

Estes Institute of Cosmetology Arts & Sciences

Annual Security Report (ASR)

Reporting Years: 2023, 2024, 2025

Published Annually by October 1

Website: www.estescosmetology.com/disclosures



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

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

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.

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.

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.

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.

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.

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

Relationship with Local Law Enforcement

Estes Institute does not employ campus police or security officers. 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 and relies on these agencies for emergency response and criminal investigations.

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: 2023, 2024, 2025

Criminal Offenses – On Campus

Offense	2023	2024	2025
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	0	0
Arson	0	0	0

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

Criminal Offenses – Public Property

Offense	2023	2024	2025
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

Offense	2023	2024	2025
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	1	0	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

2023 0

2024 0

2025 0

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

VAWA Offenses

On Campus

Offense	2023	2024	2025
Domestic Violence	0	0	0
Dating Violence	0	0	0

Offense	2023	2024	2025
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Stalking	0	0	0
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Public Property

Offense	2023	2024	2025
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Domestic Violence	1	0	0
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Dating Violence	0	0	0
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Stalking	0	0	0
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- One (1) **Domestic Violence incident on Public Property in 2023**

Arrests – On Campus

Category	2023	2024	2025
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Weapons Violations	0	0	0
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Drug Abuse Violations	0	0	0
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Liquor Law Violations	0	0	0
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Arrests – Public Property

Category	2023	2024	2025
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Weapons Violations	0	0	0
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Drug Abuse Violations	0	0	0
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Liquor Law Violations	0	0	0
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Disciplinary Referrals

On Campus & Public Property

Category	2023	2024	2025
Weapons Violations	0	0	0
Drug Violations	0	0	0
Liquor Violations	0	0	0

Unfounded Crimes

Year Total Unfounded Crimes

2023 0

2024 0

2025 0

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.

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 .

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. Violations of these policies may result in disciplinary action, up to and including dismissal from the program or termination of employment, and may also result in referral to law enforcement authorities.

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.

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.

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

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 .

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.

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.

Missing Student Notification Policy

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

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

Paper copies are available upon request through the Administration Office.

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.
