ADULT EDUCATION
Annual SECURITY REPORT

CHOFFIN

CAREER & TECHNICAL CENTER

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2026

Mission Statement:

It is the mission of Choffin Career and Technical Center to develop individuals with technical, scholastic, employability, and life skills enabling them to exercise career options in becoming responsible citizens, productive employees, and life-long learners in cooperation with business, industry, and other community resources.

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Introduction

Choffin Career and Technical Center is providing this Annual Security Report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. In addition, the Violence Against Women Act (VAWA) included additional amendments to the Clery Act. Schools receiving Title IV funding (student financial aid assistance) are required to disclose campus crime statistics and other information to students and the public. This document intends to serve that purpose.

Choffin CTC Adult Education Safety and Security

Choffin CTC Adult Education is owned and operated by Youngstown City School District (YCSD). YCSD employs a state of Ohio certified, uniformed police officer with full police authority, that meets all state law enforcement standards and is granted their authority from the Ohio Revised Code (Section 3345.04). This Resource Officer responds to calls for service, enforces parking rules and regulations, patrols campus in a marked police vehicle and investigates criminal activity. When the Resource Officer is not on campus, Choffin CTC relies on the Youngstown Police Department for law enforcement services. For fire and other medical emergencies at Choffin CTC, the Youngstown Fire Department provides additional emergency medical and fire services. Choffin CTC Adult Education maintains a positive working relationship with all state and federal agencies throughout the area.

Choffin CTC Adult Education Programs are located within the Choffin CTC High School building. Choffin Adult Education programs follow the procedures and policies set forth for K-12 education institutions. The Youngstown City School District Board of Education has adopted policies that address the safety and security of staff and students. As students who attend the Choffin CTC Adult Education Programs are adults, the parents of the adults do not need to be notified of circumstances except when participants are under the age of 18 or dual enrolled in the high school and adult programs.

Choffin Adult Education strives to provide a safe and secure campus for all students and staff members. All students and staff are encouraged to report any and all suspicious campus activity immediately upon witnessing the occurrence. The school is in operation from 7:30 am to 4:00 pm Monday through Friday. The building will be open to staff and students during these hours.

Controlled Access Doors and Surveillance Cameras

Choffin CTC Adult Education Programs strives to ensure the safety and security of all students, staff, and guests to the facilities while maintaining a positive and productive learning environment. Exterior doors are locked, and visitors must receive permission to enter by pressing a call button located outside the main doors. The person answering the call can view the visitor through a security camera feed. Visitors state their reason for entrance.

Visitors are required to stop at the front desk upon entering to sign in and receive a visitor's badge. Video surveillance cameras are placed throughout the buildings and school grounds. Actions recorded on these cameras may be used as evidence in disciplinary action and are for view by authorized school officials only. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies.

The Board recognizes the value of electronic surveillance systems in monitoring activity on school property and in school vehicles in protecting the health, welfare and safety of its students and staff. Carefully weighing the rights of privacy of students and staff against the District's duty to maintain order

and discipline, the Board authorizes the use of electronic surveillance systems.

Cameras

1. Cameras are not positioned in areas where individuals have a reasonable expectation of privacy.
2. Appropriate signs are posted in building entrances and at other locations deemed appropriate by the administration to inform visitors that electronic surveillance may occur on District property.
3. The use of cameras is subject to District policies concerning the confidentiality of student and staff records.
4. Surveillance cameras are used to promote the order, safety and security of students, staff and property.

Telephone Numbers by Agency Any Emergency – Call 911
(Dial "9" to reach an outside line)

Youngstown City School District Security Officer	330-744-6934
Youngstown City School District Director of Operations	330-744-6904
Youngstown Police Department	330-742-8900
Gas - Dominion East Ohio	800-362-7557
Water - Youngstown Water Department	330-742-8749
Transportation - WRTA	330-744-8431

Reporting Crime and Requesting Security Assistance

In the event of an emergency situation, call 9-1-1 immediately for assistance. Anyone observing or suspecting criminal activity will immediately report it to the instructor or Adult Education Director, who will immediately conduct an investigation and report the activity to the Youngstown Police Department and ask for their assistance. The Youngstown Police Department will investigate, determine facts and issues, and take action, which it feels necessary under their powers. A record of this report will be kept on file.

Students should use the following preventive measures to deter crime from occurring:
1. Keep cars locked.
2. Do not leave personal possessions unattended in the building.
3. Walk in pairs (groups) to vehicles when possible.
4. Be aware of your surroundings.
5. Know where to ask for help or get to the nearest phone in the building.
6. Report to school administration any restraining orders that a student may have been granted against another individual.

Procedure for Reporting Crimes

Choffin Career Technical Center (CCTC) is committed to creating and maintaining a professional,

safe learning environment. To help accomplish this, we ask anyone who is a victim or witness to accurately and promptly report any instance of inappropriate or criminal conduct, violations of school rules and/or local state or federal laws to the Supervisor or Administrator on duty,Patrick Kelly, YCSD Security Officer or campus security personnel designated by Mr. Kelly or the Youngstown Police Department (330-742-8900). If a victim of a crime is unable to make a report to the appropriate law enforcement agency the Supervisor, Administrator or security personnel will carry out prompt and accurate reporting of the crime to the appropriate law enforcement agency.

Any crime scene should be secured and evidence protected by the police. Do not disturb the scene. Upon their arrival police may photograph the scene and also photograph any injuries. If a weapon was used or any object used as a weapon, leave it in position and do not touch it. All contraband must be turned over to the police. Any person violating school policies by threatening and /or endangering a school employee or a fellow student will be immediately removed from class and reported to the Youngstown Police Department (YPD). CCTC shall make timely reports to the campus community on crimes considered to be a threat to other students and employees that are reported to security personnel or local law enforcement agencies. Such reports will withhold the names of victims as confidential, but will be provided to students and employees to aid in the prevention of similar occurrences. YPD will evaluate requests for confidentiality in the context of the institution's responsibility to provide a safe and secure environment. All reports received, including confidential reports, are to be included in the annual disclosure of crime statistics. CCTC will protect the confidentiality of victims by excluding identifying information about the victim from publicly available records to the extent permissible by law. School officials may apply sanctions in cases of criminal misconduct, which may include, but not limited to: suspension, termination, or restitution for school property damages.

Campus Security Authorities

Security Officer
John Spencer
474 Bennington Ave; room# 148
Youngstown, Ohio 44505
Main office security: 330-744-8767

Geographic Locations

On Campus is defined as (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes; and (2) Any building or property that is within or reasonably contiguous to the area identified in (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes.

Public Property Defined as all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from campus.

Emergency Notification and Evacuations

Under the direction of the Superintendent of Youngstown City School District (YCSD), the Director of Adult Education or their designee, the school will initiate an immediate notification to the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate

threat to the health or safety of the campus community, unless the notification at that time will compromise efforts to contain the emergency. The YCSD Emergency Response Team, upon determining that a significant emergency or dangerous situation exists, will immediately disseminate emergency information to the affected parts of the campus community through the following methods or notification which include but are not limited to outdoor speakers (bullhorns), local radio stations, building coordinators, student management email system for students, staff and faculty, campus website, portable electronic signs and/or the mass email, text and phone emergency notification system. Evacuation schematics can be found in every building on campus. Assembly points are designated for each building, as well as for a campus evacuation. Evacuation drills of campus buildings are completed per State guidelines.

Communication is a critical part of incident management. This section outlines Choffin Career and Technical Centers emergency communication plan and supports its mission to provide clear, effective internal and external communication between the school, staff, students, emergency responders, the community and media.

Applicable to Below Hazards

Active Shooter
Bomb Threat
Bullying (HIB)
Bus Accident
Chemical Accident
Civil Unrest
Dam Failure
Death
Earthquake
Explosion
Fire
Flood
Gas Leak/Outage
Hostage
Injury/Health Emergency
Lost Child
Medical: Blood borne pathogen
Medical: Pandemic
Nuclear Incident
Power Outage
Severe Storm/Tornado
Sexual Assault/Abuse
Terrorism
Unidentified Substances/Illicit Drugs
Water Outage/Restriction
Winter Storm/Ice Storm

Methods of Communication

The below table indicates which method of communication is likely to be used to implement the functional content areas (left column). If the situation warrants or a communication method fails, additional methods should immediately be implemented.

	Methods of Communication

Functional Content Area (Protective Measures)	Phones	Radios	PA System	Cell phones	Mega phone	Social Media	Computer alert pop ups	School wide email	Other
Close School	X	X	X	X	X	X	X		
Drop, Cover, Hold On		X	X						
Emergency Communication	X	X	X	X		X	X	X	
Evacuation	X	X	X	X	X	X	X	X	
Family Reunification	X			X		X	X	X	
Lockdown	X	X	X	X	X	X	X	X	
Medical Response		X							
Mental Health Services	X			X					
Rapid Assessment		X	X						
Reverse Evacuation	X	X	X	X	X	X	X	X	
Shelter-in-Place		X	X						

*This table does not limit the school administrator from altering this plan if the incident requires different communication methods.

The school is aware of the following communication system limitations or deficiencies:

- Limited battery life of cell phones
- Limited battery life and broadcasting distance of radios

Priority of communication to recipients

1. Those directly involved in the incident
2. First responders
3. Policy group/superintendent/school administration
4. Media
5. Community

The emergency notification system is tested annually.

The communication office or public information officer has:

- a plan to address an influx of phone calls from students, staff and community members.
- templates for statements/press releases, the communication plan and media contacts at the major television, Internet and radio stations are maintained by the chief communications officer and

located at the district office and a contact list of community partner Public Information Officers (PIOs).

During an Emergency

- Disseminate information via email, text, cell phone and school messenger system to inform students and staff about what is known to have happened.
- Radios and cell phones are used to communicate attendance/accountability status to Incident Command.
- Implement a plan to manage an influx of phone calls from the community
- Provide regular updates to the media and school community.
- Establish a media site and reception area away from the school and any established Incident Command Post.
- Coordinate media communications with relevant community partners through the Joint Information Center (JIC), if established.
- Provide only information that has been approved to be released by the Incident Commander in charge of the scene
- Identify injured and deceased and where they have been transported. Coordinate notifications with law enforcement and/or medical personnel.

Off-site Evacuation

An MOU is in place with both the primary and secondary evacuation locations.

Lockdown

Definition: Lockdown is used to secure all building occupants against a possible or known immediate threat to life. The steady state of a building requires that all exterior doors be locked.

Any failure to conform to visitor procedures should be viewed with suspicion until the person is identified as a non-threat to the school. Individuals may enter the school without following the school's security regulations. They may gain entry to the building via unlocked or propped open doors. A person may also be granted entry to the building but fail to report to the office and sign-in as a visitor.

Applicable to Below Hazards
Active Shooter
Civil Disturbance
Hostage
Injury/Health Emergency
Medical: Blood borne Pathogen
Terrorism

Lockdown Procedures

Initiation: Different levels of lockdown may be prudent depending on the situation. The School Incident Commander/Assistant Principal or designee will make an announcement declaring a level of lockdown using [the public address system, 2-way radio, telephone, etc.].

Level 1 – secured in building - no admittance to or exit from building
Level 2 – secured in classrooms – no movement in hallwaysLevel 2 – secured in classrooms – no movement in hallways
Level 3 - secured in place – no movement within classroom

Youngstown City School Board Policy

The Board of Education is committed to maintaining a safe and drug-free environment in all of the District's schools. The Board believes that school crime and violence are multifaceted problems that need to be addressed in a manner that utilizes all available resources in the community through a coordinated effort of School District personnel, law enforcement agencies, and families. The Board further believes that school administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-related event or are on their way to and from school. The Board also believes that the first step in addressing school crime and violence is to assess the extent and nature of the problem(s) or threat, and then plan and implement strategies that promote school safety and minimize the likelihood of school crime and violence.

Emergency Management Plan (EMP)

To that end, the Superintendent shall develop and adopt a comprehensive Emergency Management Plan ("EMP") for each building under his/her control. In developing the EMP for each building, the Superintendent shall involve community law enforcement and safety officials (including, but not limited to, law enforcement, fire, emergency medical personnel, and any local divisions having county-wide emergency management), parents of students who are assigned to the building, and teachers and non teaching employees assigned to the building. Each EMP shall contain the name, title (if applicable), contact information, and signature of each person involved in development of the EMP.

In developing the EMP, the Superintendent shall examine the environmental conditions and operations of each building to determine potential hazards to student and staff safety. The Superintendent shall further propose operating changes to promote the prevention of potentially dangerous problems and circumstances. The Superintendent shall incorporate remediation strategies into the EMP for any building where documented safety problems have occurred.

Each EMP will consist of four (4) parts:

A. A single document to address all hazards that may negatively impact the school; including but not limited to active shooter, hostage, bomb threat, act of terrorism, bullying, and any other natural or manmade events that the Superintendent knew or should have reasonably known about that compromise the health or safety of students, employees, administrators, or property. The document will include:

    1. a hazard identification and risk analysis (i.e., a process to identify hazards and assess the vulnerability associated with each);

    2. an all-hazards emergency operations plan organized around five (5) mission areas: prevention, protection, mitigation, response, and recovery;

The plan shall be compliant with the National Incident Management System (NIMS).

3. the access and functional needs of the students, teachers, and staff;

4. education for students, staff, and administrators to avoid, deter, or stop an imminent crime or safety issue, threatened or actual;

5. procedures for notifying law enforcement, fire, EMS, emergency management, mental health, and other outside experts who could assist in responding to and recovering from an emergency;

   The plan shall be updated and revised at least every three (3) years from the previous date of compliance to reflect lessons learned and best practices to continually improve the plan. The emergency management test and actual emergencies at the school buildings will be a source for lessons learned.

B. A floor plan unique to each floor of the building.

C. A site plan that includes all building property and surrounding property.

D. An emergency contact information sheet.

The Superintendent shall submit an electronic copy of each EMP s/he developed and adopted to the Ohio Department of Education ("ODE") not less than once every three (3) years, whenever a major modification to the building requires changes to the procedures outlined in the EMP, and whenever the information on the emergency contact information sheet changes. No later than the date prescribed by ODE, the Superintendent shall also file a copy of the current, updated EMP with the following:

A. each law enforcement agency that has jurisdiction over the school building; and

B. upon request, the local fire department, emergency medical service organization, and county emergency management agency serve the area in which the building is located.

The Superintendent will also file copies of updated EMPs with ODE and the above agencies within ten (10) days after s/he adopts the revised EMPs.

The EMP is not a public record.

The Superintendent shall prepare and conduct at least one (1) annual emergency management test, in accordance with rules adopted by the Ohio Department of Education (ODE). By July 1st of every year, the Superintendent shall review the EMPs s/he previously developed and adopted, and certify in writing to the ODE that the EMPs are current and accurate.

The emergency management test must be a scheduled event; an actual emergency will not satisfy this requirement, even if an after-action report is produced. The emergency management test must be a tabletop, functional, or full-scale as defined in A.C. 3301-5-01, and each type shall be used once every three (3) years. It must include at least one (1) hazard from the hazard analysis in the EMP and at least one (1) functional content area. At least one (1) representative from law enforcement, fire, EMA, EMS, and/or behavioral health should be included.

Students may participate in the emergency management test at the discretion of the Principal. In deciding whether, and to what extent, to involve students in an emergency management test, the Principal should consider what benefit student inclusion in the emergency management test may have on the student population's preparation for an emergency and to enhance the safety of students in the building. The Principal shall also consider age-appropriate participation, guidance, and training in preparation for students' participation in the test.

Parental consent is required prior to student participation in the emergency management test.

The Superintendent shall submit an after-action report to the ODE no later than thirty (30) days after the emergency management test documenting the following: 1) date/time/weather/length of exercise; 2) the type of discussion/operations based exercise; 3) the scenario utilized; 4) the hazard(s) utilized (including safety data sheets, as appropriate); 5) the functional content area(s) utilized; and 6) the identification of at least three (3) strengths and at least three (3) improvement areas of the EMP discovered as a result of the emergency management test.

The Superintendent shall grant access to each school building under his/her control to law enforcement personnel and any local fire department, emergency medical service organization, and/or county emergency management agency that has requested a copy of the EMP, to enable such personnel and entities to conduct training sessions for responding to threats and emergency events affecting the school building. Such access shall be provided outside of student instructional hours and the Superintendent or designee shall be present in the building during the training sessions.

Prior to the opening day of each school year, the Superintendent shall inform each enrolled student and the student's parent/legal guardian of the procedures to be used to notify parents in the event of an emergency or a serious threat to safety. Any student enrolled in the school after the annual notification and their parent/legal guardian shall be notified upon enrollment. Also, see Policy 8420 - Emergency Situations at School.

Threat Assessment

The primary purpose of a threat assessment is to minimize the risk of targeted violence at school. The following threat assessment process is designed to be consistent with the process set forth in the joint U.S. Secret Service and U.S. Department of Education publication, *Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates* for identifying, assessing, and managing students who may pose a threat. The goal of the threat assessment process is to take appropriate preventive or corrective measures to maintain a safe school environment, protect and support potential victims, and provide assistance, as appropriate, to the student being assessed.

The threat assessment process is centered upon an analysis of the facts and evidence of behavior in a given situation. The appraisal of risk in a threat assessment focuses on actions, communications, and specific circumstances that might suggest that an individual intends to cause physical harm and is engaged in planning or preparing for that event.

The Board authorizes the Superintendent to create building-level, trained threat assessment teams. Each Team shall be headed by the Principal and may include a school counselor, school psychologist, instructional personnel, and/or the School Resource Officer, where appropriate. At the discretion of the Superintendent, a threat assessment team may serve more than one (1) school when logistics and staff assignments make it feasible.

The Team will meet when the Principal learns a student has made a threat of violence or engages in concerning communications or behaviors that suggest the likelihood of a threatening situation.

The Team is empowered to gather information, evaluate facts, and make a determination as to whether a given student poses a threat of violence to a target. If an inquiry indicates that there is a risk of violence in a specific situation, the Team may collaborate with others to develop and implement a written plan to manage or reduce the threat posed by the student in that situation.

The Board authorizes the Superintendent to create guidelines for the purpose of:

A. identifying team participants by position and role;

B. requiring team participants to undergo appropriate training;

C. defining the nature and extent of behavior or communication that would trigger a threat assessment and/or action pursuant to a threat assessment;

D. defining the types of information that may be gathered during the assessment;

E. stating when and how parents/guardians of the student making the threat shall be notified and involved;

F. designating the individuals (by position) who are responsible for gathering and investigating information;

G. identifying the steps and procedures to be followed from initiation to conclusion of the threat assessment inquiry or investigation.

Board employees, volunteers, and other school community members, including students and parents, shall immediately report to the Superintendent or Principal any expression of intent to harm another person or other statements or behaviors that suggest a student may intend to commit an act of violence.

Nothing in this policy overrides or replaces an individual's responsibility to contact 911 in an emergency.

Regardless of threat assessment activities or protocols, disciplinary action and referral to law enforcement shall occur as required by State law and Board policy.

Threat assessment team members shall maintain student confidentiality at all times as required by Board Policy 8330 - Student Records, and State and Federal law.

Safe and Drug-Free Schools

As a part of the EMP, the Board shall verify that it has procedures in place for keeping schools safe and drug-free that include (see also, Form 8330 F15 entitled Checklist of Policies and Guidelines Addressing Safe and Drug-Free Schools):

A. appropriate and effective school discipline policies that prohibit disorderly conduct, the illegal possession of weapons and the illegal use, possession, distribution, and sale of tobacco, alcohol, and other drugs by students;

B. security procedures at school and while students are on the way to and from school;

C. prevention activities that are designed to maintain safe, disciplined and drug-free environments;

D. a code of conduct or policy for all students that clearly states the responsibilities of students, teachers, and administrators in maintaining a classroom environment that:

1. allows a teacher to communicate effectively to all students in the class;
2. allows all students in the class the opportunity to learn;
3. has consequences that are fair, and developmentally appropriate;
4. considers the student and the circumstances of the situation; and
5. is enforced accordingly.

Persistently Dangerous Schools

The Board recognizes that State and Federal law requires that the District report annually incidents which meet the statutory definition of violent criminal offenses that occur in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. It is further understood that the State Department of Education will then use this data to determine whether or not a school is considered persistently dangerous as defined by State policy.

Pursuant to the Board's stated intent to provide a safe school environment, the school administrators are expected to respond appropriately to any and all violations of the Student Code of Conduct, especially those of a serious, violent nature. In any year where the number of reportable incidents of violent criminal offenses in any school exceed the threshold number established in State policy, the Superintendent shall convene a meeting of the building administrator, representative(s) of the local law enforcement agencies, and any other individuals deemed appropriate for the purpose of developing a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.

The Superintendent shall make a report to the Board about this plan of corrective action and shall recommend approval and adoption of it.

In the unexpected event that the number of reportable incidents in three (3) consecutive school years exceeds the statutory threshold and the school is identified as persistently dangerous, students attending the school shall have the choice option as provided in Policy 5113.02 and AG 5113.02.

In addition, the Superintendent shall convene a meeting of the building administrator, representative(s) of the local law enforcement agencies, and any other individuals deemed appropriate for the purpose of developing a plan of corrective action that can be implemented in an effort to reduce the number of these incidents in the subsequent year.

Victims of Violent Crime

The Board further recognizes that, despite the diligent efforts of school administrators and staff to provide a safe school environment, an individual student may be a victim of a violent crime in a school, on school grounds, on a school conveyance, or at a school-sponsored activity. In accordance with Federal and State

law the parents of the eligible student shall have the choice options provided by Policy 5113.02 and AG 5113.02.

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Legal

R.C. 3313.536

A.C. 3301-5-01

Title IX, Section 9532 of the Elementary and Secondary Education Act, as amended

20 U.S.C. 6301 et seq.

Public Law 107-110

Campus Policy Regarding Illegal Substances

The school strictly forbids the possession, use or sale of any alcoholic beverages and /or illegal drugs on campus. Students and staff members should report any knowledge of such activities to the appropriate school personnel (**main office security 330-744-8767**). Any infraction is cause for immediate termination. When appropriate, such infractions will be reported to legal authorities. Students receiving Title IV funds risk having funds revoked.

Violence Against Women Act

On March 7, 2013, President Barack Obama signed the Violence Against Women Reauthorization Act (VAWA), focusing on improving criminal justice response to violence against women. VAWA enhanced accountability for all Post-Secondary Schools to educate students and prevent gender based violence. Additional rights were afforded to campus victims of domestic violence, dating violence, sexual assault, and stalking. Compliance with these provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), the Family Educational rights and Privacy Act of 1974 (FERPA).

VAWA Offenses

Stalking: Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety, safety of others, or suffer substantial emotional distress. This also includes “cyber stalking” the use of e-mail, internet, instant messaging, social media, or use of any electronic devices to harass or abuse another person. All are a crime under Ohio law.

Domestic Violence: Means a felony or misdemeanor crime of violence committed by current or former spouse or intimate partner of the victim.

Dating Violence: Means violence committed by a person: who is or has been in a social relationship either romantic or intimate with the victim. The existence of such a relationship is determined based on the following factors: the length of the relationship, the type of relationship, and frequency of interaction between persons involved in the relationship.

Sexual Assault, Sexual Harassment, Stalking, Domestic Violence, Dating Violence

All persons associated with the District, including, but not limited to, the Board, the administration, the staff and the students are expected to conduct themselves at all times so as to provide an atmosphere free from incidents of sexual assault, sexual harassment, stalking, domestic violence and dating violence. Any incident, whether verbal or nonverbal, occurring inside or outside of Choffin CTC building or other property owned by CCTC, is illegal and unacceptable. Any person engaging in an incident while acting as a member of the school community is in violation of this policy.

CCTC Adult Education Process for Reporting Sexual Assault, Sexual Harrassment, Stalking, Domestic Violence, Dating Violence

If you are a victim of a sexual assault, sexual harassment, stalking, domestic violence or dating violence at this institution, your first priority should be to get to a place of safety. You should obtain the necessary medical treatment even if you do not intend to report the assault. Prior to medical treatment/exam it is important not to bathe, or change one's clothes or disturb anything at the crime scene. Choffin Career and Technical Center strongly advocates that the victim or witness of any incident report the incident in a timely manner. Time is critical for evidence collection and preservation.

An incident that took place on campus should be reported directly to security personnel or the Administer on duty in the Adult Business Office on the main floor. All reporting is on a voluntary and confidential basis. Filing the report does not obligate the victim to notify law enforcement authorities, prosecute, nor subject the victim to scrutiny or judgmental opinions from the school. When/if a report is filed the victim will be provided with a written explanation of his/her rights, resources and options. The school will assist the victim/survivor in notifying the proper law enforcement authorities if requested. Filing a police report will:

1. Ensure that a victim receives the necessary medical treatment and tests.
2. Provide the opportunity for preservation and collection of evidence helpful in prosecution, which cannot be obtained later.
3. Assure the victim has access to confidential counseling from specifically trained in the area of crisis intervention.

Victims or witnesses of sexual assault, domestic violence or dating violence should take steps to preserve evidence that may aid in obtaining a protective order or any administrative action or criminal prosecution that may result.

1. Provide the opportunity for preservation and collection of evidence helpful in prosecution, which cannot be obtained later.
2. Assure the victim has access to confidential counseling from specifically trained in

the area of crisis intervention.
Victims or witnesses of sexual assault, domestic violence or dating violence should take steps to preserve evidence that may aid in obtaining a protective order or any administrative action or criminal prosecution that may result.

Institutional Response to a Reported Sexual Assault, Sexual Harassment, Stalking, Domestic Violence or Dating Violence

The supervisor will assist the victim in notifying local law enforcement authorities if the victim so chooses. The victims may choose for the investigation to be pursued through the criminal justice system. Law enforcement officers will guide the victim through the available options and support the victim in his/her decision.All matters in regard to an incident, including the identity of both the charging party and the accused are kept confidential, to the extent possible. Assistance will be made available in changing academic or externship situations after an alleged incident, if requested by the victim and if these changes are reasonably available regardless of whether or not the victim chooses to report the crime to local law enforcement. If a student wishes to exercise this option, students should contact their Program Director.

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for tracking of convicted sex offenders enrolled at, or employed by institutions of higher education. Federal law requires state law enforcement agencies to provide institutions of higher education with a list of registered sex offenders who indicate that they are enrolled at or employed by those institutions. In addition, information on registered sex offenders is available at https://www.mahoningcountyoh.gov/966/Sheriff. The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that concerning registered sex offenders. This statement is provided in compliance with the Campus Sex Crimes Prevention Act of 2000.

Protective Order

For information on obtaining an Order of Protection visit the Mahoning County Domestic Relations Court at Domestic Relations Court | Mahoning County, OH (mahoningcountyoh.gov)

Resources for Victims of Sex Offenses

Counseling can assist victims in understanding and working through their reactions to dating violence, domestic violence, and stalking. By enhancing the victim's coping skills and ability to deal with the events, minimizing potential long –term effects of the events.

Here are some local and national resources:
Mercy Health Youngstown 330-746-7211
National Sexual Assault Hotline 1-800-656-4673
Compass Family Counseling Services 330-782-5664
Compass 24 hour Hotline 330-782-3936
Rape Crisis Center 330-782-5664
Beatitude House 330-744-3147
Some Place Safe 330-393-3005
National Domestic Violence 1-800-799-7233
Rescue Mission 330-744-5486
Legal Aid 330-744-3196, or 1-866-584-2350

Definitions

Criminal Offences and Hate Crimes

Larceny-Theft is the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Simple Assault: an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation: to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism of Property: to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it

Murder and Non-negligent Manslaughter: the willful (non-negligent) killing of one human being by another.

Manslaughter by Negligence: the killing of another person through gross negligence. (Does not include traffic fatalities.)

Robbery: the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault: an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary: the unlawful entry of a structure to commit a felony or a theft.
Motor Vehicle Theft: the theft or attempted theft of a motor vehicle.
Arson: any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Consent to Sexual Activity: Means actual agreement rather than merely submitting as a result of force or threat of force.

Sexual Assault: Means an offense classified as forcible or non-forcible sex offense under the uniform crimereporting system of the Federal Bureau of investigation. Asexual assault is any form of non-consensual sexual activity, including all unwanted sexual acts from intimidation to touching various forms of penetration and rape.

Rape: Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Sexual Harassment: Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when it meets any of the following: submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status; submission to or rejection of such conduct by an individual is used as basis for employment or academic decisions affecting such individual; such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance creating an intimidating, hostile, offensive environment for working or learning.

CRIME AWARENESS REPORT

The following information is provided and updated annually as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Higher Education Opportunity Act.

	On Campus			Public Property		
Criminal Offenses	**2023**	**2024**	**2025**	**2023**	**2024**	**2025**
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggrivated assault	0	0	0	0	0	0
Burglary	1	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Hate Crimes	**2023**	**2024**	**2025**	**2023**	**2024**	**2025**
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggrivated assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction/damage/ vandalism of property	0	0	0	0	0	0
VAWA Offences	**2023**	**2024**	**2025**	**2023**	**2024**	**2025**
Domestic violence	0	0	0	0	0	0
Dating violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
Arrests	**2023**	**2024**	**2025**	**2023**	**2024**	**2025**
Weapons - carrying, possessing, etc...	0	0	0	0	0	0
Drug abuse violations	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0
Disciplinary Actions	**2023**	**2024**	**2025**	**2023**	**2024**	**2025**
Weapons - carrying, possessing, etc...	0	0	0	0	0	0
Drug abuse violations	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0
Unfounded Crimes	**2023**		**2024**		**2025**	
Total unfounded crimes	0		0		0	

Hate Crimes	On Campus 2023									Public Property 2023								
	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National O
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggrivated assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Hate Crimes	On Campus 2024									Public Property 2024								
	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National O
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggrivated assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Hate Crimes	On Campus 2025									Public Property 2025								
	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National O
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggrivated assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0