

Treasure Valley Community College

Code: ECA-AR(1)
Revised/Reviewed: 10/14/09; 7/14/15

Campus Security

College Security Procedures and Practices

To encourage students and employees to be responsible for their own security and the security of others, as well as to promote crime prevention, the College Security Department shall inform students and staff annually, through an Annual Security Report, about College security programs, procedures and practices through such means as handbooks and postings.

Security Department shall collect data that assists the college to prepare, publish and distribute statistical reports to students and staff and to any applicant for enrollment or employment, upon request and as required by the Jeanne Cleary Act. Reports will identify the occurrence of crimes on campus, in or on noncampus buildings or property and on public property reported to Campus Security or local police agencies. The number of campus arrests during the most recent calendar year and the two preceding calendar years for criminal offenses will also be included, as specified in the Act of 1990 and as amended in 2012 and 2013.

Publications and Reports

The Security Department will publish information in the form of handbooks, notices, fliers, e-mails, etc. to include the following information:

1. Statements of current policies regarding the following:
 - a. Procedures and facilities for students and others to report criminal actions or other emergencies occurring on campus and policies concerning the College's response to such reports;
 - b. Security and access to campus facilities, including campus residences, and security considerations used in the maintenance of campus facilities;
 - c. Campus law enforcement, including the enforcement authority of security personnel and their working relationship with State and local police agencies and prompt reporting of all crimes to the campus police and the appropriate agencies.;
 - d. The monitoring and recording through local police agencies of criminal activity at off-campus student organizations which are recognized by the College and that are engaged in by students attending the College, including those student organizations with off-campus housing facilities;
 - e. Possession, use and sale of alcoholic beverages and enforcement of state of Oregon underage drinking laws and possession, use and sale of illegal drugs and enforcement of federal and state drug laws and a description of any drug or alcohol abuse education program;

- f. The College's sexual assault programs, which shall be aimed at prevention of sex offenses and the procedures followed once a sex offense has occurred. This policy shall address the following areas:
- (1) The promotion of awareness regarding rape, acquaintance rape, and other sex offenses;
 - (2) Possible sanctions following a disciplinary procedure regarding a sex offense;
 - (3) Procedures students should follow when a sex offense occurs;
 - (4) Procedures for on-campus disciplinary action in cases of alleged sexual assault which affords the accuser and accused the same opportunities to have others present during the proceeding and which informs both of the outcome of the disciplinary outcome;
 - (5) Information regarding students options to contact the proper law enforcement authorities outside of school authorities;
 - (6) Information regarding existing counseling, mental health or student services for victims of sexual assault;
 - (7) Information regarding mental health services and assistance in changing academic and living situations after an alleged assault.
2. A description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices and encouraging students and employees to be responsible for their own security and the security of others.
 3. A description of programs designed to inform students and employees about the prevention of crimes.
 4. A statement advising campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained.

Prevention and Response to Crime

To reduce the possibility that any student or employee may be exposed to potential hazards, the following steps have been developed:

1. All keys to classrooms, offices, laboratories, files, cabinets, etc. are issued by Physical Plant. Staff members must sign for keys when they are issued and check them in at the close of the College year or whenever they are no longer needed. Keys to campus facilities are not to be given to students without the express permission of the Vice President of Students;
2. It is the responsibility of each staff member to see that windows are closed and latched, doors are locked and lights are out when not in use. These precautions are particularly important when leaving the work area for the day;
3. To prevent outside doors to buildings being left unlocked late at night or on weekends, all staff are to carefully observe the following guidelines:
 - a. A building unlocked for staff must be immediately relocked after entering. This will prevent the possibility of an unauthorized entry;
 - b. On leaving the building, staff are directed to not only lock the door, but also to try it afterwards to see that the safety latch is caught.

4. Staff members are encouraged to help students set up a “buddy system” when walking to and from classes. Instructors should include themselves in such planning;
5. All staff members and students are encouraged to lock vehicle doors, even when leaving vehicles only for a short time;
6. It is the responsibility of the safety committee to routinely inspect College facilities and grounds and make recommendations on safety hazards that may impact students, staff and visitors;
7. It is the responsibility of all staff members and students to report all suspicious activity and crimes occurring in College buildings and classrooms and on College grounds to the Security Department or an administrator as promptly as possible;
8. Staff and students are encouraged to report nonoperating lighting to College staff and nonoperating street lights to city offices;
9. The College is a drug-free educational institution and workplace. Enforcement of the College drug and alcohol policy is part of the College crime prevention strategy. It is a violation of policy for students or staff to possess, consume, be under the influence of or furnish illicit drugs on College controlled property or at College or student organization functions. A student violation of this prohibition may result in disciplinary probation, suspension or expulsion.

Record Keeping

The College shall make, keep and maintain a daily log recording all crimes reported to the Security Department. The log will include:

1. The nature, date, time and general location of each crime; and
2. The disposition of the complaint, if known.

All entries shall, except where disclosure of such information is prohibited by law or such disclosure would jeopardize the confidentiality of the victim, be open to public inspection within two business days of the initial report being made to the Security Department. If new information about an entry into a log becomes available, the new information shall be recorded in the log not later than two business days after the information becomes available to the department. If there is clear and convincing evidence that the release of such information would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence, the information may be withheld until that damage is no longer likely to occur from the release of such information.

The College shall on an annual basis submit a copy of the required statistics to the Secretary of Education.