



Policies and Procedures

ALERT POLICY

Purpose

To address the campus' obligations pursuant to the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act," [20 U.S.C. § 1092\(f\)](#) (the "Clery Act").

Scope

This policy applies to all members of the **NPTI** community and the public.

Authority

Office of the Director of Education

Policy

New Professions Technical Institute (NPTI) community shall comply with its obligations under the Clery Act to the various "ALERTS" its definition and procedures. There are two kinds of "ALERTS" established at **NPTI**.

Definition

- a. **NPTI ALERTS:** are announced to inform the campus community of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on the campus.
- b. **NPTI WARNING ALERTS:** are announced to inform the campus community of Clery Act Crimes and other serious incidents when a reported crime may pose a serious or continuing threat to the campus and surrounding community.

Procedures

A. General Responsibilities

All faculty, staff, and students must promptly and accurately report all suspected Clery Act Crimes and significant emergencies or dangerous situations occurring on On-Campus Property to the Student Services Director / Clery Act Coordinator. In case there is no Student Service Director the Director of Education assumes the responsibilities.

Faculty –

1. If you are in class, you stay in class and monitor the situation,
2. Call the Front Desk (305-461-2223) and inform the receptionist who in turn will notify the CAC and the Director of Education.
3. Send a student to the Lobby and notify the receptionist who in turn will notify the CAC and the Director of Education.
4. Be prepared to answer questions and write a statement on what you observed by the CAC and CMPD

Staff –

1. If you are in your office, stay there and monitor the situation.
2. Call the Front Desk (305-461-2223) and inform the receptionist who in turn will notify the CAC and the Director of Education.
3. Be prepared to answer questions and write a statement on what you observed by the CAC and CMPD

Student –

1. If you are in class, notify the instructor immediately.
2. Call the Front Desk (305-461-2223) and inform the receptionist who in turn will notify the CAC and the Director of Education.
3. Be prepared to answer questions and write a statement on what you observed by the CAC and CMPD

All visitors must promptly and accurately report all suspected Clery Act Crimes and significant emergencies or dangerous situations occurring on On-Campus Property and Non-Campus Property to the SSD.

1. The Student Services Director must maintain for seven (7) years all Clery Act related documentation in accordance with the State Records Commission approved “Application for Authority to Dispose of State Records 13-41 Student Records Retention Schedule.”

B. *The Clery Act Coordinator responsibilities:*

1. Must report suspected Clery Act Crimes that are brought to their attention or that they personally witness, regardless whether the victim or alleged suspects are associated with the campus.
2. Must complete and submit electronically a CSA Crime Report Form to the City of Miami Police Department.

Exceptions

There are no exceptions to this policy.

Contact

The Student Services Director / Clery Act Coordinator by email at arthur@npti.edu or by phone at 305-461-2223, extension 133. If there is no Student Service Director, the Director of Education assumes the responsibilities.

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