

CRIME AWARENESS
AND
CAMPUS SECURITY REPORT



POLICE

A Report to Students, Faculty and Staff from
Salt Lake Community College
Department of Public Safety

2011



To the Salt Lake Community College Community:

On behalf of the Salt Lake Community College Department of Public Safety, I am pleased to welcome you to our community. It is our goal to do everything possible to maintain an environment where everyone can feel safe to visit, learn, and work. One way to create such an environment is to inform you about issues, interests, and policies regarding your safety and security and the services that we provide. I hope this booklet will be helpful in this regard.

The second way is to form a partnership between you and the officers and employees who serve you. To achieve this objective the campus community must become involved in fighting crime. Working together we can create the type of community we can all feel good about. We urge you to promptly report any criminal or suspicious activity observed on any Salt Lake Community College Campus. Contact numbers are provided in this booklet.

Please don't hesitate to contact me, or any of the law enforcement officials serving the Salt Lake College Community.

Sincerely,

Shane Crabtree
Director of Security and Parking Services
Salt Lake Community College

Campus Safety and Security Guidelines

Salt Lake Community College

The safety and well being of students, visitors and employees is a high priority at Salt Lake Community College. While the campuses and centers of the College are relatively safe places, they are subject to many of the same problems experienced in the communities where they are located. The full support and cooperation of the entire college community is required to ensure the continued ability to work and pursue knowledge in a safe and secure environment. We encourage you to carefully read and use the following campus safety and security information to help make the campus a safe place for you and others.

This campus security report is designed to comply with the Campus Security Act of 1990 as implemented under regulations found in 34 CFR 668.47. It will be updated annually to ensure accurate and current information is provided to all students, employees or any applicant for enrollment or employment at Salt Lake Community College. This booklet includes information about campus law enforcement, reporting of criminal activity, crime awareness and prevention and campus crime statistics.

Campus Law Enforcement

Salt Lake Community College provides important public safety services to a large and diverse campus community consisting of approximately 48,000 students and supporting faculty/staff. This is accomplished through 24-hour a day police protection. Until June 30, 2003, Salt Lake Community College had its own Police Department (SLCCPD).

In May, 2003, the College Board of Trustees and College President elected to contract with the Utah State Department of Public Safety (DPS) for law enforcement services on the Taylorsville Redwood, Meadowbrook and South City Campuses of the College. The effective date of this contract was July 1, 2003. Police services to the other campuses and centers are provided by the police departments of the cities in which they are located. The campuses and centers, and their respective departments and contact numbers are provided in this brochure.

Utah DPS is a full-service agency of the State of Utah and provides police services on a statewide basis. DPS provides 24/7 coverage on Taylorsville, South City, Meadowbrook and Jordan campuses utilizing uniformed State Troopers and investigators. They maintain offices on each campus. You will find DPS police officers on both campuses, in automobiles, on bicycles, and walking on patrol 24 hours a day, 7 days a week.

The Larry H. Miller Campus and Library Campus have contracted with Sandy and Salt Lake Police Department respectively to provide officers on site during specific hours. Officers from the various jurisdictions serving the community college will frequently be seen on the campuses and centers.

Any person who is a victim of a crime is encouraged to immediately notify the police. If a person is the victim of a crime or is aware of a crime and does not wish to contact the police, the person may report the incident to one or all of the following agencies:

Dean of Students
Vice President for Student Services

957-4004
957-4284

If the victim of a misdemeanor crime does not want police action taken the crime is generally not prosecuted. The information will be given to the police for statistical purposes only. Felony offenses must be reported for investigation.

Campus Safety Officers

The college utilizes Campus Safety Officers (CSOs) to patrol the Redwood, South City, Jordan, Larry H. Miller, Library Square, Highland and the Meadowbrook Campuses between the hours of 6:00 p.m. and 2:00 a.m. The officers assure the security of buildings, equipment, and mitigate physical hazards. CSOs are uniformed but are not sworn peace officers. Their presence greatly enhances the safety of the college community on these campuses.

Reporting a Crime

We encourage the prompt and accurate reporting of crimes to law enforcement. Crimes in progress and other emergencies (medical or other) on campus should be called in on 911.

EMERGENCY NUMBER	911
NON-EMERGENCY NUMBER	(Refer to police contact numbers)

If you have a **life-threatening medical emergency, call 911 immediately to get aid.** Police officers will be notified and will respond. You may dial 911 from any campus office phone or 911 directly from any pay phone on campus, with no charge.

If you observe something suspicious or out of the ordinary, call the Police. Report all thefts and property losses to police immediately; leave the scene untouched so the police can gather evidence. Be alert for suspicious persons in and around campus buildings and in parking lots. Is someone carrying valuable property out of buildings? Are they going from room to room trying doorknobs? Are they looking in cars as they walk through parking lots? Make notes regarding a description of the suspicious person and try to obtain a vehicle license number. Do not pursue these individuals call the Police.

Crime Prevention and Safety Awareness

Workshops are available to inform students and employees about crime prevention, crime awareness and personal safety issues. We welcome information from those who see a situation, which could be a safety hazard or security risk. Contact Administrative Services at **957-4041**, Public Safety at **957-3800**, or the **designated police department**. It is advisable that you use the buddy system or walk with a friend after dark.

New Student Orientation

New student orientations are conducted to familiarize incoming students with campus information and procedures. To make an appointment for New Student Orientation, call the Contact Center at **957-4073**. Copies of this brochure are distributed in the student packets prepared for orientations as well as being available at the Student Express located in the Student Center, at the

Public Safety Office in GFSB 101 and at the South City Campus at the Registration desk. These guidelines are also located on the Internet on the SLCC Home Page at www.slcc.edu/police/.

New Employee Orientation

New employee orientation is conducted on-line. This brochure is available on the SLCCC Homepage at www.slcc.edu/police/.

Equipment Identification

All items purchased by departments at SLCC should be identified by serial number, brand and model. Departments are responsible for maintaining an accurate list of equipment in their department including serial numbers. Items over \$5000 must be registered with the Property Control Department and receive an assigned SLCC asset number and sticker. Computers that are over \$1000 must also receive an SLCC asset number for tracking purposes. Missing items should be reported to the designated police agency immediately. Contact the inventory specialist at **957-4251** for information on inventory control.

Lost and Found

Items which are lost or found may be turned in at the Public Safety Office in GFSB, **957-4270**, the Markosian Library, the Courtesy desk in the College Center, the recreation check-in desk in the Lifetime Activities Center and at South City Campus in the mail room, N121, **957-3301**. Items collected at these locations will be held for 72 hours. Thereafter they will be sent to the Office of the Surplus Manager, 957-4553. Unclaimed items left over 90 days are donated to charity.

Robbery Prevention Seminar

An annual seminar is held for those who handle cash on campuses. They are invited to training conducted by various law enforcement agencies. The training includes recognizing forged and counterfeit bills, what to do in case of a robbery, how to identify suspects and how to preserve evidence. Contact the Revenue Manager at **957-4906** regarding the training.

Bicycles, Skates and Skateboards

Bicycle racks are provided for the securing of bikes. Bikes are not to be chained to handrails, meters, trees, fences, etc. For safety reasons, skates and skateboards are not allowed on campus.

Lost Keys

Lost college keys should be turned in to the Key Office at the Taylorsville Redwood Campus, GFSB 105. At South City Campus keys are initially turned into N121 but are sent to the Taylorsville Redwood Campus Key Office. If College keys are lost or stolen, report it immediately to the Key Office at **957-4102**.

Books and Backpacks

Do not leave books or backpacks unattended in classrooms, restrooms or other places. Mark your books with your name and student number. The College Bookstore requires that students leave book bags and backpacks outside while shopping in the Bookstore. Please secure backpacks and other valuable items. Report all thefts to the police.

General Safety Information

- < If you sense a potential threat to yourself, attract attention to yourself by screaming, yelling "HELP!" or creating a commotion.
- < If confronted by an armed person who demands you give them your property, give it up. Loss of property is not worth endangering your life.
- < Avoid walking alone at night; walk with a friend or use the buddy system. Walk with a purpose; project an assertive, alert image. Have keys ready so you can quickly enter your car.
- < Always secure your valuables in your trunk and lock your car.
- < When parking your vehicle, if you anticipate returning to it after dark, try to park in a well-lighted area.
- < Look into your vehicle before you get in to be certain no one is hiding inside. Lock all doors and windows after entering your vehicle.
- < Whenever you leave your office, laboratory or home, lock all doors and windows.
- < If an incident does happen be observant. You will want to give accurate suspect and vehicle descriptions. Report incident to the police.

Parking Lot Escort Services

A parking lot escort service is available through Student Services at the Taylorsville Redwood and South City Campuses. Escorts are available at Taylorsville Redwood Campus from 5:00 p.m. until 10:00 p.m. by calling 957-4092 or 957-4532. On South City Campus escorts are available until 10:00 p.m. by calling 957-3407 or 957-4518. (Escort services ends at 5:00 p.m. on Fridays at both campuses.) It is advisable that you use the buddy system and walk with a friend after dark.

Campus Facilities Security and Access

The Physical Facilities and Maintenance Department maintains College buildings and grounds with a concern for safety and security. They inspect these facilities regularly and promptly make repairs. Students and employees are encouraged to call Public Safety at **957-4270** or Facilities at **957-4276** to report any hazard. The police and facilities department staffs routinely inspect the entire campus to review lighting and environmental safety concerns.

Most campus facilities are open to the public during the day and evening hours when classes are in session. The Physical Facilities Department regularly locks campus buildings at 10:00 p.m. each evening. Faculty and staff on site secure satellite buildings. Buildings are opened each morning beginning at 5:00 a.m. During times that the campus is officially closed, buildings are generally locked and accessible only to employees with keys.

Salt Lake Community College has established a well-defined key issuance and control policy. Only selected administrators are authorized to approve the issuance of keys to individuals within their assigned areas. Periodic surveys and audits of campus departments are conducted to determine the status of keys issued to department personnel. It is against SLCC policy to duplicate any SLCC key.

Sexual Assault and Rape Awareness

Sexual assault is a growing concern on college and university campuses. We are fortunate at Salt Lake Community College to have a relatively low rate of sexual assault. However, one is too many and it is understood that many sexual assaults go unreported. In an effort to assist victims of sexual assault the following information is made available.

Police and Rape Crises Centers are trained to assist victims with medical help and counseling at this time of crisis. The following procedures should be followed if you are a victim of a sex offense:

- < Report the offense immediately to the police.
- < Seek medical attention if needed.
- < Do not change clothes or shower.
- < If you do not want to contact the police, you may contact Salt Lake Rape Recovery Center at **467-7273**, or the Redwood Campus Health Center at **957-4347** or South City Health Center at **957-3323**, Dean of Students office at **957-4004** to receive help.
- < Don't disturb anything in the place the attack occurred.
- < A Victim's Advocate, friend or relative can be contacted to be with you.
- < If you so desire you may request a change in your academic situation. Contact the Dean of Students to assist you and discuss options.

Sexual assault is a criminal offense of varying degrees. Depending upon circumstances, a perpetrator of a sexual assault may be charged with crimes ranging from a Class A Misdemeanor to a First Degree Felony. Law Enforcement will vigorously work to prosecute anyone who commits a sexual assault.

College Disciplinary Actions Against Those Who Commit Sexual Assault

If a person is accused of sexual assault and the accusation appears to be valid, the accused person will be called into a conference with the Dean of Students. If the accused admits to the allegations appropriate disciplinary actions will be imposed. If the accused denies the allegations the case will be investigated by the Dean of Students. If the accused disagrees with the findings, the accused may request an appeal hearing by the Student Standards Committee in accordance with procedures outlined in the Student Code of Conduct. Sanctions for adjudication that may be imposed include probation, suspension, or expulsion.

Utah Sex Offender Registration Act

In accordance with the "Campus Sex Crimes Prevention Act" (amends 42 United States Code 14071), the Utah Sex Offender Registration Act (77-27-21.5, U.C.A.) requires notice to be given to

institutions of higher education of persons required by the act to register and who are affiliated with the institution. The Utah Department of Corrections, Sex Offender Registration Program Office, will inform the Salt Lake Community College Department of Public Safety of registered sex offenders who are affiliated with SLCC. This information will be available at Campus Police located in Room 101 of the GFSB at the Taylorsville Redwood Campus.

Individuals wishing to learn additional information about registered sex offenders may go to the Utah Department of Corrections Sex Offender Registry web site at: corrections.utah.gov/asp-bin/sexoffendersearchform.asp

The Student Code of Conduct

The Student Code of Conduct governs the behavior of our student body and is for your use as an informed member of the college community. The Code states the specific authority and responsibility of the College in maintaining social discipline, outlines the process for legitimate grievances and establishes the proper procedures to be followed to ensure “**due process**” to protect accused students from unfair imposition of penalties and sanctions. The primary objective for the administration of discipline under the Student Code of Conduct is to foster **ethically responsible behavior** and protect the campus community.

Alcohol, Tobacco and Drugs

Salt Lake Community College has a stringent policy governing the use of alcohol and other drugs. The purchase, possession, use, consumption, sale, distribution or storage of any alcoholic beverage, controlled substance or illegal drug is prohibited on any campus or training site, and at all College activities. In accordance with the Indoor Clean Air Act, all buildings on all campuses and centers are smoke-free.

The Health and Wellness Office is located in the basement of the Student Center, Room #35 and in Room #W175 of the South City Campus. Their telephone numbers are **957-4268** and **957-3323**. They are open Monday through Friday from 8:00 a.m. to 4:30 p.m. and provide the following services:

- < Educational information on substance abuse
- < 12-step schedules
- < Community referrals
- < Classroom presentations
- < Workshops on varied health issues
- < Library of resource information
- < Conduct national campaigns

Anyone found in violation of regulations prohibiting possession, using or selling hallucinatory, narcotic or other controlled substances, possession, consuming or selling alcoholic beverages on campus (including athletic events), is subject to arrest.

Timely Warning Policy and Procedure

Whenever there is an incident on or off campus that constitutes an ongoing or continuing threat a timely warning will be given. The warning will be issued through the college emergency

notification system to students, faculty and staff. A Threat Assessment Behavior Intervention Committee (EARS) is responsible for reviewing incidents and issuing timely warnings in compliance with the Jeanne Clery Act. Anyone with information that possibly warrants a timely warning should report the circumstances to Campus Law Enforcement immediately.

The decision to issue a timely warning shall be decided on a case by case basis in compliance with the Act and considering all available fact surrounding the campus community, whether the crime is considered a serious or continuing threat to students or employees and the possible risk of compromising law enforcement efforts.

Timely warnings are usually issued for the following classifications when they become a threat to the campus community:

- **Arson**
- **Burglary**
- **Robbery**
- **Aggravated assault**
- **Criminal homicide**
- **Motor Vehicle theft**
- **Sex offenses**
- **Any other crimes as deemed necessary**

In addition, if a major catastrophe or disaster occurs at Salt Lake Community College, the college may provide timely information regarding the incident(s) using the timely warning system or by using postings, flyers, student newsletters, and public service announcements with local television and radio stations. The warning may include, but is not limited to, the following information:

- **Type of crime**
- **Location of occurrence**
- **Available suspect information**

Uniform Crime Reporting

The College Public Safety Department ensures that a Uniform Incident/Crime Report is completed for the Federal Bureau of Investigation (FBI) through the Utah Bureau of Criminal Identification (BCI). These statistics are compiled in accordance with the definitions used in the Uniform Crime Reporting System of the Department of Justice and FBI. This data indicates the occurrence of reported crimes within the college community. The data is also in compliance with the Student Right-To-Know and Campus Security Act of 1990 (Public Law 101-542.)

The following charts reflect the number of reported crimes on campus, listed separately for the Redwood, South City, Jordan, Sandy, Larry H. Miller, Meadowbrook, and other sites, for the most recent three calendar years.

Arrests occurred on campus or in the immediate surrounding area.

Crime Definitions from the Uniform Crime Reporting Handbook

MURDER: The willful killing of one human being by another.

ROBBERY: Taking or attempting to take anything of value from a person by force, or threat of force or violence.

AGGRAVATED
ASSAULT: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury.

BURGLARY: The unlawful entry of a structure to commit a felony or theft.

LARCENY THEFT: The unlawful taking of property from the possession of another.

MOTOR VEHICLE
THEFT: The theft or attempted theft of a motor vehicle (includes joyriding).

Liquor Law Violations include unlawful possession of intoxicating alcohol, etc. (Does not include arrests for DUI -- Driving Under the Influence)

Drug Abuse Violations include unlawful possession, sale, use of narcotic drugs such as cocaine, marijuana, methadone, etc.

Weapon Law Violations include unlawful possession of deadly weapons -- concealed or openly carried.

Sex Offense Definitions from the National Incident-Based Reporting System of the UCR program

FORCIBLE SEX OFFENSE: Any sexual act directed against another person, forcibly and/or against that person's will. Includes Forcible Rape, Forcible Sodomy, Forcible Fondling, etc.

NON-FORCIBLE SEX OFFENSE: Unlawful, non-forcible sexual intercourse. Includes incest, statutory rape, (someone under the statutory age of consent) lewdness, and pornography.

TAYLORSVILLE REDWOOD CAMPUS			
CRIME STATISTICS	2008	2009	2010
MURDER	0	0	0
FORCIBLE SEX OFFENCE / RAPE	0	0	0
NON-FORCIBLE SEX OFFENSE	0	0	0
ROBBERY	0	0	0
AGGRAVATED ASSAULT	3	0	0
BURGLARY	5	2	1
MOTOR VEHICLE THEFT	18	2	4
LARCENY THEFT	68	78	110
ARRESTS	2008	2009	2010
LIQUOR LAW VIOLATIONS	1	1	1
DRUG ABUSE VIOLATIONS	1	2	6
WEAPONS POSSESSION	0	0	0

SOUTH CITY CAMPUS			
CRIME STATISTICS	2008	2009	2010
MURDER	0	0	0
FORCIBLE SEX OFFENCE / RAPE	0	0	0
NON-FORCIBLE SEX OFFENSE	0	0	0
ROBBERY	0	1	0
AGGRAVATED ASSAULT	0	0	0
BURGLARY	2	1	0
MOTOR VEHICLE THEFT	6	2	2
LARCENY THEFT	38	57	42
ARRESTS	2008	2009	2010
LIQUOR LAW VIOLATIONS	2	3	1
DRUG ABUSE VIOLATIONS	1	1	0
WEAPONS POSSESSION	0	0	0

JORDAN CAMPUS			
CRIME STATISTICS	2008	2009	2010
MURDER	0	0	0
FORCIBLE SEX OFFENCE / RAPE	0	0	0
NON-FORCIBLE SEX OFFENSE	0	0	0
ROBBERY	0	0	0
AGGRAVATED ASSAULT	1	0	0
BURGLARY	1	2	0
MOTOR VEHICLE THEFT	2	2	0
LARCENY THEFT	4	12	2
ARRESTS	2008	2009	2010
LIQUOR LAW VIOLATIONS	1	1	0
DRUG ABUSE VIOLATIONS	0	0	0
WEAPONS POSSESSION	0	0	0

SANDY CAMPUS *Campus Closed Aug 2010			
CRIME STATISTICS	2008	2009	2010
MURDER	0	0	0
FORCIBLE SEX OFFENCE / RAPE	0	0	0
NON-FORCIBLE SEX OFFENSE	0	0	0
ROBBERY	0	0	0
AGGRAVATED ASSAULT	0	0	0
BURGLARY	2	0	0
MOTOR VEHICLE THEFT	1	0	0
LARCENY THEFT	3	5	2
ARRESTS	2008	2009	2010
LIQUOR LAW VIOLATIONS	0	0	1
DRUG ABUSE VIOLATIONS	0	0	0
WEAPONS POSSESSION	0	0	0

LARRY H. MILLER CAMPUS			
CRIME STATISTICS	2008	2009	2010
MURDER	0	0	0
FORCIBLE SEX OFFENCE / RAPE	0	0	0
NON-FORCIBLE SEX OFFENSE	0	0	0
ROBBERY	0	0	0
AGGRAVATED ASSAULT	0	0	0
BURGLARY	1	0	0
MOTOR VEHICLE THEFT	0	0	0
LARCENY THEFT	2	2	3
ARRESTS	2008	2009	2010
LIQUOR LAW VIOLATIONS	0	0	0
DRUG ABUSE VIOLATIONS	0	0	0
WEAPONS POSSESSION	0	0	0

MEADOWBROOK CAMPUS			
CRIME STATISTICS	2008	2009	2010
MURDER	0	0	0
FORCIBLE SEX OFFENCE / RAPE	0	0	0
NON-FORCIBLE SEX OFFENSE	0	0	0
ROBBERY	0	0	0
AGGRAVATED ASSAULT	0	0	0
BURGLARY	1	0	0
MOTOR VEHICLE THEFT	0	1	1
LARCENY THEFT	0	8	3
ARRESTS	2007	2008	2009
LIQUOR LAW VIOLATIONS	0	0	1
DRUG ABUSE VIOLATIONS	0	0	1
WEAPONS POSSESSION	0	0	0

LIBRARY SQUARE CAMPUS			
CRIME STATISTICS	2007	2008	2009
MURDER	0	0	0
FORCIBLE SEX OFFENCE / RAPE	0	0	0
NON-FORCIBLE SEX OFFENSE	0	0	0
ROBBERY	0	0	0
AGGRAVATED ASSAULT	0	0	0
BURGLARY	1	0	0
MOTOR VEHICLE THEFT	1	0	0
LARCENY THEFT	4	1	2
ARRESTS	2008	2009	2010
LIQUOR LAW VIOLATIONS	0	1	3
DRUG ABUSE VIOLATIONS	0	2	2
WEAPONS POSSESSION	0	0	0

Additional Statistics for other Centers 2009

None

POLICE CONTACT INFORMATION FOR SALT LAKE COMMUNITY COLLEGE

CAMPUS/CENTER	POLICE DEPARTMENT	CONTACT NUMBERS
Redwood Campus	Utah DPS (Highway Patrol) 4501 South 2700 West Salt Lake City, Utah 84119	Emergency Calls 911
South City Campus		Non-Emergency 957-3800
		Administrative Calls 965-4461
Meadowbrook Campus		Campus Office 957-4270
Jordan Campus		Animal Control (RWD) 269-7499
		Animal Control (South) 264-2243
		Animal Control (Jordan) 840-4000

CAMPUS/CENTER	POLICE DEPARTMENT	CONTACT NUMBERS
Larry H. Miller Campus	Sandy City Police Department 10000 South Centennial Parkway, Suite 1000 Sandy, Utah 84070	Emergency Calls 911
		Non-emergency Calls 840-4000
		Administrative Calls 568-7214
		Investigation Follow-up 568-7214
		Animal Control 352-4450

CAMPUS/CENTER	POLICE DEPARTMENT	CONTACT NUMBERS
Library Square	Salt Lake City Police Department 315 East 200 South Salt Lake City, Utah 84111	Emergency Calls 911
		Non-emergency Calls 799-3000
		Administrative Calls 799-3800
		Investigation Follow-up 799-3720
		Animal Control Calls 264-2243

CAMPUS/CENTER	POLICE DEPARTMENT	CONTACT NUMBERS
Airport Center	Salt Lake Airport PD	Emergency Calls 575-2405
		Non-emergency Calls 575-2470
		Administrative Calls 575-2470
		Investigation Follow-up 575-2465
		Animal Control 575-2401

CAMPUS/CENTER	POLICE DEPARTMENT	CONTACT NUMBERS
Highland Center	Unified Police Department 4750 South 2300 East Salt Lake City, Utah	Emergency Calls 911
		Non-emergency Calls 743-7000
		Administrative Calls 272-0426
		Investigation Follow-up 272-0426
		Animal Control 887-7217

**SERVICES ON CAMPUS
RELATING TO SECURITY AND SAFETY**

Numerous services are available to inform students and employees about campus and personal security procedures. The departments to contact for these programs are included below:

SERVICE	TELEPHONE	LOCATION	DEPARTMENT
Emergencies Police	911	Refer to Contact Information	Refer to Contact Information
Parking Permits	957-4011	GFSB	Parking Services
Safety Hazards	957-4033 957-3200	GFSB Shop	Facilities - Redwood Facilities - South City
Lost College Keys	957-4102	GFSB	Key Office
South Campus Lost & Found/Keys	957-3301	N121	SLCC Administrative Services
Campus Nurse	957-4347 957-3323	SC090 (Rwd) W175 (SCC)	Health Center Health Center
Risk Management	957-4041	AD144H	Administrative Services
Student Assistance	957-4298	SC, 2 nd floor	Student Express
South Campus Information, Parking Permits	957-4082	SC175	College Center Courtesy Desk
Health and Wellness Alcohol/Drug Prevention	957-4268	Student Center Room #35	Auxiliary Services
Life Threatening Emergencies	911 (all campus lines)	Refer to Contact Information	Refer to Contact Information