

Elmira Business Institute  
303 N. Main Street  
Elmira, NY 14901

4100 Vestal Rd.  
Vestal, NY 13850

August 31, 2016

### **Security Policy/Procedures**

As a nonresidential college, EBI's facilities consist of office space where faculty meet with students and administrative work is conducted in classrooms and labs.

This policy complies with Title II of Public Law 101-542, the Crime Awareness and Campus Security Act of 1990.

### **CRIMINAL ACTIONS**

If a criminal action occurs at Elmira Business Institute, it must be reported immediately to the local police (911) and to the Campus Director or Dean. In each case, the Campus Director or Dean will discuss the situation with the Senior Vice President to determine if changes should be made in building security procedures.

### **SECURITY AND ACCESS TO CAMPUS FACILITIES**

EBI establishes procedures to insure that safety of its students and employees.

1. Keys and knowledge of the security codes are limited to employees and only those who may need to be in the building during evenings and weekends are given keys.
2. Individuals who are no longer employees of the College must turn in their keys before they leave.
3. When there is a receptionist, all visitors must check in upon arrival and login on the visitor's log.
4. Employees who organize after hours meetings/events are responsible for security while the meeting is in session and are also responsible for insuring that the building is secured when they leave.
5. EBI's cleaning service is responsible for securing the college Monday – Saturday during regular operational hours.

## **CAMPUS LAW ENFORCEMENT**

In 2014, Elmira Business Institute appointed a College Security Officer at both campus locations. Any crimes/instances should be reported directly to the security official or the local police (911).

## **SECURITY PROGRAMS**

Each spring, the college provides an annual formal crime prevention program for students and employees.

## **OFF CAMPUS STUDENT ORGANIZATIONS**

The college does not have off campus student organizations or housing facilities.

Title II of Public Law 101-542, the 1990 Crime Awareness and Campus Security Act and the 1992 Higher Education Amendment, require institutions to collect certain actions including forcible and non-forcible sex offenses. This information must be distributed each year to all current students and employees.

September 1, 2015 - August 31, 2016

The following were reported incidents for the school year 2015-2016 and were handled by local law enforcement and EBI administration: Theft; Trespassing

There were no reports of on campus murders, sex offenses, aggravated assaults, burglaries, and arrests for weapons possession or liquor and drug abuse violations for the school year 2015-2016.

Ms. Kathleen Hamilton  
Senior Vice President of Administration