



# **Annual Security Report**

## **2019-2020**

# ANNUAL SECURITY REPORT

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# The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

The Jeanne Clery Act Disclosure of Campus Security Policy and Campus Crime Statistics Act is a Federal Law that requires colleges and universities to:

- Publish and distribute an Annual Security Report by October 1st that contains three years of school crime statistics and certain school security policy statements;
- Inform all active students and employees, as well as prospective students and employees, about the existence of the Annual Security Report and how to access it on the internet or request a paper copy;
- Disclose crime statistics for the school, public areas immediately adjacent to or accessible from the school, and any non-campus facilities or remote classrooms. The statistics must be gathered from a number of resources, including local law enforcement, school security officers, and other school officials who have “significant responsibility for student and school activities”;
- Provide “timely warning” notices of those crimes that have occurred which pose an ongoing threat to employees, students, or public safety;
- Maintain a Public Crime Log at each school which tracks “any crime that occurred on-campus...or within the patrol jurisdiction” of the school security officer, and has been reported to a CSA.



Jeanne Ann Clery, a 19-year old Lehigh University freshman, was raped and murdered while asleep in her dorm room April 05, 1986, and was not informed of the prevalence of crime at the school. Originally named *The Crime Awareness and Campus Security Act* of 1990, amendments adopted in 1998 formally renamed the act in memory of Clery.

## Security Policies & Procedures

(August 29, 2019)

### Introduction

Regional Center for Border Health, Inc. / College of Health Careers is strongly committed to crime prevention and the safety of our school communities. Although we have been fortunate in not experiencing a serious problem at our school, the school is subject to many of the same problems that occur in any urban area of the country. The following information has been prepared to increase awareness of the current programs and procedures that exist to protect the safety and well-being of our students, employees, and guests.

As members of the school community, you are encouraged to take personal responsibility for your conduct and safety. Adopting a posture of individual responsibility will enhance the quality of life for all on-campus students. The cooperation and involvement of all students and staff members in crime

prevention programs and by reporting all suspected criminal actions and emergencies is essential to minimize criminal activity.

Regional Center for Border Health, Inc. / College of Health Careers believes that a well-informed school community helps create a safety conscious public which is more important today than ever before. Pursuant to the requirements set forth by The Jeanne Clery Disclosure Act, Regional Center for Border Health, Inc. / College of Health Careers will publish and distribute an Annual Security Report by October 1st of each year, to include the crime statistics for reported crimes over the previous three years.

#### Distribution of the Annual Security Report

The Business Department is responsible for facilitating preparation, and ensuring the distribution, of this report school population at our school. The preparation of this report is a coordinated effort between various Departments and local law enforcement authority.

No later than October 1st of each year, all students, faculty, and staff are provided the **Annual Information Notification** literature announcing the updated Annual Security Report is available on the school's internet website. The flyer contains a small description of the content in the Annual Security Report, information on the Family Educational Rights & Privacy Act (FERPA), Drug & Alcohol Policy, Graduation Rates, Placement Rates, the direct links for internet access to these report and policies, and where to obtain hard copies of the reports and policies.

We encourage all members of the school community to use this report as a guide for safe practices. A hard copy of the report can be obtained by visiting your school's Financial Aid and/or Career Services Offices. This report is also available on the internet at: <http://www.collegeofhealthcareer.rcbh.edu>

#### Campus Security Authorities

The Jeanne Clery Disclosure Act defines a Campus Security Authority (CSA) as any school official that has a significant responsibility for students and/or school activities. The Act requires the school to identify the school officials that fall into this category and will be responsible for reporting any crimes that they are made aware of.

Regional Center for Border Health, Inc. has designated the College Director as the Primary CSA for their school. Secondary CSA's for the school include: Director of Clinical and Curriculum Development, Program Coordinator, and Administrative Assistant.

Any crime or offense brought to the attention of a CSA must be immediately reported, within 24 hours, to the Primary CSA and Director of Clinical and Curriculum Development for completion of an **Incident Report Form** and tracking in the Public Crime Log on SharePoint.

Each school relies on their local law enforcement to arrest an individual suspected of a reported crime or offense.

#### Reporting Criminal Activities and Emergencies

Regional Center for Border Health, Inc./ College of Health Careers encourages students and employees to report all criminal activity and emergencies that have occurred at the school.

- **Emergencies:** In emergency situations occurring on-campus, in any public areas immediately adjacent to or accessible from the school, or any non-campus facilities or remote classroom locations, requiring the response of fire, police, or medical assistance, first dial **9-1-1**. Thereafter, contact one of the school's designated CSA's.

- **Non-emergencies:** In a non-emergency criminal offense situation occurring on-campus, in any public areas immediately adjacent to or accessible from the school, or any non-campus facilities or remote classroom locations, report the incident to one of the school's designated CSA's.

#### Voluntary and Confidential Reporting

Regional Center for Border, Inc. has established an ***Incident Report Form*** that may also be filled out by any victim or witness wishing to report a crime on a voluntary and confidential basis. This form is available through the school's designated CSA's and may be submitted directly to the Primary CSA at the discretion of the victim or witness.

#### Responding to Reports of Criminal Activity and Emergencies

A CSA, and the local city police department when necessary, will respond to and investigate each report of criminal activity, including notifying the victim of the outcome of the investigation and any "Administrative Actions" taken.

The local city fire department will respond to all reports of fire or medical emergencies on-campus.

**Administrative Actions:** If a reported criminal offense involves a student or employee as the alleged offender, the offender will be subject to applicable school conduct policies and disciplinary procedures. Sanctions or Disciplinary Actions may include suspension or expulsion for student offenders and termination of employment for employee offenders.

#### Emergency & Evacuation Procedures

Regional Center for Border Health, Inc./ College of Health Careers has designed an Evacuation Procedure, and testing methods, to ensure the safety of everyone on campus. Announced tests will be conducted twice a year and evaluated for effectiveness; these could include: drills, exercises and follow-through activities.

Each school has designated a Safety Team in the case of an emergency situation that would require the evacuation or lock-down of the school. The school officials will be responsible for contacting emergency services, notifying the Regional Center for Border Health, Inc. Business Department to initiate an Emergency SMS Text Message to all students, evacuating and verifying that everyone has evacuated the building, and determines when it is appropriate to re-enter the building.

Any bomb threat, fire alarm, or notification by emergency services automatically constitutes a threat sufficient to activate the school's Evacuation Procedures. In addition, any other threat that could result in bodily harm and could affect any portion of the employees or students constitutes a threat sufficient to activate the Evacuation Procedures.

Upon notification of the need to evacuate, all students, faculty, and staff, should exit their rooms and the building, quickly but orderly, and follow the Emergency Exit guidelines to the predetermined outside areas to wait for further information. The Security Leads will inform the school when it is okay to reenter the building.

During instances of the need to lock-down the school (i.e., Tornado or Active Shooter), employees and students should take cover immediately and wait to be told everything is clear.

#### Emergency Warning Policy

When a significant emergency or dangerous situation that poses an immediate and/or continuing threat to the health or safety of employees and students at the school is identified and contained, the Primary CSA will immediately issue an Emergency Warning Notice to the school community. If necessary, the Primary

CSA will follow-up with information to the school community with regards to any continuing or ongoing steps to contain the emergency, and when the emergency has been resolved.

Emergency Warning Notices may be distributed to staff, faculty, and students using the following modes of communication, or any combination thereof:

- Emergency alarms
- Intercom announcements
- Verbal announcements
- Email
- Flyers
- Emergency SMS Text Messaging

If the issuance of an Emergency Warning Notice will compromise the efforts of school officials or emergency personnel to satisfactorily contain an emergency, or help the victim(s), an Emergency Warning Notice will not be issued.

#### Timely Warning Policy

Upon notification and identification of a “reportable” crime under the guidelines of The Jeanne Clery Disclosure Act, that represents a serious or continuing threat to students and employees on or surrounding the school’s general geographic area, the Primary CSA will issue a Timely Warning Notice to the school community within 72 hours.

The Timely Warning Notice will be distributed to all Management at the school for the proper dissemination to employees. The Business Department is responsible for ensuring the student body is notified. The notice will also be distributed by email to all student and employee email accounts.

#### Public Crime Log

Any crime/offense that a CSA is made aware of must be reported to the Primary CSA and the Business Office for proper documentation within 24 hours and tracking in the Public Crime Log within 48 hours. The Business Office Manager will maintain the Public Crime Log and will also maintain all documentation for all reported crimes, using the designated ***Incident Report Form***.

The school's Safety Officer is required to maintain a daily crime log and collect/complete ***Incident Report Forms*** for any reported crimes, from any victims or witnesses. This daily crime log and documentation will be submitted to the Business Office daily for proper tracking in the Public Crime Log with 48 hours.

The Public Crime Log will be updated on a daily basis to include all reported crimes. Crimes are tracked in the log in sequential date order as they were reported, using the reported date as the date of occurrence. All crimes tracked in this Public Crime Log will remain in the Public Crime Log indefinitely and will be reported on the annually published Crime Statistics Reports, if they are classified as a qualifying crime. Only a reportable crime under the Clery Act that is determined to be "unfounded" or "false" by a law enforcement investigation, and has been marked as such by the Business Office in the Public Crime Log, will be excluded from the annual Crime Statistic Reports. The Business Office will monitor the outcomes and sanctions from reported crimes to the local police and update the log with results for up to 60 days after the crime was reported.

## Crime Awareness & Prevention Program

Regional Center for Border Health, Inc. is committed to creating and maintaining a community in which students, faculty, and staff can work and study in an atmosphere free of criminal activities.

Regional Center for Border Health, Inc. has established the Crime Awareness & Prevention Program (C.A.P.P.) within the Annual Security Report that communicates the following crime prevention measures with all new students at each New Student Orientation and with new employees at the beginning of their employment. This literature is also made available to all students, faculty, and staff in the Business office, and is updated and distributed to all current students no later than October 1<sup>st</sup> each year.

### Protecting yourself from being a victim of a crime

A significant part of crime prevention is individual safety consciousness and awareness of one's personal environment. These simple measures can contribute to the safety and security of the school community:

- Lock your car.
- Never leave valuable items visible in your car including personal and school related materials such as textbooks.
- Take and keep your car keys with you at all times.
- At night, travel in well-lighted areas, and in pairs, if possible. Avoid short cuts and deserted areas.
- Leave items of high monetary value at home.
- Do not leave personal property unattended in classrooms, labs, or student lounge.
- Do not carry more cash than necessary and never advertise what you have.
- If anything makes you feel unsafe or threatened, call a CSA or dial 9-1-1.

How we work to protect you

The Primary CSA will use the Timely Warning Policy advising the school community when there has been a known systematic pattern of crime or a series of crimes that may pose a threat to the safety and welfare of everyone.

The school's goal is to provide an environment that is as safe and secure as possible. The facility is open to the public during normal business hours. After business hours access is available only at the designated student entrance. Classrooms and offices not in use are locked.

The school is committed to ensuring that the facilities are kept in good repair, including doors and locking mechanisms. In addition, exterior lighting is an important part of the school's commitment to safety. Employees and staff are encouraged to report any known problems or hazards to a CSA. Prompt reporting enhances school safety for all.

## Sexual Assault Awareness & Prevention

Regional Center for Border Health, Inc. is committed to creating and maintaining a community in which students, faculty, and staff can work and study in an atmosphere free of all forms of harassment, exploitation, or intimidation.

**S.A.F.E. – Sexual Assault & Awareness from Education** literature is available on the Regional Center for Border Health, Inc. / College of Health Careers website and is discussed with all new students during New Student Orientation and with all new employees at the beginning of their employment. This report is available on the internet at: <http://www.collegeofhealthcareers.rcbh.edu> This literature is also made available to all students, faculty, and staff in the Business office, and is updated and distributed to all current students no later than October 1<sup>st</sup> each year. In addition, here is some more vital information everyone should remember with regards to sexual violence/assault:

What to do?

If you should become the victim of sexual assault, do your best to remember the person who attacked you and committed the crime, the more details you can remember, the better.

Remember that you have not committed a crime, do the following immediately:

- Go to a safe place.
- Call someone you trust to be with you.
- Seek medical care.
- Report the assault.

What not to do?

- Do not shower, bathe or douche after the attack.
- Do not discard or wash clothing or linen.
- Do not blame yourself.

Regional Center for Border Health, Inc. / College of Health Careers defines Sexual Assault as:

- Any sexual physical contact that involves the threat or use of force or violence, or any other form of coercion or intimidation;
- Any sexual contact with a person who is unable to consent due to incapacity or impairment (including being asleep or under the influence of alcohol or drugs).



## Reporting a Sexual Assault

- A member of the Business Office will meet with you privately.
- They will act thoughtfully without prejudging or blaming you.
- You will be treated with courtesy, sensitivity, dignity and understanding.
- They will accommodate your request to speak to a law enforcement officer of the same gender.
- They will help in arranging hospital and/or counseling services or other assistance.
- We will change your academic situations after an alleged sex offense if you request it and the changes are reasonable and available.
- You and the accused (if also a student or employee) will have the same opportunities to have others present during a disciplinary meeting and both of you will be informed of the final results and actions taken against the accused.

## Prevention Tips

- Do not drink to excess. One drink can affect judgment.
- Say "NO" like you mean it when the situation causes concern.
- Never hitchhike.
- If you are an evening student, have a school staff escort you when walking to your car.
- Use the "Buddy System". Avoid walking alone, especially after dark.
- Walk in well-lit areas.
- Tell friends and roommates where you are going, how you are getting there, how long you will be, and when you will be back.
- Lock the door at home or away.

**Trust your instincts.  
Better to be safe than sorry!**

## Drug & Alcohol Abuse Prevention

Regional Center for Border Health, Inc. / College of Health Careers is committed to creating and maintaining a community in which students, faculty, and staff can work and study in an atmosphere free of drugs and alcohol. Therefore, the following policy has been established:

**REGIONAL CENTER FOR BORDER HEALTH, INC / COLLEGE OF HEALTH CAREERS  
EDUCATION CANNOT, AND WILL NOT, CONDONE DRUG OR  
ALCOHOL ABUSE ON THE PART OF ITS EMPLOYEES OR STUDENTS.**

Regional Center for Border Health, Inc./ College of Health Careers recognizes that alcoholism and drug abuse may have an adverse effect on job and/or classroom performance and is concerned with this impact. In addition, Regional Center for Border Health, Inc. / College of Health Careers recognizes that both problems can be successfully treated, enabling either the employee or student to return to a satisfactory

performance level. RCBH/CHC has adopted their written substance abuse policy and prevention program to foster a strong school environment for all free of drugs and alcohol; which applies to all students and compensated employees of Regional Center for Border Health, Inc.

## **DRUGS (INCLUDING MARIJUANA USE) AND ALCOHOL**

The RCBH / CHC prohibits the use of alcohol and drugs (including marijuana) at the college without regard to whether the use in the case of marijuana is consistent with the Arizona Medical Marijuana Act passed by the Arizona voters in 2010. Employees and students are required to report to their supervisor/instructor and or the Human Resources Department or the President/CEO any incident (s) involving any co-worker or student using drugs or alcohol in campus.

The Drug & Alcohol Policy literature is available on the website at: <http://www.collegeofhealthcareers.rcbh.edu> and is discussed with all new students during New Student Orientation and with all new employees at the beginning of their employment. This literature is also made available to all students, faculty, and staff in the Career Services office, and is updated and distributed to all current students no later than October 1st each year.

## **Annual Crime Statistics Reports**

### **Introduction**

Regional Center for Border Health, Inc. / College of Health Careers encourages the school to maintain a working relationship with their local law enforcement authority, and ensure that any criminal activity reported directly to them that may endanger students or employees is relayed to the school; however there are no official agreements with these agencies. These relationships help to ensure that all crimes are properly being reported in the annual Crime Statistics Reports.

The Jeanne Clery Disclosure Act requires each school to report specific types of crimes that pose a threat or danger to public safety at the school. It is the responsibility of the Primary CSA to ensure that all employees of the school understand and are aware of these offenses to ensure proper notification to a CSA and tracking in the Public Crime Log.

### Definitions of Reportable Offenses

#### ***Criminal Homicide***

- ***Murder and Non-negligent Manslaughter:*** the willful (non-negligent) killing of one human being by another.
- ***Negligent Manslaughter:*** killing of another person through gross negligence.

#### ***Sex Offenses – Forcible***

- ***Forcible Rape:*** the carnal knowledge of a person forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
- ***Forcible Sodomy:*** oral or anal sexual intercourse with another person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of

*giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).*

- ***Sexual Assault with an object:*** *the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).*
- ***Forcible Fondling:*** *The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).*

### ***Sex Offenses – Non-forcible***

- ***Incest:*** *Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.*
- ***Statutory Rape:*** *Non-forcible sexual intercourse with a person who is under the age of consent.*

### ***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; typically, this type of crime is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

### ***Burglary***

The unlawful entry of a structure or facility by a person or persons to commit a felony or theft.

### ***Motor Vehicle Theft***

The theft, or attempted theft, of a motor vehicle with no lawful access to the vehicle.

### ***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. In order for arson to be reported in the Annual Crime Statistics it must have been investigated.

### ***Hate Crimes***

A criminal offense committed against a person, property, or society that is motivated, in whole or in part, by the offender's bias against a race, religion, disability, sexual orientation, or ethnicity/national origin. Hate crimes are not separate, distinct crimes, but are traditional offenses motivated, in whole or in part, by the offender's bias.

### ***Other Offenses – Arrests/Referrals for Disciplinary Action***

***Illegal Weapons Possession:*** *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. This classification encompasses weapons offenses that are regulatory in nature. Included in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using,*

manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.

**Drug Law Violations:** The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, 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 relevant substances include: opium or cocaine and their derivatives (e.g., morphine, heroin, codeine); marijuana; synthetic narcotics – manufactured narcotics which can cause true addiction (e.g., Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Liquor Law Violations:** 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. Included in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., of intoxicating liquor; maintaining unlawful drinking places; bootlegging’ operating still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on train or public conveyance; and attempts to commit any of the previous mentioned items

**Regional Center for Border Health, Inc.  
College of Health Careers**

Reported Offenses	Year	On Campus	Non-Campus Building Property	Public Property
<b>Criminal Homicide</b>				
Murder / Non-negligent	2014	0	0	0
	2015	0	0	0
Manslaughter	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
	2019	0	0	0
Negligent Manslaughter	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
<b>Sex Offenses</b>				
Forcible Sex Offenses	2014	0	0	0
	2014	0	0	0
	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
	2019	0	0	0

Non-forcible Sex Offenses	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
<b>Robbery</b>				
	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
<b>Aggravated Assault</b>				
	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
<b>Burglary</b>				
	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
<b>Motor Vehicle Theft</b>				
	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
<b>Arson</b>				
	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
<b>Arrests</b>				
Liquor Law Violations	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
Liquor Law Violations	2017	0	0	0

(con't)	2018	0	0	0
	2019	0	0	0
Drug Law Violations	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Illegal Weapons Possession	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
<b>Referrals for Disciplinary Action</b>				
Liquor Law Violations	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Drug Law Violations	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Illegal Weapons Possession	2014	0	0	0
	2015	0	0	0
	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
	2019	0	0	0

*This school does not own dormitories or other residential facilities.*

*The statistics noted above include crimes occurring on the campus and on properties directly adjacent to the campus.*

*Note: In the years 2016, 2017, and 2018, there were no reported Hate Crimes for this location.*

## Campus Property Map



In this illustration, the college's public property consists of the public sidewalk, street opposite sidewalk along all two borders of the campus. San Luis Walk In Clinic is adjacent to the College of Health Careers.