

2016



FOCUS PERSONAL TRAINING INSTITUTE ANNUAL SECURITY REPORT

The Jeanne Clery Act, a consumer protection law passed in 1990, requires all colleges and universities who receive federal funding to share information about crime on campus and their efforts to improve campus safety as well as inform the public of crime in or around campus. This information is made publicly accessible through the university's annual security report

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WELCOME

On behalf of the Focus Personal Training Institute, we are proud to present you with our 2016 Annual Security Report. We pride ourselves not only on educating highly skilled and qualified personal trainers, but also doing so in a safe, secure, and supportive environment. To maintain this environment, it is important that we all work together and are aware that crime prevention is the responsibility of everyone – the faculty, staff, and students alike here at FPTI.

The Annual Security Report shares valuable information about the steps we take to enforce safety, how to report a crime, crime prevention tips, and crime statistics. It is our hope that after reading this you are more aware of the precautions you can take as an individual and the safety measures the school has in place.

Sincerely,



Gabriel Valencia
President of Operations & Executive School Director



Joseph Masiello
President of Development & Executive School Director

INTRODUCTION

Campus security and safety are important issues in higher education. The Focus Personal Training Institute (FPTI), works to provide its students and employees with a safe and secure environment in which to study and work. To facilitate this, FPTI publishes an Annual Security Report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

In 1986, Jeanne Clery was a freshman studying at Lehigh University. At the young age of 19, she was raped and murdered in her campus dormitory. Clery's parents believed that the university was not proactive with sharing important information to its students regarding campus safety. They fought for legislative reform for years after their daughter's death, and ultimately changed the future of campus safety requirements for years to come.



The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (better known as the Clery Act) was signed into existence in 1990. The act requires all colleges and universities that participate in Title IV funding to keep and disclose information about crime on and near their campuses. The U.S. Department of Education oversees colleges' compliance with regulations laid out in the Clery Act, including the publication of the Annual Security Report.

Section 1 – Campus Security Authorities

The Clery Act requires all institutions to collect crime reports from a variety of individuals and organizations that are considered to be campus security authorities (CSAs). CSAs are defined as school officials who have significant responsibility for student and campus activities, including, but not limited to student discipline and campus judicial proceedings or who has the authority and the duty to take action or respond to particular issues on behalf of the institution. At FPTI, the CSA officials are:

- Gabriel Valencia - President of Operations & Executive School Director
- Joseph Masiello - President of Development & Executive School Director

CSAs are required to complete training annually to reinforce the importance of their role at FPTI and ensuring student safety. FPTI uses the Clery Center's *Campus Security Authority (CSA) Training Video* to meet this requirement. The video covers the following topics:

- Introduction to the Jeanne Clery Act
- Who is a CSA
- Who is not a CSA
- Listening, documenting, and reporting – understanding your role and responsibilities
- After reporting – how information is used under the Clery Act

FPTI does not employ campus peace officers or contractual security officers. As such, school employees do not have powers of arrest and will call 911 in the event of a crime or other situation that warrants police intervention. Because FPTI does not have a campus police department or security office, it does not keep a daily crime log.

The function of the CSAs is to collect and report allegations of Clery Act crimes that they conclude were made in good faith. CSAs are not responsible for determining authoritatively whether a crime took place and do not have the authority to apprehend any alleged perpetrator of a crime.

Section 2 - Geography

The Clery Act requires that institutions disclose statistics for crimes occurring on-campus, on public property within or immediately adjacent to the campus, and in or on non-campus building or property the institution owns or controls. Each of these specific geographies is defined in detail below:

- On-campus: Any building or property owned or controlled by an institution within the same reasonable contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes.

FPTI's on-campus geography includes the classrooms, gym training floors, administrative offices, restrooms, and hallways located on the 11th floor at 115 W 27th St, New York, NY 10001. It also includes the lobby of 115 W 27th St, the building stairwell, and the elevator.

- Non-campus buildings or property: Any building or property 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.

FPTI does not own or control non-campus buildings or properties that meet these criteria, and therefore will not be reporting any Clery Act crimes for this category.

- Public property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

FPTI's public property is defined as the street and sidewalks on W 27th St between 6th and 7th Aves, including the subway exit for the 1 train on the northwest corner of W 27th St leading up to the turnstile.



Section 3 – Framing the Annual Security Report

Preparing the Annual Security Report

FPTI's crime statistics are compiled on a calendar year basis by the Financial Aid Administrator, with the assistance and input from the School Directors. They are responsible for collecting, classifying, and disseminating crime statistics that occur within FPTI's Clery Act geography, as well as applicable policies and procedures contained in the Annual Security Report.

On-campus Clery Act crime statistics are collected from FPTI's crime log, maintained by the CSAs in the school's administrative office. To facilitate reporting statistics from public property, FPTI has developed a relationship with the NYPD's Department of Community Affairs of the 13th Precinct.

Security & Access

FPTI strives to provide its students and employees with a safe and secure environment in which to study and work. The school is open during posted hours of operation, which are stated in the school catalog. School facilities are locked during times the school is not open. (FPTI has no residence halls or student housing.)

The following campus safety measures are in place:

- Facility alarm system
- Keyed elevator access when school is not in session
- Locking front door requiring passcode for entry
- Video intercom located at front door
- 15 security cameras recording 24/7
- Panic button alert key chain for instructors located in the classroom and linked directly to the alarm company
- Locking doors to office and back staff area
- Locking doors to freight entrance and stairwell
- Fire extinguishers as per NYS fire code
- Means of egress and exit signs posted as per NYC fire code
- AED device (all staff are trained in adult CPR/AED)
- Daily check by maintenance staff to ensure lights are working and means of egress are maintained and clear of debris

Law Enforcement and Jurisdiction

FPTI does not employ campus peace officers or contractual security officers. As such, school employees do not have powers of arrest and will call 911 in the event of a crime or other situation that warrants police intervention. FPTI does not have a written memoranda of understanding (MOU) or any other type of written agreement with any law enforcement agencies for the investigation of alleged criminal offenses.

Section 4 – Reporting

Accurate and Prompt Reporting

If anyone is aware that a crime is being committed, or has been committed, on-campus or at a school sponsored or related event off-campus, the crime should be reported as soon as possible to one of the CSAs, as well as to the local law enforcement. If the crime has occurred during non-business hours and the school's office cannot be reached, local law enforcement can be contacted immediately by calling 911. The crime should then be reported directly to a CSA as soon as possible the next business day.

When the victim of a crime elects to or is unable to make such a report, a CSA will assist with contacting the local police department. In addition, it is policy of FPTI to allow for victims or

witnesses to report crimes on a voluntary and confidential basis for inclusion in the annual security report.

Proper reporting facilitates the apprehension of criminals and assists in making the entire campus safe. CSAs are mandated to investigate incidents and to coordinate with local law enforcement agencies to apprehend those who violate these regulations or commit crimes on campus. When necessary, FPTI will press charges against criminal violators.

All reports of crime or misconduct will be investigated and all criminal violations of the law will be referred to law enforcement agencies. When a potentially dangerous threat to the campus community arises, timely reports or warnings will be issued through e-mail announcements, mass text messages, in-class announcements, or other appropriate means of communication.

Section 5 – Timely Warnings & Emergency Notifications

Timely Warnings

FPTI will issue timely warnings to heighten safety awareness and provide students, faculty, and staff notification regarding Clery Act crimes that occur within FPTI's geography and that are considered to present a serious or continuing threat to students and employees. These crimes may include, but are not limited to: criminal homicides, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and arson, as well as hate crimes.

The CSAs will collect all of the necessary facts and crime prevention information before issuing a timely warning. The timely warning will provide details of the crime, a description of the suspect, if known, and information on whom to contact about the incident. As defined in section 40002(a)(20) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a)(20), the names and other identifying information of victims or witnesses are not disclosed in the timely warnings.

Emergency Notifications

If there is an immediate threat to the health or safety of students or employees occurring on campus FPTI will, without delay, and taking into account the safety of the community determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The School Directors are responsible for assessing the situation and making the decision to issue an emergency warning without delay. In the absence of the School Directors, Meaghan Shea, the Assistant Director of Education, will be responsible for gathering information, consulting with a School Director if possible, and issuing the warning without delay.

Emergency notifications may include, but are not limited to: gas leak, terrorist incident, armed intruder, bomb threat. FPTI will provide adequate follow-up information to the community as needed. Emergency notifications will include the type of emergency, the location of the emergency, and what individuals should or should not do.

Preparing, Distributing, & Testing Notifications

The CSAs are responsible for preparing and distributing timely warnings and emergency notifications. These notifications will be distributed to the FPTI community by means of automated phone messages, emails, and text messages using a standard template to ensure consistency and completeness of information being distributed.

FPTI tests its timely warning notification system at the beginning of each new quarter to ensure all new students have accurate and working contact information. As part of communicating the test, FPTI describes its timely warning and emergency notification procedures and the communication methods used.

Record Keeping

FPTI keeps secure records of all timely warnings, emergency notifications, and testing notifications and outcomes in a spreadsheet maintained by the CSAs. The spreadsheet is kept in a password protected, secure document database in the administrative office.

Section 7 – General Prevention & Awareness

Instruction on crime awareness, prevention, and campus security is provided to new FPTI employees upon being hired and new students during the first week of class. While FPTI attempts to provide a safe and secure environment, students, faculty, staff and visitors are ultimately responsible for their own safety. As FPTI becomes aware of relevant programs that address responsible practices and procedures that enhance personal safety, this information will be added to this. If requested, such information may be obtained from a CSA.

Tips on risk reduction:

- Reduce or eliminate opportunities that may make you a target
- Increase awareness in places you are most comfortable.
- Trust your instincts regardless of feeling embarrassed.
- Prepare your schedule daily with safety in mind.

Purse/wallet safety

- Carry purses, portfolios, or other baggage in a manner that will allow you to let go. Straps placed across shoulders, around necks, or wrapped around waists have caused injuries when victims could not free themselves during a purse snatch.
- Be aware of surroundings and carry pocketbook clasps facing inward, close to the body, tucked in the bend of your elbow as if it were a football. If there is a long strap, wrap it around the bag.
- If someone attempts to snatch your purse, let go of it, especially if there is a weapon involved. When dining out, the only place for your purse should be your lap. The back of a chair is an easy target for a thief. Never carry a wallet in a rear pocket; use a front trouser or an inside coat pocket.
- Minimize the amount of money, credit cards, and valuables you carry by only taking items that are necessary for the day.

Walking - be street smart

- If you suspect you are being followed, stay away from deserted areas and head toward an area where there are people or to the nearest open store.

- Be aware of your surroundings. Do not walk with your head down, looking at your cell phone. Do not have your headphones in with the music blaring.

Elevator

- When waiting for an elevator, leave the lobby/hallway if someone makes you feel uncomfortable.
Check the elevator's mirror before entering. Stand between the control panel and door when in the elevator. Exit the elevator if someone enters that makes you feel uneasy. If you feel the need to give an excuse, you can say, "Oh, I forgot something." If accosted, press as many buttons as possible to try and get the elevator to stop at the next floor.

Section 8 – Drug, Alcohol, & Substance Abuse

Policy Statement

FPTI is committed to a campus free of illegal drug use, misuse and abuse of prescription drugs, underage drinking and alcohol abuse. The school has no tolerance for illegal activity or any other harmful conduct influenced by drugs or alcohol. Unlawful possession as well as the distribution of illegal drugs or alcohol is prohibited on school property or as part of its activities. The school will cooperate fully with law enforcement agencies and will apply appropriate internal disciplinary processes should a student or an employee violate criminal statutes with regard to illegal drugs or possession or sale of alcohol.

Students who are aware of the use or existence of any such substances at FPTI should notify a school employee immediately. The terms “illegal drugs” and “controlled substances” include all chemical substances and drugs described in any controlled substances laws or regulations, such as the Federal Controlled Substances Act of 1988. Prescription medications that have not been properly prescribed by a doctor to the individual are also included in this policy.

Policy Distribution

All students receive a Drug and Alcohol Abuse Prevention handout at the time of their enrollment. Students verify that they have received a copy and read the policy by signing off on their enrollment packet. This policy is then reviewed during the student orientation

Faculty and Staff receive a copy of FPTI's Drug and Alcohol Abuse Prevention Policy via FPTI's employee handbook, which is required for all employees to read and sign an acknowledgment they have received said policy.

Furthermore, FPTI certifies that it has a drug and alcohol abuse awareness program in operation that is accessible to any officer, employee, or student at the school. As per Federally Mandated policy on this matter, FPTI's Drug and Alcohol program is distributed annually to all students, faculty, and staff.

Section 9 – Sexual Assault, Domestic Violence, Dating Violence, & Stalking

FPTI 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 intimidation will not be tolerated. Specifically, FPTI strictly prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking.

FPTI encourages the reporting of sexual misconduct that is prompt and accurate. This allows the school's directors to quickly respond to allegations and offer immediate support to the victim. FPTI 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. All allegations will be investigated promptly and thoroughly, and both the victim and the accused will be afforded equitable rights during the investigative process.

It is the collective responsibility of all members of the FPTI community to foster a safe and secure campus environment. In an effort to promote this environment and prevent acts of sexual misconduct from occurring, FPTI engages in ongoing prevention and awareness education programs. All incoming students and employees are required to receive educational materials about these subjects, and all members of the school community are encouraged to participate in training focused on the prevention of sexual misconduct.

This policy applies to all members of the FPTI campus community, including students, faculty, staff, visitors, independent contractors, and other third parties who are on campus and involved in an incident of sexual misconduct (this can be someone who witnessed an incident or who wishes to report an incident on behalf of another). The policy applies to these parties regardless of sexual orientation or gender identity.

FPTI's Sexual Assault and Related Crimes policy prohibits all forms of sexual misconduct. This broad term includes, but is not limited to, acts of sexual harassment, sexual violence, sexual coercion, sexual threats or intimidation, domestic violence, dating violence, sexual assault, stalking, and cyber-stalking. This policy covers conduct that takes place on FPTI's campus and public property within or immediately adjacent to and accessible from the 11th floor campus

This policy covers all educational programs, and campus and school-related activities, including, but not limited to, student organizations (course review sessions, tutoring sessions, clubs), community organizations with student and/or faculty participation, and all other educational or extracurricular events hosted by or at FPTI.

This policy covers sexual misconduct occurring between individuals in various types of relationships. These include, but are not limited to, student to student, staff to staff, faculty member to faculty member, visitor/contracted employee to faculty/staff, faculty member to student, staff to student, supervisor to subordinate, and Focus Integrated Fitness employees and FPTI students. Sexual misconduct may be acts committed by an individual or collective actions committed by members of a group or organization. These acts may be committed against an individual or against a group or organization. These acts may be committed by a stranger, an acquaintance, or someone with whom the victim has a social, romantic, or intimate relationship. These acts may be committed by or against any individual, regardless of sexual orientation or gender identity.

Section 10 – Registered Sex Offenders

According to New York State law, Level 2 (medium risk of re-offense) and Level 3 (high risk of re-offense) sex offenders are listed on the public directory. To search the New York State Sex Offender Registry, go to the following website:

Section 11 – Missing Students

FPTI does not have missing student notification procedures because it does not have on-campus student housing.

Section 12 – Counting Clery Act Crimes

FPTI classifies crime statistics in this report according to four general categories of crime statistics - criminal offenses, hate crimes, VAWA offenses, and arrest and referrals for disciplinary action. A detailed description of each category can be found in Chapter 3 of *The Handbook for Campus Safety and Security Reporting* and in Section 18 of this report.

Section 13 – Fire Safety Report & Statistics

FPTI does not report fire safety statistics because it does not have student housing.

Section 14 – Daily Crime Log

FPTI does not keep a diary crime log because it does not have a campus police or security department.

Section 15 – Reported Clery Act Crimes : 2013 - 2015

Reported Offenses	Year	Geographic Location		
		On-campus	Non-campus	Public property
Murder and non-negligent manslaughter	2013	0	N/A	0
	2014	0	N/A	0
	2015	0	N/A	0
Manslaughter by negligence	2013	0	N/A	0
	2014	0	N/A	0
	2015	0	N/A	0
Rape	2013	0	N/A	0
	2014	0	N/A	0
	2015	0	N/A	0
Fondling	2013	0	N/A	1
	2014	0	N/A	1
	2015	0	N/A	0
Incest	2013	0	N/A	0
	2014	0	N/A	0
	2015	0	N/A	0
Statutory rape	2013	0	N/A	0
	2014	0	N/A	0
	2015	0	N/A	0
Robbery	2013	0	N/A	3

	2014	0	N/A	1
	2015	0	N/A	2
Aggravated assault	2013	0	N/A	3
	2014	0	N/A	0
	2015	0	N/A	1
Burglary	2013	0	N/A	3
	2014	0	N/A	2
	2015	0	N/A	4
Motor vehicle theft	2013	0	N/A	1
	2014	0	N/A	1
	2015	0	N/A	0
Arson	2013	0	N/A	0
	2014	0	N/A	0
	2015	0	N/A	0

Hate Crimes	Year	Geographic Location		
		On-campus	Non-campus	Public property
Murder and non-negligent manslaughter	2013	0	N/A	0
	2014	0	N/A	0
	2015	0	N/A	0
Rape	2013	0	N/A	0
	2014	0	N/A	0
	2015	0	N/A	0
Fondling	2013	0	N/A	0
	2014	0	N/A	0
	2015	0	N/A	0
Incest	2013	0	N/A	0
	2014	0	N/A	0
	2015	0	N/A	0
Statutory rape	2013	0	N/A	0
	2014	0	N/A	0
	2015	0	N/A	0
Robbery	2013	0	N/A	0
	2014	0	N/A	0
	2015	0	N/A	0
Aggravated assault	2013	0	N/A	0
	2014	0	N/A	0
	2015	0	N/A	0
Burglary	2013	0	N/A	0
	2014	0	N/A	0
	2015	0	N/A	0
Motor vehicle theft	2013	0	N/A	0
	2014	0	N/A	0
	2015	0	N/A	0
Arson	2013	0	N/A	0
	2014	0	N/A	0
	2015	0	N/A	0
Larceny-theft	2013	0	N/A	0
	2014	0	N/A	0
	2015	0	N/A	0
Simple assault	2013	0	N/A	0
	2014	0	N/A	0
	2015	0	N/A	0
Intimidation	2013	0	N/A	0
	2014	0	N/A	0

	2015	0	N/A	0
Destruction/damage/vandalism of property	2013	0	N/A	0
	2014	0	N/A	0
	2015	0	N/A	0

VAWA Offenses	Year	Geographic Location		
		On-campus	Non-campus	Public property
Domestic violence	2013	0	N/A	0
	2014	0	N/A	0
	2015	0	N/A	0
Dating violence	2013	0	N/A	0
	2014	0	N/A	0
	2015	0	N/A	0
Stalking	2013	0	N/A	0
	2014	0	N/A	0
	2015	0	N/A	0

Arrests and referrals for disciplinary action	Year	Geographic Location		
		On-campus	Non-campus	Public property
Weapons: carrying, possessing, etc.	2013	0	N/A	0
	2014	0	N/A	0
	2015	0	N/A	0
Drug abuse violations	2013	0	N/A	0
	2014	0	N/A	0
	2015	0	N/A	0
Liquor law violations	2013	0	N/A	0
	2014	0	N/A	0
	2015	0	N/A	0

Section 16 – Clery Act Crime Definitions

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

Sexual assault: Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent

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; includes the rape of both male and females

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the 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.

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 or 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; usually 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.

Hate crime: A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim

Violence Against Women Act (VAWA) offenses: Dating violence, domestic violence, sexual assault, stalking

Dating violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim

Domestic violence: A felony or misdemeanor crime of violence committed (a) by a current or former spouse or intimate partner of the victim; (b) by a person with whom the victim shares a child in common; (c) by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (d) by 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; (e) by 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

Stalking: 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

Unfounded crimes: Sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless