THE
CULINARY SCHOOL
OF FORT WORTH
Est. 1988

Annual Security Report
2021

Revision Date: September 29, 2021

Table of Contents

Clery Act Annual Security Report ***4***

Development, Disclosure and Implementation of Security Policies **4**

Campus Security Authorities **4**

Immediate Notification **4**

Emergency Response Procedures **4**

CSFTW Crisis Center 6
Critical Incident Response Team 6
Local Emergency Services 6
Emergency Evacuation 7
"Shelter-in-Place" 7
Lockdown 8
Emergency Response and Evacuation Drills 8

Medical Emergency **8**

Minor First Aid 8
Accident Investigation and Reporting 9

Annual Crime Report ***9***

Collection of Statistics **10**

Clery Geographic Area & Maps **10**

Clery Act Definitions of Reportable Crimes per the Uniform Crime Reporting Handbook **11**

Violence Against Women – Definitions of: **14**

Domestic Violence 14
Dating Violence 14
Stalking 14

General Information **15**

Campus Security 15
Counseling 15
Reporting a Crime 15
Crime Awareness and Prevention 16
Campus Security Programs and Procedures 16
Crime Incident Log 16
Security and Access to Campus Facilities 16
Missing Persons 17
Drug and Alcohol Use 17

Sexual Assault Grievance Policy **17**

Definitions 17
Formal Complaint 17
Student's Option to Notify Law Enforcement 18
On and Off Campus Victim Services 18
Assistance with Academic or Other Changes 18
Orders of Protection 19
Reasonable Accommodation 19
Formal Hearing 19
Appeals 20

Disciplinary Action 20
Informal Resolution 20
Retaliation 21

Clery Act Annual Security Report

The Culinary School of Fort Worth (CSFTW) Annual Security Report of 2021 is provided to both current and prospective students and employees. In complying with the crime statistical reporting requirements, CSFTW provides a map for the campus which outlines the building and parking lots that students use while attending classes. CSFTW does not have non-campus buildings or property or public property areas.

Development, Disclosure and Implementation of Security Policies

The School Director is designated to ensure CSFTW security policies are actively implemented as prescribed. The Director of Compliance prepared this report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and works on-going to ensure that administration staff, faculty, students and guests are aware of CSFTW security policies.

Campus Security Authorities

Campus Security Authorities (CSAs), as defined by the Clery Act, have an obligation to report allegations of Clery Act defined crimes that they conclude are made in good faith. These crime allegations should be reported to a CSA or to the local police. The Clery Act definition of a campus security authority includes any personnel who has significant responsibility for student and campus activities, including but not limited to; student discipline, student activities, campus conduct proceedings, advisors to student organizations, event security, or those who monitor access to the campus. The Director of Compliance and Program Director are the current CSAs on campus. Crimes may be reported to CSAs for inclusion in the Annual Security Report. CSAs are designated with the understanding that some individuals may feel more comfortable reporting crimes to campus-affiliated individuals rather than to the police. CSAs are responsible for providing information to the local police outside of qualifying confidential requests.

Immediate Notification

CSFTW administration will immediately notify the campus community upon confirmation of an emergency or dangerous situation involving an on campus, immediate threat to the health and safety of students, faculty, or staff. The purpose of the Immediate Notification procedure is to produce relevant information to CSFTW students, faculty, staff, and visitors as soon as possible when an emergency incident occurs that is a threat to health and safety.
Once a threat is confirmed by the school Director or designee, immediate notification will be distributed depending on the nature of the threat and information to be released. In-class notifications, emails, postings on Orbund (CSFTW student portal), and phone call notifications will be utilized for students, faculty, and staff. Parents or other interested members of the community can also obtain information in the event of an emergency on campus via the local news media.

Emergency Response Procedures

In the case of an emergency or immediate or perceived threat toward the students and/or employees, or immediate or perceived threat toward any other person on the school premises, an employee is authorized to make an emergency call to 911. Instructors and/or staff members should

remain in the room with their students if they are notified of a possible emergency. As soon as reasonably possible, the Administration should be notified of the threat.
All employees are expected to be familiar with and to follow procedures outlined in the Culinary School of Fort Worth Emergency Response Procedures:

1. School Director is notified of a critical incident involving a Culinary School of Fort Worth student or employee at (817) 737-8427 during the day, and (817) 737-8427 after hours or on holidays.
   1.1. First responders may call 911 if they determine that immediate medical attention is necessary. Once emergency services have been contacted, all steps in this process must be followed.
2. The School Director gathers information concerning the critical incident and responds accordingly.
   2.1. In the event that scheduled classes need to be cancelled or altered in some manner, the School Director will contact the faculty. The School Administrative Offices will contact the students via email and the closure will be posted on the school's student portal, Orbund, as well as all social media pages associated with the school.
   2.2. Any media contact, press releases, email or website assistance must be coordinated through the School Director
3. Depending on the evaluation of the situation, one or more of the following may occur:
   3.1. The Culinary School of Fort Worth will without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to or otherwise mitigate the emergency.
   3.2. The School Director goes to the scene of the incident to assess the need for back-up personnel.
   3.3. Based on the initial findings, the response may include dealing with the situation alone, contacting appropriate outside agencies (e.g. local police, hospital), contacting family members, or contacting a counseling center.
   3.4. If warranted, an emergency meeting of the Critical Incident Response Team (CIRT) may be called after evaluation of the situation with the consent of the School Director.
   3.5. School Director initiates family contacts.
   3.6. CIRT Command Headquarters is activated in the Administrative offices. The Crisis Center (if activated) will be located in the Administrative offices as well. The CIRT Command Head Quarters will communicate directly with the Crisis Center on activities and communications to be carried out.
   3.7. Emergency CIRT meeting is called. If determined in the emergency CIRT meeting, the CIRT will assist the School Director in dealing with the critical incident. This may include assisting affected student or employee's family members, counseling with students or college employees, gathering additional information, etc.
4. Once the issue/situation is under control, the CIRT will meet and debrief. Any needed follow-up plans, communications, activities, and/or programs will be determined for final resolution of the critical incident. Timelines for these activities will be determined and a closure/evaluation meeting of the CIRT will be scheduled. CIRT will evaluate all responses to the critical incident at the closure/evaluation meeting.
5. The CIRT will recommend to the School Director any policy revisions in procedures and will compile a Critical Incident Report to be filed in the Director of Compliance office.

CSFTW's first priority when an emergency occurs is employee, student and guest safety and emergency response. The second priority is disaster recovery and business continuity. When an immediate threat to the campus occurs, CSAs along with local police, fire and EMS are usually the first responders. Depending on the nature of the incident, other CSFTW departments and other local agencies could also be involved in responding to the incident.

CSFTW Crisis Center

When a critical incident involves responses from a variety of personnel, a Crisis Center will be established in the Administration offices. The CIRT Command Headquarters (HQ) will communicate with the Crisis Center to coordinate all activities involved in the response to the critical incident. Communications involving responding personnel will be dispersed through this Crisis Center by the Center Head as directed by the CIRT. The School Director will assign the Center Head of the Crisis Center when a situation arises. The Center Head is responsible for gathering any documents and/or gear necessary.

Critical Incident Response Team

Critical Incident Response Team			
School Director	Scott Wade	scott@csftw.edu	817-368-6674
Program Director	Ethan Starr	ethan@csftw.edu	817-737-8427
Director of Compliance	Danielle Rueter	danielle@csftw.edu	817-771-4357

Local Emergency Services

All Emergencies **(Fire, Police, Sheriff, Ambulance)**	**911**
Poison Control Center	1-800-222-1222
Suicide Hotline	1-800-784-2433
Hospitals:	**Phone Number:**
Texas Health Harris Methodist Hospital Downtown	817-250-2000
Baylor Scott & White All Saints Medical Center	817-926-2544
Clinics:	**Phone Number:**
Complete Care ER Camp Bowie	817-439-4912

Emergency Evacuation

Evacuation routes are posted throughout the building. In the event staff should have to evacuate a facility, they are to close their office doors behind them and exit according to the posted evacuation routes, unless blocked or unsafe. All staff should familiarize themselves with alternate routes from their office to the outside.

During an emergency evacuation, each instructor is responsible for the safe and orderly evacuation of his/her class. Instructors not in class should assist with any evacuation problems that may arise. It is the instructor's responsibility to prevent panic, control traffic, and provide calm leadership.

The following guidelines should be observed:

- Instructors should know the shortest route from the classroom to the nearest exit along with alternate routes should the need arise
- When the need to evacuate the building arises, the class should be directed to move single file through the nearest exit and well beyond the building to an area of safety
- The instructor should be last to leave in order to check that all students are out of the classroom and to close the door
- Never return to the building until instructed to do so by the appropriate authorities
- Once outside assemble the group to account for all students

"Shelter-in-Place"

To "shelter-in-place" means to utilize the building you are in as shelter from danger that is outside or in other areas of the building you are in. If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take easily accessible personal belongings (purse, wallet, ID, etc.) and follow the evacuation procedures for your building. Once you have evacuated, proceed to a safe location. If police or fire department personnel are on the scene, follow their directions. Notification to "shelter-in-place" may be delivered via email or verbally by faculty or administration.

How to "shelter-in-place"

If instructed to "shelter-in-place" follow these steps:

- If inside, stay where you are, collect any emergency supplies and a telephone to be used in case of emergency. If outside, proceed to the closest building or follow instructions from emergency personnel on the scene.
- Locate a room to shelter inside. It should be:
    - An interior room, above ground level, without windows or least number of windows, if a large group of people is inside-several rooms may be necessary
- Shut and lock all windows and close exterior doors
- Turn off air conditioners, heaters and fans
- Close vents to ventilation systems as able
- Make a list of the people present and call the school answering service, (817) 737-8427, with the list and notify them of the emergency status. The answering service will notify the School Director and appointed personnel of the emergency status via email and text message
- Turn on a radio or TV and listen for further instructions
- Remain calm and make yourself comfortable

Lockdown

Lockdown is intended to limit access and hazards by controlling and managing staff and students in order to increase safety and reduce possible victimization. When alerted, occupants of any building within the subject area will lock all doors and windows not allowing entry or exit to anyone until the all clear has been sounded. Notification of "Lockdown" may be delivered via email, or verbally by faculty or administration.

How to Lockdown

The steps to lockdown will be the same regardless of location. Follow these steps, unless instructed otherwise by local emergency personnel:

- Remain Calm
- Remain indoors (your office or classroom)
- If safe, clear common areas of all students, faculty and staff
- Close and lock all doors, barricade with furniture if necessary
- Turn off all lights
- Remain silent
- Occupants should be seated below window level, away from windows and doors
- Silence cell phones
- Turn off all radios and other devices that emit sound
- If gunshots are heard, lay on the floor using heavy objects, e.g. tables, filing cabinets for shelter
- If safe to do so, turn off gas and electric appliances
- Do not unlock doors or attempt to leave until instructed to do so by emergency responders. Follow directions of emergency responders

Emergency Response and Evacuation Drills

The Culinary School of Fort Worth conducts a test of the emergency response and evacuation procedure at least once annually. The test is unannounced to the students and takes place at a time when most of the students, faculty, and staff are expected to be present on campus. An emergency response log is maintained in the Director of Compliance's office and includes the date, time, and whether the drill was announced or unannounced to faculty and staff.

Medical Emergency

A medical emergency is defined as injury to any person or persons requiring treatment by a physician or by registered professional personnel under the standing orders of a physician (i.e., paramedics, ambulance personnel, nurses, etc.)

First responders may call 911 if they determine immediate medical attention is necessary. Once emergency services have been contacted, the School Director should be notified of the nature and location of emergency.

Minor First Aid

For the treatment of minor injuries not requiring the services of physician or registered professional personnel under the standing orders of a physician, First Aid Kits are located in the Chef Instructor Office and next to the hand washing stations on each side of the kitchen.

Accident Investigation and Reporting

Anyone who suffers an injury during school shall promptly report such injury to the Supervisor/ Instructor. Every accident shall be investigated to determine the cause and the steps needed to prevent a recurrence. It shall be the responsibility of the Supervisor/Instructor to obtain the complete and detailed facts of the accident as soon as possible after it occurs and to see that the required reports are made to Administration.

Annual Crime Report

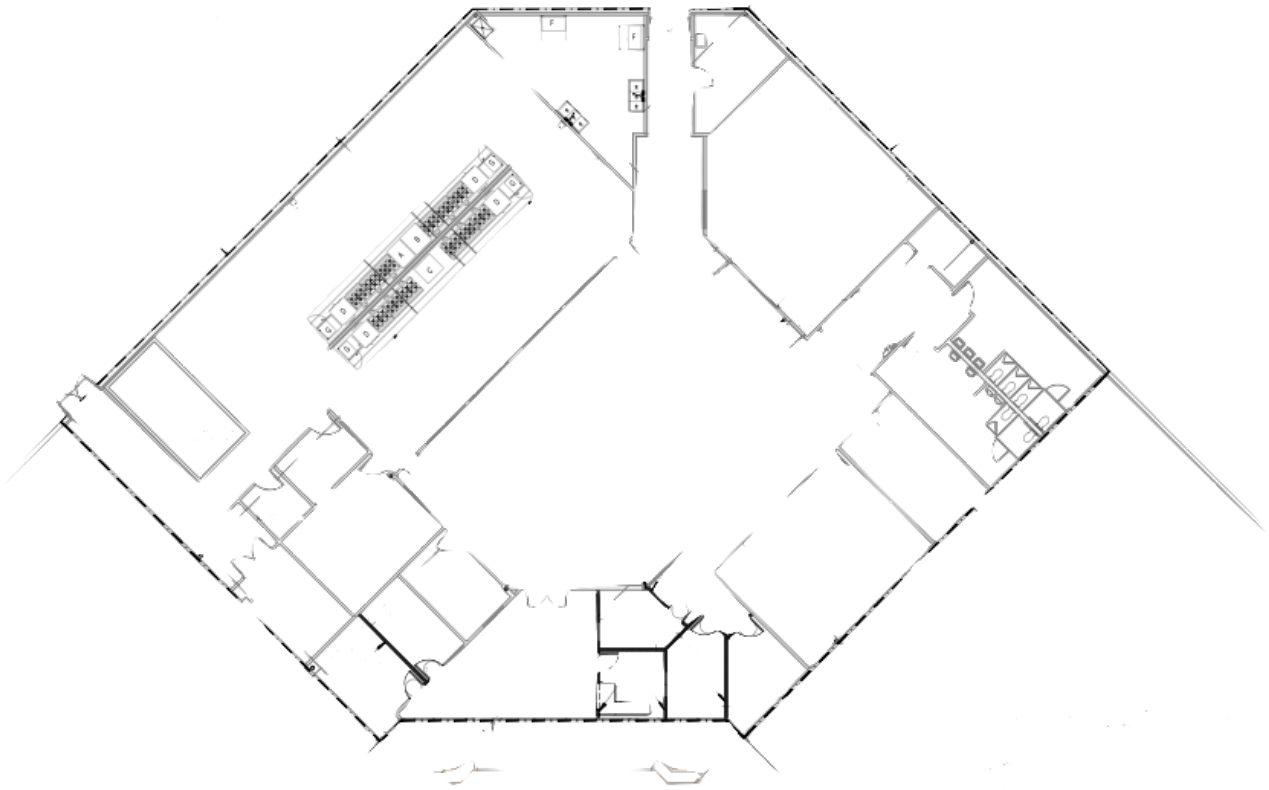
The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistics for the period between 1/1/2020 and 12/31/2020.

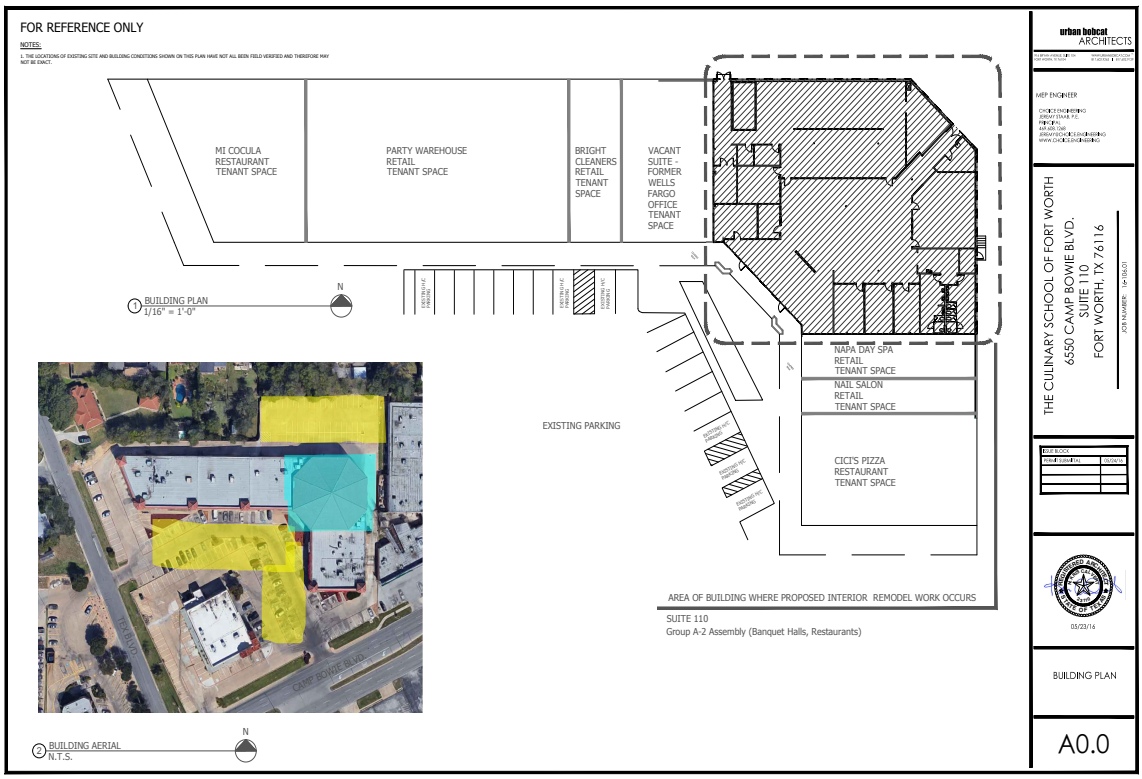
	On Campus			Public Area		
	2020	**2019**	**2018**	**2020**	**2019**	**2018**
Criminal Offenses						
Murder & Non-negligent Manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	1	0	0
Arson	0	0	0	0	0	0
Sexual Assault						
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
VAWA Offenses						
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
Hate Crime Related						
Simple Assault	0	0	0	0	0	0
Larceny Theft	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0
Arrests						
Weapon Law Violations	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						
Weapon Law Violation	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0

Collection of Statistics

Preparation for the Annual Crime Report is obtained by the institution's Director of Compliance who contacts the correct police department District for statistics and the institution's "Daily Incident Log", and then records those statistics.

Clery Geographic Area & Maps





Yellow indicates the parking for students and staff. Blue indicates CSFTW campus.

Clery Act Definitions of Reportable Crimes per the Uniform Crime Reporting Handbook

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.

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.

Burglary: The unlawful entry of a structure to commit a felony or theft.

Manslaughter by Negligence: The killing of another person through gross negligence.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.

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

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, violence, and/or causing the victim fear.

Sexual Assault includes the following:

Rape: The 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. This offense includes the rape of both males and females.

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent

Hate Crime: Criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim in any of the following categories:

- **Race:** A preformed negative attitude toward a group of persons who possess common physical characteristics, (e.g. color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).
- **Religion:** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).
- **Ethnicity/national origin:** A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions (e.g., Arabs, Hispanics).
- **Sexual Orientation:** A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).
- **Gender:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender (e.g., male or female)
- **Gender Identity:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity e.g., bias against transgender or gender non-conforming individuals. Gender non-conforming describes a person who does not conform to the gender-based expectations of society, e.g., a woman dressed in traditionally male clothing or a man wearing makeup. A gender non-conforming person may or may not be a lesbian, gay, bisexual, or transgender person but may be perceived as such.
- **Disability:** a preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

In addition to all criminal offenses previously defined, the following crimes are required to be reported only if classified as hate crimes:

- **Larceny-Theft:** 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

Weapon Law Violations: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulator in nature.

Drug Abuse Violations: The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and make of narcotic drugs.

Liquor Law Violations: The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

Driving While Intoxicated: Operating a motor vehicle in a public place while intoxicated, which is to say not having the normal use of mental or physical faculties by reason of the introduction of alcohol, a controlled substance, a drug, a dangerous drug, a combination of two or more of those substances, or any other substance into the body or having an alcohol concentration of 0.08 or more

Violence Against Women – Definitions of:

On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4). The HEA defines the new crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence Against Women Act of 1994 as follows:

Domestic Violence

The term "domestic violence" means a felony or misdemeanor crime of violence committed by

- A current or former spouse or intimate partner of the victim,
- A person with whom the victim shares a child in common,
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred,
- Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred

Dating Violence

The term "dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration for the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of the definition:

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence

Stalking

The term "Stalking" means:

- Engaging in a course of conduct directed at a specific person that would cause a reasonable person to
    - Fear for the person's safety or the safety of others; or
    - Suffer substantial emotional distress
- For the purposes of this definition:
    - **Course of conduct** means two or more acts, including but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property
    - **Reasonable persons** means a reasonable person under similar circumstances and with similar identities to the victim
    - **Substantial emotions distress** means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling

If you believe you are a victim of any of these situations, you can and should seek out help and assistance from the following agencies:

Who to contact to report an incident at the Institution	Any top management personnel which consists of the School Director, Director of Compliance, or Program Director
Local Law enforcement agency to report an incident that occurred off campus	Fort Worth Police Department 350 W. Belknap Fort Worth, TX 76102 Emergency: 9-1-1 Non-emergency: 817-392-4200
Local Agency that can provide assistance to anyone who believes they are a victim and might need help	The Women's Center 1723 Hemphill Street Fort Worth, TX 76110 Office: 817-927-4039 24-hour Crisis hotline: 817-927-2737

General Information

Campus Security

CSFTW does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available CSA, school official, and/or in the event of an emergency, to directly contact local law enforcement or other emergency response agencies by dialing (911). Current policies concerning campus law enforcement are as follows:

- School officials have no powers of arrest other than the Citizens Arrest Law and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
- Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, school official(s) shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.

Counseling

The school currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.

Reporting a Crime

All students and employees are required to report any crime or emergency to school officials promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the school official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to a school official without signature. If the student wishes not to maintain confidentiality, the student will contact a school official who in turn will contact the

nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911).
Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, school official(s) shall attempt to non-violently deal with the crime or emergency with the appropriate department on campus. Individual discretion must be used, as undue risk should not be taken.

Crime Awareness and Prevention

Though this school does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their own personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.

- Do not leave personal property in classrooms
- Report to your school official any suspicious persons.
- Always try to walk in groups outside the school premises.
- If you are waiting for a ride, wait within sight of other people
- The School has no formal program, other than orientation, that disseminates this information. All information is available on request.

As part of the Crime Control and Law Enforcement Act of 1994, the institution is required to make the following link/information available to the campus community where information can be accessed regarding registered sex offenders.
Link: http://www.city-data.com/so/so-Fort-Worth-Texas.html

Campus Security Programs and Procedures

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. The school is prepared to distribute timely warning notices to the campus when a crime poses a serious ongoing threat to the community to keep them aware of security related issues.

Crime Incident Log

All incidents shall be recorded in the Incident Log located on campus at the School Director's office. The log includes the date, time, location, incident reported, disposition of incident, and the name of the person who took the report.

Security and Access to Campus Facilities

CSFTW administration office hours are Monday-Friday 9am-5pm. The facility is open to staff, current and future students, and their guests. Campus and program tours may be scheduled through the Office of Admissions. The facility is closed and locked either at posted closing times or after the last class scheduled in the facility, whichever is later. CSFTW does not have on-campus or off-campus residence halls.

Missing Persons

CSFTW does not maintain school-operated student housing facilities and is not required to publish a missing student notification policy. Students are encouraged to contact the local authorities if they have information about a missing person.

Drug and Alcohol Use

While on The Culinary School of Fort Worth premises and while participating in business-related activities of The Culinary School of Fort Worth, no student or employee may use, possess, distribute, sell, or be under the influence of illegal drugs or excessive alcohol. The legal use of prescribed drugs is permitted during class only if it does not impair a student's ability to perform the essential functions of the class effectively and in a safe manner that does not endanger other individuals in the classroom. Any student that is found in possession of or under the influence of drugs or alcohol on the school premises, will be subject to termination from the program. Consumption of alcohol on the school premises will only be authorized during the equivalent culinary class.

Sexual Assault Grievance Policy

Definitions

Complainant: An individual who is alleged to be the victim of conduct that could constitute sexual harassment

Respondent: an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment

Formal Complaint

A Formal Complaint is a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requests that the school investigate the allegation of sexual harassment. Any person may report sex discrimination including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, by contacting the Title IX Coordinator, Scott Wade-School Director, at 817-737-8427 or scott@csftw.edu, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such report may be made at any time (including during non-business hours) by using the telephone number, electronic mail address, or by mail to the office address listed for the Title IX Coordinator as displayed on the school website. A Title IX formal complaint may be filed simultaneously with a criminal complaint.

In an emergency, an individual should go straight to the hospital.

A victim of any sexual assault is encouraged to go to a hospital emergency room to receive appropriate medical care and/or evidence collection. Individuals may also report a sexual assault to any of the local hospitals or obtain assistance from the following community resources that include, but are not limited to:

The Women's Center of Tarrant County
1723 Hemphill St
Fort Worth, TX 76110
817-927-4039
24-hour Crisis hotline: 817-927-2737

Rape Abuse & Incest National Network (RAINN)
www.rainn.org
1-800-656-HOPE (4673)

SafeHaven of Tarrant County
1-877-701-7233

Option to Notify Law Enforcement

Although it is difficult, it is always best to report a sexual assault to local law enforcement as quickly as possible. Crimes that occur on campus can be reported to a CSA, who will record the incident for reporting, before assisting the complainant in notifying law enforcement, if assistance is requested. All incidents are encouraged to be reported to the Fort Worth Police Department for jurisdiction purposes.
If a crime is reported to the CSA and the complainant chooses not to report it to the police, a completed Incident Report Form is required which will allow for exclusion of the complainant's name. Any information received will be used for crime reporting notifications, campus crime statistics report, and campus education programs.

On and Off Campus Services

Guidance and assistance for reporting the assault may be received from the Title IX Coordinator. The Non-Reported Sexual Assault Evidence Program, created in the House Bill 2626 by the 81st Legislature in 2009, allows survivors of a sexual assault to obtain a forensic medical exam and have evidence collected, without cost to the survivor, even if they do not wish to involve law enforcement personnel at the time of its collection. This will secure the evidence while giving the survivor time to consider if they want to report the assault. It required the Department to transfer and preserve the evidence for either five years or until the survivor releases the evidence, whichever comes first. The rules and responsibilities related to this program can be found under Article 56.065 of the Code of Criminal Procedure.
CSFTW does not have pastoral or professional counselors. Counselors for mental health or victims of sex offenses can be found on a directory search online by searching "Counseling", "Counseling center" or "Counselors".

Assistance with Academic or Other Changes

The school is obligated to take protective measures to minimize the burden on a complainant of an alleged sex offense. CSFTW will change an individual's academic schedule after an alleged sex offense if those changes are requested by the complainant and they are reasonably available. CSFTW does not provide on or off campus housing, transportation, nor assistance with living arrangements.

Orders of Protection

If a complainant informs CSFTW they have an order of protection, no-contact orders, restraining orders or similar lawful orders issued for a criminal, civil or tribal court in effect, the school will uphold the conditions of the order to the best of its ability.

Reasonable Accommodation

The school administration can assist individuals in seeking resources for counseling, health, mental health, victim advocacy, legal assistance, visa/immigration assistance, student financial aid and/or other related services. CSFTW will provide written notification about options for, and available assistance in, changing academic, living, transportation and working situations. To request any assistance, contact the Director of Compliance. CSFTW will, as possible, maintain confidential any accommodations or protective measures provided to the extent that maintaining confidentiality will not impair the school ability to provide them. If the disclosure of personal information is necessary to provide the accommodation, the school will notify the individual prior to disclosure. Regardless of whether a complainant chooses to report the crime to campus security or local law enforcement, reasonable available assistance will be provided upon request. Organizations that provide assistance in changing living conditions and transportation or provide assistance with work situations or legal services can be found within this document for victims of dating violence, domestic violence, sexual assault, and/or stalking.

Measures taken concerning academic options may include, but not limited to:

- Rescheduling of academic assignments and/or exams
- Providing academic support services including tutoring
- Change class schedules
- Withdraw from a course without penalty; and/or
- Providing options for alternative course completion

Formal Hearing

A live hearing with cross-examination is required for postsecondary institutions. At the live hearing, the decision maker(s) must permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally.

At the request of either party, the school will provide for the live hearing to occur with the parties located in separate rooms with technology enabling the decision maker(s) and parties to simultaneously see and hear the party answering questions. Live hearings may be conducted with all parties physically present in the same geographic location or, at the school's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other. The school will create an audio or audiovisual recording or transcript of any live hearing and make it available to the parties for inspection and review.

Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the decision-maker(s) must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.

If a party does not have an advisor present at the live hearing, the recipient must provide, without fee or change to that party, an advisor of the school's choice, who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that party.
The decision maker(s) may consider statements made by parties or witnesses during the investigation, emails or text exchanges between the parties leading up to the alleged sexual harassment, and statements about the alleged sexual harassment that satisfy the regulation's relevance rules, regardless of whether the parties or witnesses submit to cross-examination at the live hearing. The decision maker(s) may also consider police reports, Sexual Assault Nurse Examiner documents, medical reports, and other documents even if those documents contain statements of a party or witness who is not cross-examined at the live hearing, however, the decision-maker(s) cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

Rape Shield Protections for Complainants

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incident of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

Standard of Evidence

CSFTW uses the Preponderance of Evidence standard for formal complaints against students and employees, including faculty.

Appeals

Both parties involved in a formal hearing have the right to appeal a determination regarding responsibility and from the school's dismissal of a formal complaint or any allegations therein, on the following bases:

- procedural irregularity that affected the outcome of the matter,
- new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter,
- and/or the Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias that affected the outcome of the matter.

Disciplinary Action

On-campus disciplinary action in cases of alleged sexual assault will be based on the findings of the investigation of the facts pertaining to the crime and other mitigating circumstances.

Informal Resolution

If a formal complaint is filed, CSFTW does offer an informal resolution option if both parties give voluntary, informed, written consent. At any time prior to agreeing to a resolution, any party has the right to withdraw from informal resolution and resume the grievance process with respect to the formal complaint. Informal resolution process option is not offered to resolve allegations that an employee sexually harassed a student.

Retaliation

No school or person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in a Title IX investigation, proceeding, or hearing.