

# 2024 CAMPUS SECURITY REPORT

55 Canada Del Rancho  
Santa Fe NM 87508

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## INTRODUCTION

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NOTE: For purposes of this document Glitz School of Cosmetology is often referred to as “Our School,” “This Institution,” or “Glitz.”

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose campus crime statistics separated into four general categories:

**Criminal Offenses**—Criminal Homicide, including Murder and Non-negligent Manslaughter, and Manslaughter by Negligence; Sexual Assault, including Rape, Fondling, Incest and Statutory Rape; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson.

**Hate Crimes**—Any of the above-mentioned offenses, and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/ Vandalism of Property that were motivated by bias;

**VAWA Offenses**—Any incidents of Domestic Violence, Dating Violence and Stalking. (Note that Sexual Assault is also a *VAWA* Offense but is included in the Criminal Offenses category for *Clery Act* reporting purposes); and

**Arrests and Referrals for Disciplinary Action for Weapons**—Carrying, Possessing, Etc. Law Violations, Drug Abuse Violations and Liquor Law Violations.

### VAWA Offenses School Policy

Glitz School of Cosmetology prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking as those terms are defined for purposes of the *Clery Act*. Students and Faculty who are found to be in violation of this policy will be subject to disciplinary action up to and including expulsion, termination, and referral to the local law enforcement agency for prosecution.

### What is a Reported Crime?

Under the *Clery Act*, a crime is “reported” when it is brought to the attention of a campus security authority, or the local law enforcement personnel. The crime can be reported by a victim, witness, other third party or even the offender. It does not matter whether or not the individuals involved in the crime, or reporting the crime, are associated with the institution. If a campus security authority receives a report, he or she must include it as a crime report using whatever procedure has been specified by your institution. *Clery Act* crimes should be reported to a Campus Security Authority. At Glitz School of Cosmetology, our Campus Security Authority team is comprised of the following personnel:

1. Oscar Luevano – Compliance Officer
2. Jennifer Sanchez – Chief Financial Officer

The information found within this publication, as well as all related documents, can be found in our administrative office located at 2755 E. Idaho Ave, Las Cruces NM 88011. In compliance with that law, the following reflects this institution’s crime statistics for the period between 1/1/2021 and 12/31/2023.

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### **Method of Disclosure for Annual Crime Statistics**

This report is provided to all faculty, staff, and current students via email no later than October 31<sup>st</sup> of each year. Students who do not have an email address or access to the internet will receive a hard copy. The internet link to this report is also provided to all prospective students as part of their Initial Visit to Glitz School of Cosmetology Packet. The information in this report is comprised of alleged crimes that are reported to any campus Security Authorities Personnel, who in turn submit the information to the School Director. The school director will also obtain additional crime statistic information from state and local law enforcement agencies. Clery Act Reporting will not include any personal identifiable information about the victims.

### **Reported Crimes Disclosure Requirements**

The *Clery Act* requires institutions to disclose statistics for reported crimes based on, where the crimes occurred, to whom the crimes were reported, the types of crimes that were reported, and the year in which the crimes were reported. The crimes reported will have happened at any of the following locations:

#### **Glitz School of Cosmetology Campus Geography**

**On Campus:** Under the *Clery Act*, the **on-campus** category includes any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls. This also includes any building or property that is within or reasonably contiguous to our building that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

**Public Property:** Under the *Clery Act*, **public property** encompasses all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus. This includes property owned by a public entity, such as a city or state government.

**Non-campus Buildings or Property:** Any building or property owned or controlled by a student organization that is officially recognized by the institution as well as 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.

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GLITZ SCHOOL OF COSMETOLOGY CAMPUS MAP

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CRIME STATISTICS TABLE

CRIMES REPORTED	ON CAMPUS			PUBLIC PROPERTY			Non-Campus Buildings/ Property		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
<b>Criminal Offenses</b>									
Criminal Homicide - Murder	0	0	0	0	0	0	0	0	0
Criminal Homicide - Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Criminal Homicide - Negligent manslaughter	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Assault	0	0	0	0	0	0	0	0	0
Burglaries	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
<b>Hate Crimes</b>									
Criminal Homicide - Murder	0	0	0	0	0	0	0	0	0
Criminal Homicide - Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Criminal Homicide - Negligent manslaughter	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglaries	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Larceny – Theft	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of property	0	0	0	0	0	0	0	0	0
<b>VAWA Offenses</b>									
Sexual Assault	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

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Arrests and Referrals for Disciplinary Action									
Type of Arrest and/or Referral	2021	2022	2023	2021	2022	2023	2021	2022	2023
Weapons - Carrying, possession, etc.	0	0	0	0	0	0	0	0	0
Law Violations	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0

**UNFOUNDED CRIMES**

The Clery Act also requires for institutions to report Unfounded Crimes. A crime may be classified as unfounded only after a full investigation by sworn or commissioned law enforcement personnel. A crime is considered unfounded for *Clery Act* purposes **only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless.**

Unfounded Crimes									
Type of Unfounded Crime Reported	2021	2022	2023	2021	2022	2023	2021	2022	2023
	0	0	0	0	0	0	0	0	0

**Reported Incident List**

Date of Incident	Type of Incident	Reported to
N/A	N/A	N/A

**Legal Definitions:**

(Obtained from FBI’s *National Incident-Based Reporting System (NIBRS) Data Collection Guidelines* edition of the UCR.)

**Criminal homicide-a.)** Murder and nonnegligent manslaughter: the willful (nonnegligent) killing of one human being by another. Deaths caused by negligence, attempts to kill, assaults to kill, suicides, and accidental deaths are excluded. The program classifies justifiable homicides separately and limits the definition to: (1) the killing of a felon by a law enforcement officer in the line of duty; or (2) the killing of a felon, during the commission of a felony, by a private citizen. **b.)** Manslaughter by negligence: the killing of another person through gross negligence. Deaths of persons due to their own negligence, accidental deaths not resulting from gross negligence, and traffic fatalities are not included in the category Manslaughter by Negligence.

**Forcible rape**-The carnal knowledge of a female forcibly and against her will. Rapes by force and attempts or assaults to rape, regardless of the age of the victim, are included. Statutory offenses (no force used—victim under age of consent) are excluded.

**Statutory Rape**—Nonforcible sexual intercourse with a person who is under the statutory age of consent.

**Consent – (New Mexico Statutes §30-9-10)** New Mexico does not provide a definition for consent, but it does provide a definition for “force” or “coercion”, which means:

(1) the use of physical force or physical violence; (2) the use of threats to use physical violence or physical force against the victim or another when the victim believes that there is a present ability to execute the threats; (3) the use of threats, including threats of physical punishment, kidnapping, extortion or retaliation directed against the victim or another when the victim believes that there is an ability to execute the threats; (4) the perpetration of criminal sexual penetration or criminal sexual contact when the perpetrator knows or has reason to know that the victim is unconscious, asleep or otherwise physically helpless or suffers from a mental condition that renders the victim incapable of understanding the nature or consequences of the act; or (5) the perpetration of criminal sexual penetration or criminal sexual contact by a psychotherapist on his patient, with or without the patient's consent, during the course of psychotherapy or within a period of one year following the termination of psychotherapy. Physical or verbal resistance of the victim is not an element of force or coercion

**Forcible Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will or not forcibly or against the person’s will in instances where the victim is incapable of giving consent

**Incest**—Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**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 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. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Simple assaults are excluded.

**Burglary (breaking or entering)**-The unlawful entry of a structure to commit a felony or a theft. Attempted forcible entry is included.

**Larceny-theft (except motor vehicle theft)**-The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Examples are thefts of bicycles, motor vehicle parts and accessories, shoplifting, pocket-picking, or the stealing of any property or article that is not taken by force and violence or by fraud. Attempted larcenies are included. Embezzlement, confidence games, forgery, check fraud, etc., are excluded.

**Motor vehicle theft**-The theft or attempted theft of a motor vehicle. A motor vehicle is self-propelled and runs on land surface and not on rails. Motorboats, construction equipment, airplanes, and farming equipment are specifically excluded from this category.

**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.

**Weapons: carrying, possessing, etc.**-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. Attempts are included.

**Drug abuse violations**-The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances. The unlawful cultivation, manufacture, distribution, sale,

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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 making of narcotic drugs. The following drug categories are specified: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics—manufactured narcotics that can cause true addiction (demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, benzedrine).

**Liquor laws-**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. Federal violations are excluded.

**Hate Crimes-** As an educational institution, Glitz School of Cosmetology must report by category of prejudice crimes reported to local police agencies or to a campus security authority that manifest evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For this report, the following eight categories are reported:

- **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 or African Americans, 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.*
- **Sexual Orientation.** *A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.*
- **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.*
- **Ethnicity.** *A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term "race" in that "race" refers to a grouping based mostly upon biological criteria, while "ethnicity" also encompasses additional cultural factors.*
- **National Origin.** *A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.*



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- **Disability.** *A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.*

**Definitions obtained from the Violence Against Women Act of 1994**

**DATING VIOLENCE** —The term “dating violence” means violence committed by a person— (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship. (ii) The type of relationship. (iii) The frequency of interaction between the persons involved in the relationship.

**DOMESTIC VIOLENCE.**—The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or 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.

**STALKING.** - The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to— (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress

**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:**

**Contact Information:**

Campus Security Authority (Who to contact to report an incident at the Institution)	Oscar Luevano – Compliance Officer Jenn Sanchez – Chief Fiscal Officer
Local Law enforcement agency to report an incident that occurred off campus	Santa Fe County Sheriff’s Office 35 Camino Justicia Santa Fe, NM 87508 (505) 4283720
Local Agencies that can provide assistance to anyone who believes they are a victim and might need assistance.	<b>Victims Assistance</b> (877) 842 8464  Ending Domestic and Sexual Violence Santa Fe (505) 428 3710  Solace Sexual Assault Services 6601 Valentine Way Santa Fe NM 87507 505 988 1951
<b>ALL EMERGENCIES</b>	<b>911</b>

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### **Reporting Crimes and Incidents to the Campus Security Authority**

Glitz School of Cosmetology does not have its own campus police or campus security department. Therefore, criminal offences and Clery Act Crimes should be reported to any of our Campus Security Authority officials:

Oscar Luevano  
Compliance Officer  
575-532-5683  
559-977-5268

Diana Flores  
Chief Fiscal Officer  
575-532-5683

### **Function of the Campus Security Authority (CSA)**

Campus security authority personnel will monitor and record, through local police agencies, all criminal activity in within our campus and public property Clery Geography. CSAs are responsible for reporting allegations of *Clery Act* crimes that are reported to them in their capacity as a CSA. This means that CSAs are **not** responsible for investigating or reporting incidents that they overhear students talking about in a hallway conversation; that a classmate or student mentions during an in-class discussion; that a victim mentions during a speech, workshop, or any other form of group presentation; or that the CSA otherwise learns about in an indirect manner. A campus security authority is not responsible for determining authoritatively whether a crime took place—that is the function of law enforcement personnel. A campus security authority will not try to apprehend the alleged perpetrator of the crime. That too is the responsibility of law enforcement. It's also not a CSA's responsibility to try and convince a victim to contact law enforcement if the victim chooses not to do so. In most cases it is possible for a CSA to fulfill his or her responsibilities while still maintaining victim confidentiality.

### **CSA Personnel and Law Enforcement Agency Collaboration**

Our CSA team does not have a written memorandum of understanding nor any other written agreements with any law enforcement agencies for the investigation of alleged criminal offences. However, CSA members will collaborate with any state or local law enforcement agencies if required.

### **Pastoral and Professional Counselors**

Glitz School of Cosmetology does not currently have any procedures for facilitating pastoral or professional counselling. However, we strongly encourage students and employees to seek professional attention for any mental of physical health difficulties.

### **Policies for Crime Reporting**

1. Any emergency that requires immediate attention should be reported to 911 instantly. The Santa Fe County Sheriff' Office Fire and Police Departments have jurisdiction over our campus and will be the first responders in most instances.

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2. Glitz School of Cosmetology does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to an institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing (911).
3. All students and employees are required to report any crime or emergency to any member of the Campus Security Authority. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional 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 his/her institutional official without signature. If the student wishes not to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911).

Preparation for the Annual Disclosure of Crime Statistics report is coordinated by the Human Resources Specialist in collaboration with all other CSA members. The CSA personnel contacts collect information by contacting the correct police department District for statistics and through the institution's Incident Report Log.

### **Campus Security and Access to Our Facility**

Only students, employees and other parties having business with this institution should be on institutional property. Customers must sign in at the entrance and verify the appointment at the reception desk. Visitors must identify the person to be visited and register their time in and out of the building. All rear access doors leading to the campus are equipped with push bar mechanisms and can only be opened from the inside. All doors and windows are closed and locked at 9:00pm. When the school closes for the night, the school's official or supervisor will inspect each area to see that it is empty and then set the alarm in the building and lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) will be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.

The front desk manager will make weekly walkthroughs to ensure that all doors are working properly, all areas are well lit, smoke detectors are functional, and check the pressure gauges in all fire extinguishers. The front desk manager is also in charge of finding any other security and/or safety hazards to eliminate the danger.

Current policies concerning campus law enforcement are as follows:

- a) Glitz School of Cosmetology Campus Security Authority members 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.

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- b) 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, institutional official 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.
  - c) Glitz School of Cosmetology 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.

### **Crime Awareness and Prevention**

Students are advised of campus security practices and procedures during their student orientation. 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 and rules for the prevention of crimes on campus.

- d) Do not leave personal property in classrooms
- e) Report to your Campus Security Authority, any suspicious persons.
- f) Always try to walk in groups outside the school premises. Protect and warn each other from any perceived or eminent threats.
- g) If you are waiting for a ride, wait within sight of other people
- h) Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room.
- i) The “*Clery Act*” information is available upon request to students, employees (staff and faculty) and prospective students.
- j) Our School has no formal scheduled programs, other than orientation, that disseminates crime awareness and prevention information. All information is available on request.

### **Daily Crime Report**

All incidents are recorded in the Institutions Daily Crime Log located on campus at the Administration Office. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log with two (2) business days after it is reported to the school’s official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim. Students and faculty can review the report at any time by submitting a written request to the School Director or Human Resources Specialist.

### **Victim Advocacy**

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The institution will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available for victims, both within the institution and in the community

### **Controlled Substance Policy**

Glitz School of Cosmetology prohibits the unlawful possession, use, or distribution of illicit drugs or alcohol by student's employees on the institution's property or as part of any of the institution's activities. This institution will impose sanctions on students and employees for violations of this standard that can include referral for prosecution, termination, or expulsion.

### **Alcoholic Beverage and Underage Drinking Policy**

This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state and federal underage-drinking laws.

### **Drug Policy**

This institution does not permit the manufacturing, possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. Our school also prohibits the use of prescription drugs in an unlawful way. The violations of these policies by students or employees may result in expulsion, termination and/or arrest.

### **Health Risks of Drug and Alcohol Abuse**

**Alcohol** - Effects include initially stimulating behavior becomes progressively sedated, impedes memory and coordination. Side effects include physical and psychological dependency; impaired coordination and judgment. Consumption in large quantities during a short period can result in fatal respiratory or heart failure. Long term use can result in damage to liver, heart, pancreas, brain and nervous system.

**Amphetamines** - Effects include increases in blood pressure and heart and respiratory rates, dilated pupils, decreased appetite and blurry vision. Side effects include dizziness, and insomnia. High doses cause loss of coordination, tremors and physical collapse. Injections cause sudden increase in blood pressure that can result in stroke, fever or heart failure, false sense in indestructibility, hallucinations and acute anxiety

**Barbiturates** - Effects include relaxed muscles in small doses, large doses cause slurred speech, impaired judgment and coordination and altered perception. Extremely large doses may lead to respiratory depression, coma and death. Side effects include being highly addictive, withdrawal symptoms include restlessness, insomnia, anxiety, convulsions and death.

**Cocaine** - Effects include elevated blood pressure, heart and respiratory rate and temperature, and dilated pupils. Side effects include psychological and physical dependency. Used in high amounts it can death caused by heart or respiratory failure, paranoid psychosis, ulceration of nasal passages.

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**Crack Cocaine** - Effects include dilated pupils, increased pulse rate, elevated blood pressure. Use leads to insomnia, loss of appetite, paranoia, tactile hallucinations and seizures. Side effects include extreme addiction; death caused by disruption of brain's control of the heart and respiratory functions

**Inhalants** - Effects include nausea, vomiting, dizziness, headaches, lack of coordination and control. Side effects include unconsciousness; cause suffocation and death from respiratory arrest, permanent brain and central nervous system damage may result for long term effects of toxins

**Marijuana** - Effects include increased heart rate; bloodshot eyes, dry mouth and throat, increased appetite. Side effects include impaired coordination, concentration and memory, paranoia and psychosis, damaged lungs and pulmonary systems; brain damage, safety risks while driving or operating equipment due to impaired judgment and motor skills, depression, self-absorption and confusion

**LSD/PCP** - Effects include severe hallucination; feelings of detachment, incoherent speech, cold hands and feet, crying, laughing and vomiting. Side effects include suicidal tendencies; brain and chromosome damage, and unpredictable behavior

**Opiates** - Effects include impaired judgment, slurred speech and drowsiness. Side effects include physical addiction, overdose can cause coma, shock and depressed respiration or death.

**Anabolic Steroids** - Effects include aggression, acne, dizziness, diarrhea, hives and insomnia. Side effects include medical complications including sterility, impotence, liver cancer, heart disease and death.

*Drug withdrawal problems* may include sweating, diarrhea, fever, insomnia, irritability, nausea, vomiting, muscle/joint pains. Abrupt withdrawal may cause death. Injection of illegal drugs is highly associated with AIDS, hepatitis, tetanus and infections of the heart.

### State of New Mexico Legal Sanctions for Illicit Drugs

Possession			
1 oz or less (first offense)	Misdemeanor	15 days	\$ 100
1 oz or less (second offense)	Misdemeanor	1 year	\$ 1,000
More than 1 - less than 8 oz	Misdemeanor	1 year	\$ 1,000

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8 oz or more	Felony	1.5 years	\$ 5,000
<b>Distribution</b>			
100 lbs or less (first offense)	Felony	1.5 years	\$ 5,000
Less than 100 lbs or less (second offense)	Felony	3 years	\$ 5,000
100 lbs or more (first offense)	Felony	3 years	\$ 5,000
100 lbs or more (second offense)	Felony	9 years	\$ 10,000
To a minor (first offense)	Felony	3 years	\$ 5,000
To a minor (second offense)	Felony	9 years	\$ 10,000
Within a drug-free school zone	Felony	18 years	\$ 15,000
Includes possession with the intent to distribute			
If no payment, exchange of small amount of marijuana is treated as possession only.			
<b>Cultivation</b>			
Any amount (first offense)	Felony	9 years	\$ 10,000
Any amount (second offense)	Felony	18 years	\$ 15,000
Within a drug-free school zone	Felony	18 years	\$ 15,000
<b>Hash &amp; Concentrates</b>			
Possession	Misdemeanor	1 year	\$ 1,000
Distributing or possessing with intent to distribute	Felony	3 years	\$ 5,000
Subsequent convictions or within 1,000 feet of non-secondary school carries increased incarceration and fines.			
<b>Paraphernalia</b>			
Possession or distribution of paraphernalia	Misdemeanor	1 year	\$ 100
Distribution of paraphernalia to a minor	Felony	1.5 years	\$ 5,000

Information concerning drug and alcohol abuse education programs are posted in the breakroom and restrooms. Some local Substance Abuse Counseling centers are:

Solutions Treatment Center  
2209 Miguel Chavez Rd  
Santa Fe NM 87505  
877 499 1354

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### **National Agencies:**

National Clearinghouse for Alcohol and Drug Information (800) 729-6686

National Council on Alcoholism and Drug Dependence of SC [www.ncadd.org](http://www.ncadd.org) (805) 254-0700 or (800) NCA-CALL

Alcoholics Anonymous [www.aa.org](http://www.aa.org) National Organization for Victim Assistance CA: (805) 254-0700  
800-TRY-NOVA WA: (360)694-3870 [www.trynova.org](http://www.trynova.org) AK: (907)272-2312

Drug Abuse Hotline The National Center for Victims of Crimes (800) 662-HELP 202-467-8700  
[www.victimsofcrime.org](http://www.victimsofcrime.org) National Alcohol Hotline (800)-ALCOHOL

Cocaine Hotline (800) COCAINE (805) 254-0700 (818) 988-3001

PLEASE NOTE: The counseling centers mentioned above are not sponsored by Glitz School of Cosmetology. Similarly, the cost of their services is not covered by our institution. It is recommended for students and employees to research any institution before attaining their services.

### **Sexual Assault Reporting**

Sexual assaults (criminal offences) on campus should be reported immediately to a member of the Campus Security Authority or the local law enforcement agency. The person who was victimized is encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. Glitz School of Cosmetology has zero tolerance of such assault; the violation of this policy by students or employees may result in suspension while investigations are being followed, expulsion, and/or arrest. Victims of sexual assault have the following options:

- Notify proper authorities, including campus security authorities and local police
- Be assisted by campus authorities in notifying law enforcement authorities if the victim chooses.
- Decline to notify such authorities.

In the event a sex offense should occur on campus, the victim should take the following steps:

- Report the offense to a member of the Campus Security Authority or the local law enforcement agency.
- Preserve any evidence as may be necessary to the proof of the criminal offense.
- Request assistance, if desired, from school administration in reporting the crime to local law enforcement agencies.
- Request a change in the academic situation if necessary.

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

These records are available upon written request through the administrative offices.

Information for crime victims about disciplinary proceedings. Glitz School of Cosmetology will, upon written request, disclose to the alleged victim of any crime of violence, or a non-forcible sex



offense, the results of any disciplinary proceedings conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request to the next of kin of the alleged victim.

Victims of a crime have the right to request orders of protection, no contact orders, and restraining orders. Glitz School of Cosmetology will assist in enforcing such orders to the best of our ability. Any accommodations or protective measures provided to victims will be kept confidential to the extent that providing such accommodations would not impair the institution's ability to provide the accommodations or protective measures. Below is a list of protective measures that the institution can offer to the victim following allegations of dating violence, domestic violence, sexual assault, and stalking:

- Schedule change to avoid contact with the perpetrator
- If warranted, suspension of the perpetrator
- Assistance locating counseling services

In compliance with the Crime Control and Law Enforcement Act of 1994, Glitz School of Cosmetology provides you with this link to [Registered sex offenders in Santa Fe, New Mexico - crimes listed, registry-based, living in this city \(city-data.com\)](https://www.city-data.com/crimes-listed-registry-based-living-in-this-city-santa-fe-new-mexico)

### **Disciplinary Complaints**

Any students who wish to file a disciplinary complaint shall contact any of our CSA members:

1. Oscar Luevano
2. Diana Flores – Chief Financial Officer

When a student or employee reports to the institution that the student or employee has been a victim of dating violence, domestic violence, sexual assault or stalking, whether the offense occurred on or off campus, the institution will provide the student or employee a written explanation of the student's or employee's rights and options.

Please note that this is not a substitute for the criminal justice system but it may provide an opportunity for students to have their side of the story heard in a more informal setting. Upon receipt of a disciplinary complaint Glitz School of Cosmetology will:

- Include a prompt, fair and impartial process from the initial investigation to the final result. Glitz School of Cosmetology will work diligently to reach a decision in such situations within 14 calendar days of notification.
- Conduct the investigation with officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault and stalking and on how to conduct an investigation and hearing process that protects the safety of the victims and promotes accountability
- Provide the accuser and the accused with the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice
- Not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding
- Require simultaneous notification, in writing, to both the accuser and the accused of the following:

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- The result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault or stalking
  - The institution's procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding, if such procedures are available
  - Any change to the result
  - When such results become final

### GENERAL EMERGENCY PROCEDURES

#### Emergency Notifications

**Glitz School of Cosmetology will, without delay, and taking into account the safety of the community, issue emergency notifications for any confirmed emergency or dangerous situations. A member of the CSA will 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 Emergency Notification System can be activated by any of the following CSA members:**

Oscar Luevano  
Compliance Officer  
575-532-5683  
559-977-5268

Jenn Sanchez  
Chief Fiscal Officer  
575-532-5683

#### **Timely Warning Policy**

It is our institution's policy to provide staff and students with timely warning for all *Clery Act* crimes that occur on our *Clery Act* geography that are reported to campus security authorities or local police agencies. Glitz School of Cosmetology officials will determine if a timely warning needs to be issued on a case by case basis. The warning will be issued as soon as the pertinent information is available. The institution will, at the very least, take into consideration the following factors prior to issuing a timely warning:

- The nature of the crime
- The continuing danger to the campus community
- Any possible risk of compromising law enforcement efforts

#### **Emergency Notification System**

The emergency notification system can be activated by the school director or any other campus security authority (CSA). The following steps will be followed:

- The Campus Security Authority member will confirm that there is a significant emergency or dangerous situation.
- The CSA designates a staff member to contact 911 if necessary
- The CSA will determine what parts of the campus community will receive the information. The CSA will the inform the students, instructors and staff as necessary.
- The content of the notification will be determined by the CSA and it could include the type of

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threat or crime, location of the threat, the timely warning will also include information to enable the campus community to protect themselves and aid in the prevention of similar crimes.

- Initiate the notification system
- If warranted, the CSA will coordinate with the rest of the administration members for additional resources and/or to contact family members

In situations where information needs to be disseminated to the larger community (individuals and/or organizations outside of the campus community) the notification system will include the following steps:

- Send text messages to students and their families
- Notify the local radio stations of the emergency situations
- Contact local News Stations for assistance in disseminating the information

The notification system may not immediately issue a notification for a confirmed emergency or dangerous situation if doing so would compromise efforts to:

- Assist a victim;
- Contain the emergency;
- Respond to the emergency; or
- Otherwise mitigate the emergency.

### **Emergency Procedures**

**Step 1** - The School Director or official in charge is notified of a critical incident involving a Glitz School of Cosmetology student, client, or employee at (575) 532-5683 during the day, (575) 680-0303 after hours or holidays. Glitz School of Cosmetology will follow the following steps as soon as a significant emergency or dangerous situation is confirmed:

- Take into account the safety of the campus community;
- Determine what information to release about the situation; and
- Activate the notification system

### **Emergency Response and Evacuation Drills**

Glitz School of Cosmetology will conduct at least one scheduled emergency response and evacuation procedure test per calendar year. The test may be announced or unannounced and will take place at a time when most faculty, staff, and students are expected to be on campus. A description of the exercise along with the time and date will be recorded in the institution's safety log.

### **Medical Emergencies**

911 should be contacted immediately in the event of any medical emergency requiring more immediate attention. In injury situations needing more than just minor treatment but immediate medical attention is not required, the person should be referred to a hospital or prompt care facility. The closest prompt care facilities to our campus are:

Presbyterian Santa Fe Medical Center  
4801 Beckner Rd.  
Santa Fe, NM 87507

### **First Aid**

First aid procedures vary depending on the chemical nature of the materials in question and the extent of the injuries. Follow the instructions on the container label. In the event that a person should come in contact with solvent or chemicals in the eyes or on the skin, the affected area should be irrigated for a minimum of fifteen (15) minutes. If anyone ingests chemical materials or is splashed with a hazardous material and irrigation facilities are not available, they should immediately be referred to a hospital emergency room.

**Outbreak of meningitis, norovirus, coronavirus or other serious illness** – Students will be notified via text message in outbreak situations. The notification will include information about the specific virus as well as recommended steps to follow.

### **Severe Weather and Natural Disaster**

If (in the judgment of the school director or administrator in charge) the threat of impending danger warrants it, the following actions may be taken:

#### **Tornado**

- Dismissal of all classes and assembly of students and employees into interior hallways and away from glass windows, doors and partitions.
- Everyone should remain in these “safe” areas until in the opinion of the President the threat of danger is past.
- If the tornado or destructive wind strikes the building, everyone should sit on the floor, with backs against the wall, their heads between their knees, and their hands clasped over the backs of their heads until all danger is past.

#### **Severe Storm**

In severe weather alert situations, Glitz School of Cosmetology will inform all on-campus students immediately. Students will be given the option to remain in the building or travel home. Students who are not on campus at the time will be notified of class cancellations via text message.

#### **Flooding**

Because of the elevation of our School, our building is not likely to flood. However, during periods of flooding, the school director and human resources specialist will remain in contact with appropriate authorities and will keep both students and employees advised of local road conditions.

#### **Ice and Snow**

In the event that ice and/or snow threaten to make highway travel hazardous, the school director may dismiss classes to allow commuters to return home safely.

#### **Closing the School as the Result of Severe Weather**

Only the School Director has the authority to close our School. When this action is taken, the director will notify the students and faculty. In addition, it will be posted on the School’s website and the local radio station will be notified and asked to broadcast the notice of closing.

#### **Earthquake**

If you are inside the building, you will be instructed to:

- Drop down onto your hands and knees so the earthquake doesn’t knock you down. Drop to the ground (before the earthquake drops you!)
- Cover your head and neck with your arms to protect yourself from falling debris.

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- If you are in danger from falling objects, and you can move safely, crawl for additional cover under a sturdy desk or table.
  - If no sturdy shelter is nearby, crawl away from windows next to an interior wall. Stay away from glass, windows, outside doors and walls and anything that could fall, such as light fixtures or furniture.
  - Hold on to any sturdy covering so you can move with it until the shaking stops.
  - Stay where you are until the shaking stops. Do not run outside. Do not get in a doorway as this does not provide protection from falling or flying objects, and you may not be able to remain standing.

**If getting safely to the floor to take cover won't be possible:**

- If getting safely to the floor will be difficult, actions before an earthquake to secure or remove items that can fall or become projectiles should be a priority to create spaces.
- Identify an away from windows and objects that could fall on you. The Earthquake Country Alliance advises getting as low as possible to the floor. People who use wheelchairs or other mobility devices should lock their wheels, bend over, and remain seated until the shaking stops. Protect your head and neck with your arms, a pillow, a book, or whatever is available.

**External Threats**

If Glitz School of Cosmetology is notified of an outside threat in the immediate area (i.e. police chase, dangerous criminal activity, etc.) the school official in charge will verify the threat to the best of his/her abilities. Once the threat has been verified to the best possible extent, the official will secure the premises and caution staff and students to remain vigilant.

**Lockdown Procedures**

The lockdown process will only be initiated with the approval of a Campus Security Authority.

Lockdown is intended to limit access and hazards by controlling and managing staff and students in order to increase safety and reduce possible victimization.

**Lockdown Basics:**

- REMAIN CALM
- If safe, check halls and clear them of students and staff.
- Lock all doors and barricade with furniture if necessary.
- Lock windows and close blinds.
- Do not unlock doors or allow anyone in or out until ordered to do so by proper authorities. Keep cell phone with you if possible. Faculty/Staff will be updated through their cell phones.

**Plan for Emergency Evacuation (PEEV)**

In some instances, it will become necessary to evacuate the premises as quickly as possible. It is important to keep calm in order to maintain safety during such situations. Instructors will be notified via radio or in person, whichever is more practical, once the PEEV is activated and the emergency evacuation will commence immediately.

### **Emergency Evacuation Procedure**

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.

In situations where our building must be evacuated, evacuation routes are posted in the hallways of the buildings. For instructors, follow the path indicated unless it endangers you or your students. Be aware of alternate routes to leave your building. Once outside assemble the group to account for your students. Shut doors behind you as you leave, ensuring all students are out of the room/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 they are blocked or unsafe.

Evacuation routes are posted in the halls of the buildings. All staff should familiarize themselves with alternate routes from their office to the outside. In the event of a tornado, staff should move to the interior offices and protect themselves, if possible.

The following guidelines should be observed:

- It is the instructor's duty to know the shortest route from the classroom to the nearest exit.
- When the need to evacuate the building arises, the class should be directed to move single-file through the nearest or safest exit and to an area beyond the danger zone.
- 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 re-enter the building until instructed to do so by the appropriate authorities.

The following is a list of emergency situations where the PEEV may be activated:

- Gas leak
- Terrorist incident
- Armed intruder
- Bomb threat
- Civil unrest or rioting
- Explosion
- Nearby chemical or hazardous waste spill

### **Missing Student Notification Process**

Students, staff, and administration members who have reason to believe that a student is missing should report their concerns to the school director or CSA personnel within 24 hours:

Oscar Luevano-Compliance Officer

Diana Flores – Chief Fiscal Officer

Glitz School of Cosmetology administrators will immediately attempt to locate the student by:

- Attempt contacting the student via his or her telephone and/or email
- Reaching out to the student's emergency contacts and/or family. Each student is required to list at least one emergency contact.
- Contacting local authorities for possible incidents involving the student or to notify the agency.

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All student information is registered confidentially. Such information is only available to authorized school officials and it will not be disclosed except to law enforcement personnel in furtherance of a missing person investigation. In the case of students who are under the age of 18 and not emancipated, Glitz School of Cosmetology will notify a custodial parent within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

### **Bystander Intervention**

Measures that can be taken by someone (other than the victim) to interrupt or discourage the actions of another that might be leading toward sexual assault, domestic violence, dating violence, stalking or any other crime. The measures may, but do not necessarily need to, include calling 911.

### **FIRE PREVENTION AND SECURITY**

#### **Fire Prevention**

Everyone should exercise good judgment and conduct themselves in a manner that would prevent fires while on School property. No one should smoke in the building nor within 50' of any entrance to the building as it is prohibited by New Mexico ordinances. Similarly, no one should smoke where hazard from smoking exists. If a fire should occur, contact your supervisor/instructor or any CSA member:

Oscar Luevano  
Compliance Officer  
575 532 5683

Diana Flores  
Chief Fiscal Officer  
575 532 5683

Stay calm. If the fire is small, select the proper extinguisher and attack the fire (if this can be done safely). The following chart describes the different types of fires normally encountered and the proper extinguisher to use in each case.

<b>TYPES OF FIRES</b>	<b>TYPES OF EXTINGUIDHER AND AGENT</b>
Ordinary Combustible Materials Such As Paper, Wood, and Trash	Water (Preferred) And Multi-purpose
Flammable Liquid And Gases such As Gasoline, Lubricating Oils and Natural Gas	Dry Chemical (Preferred) And Carbon Dioxide
Electrical such as Electronic Instruments And Switchgear Installations	Carbon dioxide (Preferred) And Dry Chemical

### **Storage of Flammable Liquids**

Metal containers and/or safety cans equipped with flame arresters and spring actuated caps should be used for the storage and handling of all flammable liquids with a flashpoint of less than 100°F.

### **Solvents, Chemicals, and Cleaning**

All chemicals and solvents are treated as potential hazards from initial delivery to ultimate use and require the use of safe practices at all times. Never mix two different chemicals as doing so can cause a hazardous chemical reaction that could result in injury or death.

Anyone handling flammable liquids or chemicals of any type should wear appropriate protective clothing and will comply with industry safe practices and the safety instructions on the container label in regard to both the use and storage of these materials.

Chemicals and materials with toxic fumes are to be used only in well-ventilated areas.

### **Responsibility**

It is the responsibility of everyone to be aware of the hazards related to the use of solvents, chemical cleaning materials, and other chemicals and to enforce the rules related to their use.

Hazards to be considered when using solvents, chemical cleaning materials, and other chemicals are:

- Contact with a hazardous material can cause skin rash or dermatitis, corrosive burns or eye damage.
- Potential explosive or fire hazard.
- The danger of ingestion of a poisonous, corrosive, or hazardous substance through the mouth or absorbed through the skin.
- The inhalation of a volatile solvent, gas or toxic dust which may produce asphyxiation, intoxication, or damage to mucous membrane and internal organs.

### **First Aid for Chemical Related Injuries**

First aid procedures vary depending on the chemical nature of the materials in question. Follow the instructions on the container label.

In the event that a person should come in contact with solvent or chemicals in the eyes or on the skin, the affected area should be irrigated for a minimum of fifteen (15) minutes.

If anyone ingests chemical materials or is splashed with a hazardous material and irrigation facilities are not available, they should immediately be referred to a hospital emergency room.