College of Court Reporting

2023 Campus Security Report

455 West Lincolnway, Suite A
Valparaiso, Indiana 46385
866-294-3974 – 219-531-1459
www.ccr.edu

2023 Campus Security Report

The College of Court Reporting provides a Campus Security Report as required by the Clery Act and as reported to the U.S. Department of Education. This report is available to all students, prospective students, and the public through the College of Court Reporting website.

The 2023 Campus Safety and Security Survey covers campus security procedures and crime statistics for the year 2022, as well as statistics for the years 2020 and 2021.

The following are the campus security policies and procedures:

• Students, faculty, administrators, etc., are to call 9-1-1 to report criminal actions or other emergencies that occur at 455 West Lincolnway, Suite A, Valparaiso, Indiana. All reports must be made to the college president, executive director, or administrator within reason and respect to the safety of all individuals. The administration will proceed as follows:

- Alleged criminal actions and emergencies will be reported via the college Website within one week of the occurrence and will protect individual privacy as warranted by federal and state laws.
- The executive director will update the Campus Security Report annually and will have the report uploaded to the college website within one week of the due date to the U.S. Department of Education.
- The following is the list of who students and employees should report criminal offenses for the purposes of making timely warning reports and the annual statistical disclosure:

    - Jeff Moody, President/Executive Director
    - Natalie Kijurna, Director of Compliance/Title IX Coordinator
    - Mindi Billings, Director of Student Services
    - Janet Noel, Faculty and Curriculum Development Director

- Victims or witnesses are encouraged to report crimes on a voluntary, confidential basis. These will be reported in the annual disclosure of crime statistics by protecting the identity of victims or witnesses.

Security and Access

• Only administrators can access the building using a key and security code. Students cannot access the building without the presence of administrators.

Campus Law Enforcement

• The college does not have campus police. The City of Valparaiso Police Department, Indiana State Police, and Porter County Sheriff's Department have enforcement authority and jurisdiction.

Accurate & Prompt Reporting

• The College of Court Reporting highly encourages accurate and prompt reporting of all crimes to the police or sheriff's department.

Voluntary Confidential Reporting Procedures (Pastoral & Professional Counselors)
• The college does not offer any type of counselors. When the victim of a crime elects to, or is unable to, make a report, the college encourages them to seek their own pastoral and/or professional counselor. They should inform the counselor(s) of the procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Programs
• The college does not have onsite students but urges all to use common sense and encourages students and employees to be responsible for their own security and the security of others.

Monitoring and Recording
• The college does not have student organizations or offsite facilities.
• Students attend online and most do not live locally; therefore, the college does not have a procedure to monitor crimes committed by students. The expectation is that students self-report crimes to the executive director.

Drugs and Alcohol
• The college discourages the possession, use, and sale of alcoholic beverages and will report any underage drinking to the appropriate authorities.
• The college prohibits the possession, use, and sale of illegal drugs and will report any violation to the appropriate federal or state law enforcement authority.
• An annual drug-use education document is submitted to students. Students are required to read and acknowledge their understanding of the drug-use policy annually by signing and returning the document.

Sexual Assault, Domestic Violence, Dating Violence, and Stalking
• The college does not have onsite students, therefore, does not have a formal program to prevent dating violence, domestic violence, sexual assault, and stalking but will report any of these crimes to the appropriate law enforcement agency.
• The college encourages students to be familiar with programs and campaigns to make them aware of dating violence, domestic violence, sexual assault, and stalking. Students are highly encouraged to report a crime of dating violence, domestic violence, sexual assault, or stalking to their local law enforcement agency. The following must be noted:
    - The importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order; and
    - Calling 9-1-1 to report a crime.

Students have the following options:
    - Notify proper law enforcement authorities, including local police; or
    - Decline to notify such authorities.

• The college will protect the confidentiality of victims and other necessary parties by:
    - Completing publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personal identifying information about the victim, as defined in section 40002(a)(20) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a)(20)); and
    - Maintaining as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures for sexual assault, domestic violence, dating violence, or stalking.

Written notification
• The college will provide victims of crime, including crimes of sexual assault, domestic violence, dating violence and stalking, written notification about support and services available to them including: physical, mental health, and counseling services, victim advocacy services, legal assistance, visa and immigration assistance, student financial aid, help with academic issues that may arise, changes to living situations, help with transportation and employment situations,

supportive measures, protective measures and other services available to victims at the college and in the victim's community.
• The above support and services are available to victims whether or not they choose to report the incident to law enforcement.

Procedures for Disciplinary Action (See regulations for specifics)
• The college will suspend any student or employee accused of alleged dating violence, domestic violence, sexual assault, or stalking with pay until an internal investigation is completed.

Explanations of Rights and Options
• The college will provide a student or an employee a written explanation of the student's or the employee's rights and options if a student or an employee reports that a student or an employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, if the offense occurred on campus.

Sex Offender Registration:
• The following website contains links to sex registry lists:
https://www.fbi.gov/scams-and-safety/sex-offender-registry.

Emergency Response & Evacuation:
• Students and employees must use the Exit located nearest to their location in the event of an emergency or evacuation.

Missing Student Notification:
• The college does not have a missing student policy because students live across the country. It is requested that family members of students notify an administrator of the college if there are any occurrences related to the student.

College of Court Reporting Crime Statistics

The following pages provide crime statistics as reported in the 2023 Campus Safety and Security Survey:

Printable Read-Only Institution Forms

Registration

First Name

NATALIE

Last Name

KIJURNA

Title

Director of Compliance/Title IX Coordinator

Address 1

455 West Lincolnway

Address 2 *(Optional)*

Suite A

City

Valparaiso

State

Indiana

ZIP Code

46385

Phone

8662943974

Extension *(Optional)*

229

Fax *(Optional)*

E-mail Address

natalie.kijurna@ccr.edu

Comment

** Please use this box if you would like to provide additional contact information such as a cell phone number or the best time to reach you if there are questions about your survey. Also, if the person listed above is not the person who enters the data, please provide the name and contact information for the person who enters the data. This information is for the survey help desk staff only. It will not be seen by the public.*

Institution Information

General Information

Institution Name : College of Court Reporting Inc
Address 1

455 West Lincolnway, Suite A

City

Valparaiso

State

Select State

ZIP Code

46385

Web Address *(Optional)*

www.ccr.edu/

Chief Administrative Officer infomation

Name

Jeff Moody

Title

President/Executive Director

E-mail Address

jeff.moody@ccr.edu

Phone

(219) 531-6100

Extension *(Optional)*

224

Campus Information

Campus Name

Main Campus

Location

(•) State or Outlying Area ( ) Other Country

Address

455 West Lincolnway, Suite A

City	State or Outlying Area	ZIP Code	County *(Optional)*
Valparaiso	Indiana	46385	Porter

Description *(Optional)*

Campus Safety Officer

General Information

Name: Natalie Kijurna

Title: Director of Compliance/Title IX Coordinator

E-mail Address: natalie.kijurna@ccr.edu

Phone: (219) 531-6107

Extension *(Optional)*: 229

Address

Location

(•) State or Outlying Area ( ) Other Country

Address: 455 West Lincolnway, Suite A

City: Valparaiso

State or Outlying Area: Indiana

ZIP Code: 46385

Campus Fire Safety Officer

General Information

Name: Natalie Kijurna

Title: Director of Compliance/Title IX Coordinator

E-mail Address: natalie.kijurna@ccr.edu

Phone: (219) 531-6107

Extension *(Optional)*: 229

Address

Location

(•) State or Outlying Area ( ) Other Country

Address: 455 West Lincolnway, Suite A

City: Valparaiso

State or Outlying Area: Indiana

ZIP Code: 46385

Lead Title IX Coordinator

General Information

Name: Natalie Kijurna

Title: Director of Compliance/Title IX Coordinator

E-mail Address: natalie.kijurna@ccr.edu

Phone: (219) 531-6107

Extension *(Optional)*: 229

Address

Location

(•) State or Outlying Area ( ) Other Country

Address: 455 West Lincolnway, Suite A

City: Valparaiso

State or Outlying Area: Indiana

ZIP Code: 46385

Does your Institution have other designees who share these responsibilities?

( ) Yes ( ) No

Update Status

Date Completed: 9/18/2023 Updated

2023 Campus Safety and Security Survey

Institution: (150251001) User ID: C1502511

Screening Questions

Please answer these questions carefully. The answers you provide will determine which screens you will be asked to complete for this data collection.

1. Does your institution provide On-campus Student Housing Facilities?

- (●) **No.**
- ( ) **Yes.** (If Yes is selected, you must enter the number of student housing facilities below and enter Fire Statistics for each facility.)

Number of On-campus Student Housing Facilities: 0

2. Does your institution have any noncampus buildings or properties?

- ( ) **Yes**
- (●) **No**

3. Have you combined statistics that you received from the local or state police with your institution statistics for this report? If you answer No to this question, you will be asked to provide the data you received from the local and state police separately.

- (●) **Yes.** Local and/or state law enforcement agencies provided us with statistics that we are combining with statistics collected by our campus security authorities.
- ( ) **No.** We are not combining the statistics because we cannot determine whether the statistics we obtained from local and/or state law enforcement agencies are for on-campus incidents or public property incidents.
- ( ) **Not available.** We cannot determine if the statistics we obtained from local and/or state law enforcement agencies are for our Clery geography.
- ( ) **Not available.** We made a good-faith effort to obtain statistics from local and/or state law enforcement agencies, but the agencies did not comply with our request.

Criminal Offenses - On campus

For each of the following criminal offenses, enter the number reported to have occurred On Campus.

Criminal offense	Total occurrences On campus		
	2020	2021	2022
a. Murder/Non-negligent manslaughter	0	0	0
b. Manslaughter by Negligence	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory rape	0	0	0

g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	0	0	0
j. Motor vehicle theft (Do not include theft *from* a motor vehicle)	0	0	0
k. Arson	0	0	0

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Criminal Offenses - Public Property

For each of the following criminal offenses, enter the number reported to have occurred on Public Property.

Criminal offense	Total occurrences on Public Property		
	2020	2021	2022
a. Murder/Non-negligent manslaughter	0	0	0
b. Manslaughter by Negligence	0	0	0
c. Rape	0	0	0
d. Fondling	0	0	0
e. Incest	0	0	0
f. Statutory rape	0	0	0
g. Robbery	0	0	0
h. Aggravated assault	0	0	0
i. Burglary	0	0	0
j. Motor vehicle theft (Do not include theft *from* a motor vehicle)	0	0	0
k. Arson	0	0	0

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Hate Crimes - On campus

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred On campus. Then break down each total by category of bias (e.g., race, religion).

YEAR 2022

Criminal offense	**Total**	**Occurrences of Hate crimes** (Category of Bias for crimes)							
		Race	**Religion**	**Sexual orientation**	**Gender**	**Gender Identity**	**Disability**	**Ethnicity**	**National Origin**
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft (Do not include theft *from* a motor vehicle)	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

YEAR 2021

Criminal offense	**Total**	**Occurrences of Hate crimes** (Category of Bias for crimes)

		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft (Do not include theft *from* a motor vehicle)	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

YEAR 2020

Criminal offense	**Total**	**Occurrences of Hate crimes** (Category of Bias for crimes)							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d.Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0

i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Hate Crimes - Public Property

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred on Public Property. Then break down each total by category of bias (e.g., race, religion).

YEAR 2022

Criminal offense	**Total**	**Occurrences of Hate crimes** (Category of Bias for crimes)							
		Race	**Religion**	**Sexual orientation**	**Gender**	**Gender Identity**	**Disability**	**Ethnicity**	**National Origin**
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft (Do not include theft *from* a motor vehicle)	0	0	0	0	0	0	0	0	0

k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

YEAR 2021

Criminal offense	Total	Occurrences of Hate crimes (Category of Bias for crimes)							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft (Do not include theft *from* a motor vehicle)	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

YEAR 2020

Criminal offense	Total	Occurrences of Hate crimes (Category of Bias for crimes)

		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

VAWA Offenses - On Campus

For each of the following crimes, enter the number reported to have occurred On Campus.

Crime	Total occurences On Campus		
	2020	2021	2022
a. Domestic violence	0	0	0
b. Dating violence	0	0	0

c. Stalking	0	0	0

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

VAWA Offenses - Public Property

For each of the following crimes, enter the number reported to have occurred on Public Property.

Crime	Total occurences on Public Property		
	2020	2021	2022
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	0	0

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Arrests - On campus

Enter the number of Arrests for each of the following crimes that occurred On Campus.

Crime	Number of Arrests		
	2020	2021	2022
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Arrests - Public Property

Enter the number of Arrests for each of the following crimes that occurred on Public Property.

Crime	Number of Arrests		
	2020	2021	2022
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Disciplinary Actions - On Campus

Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.
Do not include disciplinary actions that were strictly for school policy violations.
If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Crime	Number of persons referred for Disciplinary Action		
	2020	2021	2022
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Disciplinary Actions - Public Property

Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.
If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Crime	Number of persons referred for Disciplinary Action		
	2020	2021	2022
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Unfounded Crimes

Of those crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Noncampus property or buildings, and on Public Property, enter the number of crimes that were unfounded.

The total number of unfounded crimes should include all criminal offenses, hate crimes, domestic violence, dating violence, or stalking incidents that have been unfounded. Arrests and disciplinary actions cannot be unfounded.

	Number		
	2020	2021	2022
a. Total unfounded crimes	0	0	0

Please Note: If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded." Only sworn or commissioned law enforcement personnel may unfound a crime.

Count unfounded crimes in the year in which they were originally reported.

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."