

**Estes Institute of Cosmetology Arts & Sciences**

**Annual Security Report (ASR)**

**Reporting Years: 2022, 2023, 2024**

**Published Annually by October 1**

**Website:** [www.estescosmetology.com/disclosures](http://www.estescosmetology.com/disclosures)



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### **Clery Act Compliance Statement**

Estes Institute of Cosmetology Arts & Sciences is committed to providing a safe and secure environment for all students, employees, and visitors. In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), as codified at 20 U.S.C. §1092(f) and implemented through 34 CFR 668.46, the institution prepares, publishes, and distributes this Annual Security Report (ASR) on an annual basis.

This report includes campus safety and security policies as well as crime statistics for the three most recent calendar years. The report is distributed to all currently enrolled students and employees no later than **October 1 of each year**, and a notification of availability is provided to prospective students and employees.

The ASR is made available electronically at:

[www.estescosmetology.com/disclosures](http://www.estescosmetology.com/disclosures)

Printed copies may be requested from the Administration Office during normal business hours.

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### **Preparation, Collection, and Reporting of Crime Statistics**

Crime statistics are compiled annually by the School Director in coordination with designated Campus Security Authorities (CSAs) and local law enforcement.

The institution collects crime data from:

- School Director (primary CSA)
- Financial Aid Officer (CSA)
- Admissions Representative (CSA)
- Administration Office (CSA)

- Visalia Police Department

All reported incidents are reviewed to determine whether they meet Clery Act definitions and are included in the appropriate reporting categories and geographic locations.

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### **Reporting Criminal Activity and Confidential Reporting**

All members of the campus community are encouraged to report criminal activity promptly to the Administration Office or a Campus Security Authority.

Individuals may also report crimes directly to the Visalia Police Department. Upon request, school officials will assist individuals in contacting law enforcement.

### **Voluntary Confidential Reporting**

Estes Institute does not employ pastoral or professional counselors. However, individuals who wish to report crimes on a voluntary, confidential basis for inclusion in statistical reporting may do so through the Administration Office without identifying themselves. Anonymous reports are included in the annual crime statistics when sufficient information is available.

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### **Campus Security Authorities (CSAs)**

The following positions are designated as Campus Security Authorities:

- School Director
- Financial Aid Officer
- Admissions Representative
- Administration Office Staff

These individuals are responsible for receiving crime reports and ensuring they are documented and included in Clery statistics when appropriate.

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### **Campus Overview and Clery Geography**

Estes Institute is a small, proprietary cosmetology school offering instruction at a single campus location. The institution does not own or operate any student housing facilities,

nor does it have any off-campus properties or student organization-controlled locations. All Clery Act reporting is therefore limited to the institution's on-campus property and adjacent public property.

As confirmed in institutional disclosures, the school does not provide living accommodations to students and has no residential facilities associated with its operations. Because of this structure, certain Clery requirements related to residential life—such as missing student notification procedures—are not applicable.

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### **Reporting Criminal Activity and Emergencies**

Estes Institute encourages all students, employees, and visitors to report criminal activity, suspicious behavior, or emergencies promptly. Reports should be made to the Administration Office, which serves as the institution's designated Campus Security Authority (CSA).

Individuals also have the option to report incidents directly to the Visalia Police Department. Upon request, school administration will assist individuals in contacting local law enforcement and in filing official police reports.

All reported incidents are documented and evaluated to determine whether they fall within Clery-reportable categories and whether additional institutional response actions are required.

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### **Timely Warning Policy**

Estes Institute issues Timely Warnings to the campus community when a Clery Act crime has been reported and is determined to represent a serious or continuing threat to students or employees. The purpose of a Timely Warning is to provide information that enables individuals to protect themselves and prevent similar incidents.

As outlined in institutional policy, the school will provide timely warnings for applicable crimes reported to campus administration or local law enforcement that are considered to pose an ongoing threat.

Timely Warnings may be distributed through a variety of methods depending on the circumstances, including verbal announcements, written notices, or electronic communication. The decision to issue a warning is made by the School Director or a designated administrator based on the nature of the crime, the continuing risk to the community, and the information available at the time.

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## **Emergency Notification Procedures**

In the event of a confirmed significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees, Estes Institute will issue an Emergency Notification without delay.

The institution will:

- Confirm the existence of the emergency
- Determine the appropriate segment of the campus community to notify
- Initiate notification using available communication methods

Emergency notifications may differ from Timely Warnings in that they address immediate threats rather than ongoing risks. The School Director or designee is responsible for initiating these notifications.

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## **Security of Campus Facilities**

Access to Estes Institute facilities is limited to enrolled students, employees, and authorized visitors. The campus is open during scheduled operating hours and is secured when not in use. Because the institution does not operate residential facilities, there are no residential security policies required.

The institution maintains safety through:

- Secured entry points
- Adequate lighting
- Routine monitoring of facilities
- Prompt reporting and repair of safety concerns

Students and staff are encouraged to remain aware of their surroundings and to report any suspicious activity to administration.

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## **Relationship with Local Law Enforcement**

Estes Institute does not employ campus police or security officers. The institution has no authority to make arrests.

The Visalia Police Department has primary law enforcement jurisdiction over the campus and surrounding areas. The institution maintains a cooperative relationship with local law enforcement but does not have a formal memorandum of understanding (MOU). Estes Institute relies on these agencies for emergency response and criminal investigations.

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### **Crime Statistics**

In accordance with Clery Act requirements, Estes Institute collects and reports statistics for specified criminal offenses occurring within its Clery geography.

#### **Crime Statistics Table (Clery Act – 34 CFR 668.46(b))**

#### **Estes Institute of Cosmetology Arts & Sciences**

**Reporting Years: 2022, 2023, 2024**

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#### **Criminal Offenses – On Campus**

<b>Offense</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Murder / Non-negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0

<b>Offense</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Motor Vehicle Theft	0	0	0
Arson	0	0	0

*Source: On-campus offenses table, page 1 of survey*

### **Criminal Offenses – Public Property**

<b>Offense</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Murder / Non-negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	<b>1</b>	0
Arson	0	0	0

- One (1) **Motor Vehicle Theft on Public Property in 2023**
- All other categories = zero

### **Hate Crimes**

#### **On Campus & Public Property (All Categories)**

## Year Total Hate Crimes

2022 0

2023 0

2024 0

No hate crimes were reported in any category (race, religion, sexual orientation, gender, ethnicity, disability, etc.).

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## VAWA Offenses

### On Campus

<b>Offense</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

### Public Property

<b>Offense</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Domestic Violence	0	1	0
Dating Violence	0	0	0
Stalking	0	0	0

- One (1) **Domestic Violence incident on Public Property in 2023**
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## Arrests – On Campus

<b>Category</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Weapons Violations	0	0	0

**Category                      2022 2023 2024**

Drug Abuse Violations 0    0    0

Liquor Law Violations 0    0    0

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**Arrests – Public Property**

**Category                      2022 2023 2024**

Weapons Violations 0    0    0

Drug Abuse Violations 0    0    0

Liquor Law Violations 0    0    0

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**Disciplinary Referrals**

**On Campus & Public Property**

**Category                      2022 2023 2024**

Weapons Violations 0    0    0

Drug Violations 0    0    0

Liquor Violations 0    0    0

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**Unfounded Crimes**

**Year Total Unfounded Crimes**

2022 0

2023 0

## **Year Total Unfounded Crimes**

2024 0

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### **Crime Definitions**

All crime categories reported in this ASR are defined in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting (UCR) Program and Clery Act guidance. These definitions ensure consistency in classification and reporting across institutions.

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### **Security Awareness and Crime Prevention**

Estes Institute provides information and guidance designed to promote personal safety and crime prevention. These efforts include awareness of theft prevention, personal responsibility, and sexual assault prevention.

Institutional programs are designed to increase awareness of sexual violence, including rape and acquaintance rape, and to provide guidance on prevention and personal protection strategies .

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### **Drug and Alcohol Policy**

The possession, use, or distribution of illegal drugs is strictly prohibited on campus. Alcohol consumption is also prohibited on institutional property.

The institution enforces:

- Federal and California state drug laws
- Underage drinking laws

Violations may result in:

- Disciplinary action
- Referral to law enforcement

Students and employees receive information regarding drug and alcohol abuse prevention as required under the Drug-Free Schools and Communities Act.

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## **Sexual Misconduct Policy**

Estes Institute prohibits sexual assault, domestic violence, dating violence, and stalking. These behaviors are considered serious violations of institutional policy and will not be tolerated.

### **Definitions**

- **Consent:** Clear, voluntary agreement to engage in sexual activity
- **Dating Violence:** Violence by a person in a romantic relationship
- **Domestic Violence:** Violence by a current or former partner
- **Stalking:** Repeated conduct causing fear or distress

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## **VAWA Prevention and Awareness Programs**

The institution provides primary prevention and awareness programs for all incoming students and employees and ongoing campaigns that include:

- Definitions of prohibited conduct
- Bystander intervention strategies
- Risk reduction techniques
- Information on institutional policies and procedures

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In the event of a reported incident, the institution will conduct a prompt and equitable review. Both the reporting party and the responding party will be provided an opportunity to present information, and determinations will be made using a preponderance of the evidence standard.

Sanctions for violations may include warnings, suspension, or dismissal, depending on the severity of the conduct.

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## **Procedures Following a Sexual Offense**

Individuals who experience a sexual offense are encouraged to take the following steps:

- Report the incident to school administration
- Preserve evidence that may be necessary for investigation
- Request assistance in contacting law enforcement
- Seek medical attention and counseling services
- Request academic adjustments if needed

The institution will provide written notification of:

- Available resources
- Rights and options
- Protective measures

These procedures are consistent with institutional guidance provided to students .

The institution will make reasonable efforts to accommodate requests for academic changes following an incident, when such changes are feasible .

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## **Disciplinary Procedures**

The institution provides prompt, fair, and impartial disciplinary proceedings.

### **Process**

1. Report received
2. Investigation conducted
3. Both parties may present evidence
4. Determination made using **preponderance of evidence**
5. Written outcome provided simultaneously

### **Rights**

- Advisor of choice
- Equal opportunity to present information
- Written notification of results

## **Appeals**

- Submitted within 5 days
- Reviewed by School Director

## **Sanctions**

- Warning
- Suspension
- Dismissal

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## **Victim Support and Resources**

Estes Institute does not provide on-campus counseling or mental health services . However, individuals are encouraged to seek assistance from community resources in the Visalia area.

Available resources include:

- **Visalia Police Department** – (559) 734-8116
- **Family Services of Tulare County (Rape Crisis Center)** – 24-hour hotline: (559) 732-7273
- **Family Services Domestic Violence Shelter** – (559) 732-5941
- **Tulare County Mental Health Services** – (800) 320-1616
- **Emergency Services** – Dial 911

These organizations provide confidential support, advocacy, and crisis intervention services.

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## **Victim Rights and Accommodations**

Victims are entitled to:

- Respect and dignity
- Confidential handling of information

- Academic or schedule adjustments
- Access to support services

These accommodations are available regardless of whether the victim reports the crime to law enforcement.

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### **Registered Sex Offender Information**

Information regarding registered sex offenders may be obtained from the California Megan's Law website:

<https://www.meganslaw.ca.gov>

Additional information may be obtained from the Visalia Police Department.

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### **Daily Crime Log**

Due to the size and nature of the institution, a formal public daily crime log is not maintained. However, all reported incidents are documented internally and may be made available upon request, consistent with applicable regulations.

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### **Missing Student Notification Policy**

Because Estes Institute does not provide on-campus housing, the Missing Student Notification Policy is not applicable.

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### **Annual Notification and Availability of Report**

This Annual Security Report is distributed to all current students and employees each year by **October 1**. Notification is provided via electronic communication and includes a direct link to the report.

Prospective students and employees are also informed of the availability of this report and may access it through the institution's website at:

[www.estescosmetology.com/disclosures](http://www.estescosmetology.com/disclosures)

Paper copies are available upon request through the Administration Office.

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### **Policy Review and Updates**

Estes Institute reviews and updates its campus security policies annually to ensure ongoing compliance with federal regulations and to reflect any changes in institutional practices or legal requirements.

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