



**Delta Tech**  
**Annual Security Report**  
**2016**

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## **ABOUT THE ANNUAL SECURITY REPORT**

### **Preparation of the Annual Security Report and Disclosure of Crime Statistics**

Delta Tech prepares this report to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act using information maintained at our campus and information provided by local law enforcement agencies adjacent to our campus. All relevant departments and agencies provide updated policy information and crime data.

The Annual Security Report is published to provide statistics for the previous three years concerning reported crimes that occurred on campus and information on safety and security-related services available to students and employees. The report is designed to provide students, faculty, staff, and visitors with institutional policies concerning campus security, such as policies regarding sexual assault, alcohol, drugs, and other to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Delta Tech is committed to doing everything within our power to provide a safe and secure environment for our students, faculty, staff, and visitors. Delta Tech offers a variety of resources to help our Institution deal with public safety issues.

Delta Tech distributes a notice of the availability of this Annual Security Report each year to the members of the Institution. Anyone, including prospective students and employees, may obtain a paper copy of this report by contacting any member of the campus staff or by visiting <http://www.deltatech.edu/aboutus/consumerinformation/>.

### **Security Awareness Program**

Delta Tech is available to assist you in protecting yourself by providing safety and security information. You can protect yourself by being aware of your surroundings and taking appropriate steps in preventing crime from happening. Most crime is committed in response to an opportunity. The best prevention is to eliminate opportunities for a crime to be aware at all times.

Do not lend your keys to anyone, even a classmate, friend, or coworker. Do not leave your keys lying around in public places. Do not put your name or address on key rings as they may be used to steal your property.

Do not prop open locked exterior building doors at the campus facility. If these doors are locked it's for your protection and the protection of others.

The following guidelines are suggested to protect your person and property:

Personal property (purses, briefcases, calculators, computers, etc.) should never be left unattended. Take such items with you if you are leaving the office, classroom, lab, or any other unsecured location.

- Always lock your car doors.
- Do not leave valuables in your car in plain view. Always take your valuables with you when you leave the campus premises.
- Park your car in a well-lit area.
- Avoid walking alone at night.

In all instances, be alert to your surroundings. If you suspect you are being followed, run in a different direction, go to the other side of the street and yell for help, or head quickly for a lighted area or a group of people. Have your keys ready when returning to your car and keep your personal valuables concealed

and close to your body. Watch for suspicious persons in and around buildings and in parking lots. Do not pursue them. If you see any suspicious activity or people on or near campus, call the Lake Charles Police Department via (911). If dialing from a campus phone you must dial 9-911. Do not assume that what you observe is an innocent activity or that it has already been reported. Do not assume the person is a visitor or staff member.

## **REPORTING CRIMES AND OTHER EMERGENCIES**

### **Delta Tech's Relationship with Local Law Enforcement**

Our Institution is committed to working closely with the Lake Charles Police Department, Calcasieu Sheriff's Department, and state and federal law enforcement agencies to track and respond to campus criminal activity. Students and employees are strongly encouraged to report all crimes immediately. All criminal activity on campus should be reported to Administration/Campus Security Authority and/or the Lake Charles Police Department via (911).

### **Statement of Limited Voluntary Confidential Reporting**

Delta Tech encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records, the Institution cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to the Campus Security Authorities/Administration.

### **Accurate and Prompt Crime Reporting**

The appropriate Campus Security Authority will accept third-party reports in cases of sexual assault in order to protect the victim's identity. However, the Institution prefers to receive reports from the victim as the detail is often more accurate when received directly from the victim. Victims and witnesses to crimes should attempt to maintain all physical evidence. Do not wash or destroy what may be critical evidence. Victims and witnesses should report as much detail as possible to ensure accurate reporting. If you are a victim of a crime, your immediate recall of the event is often the best. Write down as much information as you can remember after a crime. If you cannot identify the perpetrator by name, try to recall as many details as possible, including gender; approximate age; height; weight and build; description of face including eye color, hair color; hair styles (short, curly, etc.); clothing; facial hair; glasses; distinguishing marks including scars; distinguishing gait; and voice.

### **Timely Warning Policy**

Delta Tech wants everyone to be alerted promptly to potentially dangerous criminal situations so that our students, faculty, and staff have both time and the information needed to take appropriate precautions. Therefore, the Institution will alert our students, faculty, and staff via in-house email, PA announcements, posted notices and/or text messages of criminal acts reported to the institution and verified as potential threats on our property or adjacent properties. These notifications will include all crimes relevant to the Federal Jeanne Clery disclosure of campus security act of 1998 but are not limited to crimes in the Clery act. In general criminal activity that possess potential risk to the Institution will be reported using one or more of our campus communication methods (in-house email, text systems, PA announcements or posted bulletins). The decision on which communication method will be made is on a case by case basis depending on the risk associated to the members of our Institution. Delta Tech works in full cooperation with the lake Charles Police Department as well as state and Federal officials.

### **Crime Reporting Policies**

The Institution does not maintain campus police or a campus safety department. Criminal reports should be made as indicated in the chart below. Everyone on campus (including students, faculty, staff and visitors) is also encouraged to report immediately any crime or potential criminal activity to the Lake

Charles Police Department. All emergencies should immediately be reported to 911.

Institution	Campus Security Authority	Telephone Number	Local Police Department
Delta School of Business & Technology	Chief Executive Officer	337-439-5765	Lake Charles Police Department
dba Delta Tech	Director of Operations	337-439-5765	830 Enterprise Blvd. Lake Charles, LA. 70601
517 Broad Street, Lake Charles, LA. 70601	*Dean of Academics	337-439-5765	(337) 491-1456
(337) 439-5765	Director of Admission	337-439-5765	911

\*Title IX Coordinator

**Crime Reporting Procedures**

Students, employees, and visitors should report criminal actions, accidents, injuries or other emergency incidents to the identified Campus Security Authority. If the Campus Security Authority is not on campus, incidents should be reported at the front desk. An Incident/Injury Report must be completed by the individual(s) reporting the occurrence and signed by the Campus Security Authority receiving the report. A copy of this report will be filed in Chief Executive’s Office. All Incident/Injury Reports will remain confidential. To ensure anonymity and encourage accurate reporting, students may meet confidentially with designated campus security representatives.

Delta Tech encourages students and employees to promptly report any suspected criminal activity. Students should not feel intimidated, embarrassed, or uncomfortable about reporting a suspected crime. If a suspected crime is reported to an employee by a student, the employee may accompany the student to the designated campus security representative to report the incident. The student will then be encouraged to report the crime to the Lake Charles Police Department.

**Emergency Response and Evacuation Policy**

Delta Tech has established the following procedures for emergency response and evacuation due to an event that threatens the health and safety of students and employees. Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus, the Institution will notify our campus community. The Institution has developed procedures which include the following emergency alert methods; emails to computers, outdoor and indoor announcements, notifications utilizing campus telephones, text messaging system, and website notifications at the Delta Tech home page.

Delta Tech without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

The emergency notification process involves the receipt of information, the verification of this information, and the evaluation of the information, which then sets into motion the following actions:

1. Determination if the entire campus community, or just affected portion, will receive the emergency alert notification.
2. Compilation of the content of the emergency alert message.
3. Notification to students and employees of the appropriate response to take due to the emergency.

The following individuals, at a minimum, will routinely be involved in making these determinations/decisions; Chief Executive Officer, Dean of Academics, Director of Operations, and

Director of Financial Aid. The Institution will disseminate the emergency information using (emails, outdoor/indoor PA announcements, text messaging system announcements, and web page alert messages). Should circumstances warrant Delta Tech will notify the Lake Charles Police Department.

Delta Tech will test the emergency response procedures at least annually to ensure it is working properly. These tests may be announced or unannounced. Each test will be reviewed and documented to file. This information regarding response and evacuation procedures can also be found on Delta Tech's web site.

### **Security, Surveillance, and Access to Campus Facilities**

All Delta Tech facilities are for the use by students, faculty, staff and their guests and those on official business with the Institution. Access to buildings is limited to the established hours. Students, faculty, staff, and visitors are encouraged to report security-related repairs to Administration. Standard building hours are as follows; 8:00 a.m. to 6:00 p.m. Monday through Thursday, Friday 8:00 a.m. to 4:00 p.m. for the Main Administration Building, 8:00 a.m. to 3:00 p.m. & 5:00 p.m. to 10:00 p.m. Monday through Thursday and Friday 9:00 a.m. to 12:00 p.m. for the Gayle Building, 8:00 a.m. to 3:00 p.m. Monday through Thursday for the Student Center & Child Care Building. The Child Care Building is also open on Friday from 9:00 a.m. to 12:00 p.m. on a as needed basis. Special occasions may require building hours to be extended or shortened. Appropriate notice of any such changes will be issued in advance by the Institution.

Visitors are not allowed on campus unless approved by a faculty or staff member of the Institution.

Campus buildings are equipped with a security alarm system that allows authorized personnel to enter the building during normally locked hours. These individuals have been trained and cleared on the security alarm system for proper opening and closing. Any individual not cleared for building security may not be in the building after regular hours unless accompanied by authorized personnel.

Select campus locations are equipped with audio/video surveillance. Not ALL campus area is under surveillance. Surveillance footage is stored in a secure location. This footage is not maintained indefinitely, but for a period of time deemed adequate.

As a part of the campus safety program, students are required to wear Student IDs in plain sight whenever on campus. The Institution issues Student IDs to all students. Lost Student IDs will be replaced at no cost to students.

The following policies and procedures are suggested for safe access to buildings:

- Keys are issued to authorized faculty and staff only.
- Exterior building doors should not be propped open when the doors are locked.
- Classroom hours vary; please check with your Instructor/s for classroom hours.
- Building evacuation is mandatory for all fire and any other safety alarms, and notifications.
- Problems related to people in buildings after hours should be reported to the Campus Security Authority, or reported to the Lake Charles Police Department if a threat is perceived.

### **Crime Prevention and Safety**

Crime prevention should be a key focus of all students, faculty, and staff. The Institution strongly recommends that all members of the Institution involve themselves in crime prevention training and educational programs offered by local law enforcement agencies. The National Crime Prevention Council also provides a wide variety of web based training sessions on crime prevention which can be easily accessed at their website; <http://www.ncpc.org/programs>. At this time Delta Tech does not provide any formal in-house crime prevention training.

## **SECURITY AND SAFETY POLICIES AND PROCEDURES**

### **Student Conduct Policy**

The Institution seeks to create an environment which is inviting and conducive to learning. All persons associated with the Institution are expected to abide by a school-wide honor system which is based on high standards of academic, personal, and ethical conduct. Such conduct extends to language, behavior, and overall demeanor inside the facilities, on the campus grounds, and in off-campus learning settings, be they professional or academic, in which students may find themselves as part of their educational experience. Students can expect to be treated in a professional manner by fellow students, faculty and staff. Students are also expected to treat fellow students, faculty and staff in the same professional manner.

All those who participate in academic and/or administrative activities associated with the Institution agree to:

- Obey the law.
- Be honest in all their interactions and dealings with others and respect and protect other's property as though it were their own.
- Abide by all Institutional policies.
- Be respectful of others and use appropriate verbal and body language.
- Smoke in designated areas only.

Disciplinary action, up to and including dismissal from the Institution, may be taken towards those who violate these general guidelines and policies.

### **Drug-Free Schools Policy**

The use of illicit drugs and abuse of alcohol are dangerous to students, employees, and the general welfare of the Institution. The Institution maintains a drug- and alcohol-free environment and considers the dangers of drug and alcohol abuse a serious concern.

The Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) requires institutions receiving federal financial assistance to implement and enforce drug prevention programs and policies.

Standards of Conduct: As a matter of policy, Delta Tech prohibits the manufacture and unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property and at any school activity.

Sanctions: Any violation of this policy will result in appropriate disciplinary actions, up to and including expulsion (in the case of students) and termination (in the case of employees), even for a first offense. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities may be notified. Student conduct and disciplinary action related thereto is also published in the school catalog. Disciplinary policies for employees are detailed within the employee handbook.

In certain cases, students and employees may be referred to counseling sources and/or substance abuse help centers.

Students who believe they have a substance abuse problem and are seeking treatment may contact the Education Department for referral assistance. Employees who believe they have a substance abuse problem and are seeking treatment may contact their direct supervisor, designated on-site administrator for referral assistance. All such matters will be handled confidentially.

Legal Sanctions: There are legal sanctions under local, state, and federal law for unlawful possession, use or distribution of illicit drugs and alcohol. Such sanctions can include fines, loss of driving and other privileges, and imprisonment.

Health Risks of Drug and Alcohol Abuse: There are definite health risks associated with the use of alcohol and illicit drugs. Alcohol or any other drug used in excess over time can produce illness, disability, and death. The health consequences of substance abuse may be immediate and unpredictable, such as cardiac arrest with cocaine use, or more subtle and long term, such as liver deterioration, associated with the prolonged use of alcohol. Regular users of alcohol and other drugs often have erratic life styles which interfere with sleep, nutrition, and exercise. Alcohol and substance use and abuse may lead to financial difficulties, domestic violence, deterioration of the family structure, motor vehicle accident injuries, and reduced job performance.

Among the risks are the following:

### **Alcohol Use and Abuse**

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood of a traffic accident. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information.

Alcohol use also affects the body. Repeated use can lead to dependence. Long-term consumption can lead to permanent damage to vital organs such as the brain and liver.

Mothers who drink during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than others of becoming alcoholics themselves.

### **Illicit Drug Use and Abuse**

Abuse of illicit drugs causes varied physical and psychological reactions that can be permanent or temporary. Drugs interfere with the brain's ability to take in, sort, and synthesize information. They distort perception, which can lead users to harm themselves or others. Drug use also affects sensation and impairs memory. Excessive drug use (depending on the drug) can cause respiratory depression, nausea, slurred speech, disorientation, drunken behavior, increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, loss of appetite, illusions and hallucinations, and poor perception of time and distance.

Effects of drug overdose (depending on the drug) can result in slow and shallow breathing, clammy skin, convulsions or seizures, weak and rapid pulse, agitation, increased body temperature, hallucinations, psychosis, fatigue, paranoia, coma, and possible death.



**Drug and Alcohol Counseling Information**

The Institution provides the following counseling referral services for students, faculty, and staff.

Alcoholics Anonymous

3020 Legion Street, Lake Charles, LA.

337-433-4155

1611 West Sale Road, Lake Charles, LA.

337-304-2939

Local Hotline: 337-475-0022

Lake Charles Alcohol and Drug Abuse Clinic

3505 5<sup>th</sup> Ave., Lake Charles, LA.

337-475-4855

Stages of Recovery, Inc.

1510 Hodges Street, Lake Charles, LA.

337-430-0444

Alcohol and Drug Abuse 24 Hour Hotline: 337-474-5852

Recovery Center of Lake Charles Memorial Hospital

1701 Oak Park Blvd.

Lake Charles, LA.

337-494-3253

Christus St. Patrick Behavioral  
Health

337-431-7936

Narcotics Anonymous

337-439-5723

Lake Charles Substance Abuse

711 N. Prater Street

Lake Charles, LA.

337-433-8281

### **Weapons and Firearms**

The Institution prohibits weapons on campus. Any individual who fails to abide by this policy may be subject to disciplinary action up to expulsion from school or termination of employment, and/or prosecution under appropriate city, state, or federal laws. Individuals should immediately report any knowledge he or she may have regarding the use or display of weapons and firearms to the Campus Security Authority.

### **Sexual Harassment and Assault**

The Institution is committed to providing an educational environment that is free of fear, intimidation, or hostility. In keeping with this commitment, the Institution maintains a strict policy prohibiting unlawful harassment, including sexual harassment and harassment because of race, color, national origin, ancestry, religion, creed, physical or mental disability, medical condition, age, sex (including same sex), marital status, pregnancy, childbirth, genetic information, sexual orientation, or any other basis protected by federal, state, or local law, ordinance or regulation. This policy prohibits harassment in any form, including verbal, physical, and visual harassment and applies to all students, faculty, and staff.

Students are encouraged to report any incident of harassment to administration. If you have any questions about what constitutes harassing behavior or what conduct is prohibited by this policy, please discuss the questions with a Campus Security Authority. Students, staff, and/or faculty members will not be penalized or retaliated against for reporting improper conduct, harassment, discrimination, retaliation, or other actions that one believes may violate this policy.

The Institution is serious about enforcing the policy against harassment. Persons who violate this or any other Institutional policy are subject to discipline, up to and including expulsion for students and termination for faculty and staff.

Resources for students and employees who have been victims of sexual harassment or assault are provided below:

Lake Charles Addiction Counseling  
1204 West Prien Lake Road  
Lake Charles, LA.  
Website: [www.allaboutcounseling.com](http://www.allaboutcounseling.com)

Sexual Assault Center  
Counseling & Education  
Website: [www.sacenter.org](http://www.sacenter.org)

**Violence Against Women Act (VAWA)**

Delta Tech complies with the Violence against Women Reauthorization Act of 2013. The Institution is committed to creating and maintaining an educational environment free from all forms of sex discrimination, including sexual misconduct. Any act involving sexual harassment, violence, coercion, and/or intimidation will not be tolerated. The Institution strictly prohibits incidents of sexual assault, domestic violence, dating violence, and stalking. It is the policy of Delta Tech that, upon learning that an act of sexual misconduct has taken place, immediate action will be taken to address the situation and hold the perpetrator accountable. This includes working with state and local law enforcement to bring possible criminal charges and seeking disciplinary action through the Institution.

The Institution encourages prompt, accurate reporting of sexual misconduct, which allows the Institution to quickly respond to allegations and offer immediate support to the victim. The Institution is committed to protecting the confidentiality of victims, and will work closely with students who wish to obtain confidential assistance regarding an incident of sexual misconduct. It is the responsibility of all students, staff, and faculty to foster a safe and secure campus environment.

Resources for students and employees who have been victims of or witnesses to sexual misconduct are provided below:

Rape Crisis Outreach  
337-494-7273  
601 West 18<sup>th</sup> Street  
Lake Charles, LA.

Calcasieu Women’s Shelter  
800-223-8066

Louisiana Rape & Sexual Assault  
888-255-7273

**Registered Sex Offender Notification**

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires higher education institutions to provide a list of law enforcement agency information provided by the state concerning registered sex offenders. It also requires sex offenders already required to register in a state to provide notice, as required under state law, of each higher education institution in that state at which the person is employed, carries on a vocation, or is a student.

National Sex Offender Website: <http://nsopr.gov> [www.sexoffender.com](http://www.sexoffender.com)

Louisiana State Sex Offender and Child Predator Registry Site:

<http://www.lsp.org/socpr/default.html>

**Harassment, Nondiscrimination and Non-retaliation Policy**

The Institution is committed to nondiscrimination and equal opportunities in its admissions, policies, academic programs, activities, and employment. The Institution does not discriminate on any legally-recognized basis including, but not limited to: race; color; religion; genetic information; national origin; sex; pregnancy, childbirth, or related medical conditions; age; disability; citizenship status; uniform service member status; or any other protected class under federal, state, or local law, ordinance, or regulation.

The Institution prohibits harassment, discrimination, or retaliation of students, staff, and faculty. Retaliation is strictly prohibited, and includes: threatening an individual or taking any adverse action against an individual for (1) reporting a possible violation of this or any other Institutional policy, or (2) participating in an investigation conducted under this or any other Institutional policy.

Anyone who experiences or observes harassment, discrimination, or retaliation should report it immediately to Administration.

**Disclosures to Alleged Victims of Crimes of Violence or Non-Forcible Sex Offenses**

The Institution will, upon request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the Institution against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the Institution will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

## ANNUAL CRIME STATISTICS

The following incidents have been documented during the time period from January 1, 2013 through December 31, 2015.

<b>Criminal Offences</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses – Forcible	0	0	0
Sex Offenses – Non-forcible	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0

<b>Hate Crimes</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offenses – Forcible	0	0	0
Sex Offenses – Non-forcible	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Simple assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction/damage/vandalism of property	0	0	0

<b>Arrests</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Weapons: Carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

<b>Disciplinary Actions</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Weapons: Carrying, possessing, etc.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

<b>Violence Against Women Act</b>	<b>2013*</b>	<b>2014</b>	<b>2015</b>
Incidents of domestic violence	n/a	0	0
Incidents of dating violence	n/a	0	0
Incidents of sexual assault	n/a	0	0
Incidents of stalking	n/a	0	0

\*information not reported/collected in these years

### Campus Security Officer

Name: Jeff Edwards

Title: Chief Executive

Phone: (337) 439-5765

## APPENDICES

### Definitions

Campus: 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, including residence halls, and any building or property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes.

Campus Security Authority: (1) A police or campus security department maintained by an institution. (2) An individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses. (3) An official of an institution who has significant responsibility for student campus activities, including, but not limited to, student housing, activities, student discipline and campus judicial proceedings.

Non-campus Buildings or Property: Any building or property owned or controlled by a student organization recognized by the institution; or any building or property (other than a branch campus) owned or controlled by an institution that is used in direct support of, or in relation to the institution's educational purposes; is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Delta Tech does not operate Non-campus Buildings or Property.

Public Property: (1) All public property, including streets, sidewalks, and parking facilities, that is within the outer perimeter surrounding all property and buildings on the campus of the institution that are adjacent to one another. (2) Any sidewalk, street or parking facility immediately adjacent to any property or building on the outer perimeter described in clause (1). (3) Any street, sidewalk or parking facility immediately adjacent to any facility or property within the same reasonably contiguous geographic area that is outside the perimeter described in clause (1) and is used by the institution in direct support of, or in a manner related to the institution's educational purpose.

Professional Counselor: An employee of an institution whose primary responsibility is providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

Delta Tech does not employ a Professional Counselor, however counseling resources are provided to students and employees as appropriate.

Student Residences: A subset of "On Campus" crimes that includes only those crimes that were reported to have occurred in residence halls or other residential facilities.

Delta Tech does not provide Student Residences.

**INCIDENT REPORT**

Date of incident: \_\_\_\_\_

Time of incident: \_\_\_\_\_

Person reporting incident: \_\_\_\_\_

Please explain the incident in detail:

\_\_\_\_\_  
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Were the authorities called to our campus? \_\_\_\_\_

If so, please report the following:

Name of person responding: \_\_\_\_\_

Phone number: \_\_\_\_\_

Police case number: \_\_\_\_\_

Other comments:

\_\_\_\_\_  
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