



The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, more commonly known as the Clery Act, is contained (along with other security-related disclosure requirements) in section 485 of the Higher Education Act, codified at 20 U.S.C. § 1092. It requires all postsecondary education schools to keep records and report annually on the nature, date, time, and place of crimes occurring on campus, including hate crimes. It also prescribes a number of security-related protocols for emergency response procedures, timely notifications for on-campus crimes, etc.

A copy of JNA Institute's Annual Campus Safety and Security Report (also known as the Annual Security Report, or ASR) is available from the School. This report is distributed in compliance with the Clery Act.

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JNA Institute's commitment to safety and security includes:

- Providing a secure and crime free environment for students and employees;
- Performing regular evaluation of security programs;
- Monitoring and following up on each crime reported at property owned or controlled by JNA Institute.

We believe student and employee behavior, which promotes security awareness, is important in all aspects of our lives and we encourage all students, faculty and staff to accept responsibility for their own security as well as the security of other members of the JNA Institute (the "School") community.

As you read the following document, please address all questions or concerns to the School's Campus Security Authority (CSA):

Nicole DiGironimo, 215-468-8800, [director@jna.edu](mailto:director@jna.edu)

The Clery Act requires the School to disclose crime statistics that occur on three types of property: campus, non-campus buildings or property, and public property areas.

**Campus** is defined as buildings or property owned or controlled by the School within the same reasonably contiguous geographic area and used by the School in a manner related to the School's educational purpose. It also includes property in that contiguous area owned by the School but controlled by another person, if that property is used by students and supports School purposes (e.g. a food or retail vendor). Branch campuses and geographically disconnected administrative divisions or schools would be considered separate campuses for the purposes of reporting.

**Non-campus buildings or property** is one that is owned or controlled by a school recognized student organization, or one that is owned or controlled by the School and used by students or by the School for education-related purposes and that is not within the same reasonably contiguous geographic area of the campus. Crimes occurring on "non-campus property" must be reported. However, incidents occurring on public property adjacent to "non-campus buildings or property" do not have to be included. JNA Institute of Culinary



Immediately report any crimes or suspicious activity at the School to the CSA or other School personnel near you.

If you have any doubts about whether to report something that has occurred, report it. Victims of, or witnesses to, crimes may disclose them on a voluntary, confidential basis to the director, which can then determine whether the event constitutes a crime that must be collected and statistically reported. Your cooperation in timely reporting assists the School in issuing equally timely warnings to the campus community. All crimes must be reported immediately.

Crime is a serious problem with no easy solutions. Therefore, all members of the School community are encouraged to assist one another by taking responsibility for personal safety and assisting with the security needs of others. While School security measures may help regarding safety and security concerns, ultimately the primary responsibility for your personal safety rests with you.

Stay alert of your surroundings, wherever you are.

If you feel uncomfortable in a place, leave right away.

Keep eyes and ears open, hands free.

Choose busy streets and avoid going through deserted areas.

At night, walk in well-lit areas whenever possible.

Try not to walk or jog alone. Take a friend or walk in group.

Avoid carrying large sums of cash.

When in public spaces, keep valuable items including jewelry, mobile phones and wallets out of sight.

Carry a pepper or mace spray as a precautionary measure.

Avoid returning to campus after

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The security of the educational and work environment is a high priority at JNA Institute of Culinary Arts. However, the building is a shared space and JNA does not control access to the buildings outside of the School's business hours. During normal business hours and hours in which the building is accessible, visitors (including vendors, etc.) are required to sign in at the lobby.

The CSA has the responsibility of gathering the data used to prepare the annual campus crime statistics report. Campus crime data is gathered the same day that it is reported. The data is obtained from reports made to local law enforcement. Crimes are counted in the disclosure based upon the crime having been reported, not whether there was a conviction. The resulting data is used to prepare the annual crime statistics report.

In very limited circumstances, the School may remove from its crime statistics (but not from its crime log) reports of crimes that have been determined to be "unfounded" by law enforcement officials. JNA Institute of Culinary Arts will report to the Department and disclose in the annual security report statistics of the number of crime reports that were "unfounded" and subsequently withheld from its crime statistics during each of the three most recent calendar years.

The ASR is published and distributed by October 1 of each year to current students and employees. A notice of the ASR's availability is also provided to prospective students and employees, wi

Last Updated: January 2023

will aid in the prevention of similar crimes.

The manner of dissemination to alert the campus community may include one or more of the following methods: e-mail, voice mail, and text messages or smart phone notifications. In addition, the CSA or other campus officials will post relevant warnings, updates and advisories on its social media Web page. Campus officials may decide to issue an alert about a crime occurring off-campus but in a location frequented by students, even though such a crime would not be included in the annual report.

– Crime Alerts are published when a crime occurs on or near the school that potentially threatens the school community. The crime alerts are distributed in a variety of methods, depending upon the incident.

