

CRIME AWARENESS INFORMATION ([see J. Clery Act Policies for additional information](#))

The following information is provided and updated annually as directed by the U.S. Department of Education through Public Law 101-542, the "Criminal Awareness and Campus Security Act of 1990".

Campus Security Policies and Procedures

I. Reporting of Criminal Incidence

Expertise strives to provide a safe and secure campus for all students and staff members. All students and staff members are encouraged to report any and all suspicious campus activity immediately upon witnessing the occurrence. All students should report any knowledge of a criminal or suspicious nature to the Expertise Director.

Expertise will then take appropriate action based upon the information given by the student or staff member. When deemed appropriate, local law enforcement authorities will also be notified.

II. Security on Campus

Expertise is in operation from 8:00 a.m. until 4:30 p.m. Monday through Saturday. (Mon. Admin Office only) Evening Classes are held Tuesday, Wednesday and Thursday 1:00 – 9:30 pm.
We are closed on Sundays

III. Campus Security Programs

All students are informed of campus security procedures during orientation. All staff members are briefed on campus security procedures upon hiring.

Both staff members and students are encouraged to be responsible for their own security and the security of those around them by carefully reading the campus security procedures and reporting any incidents when they occur.

IV. Campus Policy Regarding Illegal Substances

Expertise strictly forbids the possession, use or sale of any alcoholic beverages and/or illegal drugs on all campus grounds. Students and staff members should report any knowledge of such activities to the appropriate Expertise personnel mentioned in Part I of this report. Any infraction is cause for immediate suspension and possible termination. When appropriate, such infraction will also be reported to the local authorities. Specific details of this school's drug policy are outlined in the campus drug free policy statement distributed annually to all staff and students under separate cover.

V. Current Campus Crime Statistics

For the latest campus crime statistics, please refer to the Campus Annual Safety & Security Report. You may also contact the Expertise Director for a copy of the campus' latest crime statistics.