

Warren County Community College: Campus Crime Reporting Policies/Procedures

514. REPORTING CRIMINAL ACTS AND OTHER EMERGENCIES ON CAMPUS

The Office of Campus Operations shall be the office primarily responsible for carrying out the mandates of the Crime Awareness and Campus Security Act ("Clery Act"). Campus Operations will develop procedures to implement these requirements. This includes the annual reporting of campus crime statistics and the dissemination of this information to the campus community.

In addition to its annual reporting responsibilities for compliance with the Clery Act, the College shall report to the Board of Trustees as soon as practicable any significant on-campus criminal act, including the occurrence of on campus murder, criminal sexual assault, criminal sexual abuse, robbery, aggravated assault, aggravated battery, burglary, motor theft and liquor law violations, drug abuse violations, weapons possessions and other emergencies occurring on the campus considered to be a threat to the safety of students and employees.

Timely reporting of any violent crimes or serious criminal offenses shall be made to students and employees after such occurrences. The type and nature of the report and the method of disseminating the information shall be determined by Campus Operations. The College also is responsible for periodically reviewing its security preparation and planning efforts to promote a safe environment for the campus community.

The College shall provide appropriate and reasonable support services and resources to crime victims and the victim's family.

In the event a perpetrator of a violent crime is subject to discipline by the College, the victim of the crime shall, at the discretion of the Dean of Administration, be permitted to obtain the results of that disciplinary proceeding.

Definitions of students and employees:

"Student" is defined as any person enrolled in one or more courses of study for academic credit or non-credit vocational courses.

"Employee" is defined as a part-time or full-time person with scheduled hours of employment on campus under the direction and control of the institution and its agents.

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514.1 SECURITY AND ACCESS TO CAMPUS FACILITIES

Consistent with the nature of a college community, Warren County Community College seeks to provide an atmosphere for openness and for the encouragement of collegiate activity on campus facilities. However, the policy of promoting openness must be balanced by controls on access to campus facilities designed to promote security in campus facilities.

The Office of Campus Operations will develop rules and regulations on access and security of campus facilities including parking, vehicle registration and sign-in procedures.

This office also shall be responsible for reviewing campus security needs, including lighting, landscaping and the College's physical plant (door, locks, etc.) to determine what improvements if any need to be made for security on the campus, and shall coordinate any safety repairs or upgrades to campus facilities. Campus Operations also shall be responsible for coordinating any safety and security inspections (with both internal staff and external agencies) as well as the oversight of safety and security training needs, safety meetings and information sessions for members of the College community.

Definitions:

"Campus" is defined as any building or property owned or controlled by the College within a reasonably contiguous geographic area and used by the College in direct support of or related to its educational purposes.

Campus shall also include any building or property utilized by the College such as satellite facilities.

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514.2 INFORMING STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY PROCEDURES AND PRACTICES

The Office of Campus Operations shall inform students and employees about campus security measures to encourage all persons to be concerned about a secure campus environment and to be aware of security concerns on the campus.

Campus Operations shall develop information about campus security procedures for students and employees and distribute this information through appropriate means, including the College's website. Security presentations will be conducted as appropriate.

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Campus Operations shall work with the Assistant Dean for Academics and Student Affairs and appropriate employee organizations in the development of initiatives to prevent crimes and keep the campus community informed of safety matters.

Campus Operations shall also work with local law enforcement officials in securing appropriate written material, presenting programs and developing regulations to implement this responsibility.

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514.3 GATHERING STATISTICS CONCERNING CRIME ON CAMPUS

The Office of Campus Operations shall be responsible for gathering of statistics concerning the occurrence of crime on campus which has been reported to campus security authorities or local police agencies.

Definitions:

"Reported" is defined as an official designation by a police officer, public safety officials or persons possessing authority to determine if a crime has occurred.

An "arrest" has occurred when a law enforcement officer has detained an individual with the intention of seeking charges against the person for a specific offense(s) and a record is made of the detention.

Statistics shall be compiled in accordance with the definitions used in the uniform crime reporting system of the Department of Justice, Federal Bureau of Investigation and the modification in such definitions made by the Hate Crimes Statistics Act. Campus crime statistics shall be reported annually to the Federal Government in a matter deemed appropriate by the Department of Education.

Statistics on campus crime will be reported annually and disseminated to the campus community through the College's website and the "Right to Know" through the College's website and bulletin boards.

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