual abuse pursuant to § 566.100, RSMo.
17. Harassment under § 565.090, RSMo.
18. Stalking under § 565.225, RSMo

During an Emergency:

During an emergency, students and/or employees should call 911 from any CCC phone or from your cell phone. The call will be sent to Cass County Dispatch center, evaluated, and referred to the appropriate agency for emergency action. Dispatchers and Police Officers are available 24 hours a day to answer your calls. In response to a call, officers will be dispatched to the caller's location.

During a Non-Emergency:

To report a non-emergency security issue, a report can be made to a CCC Administrator either in person by telephone at 816-380-3253. All CCC incident reports are forwarded to the CCC Director's office immediately for review and potential action. The Police Department will investigate a report when it is deemed appropriate and offer appropriate services when necessary.

CCC Administrators

- CCC Director
- CCC Assistant Director
- CCC Counselor
- Adult Education Coordinator/Financial Aid Administrator
- Harrisonville Cass R-IX School Resource Officer

CCC does not have a procedure to encourage pastoral counselors or professional counselors; if and when they deem it appropriate, to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for the inclusion in the annual disclosure of crime statistics.

Accurate and Prompt Reporting

The administration of this school has a close working relationship with local law enforcement. All investigations of a criminal nature are reported to the proper enforcement office.

Informing Students and Employees

All students will be given instructions regarding campus security during their orientation. All students are responsible for their security, and security to others is encouraged. Students should always lock valuables in a safe place. Vehicles should also be kept locked while a student is on campus.

Voluntary Confidential Reporting

To report a crime on a voluntary, confidential basis, please contact the local TIPS HOTLINE at (816) 474-TIPS.

Security and Access to Campus Facilities

When this facility is open, staff is available to assist any student should a breach of security occur. At no time will students be left on campus without a staff member present. All visitors are to report to the CCC office when entering the building. Staff is made aware through the school secretaries of visitors entering the classrooms. To help assist with security in the evenings the CCC campus is equipped with lights in the parking lot, around building and entrances.

Security Authorities

According to federal law, colleges and technical schools are required to report statistics concerning the occurrence of certain criminal offenses reported to the local police agency or any official of the institution who is defined as a Campus Security Authority.

Local Law Enforcement authority:

Harrisonville Police Department
205 N. Lexington
Harrisonville, MO 64701
Non-Emergency or Dispatch: 816-380-8940

School Resource Officer (SRO):

Scott Ramsey
1504 E Elm St
Harrisonville, MO 64701
816-380-3273 Ext. 6222

A SRO is employed by the school (and local police department) to assist in the safety and education of the secondary and post-secondary students in the district, as well as the employees of Harrisonville Cass RIX School District. The SRO has complete police authority to apprehend and arrest anyone involved in illegal acts on-campus or school property.

Cass Career Center uses the Harrisonville Cass R-IX School Resource Officer for incidents that occur during the school day. The Harrisonville Police Department has complete police power, including arrest authority and power to search and routinely patrol the campus. Harrisonville Cass R-IX School District and the Harrisonville Police Department have a good relationship to ensure the safety of students and employees.

Timely Warnings

Below is the Harrisonville Cass RIX School District emergency and notification plan:

EMERGENCY PLAN

The Harrisonville School District Emergency Plan is a comprehensive guide developed to protect the lives of students and staff. The district has measures in place to ensure our students' safety before, during, and after a crisis situation. We view a crisis as an incident that directly or indirectly affects a few or all of our students and staff. A crisis can occur before, during or after regular hours. Our plan is designed to be effective in a number of situations. While this Emergency Plan is written for our daytime elementary and secondary students, it also applies to our adult students with the exception of contact with parents.

TIPS/REMINDERS FOR PARENTS

1. Please make sure your contact information (home and cell phone numbers) are up-to-date in our Student Information System. You can change that information through Parent Portal. Once you've logged in, go to Family Data or you can contact your school secretary. During an emergency, we will call both home and cell numbers.

2. Please make sure the emergency contacts on file for your student are up-to-date and we would suggest that those emergency contacts be local so that they can respond and pick up your student if necessary. Older siblings that drive may be listed as emergency contacts.
3. We will use SchoolMessenger, the district's automated calling system, Wildcat Alerts, Twitter, and the district website to communicate with parents during a crisis.
 - a. A tip - if you miss part of the SchoolMessenger automated call, you can always press "*" and the message will be played again.
 - b. You can sign up for Wildcat Alerts and Twitter updates through the district website, www.harrisonvilleschools.org
4. In some cases, we may need to evacuate the school. Evacuation sites have been established, but we do not publicize those locations prior to an emergency to maintain student safety. We will inform you the time and place to pick up your child through the district communication channels.
5. During the reunification at the evacuation site, parents will be asked to remain in their cars and proceed through the line. Only parents or those listed as emergency contacts will be allowed to pick up a student. All parents and emergency contacts will be required to provide identification in order to pick up a student.
6. In an emergency, we ask that parents do not come to or call the school. It is important to keep the streets, parking area, and phone lines open for emergency responders and communication. We will provide information to parents through the district communication channels (see #3 above).
7. If your child has a medical condition, please make sure to have two sets of necessary items (medication/testers/etc) available (one with you or at home) in case we cannot re-enter the school to retrieve it.
8. During a lockdown at school, no one will be permitted to enter or leave the building with the exception of district personnel, law enforcement, and first responders. Once it has been determined that the threat has passed (all-clear), the school will resume normal procedures. This also applies to weather-related lockdowns.

PREPARE

The district has established the following in preparation for an emergency:

- A District Emergency Plan & Safety Committee
- Individual Building Plans & Safety Committees
- Partnerships with local law enforcement, fire departments, hospitals, and other agencies who will respond to emergencies within our schools

RESPOND/NOTIFICATION PLAN

District and building-level administrators will determine the response in a crisis based on the guidelines in place.

Student and staff safety is the top priority in any situation. The next priority is communication to parents. Communication will be made through the following channels:

- District Website
- SchoolMessenger Automated Calling System
- Wildcat Alerts Text Messaging
- KMBC-9 News

We ask parents to help us during a crisis, by following these guidelines:

1. Do not call the school. It is important for phone lines to remain open for emergency communication.
2. Using the district communication channels listed above, stay informed.
3. Do not come to the school. It is important to keep the streets and parking area open for emergency responders.

In some cases, we may need to evacuate the school. Evacuation sites have been established, but we do not publicize those locations to maintain student safety. We will inform you the time and place to pick up your child through the district communication channels. All parents will be required to provide identification in order to pick up their student.

PREVENT

Additional proactive safety measures include:

- Security cameras in and around all facilities
- Buzz-in entries at all schools
- Photo ID required for all visitors
- Safety drills which are practiced regularly
- School Resource Officers at HMS & HHS
- Education of students and staff regarding safety

RECOVER

It is our goal to help students and staff return to a normal school routine as quickly as possible. Following a crisis, the district will:

- Provide on-site counseling as needed
- Continue communication to parents regarding follow-up developments
- Conduct debriefings with staff and responders to evaluate crisis response

Student Alcohol/Drug Abuse S-195-S

All use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District property, vehicles, or at District-sponsored events is strictly prohibited. Suspected or known violations of the District policy should be immediately reported to school authorities. Any incidents that violate this policy are subject to disciplinary action and notification to law enforcement. Any confiscated substances will be turned over to law enforcement. In cases where it is necessary for a student to take prescription or over-the-counter medications during the school day, the medication must be documented by

the nurse's office in accordance with written label directions and parental permission in compliance with District rules. (See the Harrisonville Cass R-IX School District Handbook's section on Administration of Medication for more information.) Cass Career Center reserves the right to perform drug or alcohol testing. Cass Career Center informs students of policies and procedures during Financial Aid Orientation, where the student is required to sign a Drug-Free Workplace Letter of Understanding. Students are also informed of policies at the beginning of each year during classroom orientation. Employees are provided information in the Harrisonville Cass R-IX School District Employee Manual.

Alcohol/Drug Abuse Education

The District takes measures to foster a safe and drug-free learning environment that supports student engagement and development. Therefore, educational programs are provided to help students cultivate healthy lifestyles and age-appropriate drug awareness. These programs are provided by different areas of the school, including the School Resource Officer and the Cass Career Center Counselor.

Policies and Procedures Relating to Sexual Assault, Domestic Violence, Dating Violence, and Stalking

Cass Career Center believes that all students and employees should have the opportunity to learn and work in an educational environment free from discrimination. Sexual harassment, including sexual violence and other forms of sexual misconduct, interferes with this right and will not be tolerated.

For the purposes of the discussion that follows, the following definitions are contained in Missouri statutes:

Domestic violence (assault) Mo. Rev. Stat. §§ 565.072-565.074, 455.010(7)

Domestic assault generally involves violence or attempted violence perpetrated against a family or household member, including children. "Family or household member" is defined as "spouses, former spouses, any person related by blood or marriage, persons who are presently residing together or have resided together in the past, any person who is or has been in a continuing social relationship of a romantic or intimate nature with the victim and anyone who has a child in common regardless of whether they have been married or have resided together at any time."

Dating violence

Dating violence is not separately defined in Missouri law, but note that the definition above of "domestic assault" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The statute does not further define such a relationship, but the Violence Against Women Act states that it is characterized by the expectation of affection or sexual involvement between the parties and that the existence of such a relationship shall be determined based the reporting party's statement with a consideration of the (1) length of the relationship, (2) type of relationship, and (3) frequency of interaction between the persons involved in the relationship. For the purpose of this definition dating violence will include but not be 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.

Stalking Mo. Rev. Stat. § 565.225.

A person commits the crime of stalking if he or she purposely, through his or her course of conduct, harasses

or follows with the intent of harassing another person. There also is the crime of “aggravated stalking.” Among other circumstances, it occurs if in addition the person makes a credible threat or at least one of the acts constituting the course of conduct is in violation of an order of protection and the person has received actual notice of such order or there are circumstances relating to such things as probation, certain previous offenses or the age of the victim in relation to the perpetrator. “Course of conduct” is a pattern of conduct composed of two or more acts, which may include communication by any means, over a period of time, however short, evidencing a continuity of purpose. It does not include constitutionally protected activity. “Credible threat” means a threat communicated with the intent to cause the person who is the target of the threat to reasonably fear for his or her safety, or the safety of his or her family, or household members or domestic animals kept at such person’s residence or on such person’s property. “Harass” means to engage in a course of conduct directed at a specific person that serves no legitimate purpose, that would cause a reasonable person under the circumstances to be frightened, intimidated, or emotionally distressed.

Consent Mo. Rev. Stat. § 556.061(5).

Consent or lack of consent may be expressed or implied. Assent does not constitute consent if:

- It is given by a person who lacks the mental capacity to authorize the conduct charged to constitute the offense and such mental incapacity is manifest or known to the actor; or
- It is given by a person who by reason of youth, mental disease or defect, or intoxication, is manifestly unable to (or known by the actor to be unable to) make a reasonable judgment as to the nature or harmfulness of the conduct charged to constitute the offense; or
- It is induced by force, duress or deception. Use of alcohol or other drugs will never function as a defense to a violation of this policy.

The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this policy.

Educational and Awareness Programs

Cass Career Center prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking on its campuses. In order to promote awareness and prevention of these crimes, Hope Haven of Cass County will give an annual presentation to the incoming PN students as well as new staff members. The presentation will address awareness and prevention of dating violence, domestic violence, sexual assault, and stalking. Included will be safe and positive options for bystander intervention. Tips and resources for students to access help will be posted on the Practical Nursing website.

Reporting Sexual Assault, Domestic Violence, Dating Violence, or Stalking

If you are the victim of a crime of sexual assault, domestic violence, dating violence, or stalking, you are encouraged to report it immediately in any of the following manners:

Director of Cass Career Center (816-380-3253 Ext 7300)
School Resource Officer (816-380-3273 Ext. 6222)

After normal school hours, crimes should be reported to the Harrisonville Police Department (816-380-8940).

If you are a victim of a sexual offense, domestic violence, dating violence, sexual assault, or stalking at this institution, your first priority should be to get to a place of safety. CCC strongly advocates that a victim of sexual assault reports the incident in a timely manner. Time is a critical factor for evidence collection and preservation. Filing a police report will help ensure that a victim of sexual assault receives the necessary medical treatment and tests, provide the opportunity for collection of evidence helpful in prosecution which cannot be obtained later and assure the victim has access to confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention. The preserving of evidence is important and may be necessary to the proof of criminal dating violence, domestic violence, sexual assault, or stalking, or in obtaining a protection order. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the CCC conduct process, or only the latter.

During an Emergency:

During an emergency, students and/or employees should call 911 from any CCC phone or from your cell phone. The call will be sent to Cass County Dispatch center, evaluated, and referred to the appropriate agency for emergency action. Dispatchers and Police Officers are available 24 hours a day to answer your calls. In response to a call, officers will be dispatched to the caller's location.

During a Non-Emergency:

To report a non-emergency security issue, a report can be made to a CCC Administrator either in person by telephone at 816-380-3253. All CCC incident reports are forwarded to the CCC Director's office immediately for review and potential action. The Police Department will investigate a report when it is deemed appropriate and offer appropriate services when necessary.

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- CCC Assistant Director
- CCC Counselor
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What Victims Can Expect From Cass Career Center

Students or employees who report a crime to the director of Cass Career Center or the School Resource Officer will be assisted in notifying the Harrisonville Police Department. Cass Career Center will handle all reports of a sexual nature with due regard to the parties' concerns of privacy. CCC will urge victims to seek assistance using any appropriate resources. CCC will publish annual statistics on the occurrences of Sexual Assault and notify victim in writing about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services available for victims. CCC does not have a full service counseling center. The CCC does employ a certified school counselor who can provide a limited scope of personal counseling as well as career counseling, testing services, and numerous other student services. CCC will provide victim with a written explanation of their rights and options. Further, a victim will be notified in writing about options for and available assistance in changing academic situations, if so requested by the victim and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus authorities or law enforcement.

In the event of a reported crime, the Harrisonville Police Department will be responsible for a full investigation to determine if criminal charges are warranted. As published in the Practical Nursing Student Handbook, any student who is charged with a felony crime against a person will be dismissed from the program.

Confidentiality

CCC will maintain as confidential any accommodations or protective measures provided to a victim to the extent that maintaining confidentiality would not impair the institution's ability to provide them. If necessary to disclose the victim's personal information in order to provide the accommodation, CCC will advise the victim in advance.

Discipline Guidelines

The Practical Nursing Program will follow the Discipline Guidelines published in the CCC Student Handbook found [here](#).

Resources

In the event of an emergency, please call 911.

Non-Emergency Contacts

Fire: 816-380-8952

Police: 816-380-8940

Sheriff: 816-380-5200

Domestic Violence Hotline: 1-800-799-7233

National Sexual Assault Hotline: 1-800-656-4673

National Suicide Prevention Hotline: suicidepreventionlifeline.org : 1-800-273-8255

Domestic Violence:

The Harrisonville Police Department publishes Adult Abuse Information that may be accessed on their website at <http://www.ci.harrisonville.mo.us/DocumentCenter/View/4200>.

Circle of 6:

A free app that helps prevent violence before it happens. www.circleof6app.com

Domestic Violence Shelter:

Hope Haven: 816-380-4663

Sex Offender Registration

The Missouri Department of Public Safety lists registered sex offenders in Missouri on their website at www.mshp.dps.mo.gov/CJ38/Search. Offenders can be searched by location or name. You can register with the website to receive e-mail notifications concerning sex offenders in your area.

Self Defense Tips (from Ali Kemp T.A.K.E Defense Training)

Knowledge is the best defense

When it comes to your safety, it's important to stay sharp. Here are some tips to consider. Read them through – some you may have heard, others may be new to you. Be sure to let them all soak in, and always put them into practice.

Remember the basic rules: Strength in numbers and Sound is your friend. They may just save your life!

WALKING

- Walk with someone. Most attackers will be discouraged if you have company, whether male or female.
- Avoid dark, deserted areas. Stay in well-lit areas.
- Avoid shortcuts through parks, vacant lots and other deserted places.
- Hold your purse close to you and not dangling. Never set it down on store counters, restaurant seats or bus seats.
- If a driver stops to ask you directions, avoid getting too close to the car. You could be pulled inside.
- If you're being followed by someone, cross the street, act suspicious and keep looking behind you. This may discourage the follower. Walk towards a well-lit business or a group of people.
- If you're being followed by someone in a car, turn around and walk in the opposite direction. If possible, record the license number, seek a safe location and call the police.

- When you return home, have your key ready to open the door without delay.
- Leave your outside light on so you can easily see when you return home.
- If you are on your cell phone, keep your head up, look around and be alert.

HOME

- Install a peephole so you can see who is outside and ask for identification before opening the door. Strangers should not be allowed in your home.
- Don't advertise by leaving a note on the door saying you're not at home.
- Use your last name and first initial only on your door, mailbox, and in the phone book.
- The average predator will watch you 6-12 times before they commit their crime. Be aware of who is in your personal space.
- Buy a dog dish and place it by the door. Even if you don't have a dog, the idea that a dog could be inside could work as a deterrent.
- Replace the locks when you move to a new house or apartment. You don't know who has keys to the old one.
- Remember the best lock in the world is no good at all if it isn't used. Lock your doors and windows.
- Keep your shades closed to avoid a view into your living space.
- Make sure your home is well-lit, and replace burnt out light bulbs immediately.
- Don't allow service workers in your home when you're not there. It's best to have more than one person at home when work is being done. Ask service companies questions concerning workers who will be entering your home. Here are some question examples: their name, length of time they have worked with the company and the last time a background check was performed. When they enter your home be sure they are where the repair is to take place and nowhere else.
- Know your neighbors, especially the person who is home during the day. They serve as your eyes while you're away.
- Purchase timers for your television, stereo and lamps in your home and program them to go on at different times on different days, if someone is watching it gives the impression someone is home.
- If you are away for an extended amount of time have someone you know take care of things at your home. Have them collect your mail and newspapers. They can take care of pets and or plants in addition to making your house look inhabited.
- Be selective about your personal information on the internet. Avoid sharing your daily agenda with people, disclosing where you are going and when you will be arriving. A predator only needs to know your name to determine everything about you.

DRIVING TIPS

- If you're being followed don't drive into your driveway or attempt to leave your car. Drive to the nearest police station or open business for help
- If you're having car trouble, raise the hood, and stay inside with the doors locked. If strangers stop, ask them to report your predicament to nearest service station. And remember - a cell phone makes sense when you are traveling any distance alone
- Keep your purse and other valuables out of sight - under a seat or in the glove compartment
- Always park in well-lighted area, if you plan to arrive/leave after dark
- Don't park in isolated or visually obstructed area near walls or heavy foliage
- Use valet parking or an attended garage (be sure to have a valet key or one key not all your keys)
- When you are unlocking your car with a remote be sure to only push the unlock button once in order to only unlock the driver's door. Pressing the unlock button twice will unlock all the doors which can allow someone access to the passenger side or back seat
- Put your valuables in your locked trunk or take them with you.

- As you walk to your car be alert to persons sitting in cars
- Ask for an escort or staff member if you are alone at a shopping center
- If someone tries to approach, change direction or run to a busy store
- Follow your instincts if they tell you to walk/run away to a busy place
- As you approach your vehicle, look under around, and inside your car
- Walk in the middle of the parking lot where the cars drive so you are more visible by others
- If safe, open the door, enter quickly & LTD (Lock the Doors)
- Don't be a target by turning your back while loading packages into the car
- Always drive with your doors locked and windows rolled up
- When stopped in traffic, leave room, front and back of your car, for the ability to turn
- If you are bumped in traffic by others be suspicious of the accident
- Give up your keys or money if demanded without resistance
- Hitchhikers shouldn't be picked up. Don't stop to help disabled drivers if you're alone. Help them by reporting them to police or service station
- Don't argue, fight or chase the robber
- Never agree to be kidnapped. Drop the car keys and run and scream for help, hand on the horn, create sound
- If you are forced to drive, consider crashing your car near a busy intersection, avoiding other cars or pedestrians
- Call the police immediately to report the crime and provide detailed information

Cass Career Center Crime Statistics

The following criminal offenses were reported to Cass Career Center or the local police as having occurred on campus:

Crime	2019-20	2020-21	2021-22
Murder	0	0	0
Negligent Manslaughter	0	0	0
Sexual offense (forcible)	0	0	0
Sexual offense (non-forcible)	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Other, including bodily injury	0	0	0
Hate Crimes	0	0	0
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0

In addition to the above crimes, the following number of arrests were made for these specific violations:

Liquor-law violations	0	0	0
Drug-law violations	0	0	0
Illegal weapons possession	0	0	0