

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 Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics 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.

514.1 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 the College's website. Security presentations will be conducted as appropriate.

Campus Operations shall work with the Dean of Students and the Director of Human Services to develop safety programs and initiatives for the campus community.

Campus Operations shall also work with local law enforcement officials in securing appropriate written materials and presenting programs to implement this responsibility. Campus Operations shall also work with the local community to undertake safety drills and/or tabletop exercises in support of campus safety procedures.

514.2 INCIDENTS ON CAMPUS

The Office of Campus Operations shall be responsible for maintaining logs and incident reports concerning activities reported to Campus Security. Such incident reports shall be made available to members of the campus community or the public upon request.

Issues that rise to the level of federal reporting shall be included in the College's Annual Security Report (Clery Report). Definitions for such reporting are established by the US Department of Education.

Any circumstance that warrants the summoning of a first responder(s) onto campus (including police, fire and/or medical personnel) shall require a written incident report filed by the Director of Campus Security copied to the President of the College. The President shall determine whether such information should also be forwarded to the Board of Trustees or any local officials.

514.3 GATHERING STATISTICS CONCERNING CRIME ON CAMPUS

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

Statistics shall be compiled in accordance with the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The Act requires colleges to compile an annual report to insure that students and the higher education community are made aware of the presence of crime on campus.

The statistical data gathered shall relate to all reported crimes occurring on any WCCC property, any non-campus buildings or property owned by the college, or any public property within or adjacent to the campus.

The resulting data provided shall reflect the incidents reported to the WCCC Security Office, the Local Police Department, Campus Security Authorities and other campus personnel. The statistics obtained from the Local Police Departments shall be compared with the data gathered by the college. The resulting figures will then be used to prepare the Annual Security Report.

Under the Clery Act, colleges are required to publish specific crime statistics. These statistics cover the period from January 1 through December 31 for the respective years. The crime statistics shall be reported to the U. S. Department of Education by October 1 of each year.

Once the Clery report is filed, it will be published on the College's website and the public bulletin boards. In addition, the College's Annual Security Report shall be and made available on the College's website. Copies of this report will be made available in the Office of Campus Operations for those who desire a printed copy. The annual security report shall be available in the Office of Campus Operations for full distribution to current and prospective students.

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