

Annual Security Report 2010



**PROFESSIONAL MASSAGE
TRAINING CENTER INC.**

229 East Commercial Street
Springfield MO 65803

Professional Massage Training Center's Annual Crime Statistics

The statistics listed below include all crimes reported, not just Cleary Act crimes.

Criminal Offenses - On campus			
Criminal offense	Total occurrences On campus		
	2007	2008	2009
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible	0	0	0
e. Robbery	0	0	0
f. Aggravated assault	0	0	0
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	0
i. Arson	0	0	0
Criminal Offenses - Noncampus			
Criminal offense	Total occurrences in or on Noncampus buildings or properties		
	2007	2008	2009
a. Murder/Non-negligent manslaughter			0
b. Negligent manslaughter			0
c. Sex offenses - Forcible			0
d. Sex offenses - Non-Forcible			0
e. Robbery			0
f. Aggravated assault			0
g. Burglary			0
h. Motor vehicle theft			0
i. Arson			0

Criminal Offenses - Public Property

Criminal offense	Total occurrences on Public Property		
	2007	2008	2009
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0	0	0
d. Sex offenses - Non-forcible	0	0	0
e. Robbery	0	0	1
f. Aggravated assault	0	0	1
g. Burglary	0	0	0
h. Motor vehicle theft	0	0	1
i. Arson	0	0	0

Hate Crimes - On campus

Criminal offense	Occurrences of Hate crimes								
	Total by year			Category of Bias for crimes reported in 2009					
	2007	2008	2009	Race	Religion	Sexual orientation	Gender	Disability	Ethnicity/ National origin
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent manslaughter	0	0							
c. Sex offenses - Forcible	0	0	0	0	0	0	0	0	0
d. Sex offenses - Non-forcible	0	0	0	0	0	0	0	0	0
e. Robbery	0	0	0	0	0	0	0	0	0
f. Aggravated assault	0	0	0	0	0	0	0	0	0
g. Burglary	0	0	0	0	0	0	0	0	0
h. Motor vehicle theft	0	0	0	0	0	0	0	0	0
i. Arson	0	0	0	0	0	0	0	0	0
j. Simple assault	0	0	0	0	0	0	0	0	0
k. Larceny-theft			0	0	0	0	0	0	0
l. Intimidation			0	0	0	0	0	0	0
m. Destruction/damage/ vandalism of property			0	0	0	0	0	0	0

Hate Crimes - Noncampus									
Criminal offense	Occurrences of Hate crimes								
	Total by year			Category of Bias for crimes reported in 2009					
	2007	2008	2009	Race	Religion	Sexual orientation	Gender	Disability	Ethnicity/ National origin
a. Murder/ Non-negligent manslaughter			0	0	0	0	0	0	0
b. Negligent manslaughter									
c. Sex offenses - Forcible			0	0	0	0	0	0	0
d. Sex offenses - Non-forcible			0	0	0	0	0	0	0
e. Robbery			0	0	0	0	0	0	0
f. Aggravated assault			0	0	0	0	0	0	0
g. Burglary			0	0	0	0	0	0	0
h. Motor vehicle theft			0	0	0	0	0	0	0
i. Arson			0	0	0	0	0	0	0
j. Simple assault			0	0	0	0	0	0	0
k. Larceny-theft			0	0	0	0	0	0	0
l. Intimidation			0	0	0	0	0	0	0
m. Destruction/damage/ vandalism of property			0	0	0	0	0	0	0

Hate Crimes - Public Property									
Criminal offense	Occurrences of Hate crimes								
	Total by year			Category of Bias for crimes reported in 2009					
	2007	2008	2009	Race	Religion	Sexual orientation	Gender	Disability	Ethnicity/ National origin
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent manslaughter	0	0							
c. Sex offenses - Forcible	0	0	0	0	0	0	0	0	0
d. Sex offenses - Non-forcible	0	0	0	0	0	0	0	0	0
e. Robbery	0	0	0	0	0	0	0	0	0
f. Aggravated assault	0	0	0	0	0	0	0	0	0
g. Burglary	0	0	0	0	0	0	0	0	0
h. Motor vehicle theft	0	0	0	0	0	0	0	0	0
i. Arson	0	0	0	0	0	0	0	0	0
j. Simple assault	0	0	0	0	0	0	0	0	0
k. Larceny-theft			0	0	0	0	0	0	0
l. Intimidation			0	0	0	0	0	0	0
m. Destruction/damage/ vandalism of property			0	0	0	0	0	0	0

Arrests - On campus			
	Number of Arrests		
Law Violation	2007	2008	2009
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

Arrests - Noncampus			
	Number of Arrests		
Law Violation	2007	2008	2009
a. Weapons: carrying, possessing, etc.			0
b. Drug abuse violations			0
c. Liquor law violations			0

Arrests - Public Property			
	Number of Arrests		
Crime	2007	2008	2009
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	1	0
c. Liquor law violations	4	5	0

Disciplinary Actions - On campus			
	Number of persons referred for Disciplinary Action		
Law Violation	2007	2008	2009
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

Disciplinary Actions - Noncampus			
	Number of persons referred for Disciplinary Action		
Law Violation	2007	2008	2009
a. Weapons: carrying, possessing, etc.			0
b. Drug abuse violations			0
c. Liquor law violations			0

Disciplinary Actions - Public Property

Law Violation	Number of persons referred for Disciplinary Action		
	2007	2008	2009
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

PMTC's Director and Financial Director prepare this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The *Clery Act* requires higher education institutions to give timely warnings of crimes that represent a threat to the safety of students or employees, and to make public their school security policies. It also requires that crime data is collected, reported and disseminated to the PMTC community and is also submitted to the Department of Education. The act is intended to provide students and their families, as higher education consumers, with accurate, complete and timely information about safety at PMTC so that they can make informed decisions. PMTC makes a "good faith effort" to collect crime statistics from the local police department and the Missouri State Department of Public Information and Education. This information is compiled on an annual basis and distributed in the fall of every year. The report is also available upon request to any continuing or prospective students. A copy may be obtained from the Front Desk.

General Procedures for Reporting a Crime or Emergency

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the Springfield Police Department in a timely manner. No matter how small the crime is, please report the crime. This assists the police department in taking steps to solve crimes and to help prevent future ones from occurring.

To Report a Crime

Contact the Springfield Police Department at (417) 864-1810 (non-emergencies), dial 9-1-1 (emergencies only).

In addition you may report a crime at PMTC (417) 863-7682 to:

Juliet Mee, Director

Jessica Bell, Director of Finance

Crime should be reported to PMTC to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

Confidential Reporting Procedures

If you are the victim or a witness of a crime and do not want to pursue action within PMTC or the criminal justice system, you may still want to consider making a confidential report. The Springfield Police Department has developed the Tips Line as a way to report crime anonymously. The information that you will be asked to provide is very simple.

Some of the questions you may be asked are:

- The nature of the offense
- The location of the offense
- Date and times that the offense occurred
- Suspect(s) information including name, address, age, sex, race, height, weight, hair color, eye color, any identifying characteristics
- Friends and/or associates of the suspect(s)
- Vehicle(s) information including make, model, color, year, license plate number(s)

The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others.

Timely Warning Policy

In the event that a situation arises, either on or around PMTC property, that, in the judgment of the Director and/or Director of Finance, constitutes an ongoing or continuing threat, a school wide “timely warning” will be issued. The warning will include any relevant information regarding the circumstances and appropriate responses for faculty, staff and students. The warning will be issued through the school’s phone system, email service and cell phone text system to students, faculty and staff.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, PMTC may also post a notice on the student bulletin board and directly place the warning in student lockers. Anyone with

information warranting a timely warning should report the circumstances immediately to the Director and/or Director of Finance either by phone (863-7682) or in person. PMTC will contact the police directly if warranted.

Emergency Response/Evacuation

In the event a significant emergency or dangerous situation has been confirmed, PMTC will immediately notify the campus community in one or all of the following ways: (1) in person, (2) phone system, (3) email service, (4) cell phone texts, and (5) PMTC security systems i.e. Fire alarm and/or security alarm. Confirmation of significant emergency or dangerous situations will be made by PMTC's Director, Financial Director or School Administrator. In the event of an immediate, imminent and gravely dangerous emergency situation any PMTC Staff or Faculty Member is authorized to engage the emergency response and evacuation procedures. Due to PMTC's relatively small campus size, in the event of a significant emergency or dangerous situation, all segments of PMTC's campus community will be notified in addition to any relevant public safety and security agencies. The notification will include any relevant information regarding the circumstances and appropriate responses for PMTC's staff, faculty and students. PMTC will without delay and accounting for the safety of the community will determine the content of the emergency notification and initiate the notification system.

Confirmation of Significant Emergencies or Dangerous Situations:

Juliet Mee, Director

Jessica Bell, Director of Finance

In the event a significant emergency or dangerous situation warrants notification to the larger community, PMTC, in addition to notifying the appropriate local safety and security authorities, will notify the relevant local media outlets.

PMTC tests its emergency response and evacuation procedures on an annual basis which includes evaluating appropriate exit routes and informing students, faculty and staff of those routes.

Missing Student Notification Policy

PMTC does not provide on campus housing. Missing persons notifications should be directed to the Springfield Police Department or the Greene County Sheriff.

Fire Safety Reports on Student Housing

PMTC does not provide on campus student housing.

Vaccination Policy

PMTC encourages individuals to regularly obtain any vaccinations and immunizations as prescribed by individual health professionals and/or directed by the County Health Department. However, vaccinations are not required for admission into PMTC.

PMTC's plan pandemic outbreak is as follows:

In the event that a pandemic outbreak occurs PMTC's administrative list will be activated. The list includes the Director, Director of Finance, School Administrator and relevant administrative personnel. The Director will activate the pandemic action plan and identify the level of implementation. Level 1: occurs when PMTC receives official notification from the Center for Disease Control and Prevention of the possibility of a pandemic occurrence. Level 2: occurs when an infected person is identified at the school. During Level 1 an official letter from the Director will be submitted to the school administrator of immediate distribution. During Level 2 PMTC and its student clinic will be automatically closed. Classes will be rescheduled after the Director lifts the closed school requirement.

Access Policy

PMTC's administrative business hours are Monday through Friday 10:00 AM to 5:00 PM. Students are allowed access to PMTC's facility through two entry doors. One entry leads directly to the classrooms and one entry leads to the administrative and clinical areas of the facility. Students are allowed access to the facility at 7:45 on the mornings of classes. The classroom area then remains open until the last instructor leaves for the day. Students are allowed access to the administrative and clinical areas at 10:00 AM or 8:30 AM on mornings when clinicals are held. The doors remain locked at all other times. Students are not allowed access to the main office area on the mezzanine without being accompanied by a staff or faculty member.

PMTC maintains a security system that monitors all entry and exit doors. Besides the two front entry doors, there are two exit doors at the back of the facility that are used for trash removal and deliveries. They remain locked from exterior access at all times, yet have a crash bar system on them in case the exit would be needed for an emergency exit. The downstairs area has no windows that can be opened. The second floor has windows that can be opened but cannot be accessed from the street. Instructors have access to opening and closing those windows in the classroom.

PMTC's Director issues keys and security alarm codes to staff and faculty upon their hiring and the keys must be given back upon their final employment. Their security codes are immediately removed so they can no longer disable the alarm system. These keys are marked so they are not to be duplicated. PMTC's Director goes through an initial training for the basic securing of the building with all employees upon issuance of their keys and codes.

The Director regularly checks to make sure that all pathways are well lighted and clear of obstacles.

PMTC does not have any security personnel, pastoral or professional counselors on staff.

Security Awareness and Crime Prevention Programs

During the first day of class for each new start, students are informed of PMTC's security procedures. Similar information is presented to new employees. Crime prevention information is also disseminated to students and employees through various brochures and literature.

The Springfield Police Department has Public Information Officers who are trained in community oriented policing and concentrate exclusively in crime prevention. These officers can present programs on varied topics including alcohol awareness, self defense, drug and sexual assault. The SPD also produces a quarterly crime prevention newsletter.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. A high percentage of college crimes are incidents of opportunity. For example, students, faculty, or staff contribute to situational crimes and needlessly place themselves or their property at risk by leaving a door or window open or unlocked. Crime will occur, but prevention efforts can be effective in reducing the opportunity for criminal activity. Everyone plays a key role in crime prevention and safety. Be cautious, alert, and protective of your person, your possessions and PMTC property.

When time is of the essence, information is released to the PMTC community through timely warning notices posted prominently throughout the building, through emails, student lockers and the student bulletin board.

Tip: To enhance personal safety, and especially after an evening class, walk with friends or someone from class that you know well.

PMTC does not have any off-site student organizations.

Substance Abuse Policy:

Students are prohibited from using, abusing, possessing, exchanging, selling and/or distributing controlled substances (illicit drugs) and/or alcohol while on school premises or while engaged in any school-sponsored activity. Students are prohibited from coming to school while under the influence of alcohol or illegal drugs. Hangovers constitute being under the influence of alcohol. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone less than 21 years of age in a public place or a place open to the public is illegal. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws.

PMTC is a “Drug free” facility and any students who violate this policy will be terminated, and the Director will report any illegal activity to the proper authorities.

Alcohol and Substance Abuse Information:

PMTC has developed a program in accordance to the Drug Free Schools and Communities Act Amendments of 1989 to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, referrals to appropriate agencies and school disciplinary actions.

Several resources are available in our community; a few of them are:

Burrell Behavioral Health
1300 Bradford Parkway
Springfield, MO 65807
(417) 269-5400 after hours (800) 494-7355

Alternative Opportunities, Inc. /Carol Jones Recovery Center for Women
2626 W. College Street Rd.
Springfield, MO 65802
(417) 869-8911

Murrell Counseling Services
2200 E. Sunshine, Ste. 312
Springfield, MO 65804
(417) 881-1580 24 Hours

Sigma House of Springfield, Inc.
800 South Park Ave.
Springfield, MO 65802
(417) 862-3339

Narcotics and Other Dangerous Drugs

No legal jurisdiction allows the unrestricted use, possession, sale or manufacture of narcotics, depressants, stimulants, hallucinogens, cannabis or other scheduled drugs. Penalties range from loss of motor vehicle driving privileges and small fines for misdemeanors to long-term imprisonment and heavy economic sanctions for felonies. In addition, the conviction record is usually available for the public domain, including employers, prospective employers and insurance companies.

Alcohol and Motor Vehicle Crimes

No legal jurisdiction allows the manufacture, sales, or use of alcohol without restriction and control by federal, state and local jurisdictions. Penalties range from loss of motor vehicle driving privileges, fines, court costs, alcohol evaluations and court ordered education classes at the offender's expense for misdemeanors to long-term imprisonment and heavy economic sanctions for felony offenses. In addition, the conviction

record is usually available for the public domain, including employers, prospective employers and insurance companies.

New Missouri Minor Alcohol Laws

As of August 28, 2005, minors no longer have to be seen drinking or carrying an alcoholic beverage; they can be arrested for possession “by consumption” if police determine they are “visibly intoxicated” or if they have a blood alcohol level of .02 percent or more. Minors found guilty of consuming alcohol now face a mandatory, 30 day initial suspension of their driver’s license.

Sexual Assault Prevention and Response

Sexual Assault can include rape, acquaintance rape and other forcible and non–forcible sex offenses. Students are prohibited from engaging in any form of sexual assault towards any student, clinic client, instructor or staff member.

Harassment may be, but is not limited to, words, signs, jokes, pranks, intimidation, physical contact, racial or ethnic slurs, violence, or threat of violence. Harassment is not always sexual in nature. Sexual harassment may include unwelcome sexual advances, requests for sexual favors, verbal or physical contact of a sexual nature when such conduct creates an intimidating environment or prevents an individual from effectively performing his/her duties. Students are prohibited from engaging in any form of verbal, physical, or emotional abuse, harassment, intimidation, or violence or threat of violence, toward any student, clinic client, instructor or staff member.

PMTC educates our student body about sexual assaults, including rape, acquaintance rape and other forcible and non–forcible sex offenses, and their prevention. Various literature and brochures are available in the student study hall. The Springfield Police Department offers sexual assault education and informational programs that can be provided to PMTC students and employees upon request.

If you are a victim of a sexual assault at PMTC, your first priority should be to get to a place of safety. You should then obtain the necessary medical care. Receiving medical care immediately following a rape, attempted rape, or sexual assault is extremely important for the victim's well being. Medical attention will be vital in determining the presence of physical injury, sexually transmitted diseases, or pregnancy. Evidence to assist in criminal prosecution can also be obtained.

PMTC strongly encourages that a victim of a sexual assault report the incident as soon as possible. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to the PMTC Director and the Springfield Police Department. 911 should be dialed immediately if possible or if the victim prefers they can contact the SPD at (417) 864-1810 on their non-emergency line 24 hours a day. Filing a police report will not obligate the victim to prosecute but will allow for the choice of investigation through the criminal justice system. PMTC will assist in whatever capacity the victim chooses in contacting the proper authorities. A PMTC representative will also guide the victim through the available options and support the victim in his or her decision. Various counseling options are available throughout the community. PMTC keeps a list of these options readily available at all times.

If an alleged sex offense is made and reported to PMTC both the accuser and the accused are entitled to the same opportunities to have others present during the disciplinary proceeding. Both the accuser and the accused will be informed of the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense. Following the disciplinary proceeding PMTC's Director will pursue appropriate disciplinary action. Possible action may include but is not limited to reprimand, suspension or permanent dismissal of the offender based on the seriousness of the offense.

If, after the disciplinary proceeding, no substantiating proof of sexual assault or harassment is evident no further action will be taken. Copies of all complaints and investigation will be maintained for a period of five years.

Sexual Offender Registration

The Revised Statutes of Missouri, Sections 589.400 to 589.425 and 43.650, RSMo., mandate that the Missouri State Highway Patrol shall maintain a sex offender database and a web site on the Internet that is accessible to the public.

This website may be accessed at:

<http://www.msHP.dps.missouri.gov/MSHPWeb/PatrolDivisions/CRID/SOR/SORPage.html>

Additional information and verification may be obtained from the Chief Law Enforcement Official (Sheriff) of the county where the sex offender resides. The web site is intended to supplement and compliment the sex offender registries maintained by the various counties.

A complete list of registered sex offenders for Greene County may be accessed at: <http://www.greenecountymo.org/Sheriff/sexoff.php>

The information on these web sites refers only to persons who have been convicted of, found guilty of or plead guilty to committing or attempting to commit sexual offenses and may not reflect the entire criminal history of a particular individual.

PMTTC further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

Copyright Infringement Policy

The 1998 Digital Millennium Copyright Act (DMCA) requires PMTC to block access to infringing material when a copyright violation is recorded. Students engaged in illegal file-sharing are subject to civil penalties by copyright owners and disciplinary action by PMTC. Individual copyright infringers may be liable for actual damages or statutory damages and maybe subject to criminal prosecution.

Examples of copyright infringement activities include: using corporate logos without permission, scanning a photograph that has been published and using it without permission or attribution, downloading and sharing music files, videos and games without permission of the copyright owner, etc.

If a person is determined to have committed copyright infringement while connected to PMTC's network the Director may impose sanctions which may include but are not limited to written warning, permanent blockage or internet access, suspension and expulsion.