

## **Introduction**

Elmira Business Institute is a non-residential institution of higher education with one location in Vestal, NY. Elmira Business Institute is a career school located in Broome County, New York. The campus offers career training in several technical programs that include Accounting, Business Administration: Concentration in Small Business Management, Medical Assisting, Medical Coding & Billing Certificate, Medical Coding & Reimbursement Specialist degree and Medical Office Technologies.

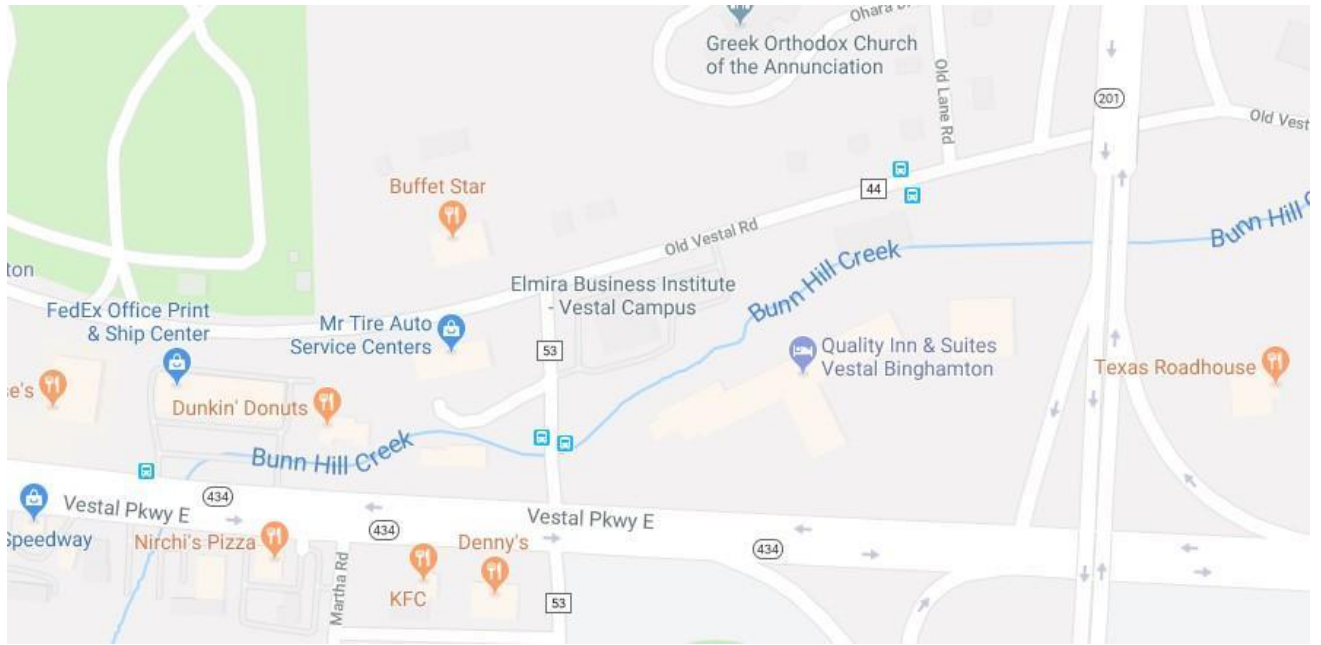
## **ASR Assembly and Preparation**

Information in this report is provided to you as part of Elmira Business Institute's requirement under the The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act") and The Higher Education Act of 1965 (HEA). This report includes statistics for the previous three years concerning reported crimes that occurred on campus, off campus and adjacent public property. Alongside this, it provides information on institutional policies, procedures, and educational offerings to ensure a safe campus.

Elmira Business Institute prepares this report with support from institutional CSAs, Title IX Coordinator, Vestal Police Department, New York State Police and the Broome County Sheriff's Department. Each year, by October 1<sup>st</sup>, an email notification is sent to all enrolled students, faculty and staff. This notification provides information on how to access the Annual Security Report online and any relevant changes to safety and security policies.

## **Campus Geography**

Elmira Business is located at 4100 Vestal Road, Vestal, NY in an executive corporate park. There is no public property on the premise of EBI, there are parking lots on "campus." EBI rents its location and while having control over the day to day space, any physical enhancements or upgrades are vetted and approved by the property owner before implemented.



**Crime Statistics**

CLERY CRIME STATISTICS 2016 - 2018					
OFFENSE	YEAR	CAMPUS	CAMPUS RESIDENTIAL	NON-CAMPUS	PUBLIC PROPERTY
Murder	2016	0	N/A	0	0
	2017	0	N/A	0	0
	2018	0	N/A	0	0
Manslaughter by negligence	2016	0	N/A	0	0
	2017	0	N/A	0	0
	2018	0	N/A	0	0
Rape	2016	0	N/A	0	0
	2017	0	N/A	0	0
	2018	0	N/A	0	0
Fondling	2016	0	N/A	0	0
	2017	0	N/A	0	0
	2018	0	N/A	0	0
Incest	2016	0	N/A	0	0
	2017	0	N/A	0	0
	2018	0	N/A	0	0
Statutory Rape	2016	0	N/A	0	0
	2017	0	N/A	0	0
	2018	0	N/A	0	0
	2016	0	N/A	0	0

Robbery	2017	0	N/A	0	0
	2018	0	N/A	0	0
Aggravated Assault	2016	0	N/A	0	0
	2017	0	N/A	0	0
	2018	0	N/A	0	0
Burglary	2016	0	N/A	0	0
	2017	0	N/A	0	0
	2018	0	N/A	0	0
Motor vehicle theft	2016	0	N/A	0	0
	2017	0	N/A	0	0
	2018	0	N/A	0	0
Arson	2016	0	N/A	0	0
	2017	0	N/A	0	0
	2018	0	N/A	0	0

OFFENSE	YEAR	CAMPUS	CAMPUS RESIDENTIAL	NON-CAMPUS	PUBLIC PROPERTY
Dating Violence	2016	0	N/A	0	0
	2017	0	N/A	0	0
	2018	0	N/A	0	0
Domestic Violence	2016	0	N/A	0	0
	2017	0	N/A	0	0
	2018	0	N/A	0	0
Stalking	2016	0	N/A	0	0
	2017	0	N/A	0	0
	2018	0	N/A	0	0

OFFENSE	YEAR	CAMPUS	CAMPUS RESIDENTIAL	NON-CAMPUS	PUBLIC PROPERTY
Liquor law arrests	2016	0	N/A	0	0
	2017	0	N/A	0	0
	2018	0	N/A	0	0
Liquor law referrals	2016	0	N/A	0	0
	2017	0	N/A	0	0
	2018	0	N/A	0	0
Drug law arrests	2016	0	N/A	0	0
	2017	0	N/A	0	0

	2018	0	N/A	0	0
Drug law referrals	2016	0	N/A	0	0
	2017	0	N/A	0	0
	2018	0	N/A	0	0
Weapons law arrests	2016	0	N/A	0	0
	2017	0	N/A	0	0
	2018	0	N/A	0	0
Weapons law referrals	2016	0	N/A	0	0
	2017	0	N/A	0	0
	2018	0	N/A	0	0

- 1) Elmira Business Institute- Vestal Campus has no residential facilities.
- 2) Elmira Business Institute- Vestal Campus has had no hate crimes reported in 2016, 2017 or 2018.

### Security Authority

EBI Vestal Campus employs administrative staff for security. Security officers do hourly patrols of the inside premises of Elmira Business Institutions Vestal location. These officers, while providing basic security services, are to report any safety concerns to local law enforcement. Security officers are not armed personnel.

### Campus Security Authorities

The Clery Act requires Elmira Business Institute to provide an annual safety and security report. In addition to input from law enforcement, certain staff positions are designated as Campus Security Authorities (CSA) for the purpose of providing information for this report. CSAs are usually found in departments responsible for, but not limited to, student and campus activities, safety/security, discipline, housing, athletics, human resources or judicial proceedings. This designation also includes any individual who has been specified by EBI to receive and report offenses.

CSA's are responsible for reporting the number of crimes and incidents as described in the Clery Act that occur in their department to the Vestal Police Department. EBI has designated the following staff as CSAs:

- Jessica Stetts- Medical Assisting Program Director
- Cynthia Baldwin- Program Director for Medical Coding & Billing, Medical Coding & Reimbursement Specialist and Medical Office Technologies
- Andrew Robertshaw- Lead Instructor for Medical Coding & Billing, Medical Coding & Reimbursement Specialist and Medical Office Technologies
- John Barnstead- Medical Assisting Lead Instructor
- Bob Lawler- Business Lead Instructor

### **Law Enforcement Authority**

Elmira Business Institute is located in the town of Vestal New York in the County of Broome. Vestal Police Department is the local law enforcement authority who shares joint jurisdiction with the Broome County Sheriff's Office and The New York State Police. As the local authority, Vestal Police Department provides initial response to any calls for assistance. EBI students are aware of local law enforcement and understand they can report a crime to any agency listed above.

### **Campus Access and Security Policies**

EBI Vestal Campus is a one building facility with one entrance on the upper floor that is staffed with a receptionist. All students, staff and faculty are required to wear their identification badges always. Visitors check-in at the front reception area and are announced to the appropriate party they are meeting with.

### **Campus Safety Programs**

EBI Vestal campus hosts several personal safety events on campus each year. The topics range from alcohol and drug education, to sexual violence awareness, to personal and dating safety. EBI has partnered with local law enforcement and community partners to provide these programs.

### **Alcohol and Drug Information**

EBI Vestal is compliant with all requirements of the Drug Free Schools and Communities Act (Edgar Part 86). An annual notification is sent to all members of the community alerting them to policies pertaining to alcohol and substance abuse and institutional expectations of students and employees. Information pertaining to [NYS laws](#) and drug and alcohol information can be found [here](#).

### **Sexual Violence Policy**

EBI Vestal has an extensive Sexual Violence policy that can be found in the Institutions [Code of Conduct](#) as well as [online](#). Our policy is in line with New York State 129-B (Enough is Enough), Title IX and The VAWA amendments to the Clery Act.

### **Reporting an incident of Sexual Violence**

Any Elmira Business Institute student, staff member, or faculty member who has been the victim of sexual misconduct is encouraged to seek support and assistance from within or outside the Institution. Incidents of sexual misconduct that happen on EBI property or between students, staff, or faculty should be reported to the appropriate campus Title IX Coordinator. Reporting a sexual offense quickly is important to preserving evidence that may be necessary to prove the offense occurred. Elmira Business Institute employees who become aware that a student has been a victim of sexual misconduct including sexual harassment or assault, domestic or dating violence, or stalking are encouraged to report these incidents to the Campuses Title IX Coordinator.

### **Title IX Coordinators:**

Vestal Main Campus: 607-729-8915 Erin McCann Corporate Accountant [emccann@ebi.edu](mailto:emccann@ebi.edu)

Elmira Business Institute has designated the following individuals as responsible employees and are required to report any instance of sexual misconduct including sexual harassment or assault, domestic or dating violence, or stalking:

Vestal Non-Main Campus: 607-729-8915

- John Barnstead, Medical Assisting Lead Instructor, [jbarnstead@ebi.edu](mailto:jbarnstead@ebi.edu)

While certain employees may also have a reporting obligation, if a complaint is made to anyone other than the Responsible Administrators listed above, the complainant risks the possibility that it will not come to the attention of the proper officials and may, therefore, not be acted upon. For purposes of this policy, Faculty are not considered Responsible Administrators. In addition, unless a report is made to someone listed as a Confidential Resource, confidentiality cannot be assured.

Upon receiving a report, the Responsible Administrator to whom the report is made will discuss with the complainant available avenues and options. Options may include conduct action against the accused and remedial actions to correct the effects of the Misconduct.

Elmira Business Institute will review the facts and circumstances of each case, as well the complainant's wishes, in deciding whether and what steps are reasonable and appropriate. A Responsible Administrator will share all information reported to him/her with the Title IX Coordinator and may share with other school administrators, as needed. A Responsible Administrator will similarly report Misconduct that he or she observes firsthand or learns about in any other manner.

Confidential Resources Elmira Business Institute is a non-traditional higher education institution. With that being said, EBI has designated a Confidential Resource at each campus. A report to a Confidential Resource is not an official report and will not result in any response from the institution. Elmira Business Institute's Confidential Resources are:

Vestal Main Campus: 607-729-8915

- Jessica Stetts, Medical Assisting Program Director, [jstetts@ebi.edu](mailto:jstetts@ebi.edu)

Sometimes students will feel more comfortable talking with a member of the community. The Southern Tier has various resources to assist students at both locations including:

- Sexual Assault Resource Center (SARC) - 888-810-0093
- Arnot Ogden Medical Center - 607-737-9194
- Saint Joseph's Hospital - 607-737-7806
- Planned Parenthood - 607-734-3313
- Counseling Services - 607-734-1447
- Suicide Hotline - 800-SUICIDE (734-2433)
- NYS Office of Victim Services - 1-800-247-8035
- Vestal Police Department - 607-754-2111

- Elmira Police Department - 607-735-8600
- New York State Police Department - 844-845-7269
- Crime Victims Assistance Center - 607-722-4256
- UHS Binghamton Hospital - 607-762-2200

As Elmira Business Institute is a non-traditional, non-residential institution of higher education, students who are seeking support for an act of sexual violence are encouraged to use local hospitals near the Main campus, which have Sexual Assault Nurse Examiners available. These services are free regardless of a person's choice to pursue criminal charges.

### Information on Sex Offenders

Students can access the NYS Offender registry through a link on the College's [website](#).

### Timely Warnings

In accordance with the Jeanne Clery Crime Disclosure Act, Timely warnings are issued when an imminent threat to the health and safety of the EBI community exists. The Senior Vice President is the primary person authorized to send these warnings. In her absence, in order to prevent delay, the Administration is authorized to make the notification. Elmira Business Institute will provide as much detail as possible in issuing a timely warning. At the request of law enforcement, EBI may delay on issuing a timely warning if the information released may jeopardize an ongoing criminal investigation or create a more dangerous situation for the health and safety of the campus community.

An "Emergency Notification" will be sent to the community when there is a potential concern for the safety of the EBI community. This may include but is not limited to police activity in the area, weather emergencies, criminal issues, ongoing patterns of criminal behavior or other concerning issues deemed appropriate by the Senior Vice President. Communication will be sent via text and email. This policy can be found in the Emergency Plan binder located at both locations