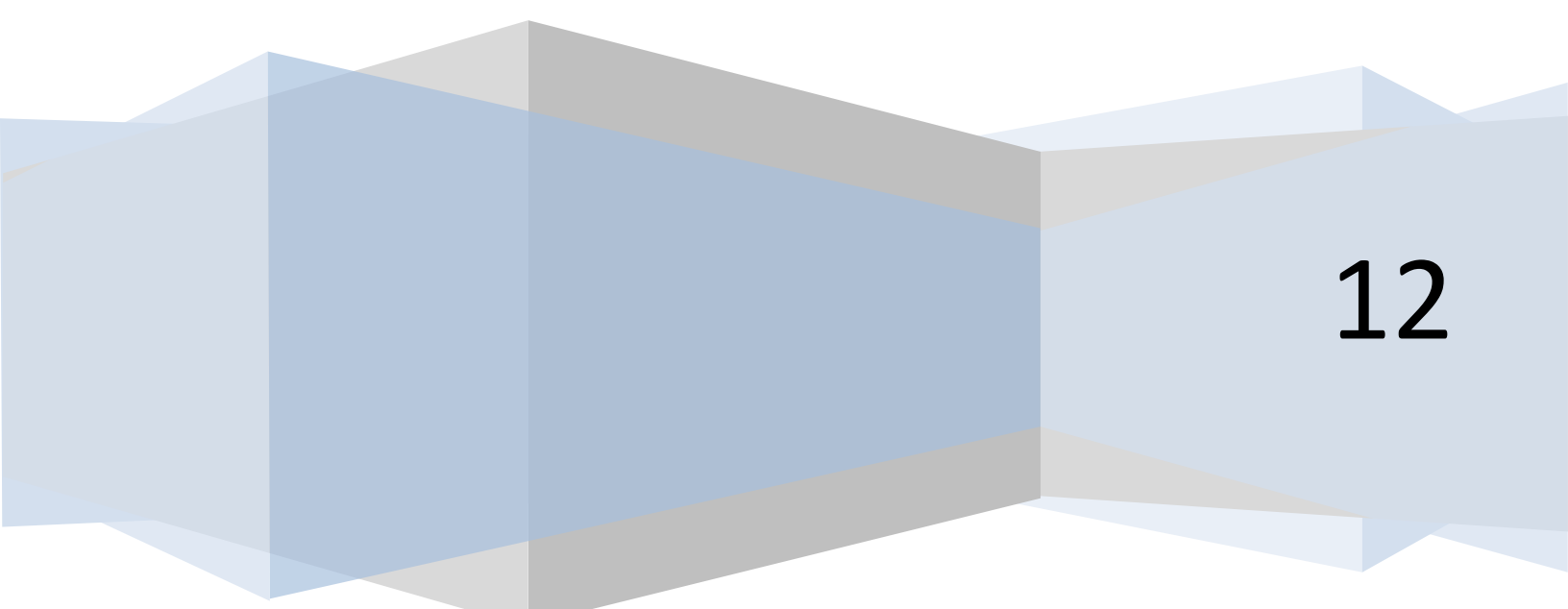


CLOVIS COMMUNITY COLLEGE

ANNUAL SAFETY AND SECURITY REPORT: Student Right to Know

CLERY ACT OVERVIEW



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SAFETY AND SECURITY REPORT

The “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998,” commonly referred to as the “Clery Act”, requires institutions of higher education receiving federal financial aid to report specified crime statistics on college campuses and to provide other safety and crime information to members of the campus community.

As provided by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, enrolled students are entitled to request and receive a copy of the Security Report for the Clovis Community College campus. The report includes statistics for the past three years concerning crimes and incidents, whether they occurred on campus, in off-campus buildings or property owned, operated, or controlled by the Clovis Community College, or on public property adjacent to the campus. The report also provides campus policies and practices concerning security – how to report sexual assault and other crimes, crime prevention efforts, policies/laws governing alcohol and drugs, victims’ assistance programs, student discipline, campus resources and other security and emergency matters. You may obtain a copy of this report by contacting the Office of Campus Security in person at 417 Schepps Boulevard, Clovis, New Mexico or online by accessing the following internet address: www.clovis.edu.

I. PROCEDURES FOR REPORTING CRIMES AND OTHER EMERGENCIES

A. Timely Warnings:

In the event that a situation arises, whether on or off campus, that, in the judgment of the President of the College, Office of the Executive Vice President, Vice President of Administration, or the Office of the Director of Campus Security, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through one or all of the various systems below:

The college emails system, through RAVE Text Message Alert system (only to the students and employees that have registered with this system), through internal intercom and speaker system.

Depending on the certain circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Clovis Community College may also post a notice on the campus-wide electronic bulletin on the Clovis Community web site at www.clovis.edu providing the Clovis Community College with more immediate notification. The electronic bulletin is immediately accessible via computer by all faculty, staff and students. Anyone with information warranting a timely warning should report the

circumstances to the Office of Campus Security by phone at 575-769-4143 or in person at 417 Schepps Boulevard. Furthermore, In the event that an immediate emergency exist, the instant RAVE text messaging system will be utilized in addition to e-mail and the web postings.

B. REPORTING THE ANNUAL DISCLOSURE OF CRIME STATISTICS TO DOE

The Clovis Community College complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998. The Office of Campus Security has the responsibility for gathering statistics, identifying reportable crimes, and reporting/publishing statistics to the Department of Education, to the FBI, and to the general public. Statistics are reported in different formats and categories depending upon legal requirements: FBI reports include different crimes from the Clery Act, while the Clery Act requires statistics to be reported from a wider geographic area than the FBI (e.g., adjacent public property and off-campus property owned and operated by the Clovis Community College), and also requires reports of student disciplinary referrals in addition to arrests for drug, alcohol, and weapon offenses. Furthermore, the Clery Act mandates the collection of information regarding crimes from non-law enforcement Campus Security Authorities, having significant responsibility for student and campus activities, while FBI statistics include only crimes reported to the police department(s).

The Campus Security Report has been compiled for the current calendar year from statistics based on reports received by the Clovis Police Department, The Curry County Sheriff's Department and the State of New Mexico Department of Public Safety, who have jurisdiction over the Clovis Community College Campus, these reports can be viewed at www.clovis.edu.

The Clovis Community College urges that all crimes be promptly reported to the Office of Campus Security. As noted above, the Office of Campus Security also surveys security officials having significant responsibilities for students or campus activities.

The Office of Campus Security officers receiving reports of crimes may forward the information to the Clovis Police Department, the Curry County Sheriff's Department or the New Mexico State Police for investigation. These reports are confidential unless the victim gives the permission to document identifying information or for police to investigate.

Licensed Counselors are exempt from reporting requirements. However, the Office of Campus Security encourages counselors; if and when they deem it appropriate, to inform those they counsel of procedures for reporting crimes on a voluntary, confidential basis for inclusion in the Campus Security Report.

To Report a Crime:

9-1-1 (emergency only) (24 hours)

Clovis Police Department (575-763-9472 or 575-769-1921) (24 hours)

Office of Campus Security (575-769-4143) (M-F 6 AM to 10 PM; S-S 8 AM to 5 PM)

As an Example, any suspicious activity or person seen in the parking lots or loitering around vehicles, inside campus owned and operated buildings and property should be reported immediately to the Office of Campus Security.

C. ANNUAL SAFETY AND SECURITY REPORT FOR CLOVIS COMMUNITY COLLEGE

Each year the Safety and Security Report for Clovis Community College is written and updated. The report explains the composition and scope of campus security and specific safety measures. Included in the report is an explanation of how faculty, staff and students are notified of emergency situations, how to prevent and report crimes, and information about sexual assault services and how to contact the registered sex offender's public registry at www.nmsexoffender.dps.state.nm.us. The Safety and Security Report is published each October 1st on the Clovis Community College website at www.clovis.edu.

D. RIGHT TO KNOW:

The chart below describes the various ways Clovis Community College notifies the Faculty, staff, students and the public of the safety and security of our campus:

Action	Web Address	Printed Copies	Source
Annual Safety and Security Report	www.clovis.edu	Office of Campus Security, Main Campus RM 134	
Statement on Campus Safety at Clovis Community College	www.clovis.edu	Office of Campus Security, Main Campus RM 134	Annual report on Safety and Security
Department of Education Crime Statistics	www.clovis.edu	Office of Campus Security, Main Campus RM 134	Recent data as of current fiscal year plus previous two years
Daily Log	On file	Office of Campus Security, Main Campus RM 134	

II. POLICIES CONCERNING THE SECURITY OF CAMPUS FACILITIES AND SECURITY CONSIDERATIONS USED IN THE MAINTENANCE OF CAMPUS FACILITIES.

Campus Buildings:

Clovis Community College has a main campus and several other buildings not attached to the main campus, including a library and a child care center. Burglars or other individuals' intentions on criminal activities, may target any or all our structures. Although most of these buildings can be accessed by keys after business hours, some doors are kept locked for security reasons and security integrity, before, during and after business hours. Business hours are considered to be Monday through Friday 8 AM to 5 PM. Other doors are kept opened on an as need basis for student access to classrooms and labs during the hours of 6AM until 10 PM Monday through Friday and from 8 AM until 5 PM Saturday and Sunday (except for official holidays). It is essential that faculty, staff and students cooperate with the Office of Campus Security to keep closed locked and secure, to ensure that unauthorized individuals do not enter campus buildings. Also, faculty, staff and students should **NOT** prop doors open or leave doors unlocked when accessing the building during after-hours. Faculty, staff and students should **NOT** open doors for individuals whom they do not know and should **NOT** allow individuals to "piggy back" into the buildings and any violations should be immediately reported to the Office of Campus Security. Also, to ensure the safety, security and integrity of building security, lost or stolen keys should be reported immediately to the Office of Campus Security (575-769-4143) or the Office of Vice President of Administration (575-769-4030).

III. POLICIES CONCERNING CAMPUS SECURITY

The office of Campus Security and the Clovis Community College in whole is committed to the safety and security of the faculty, staff, students and visitors to this campus, therefore, crime prevention and apprehension of those who commit criminal offenses on Clovis Community College property will be handled accordingly and as needed.

To assist in achieving our objective and goals of a safe and secure campus, the Clovis Police Department, The Curry County Sheriff's Department and the New Mexico State Police work closely the Office of Campus Security at Clovis Community College.

The Security Department has three full time security officers and seven part-time student workers assigned to the Security Department. The security Officers and the student workers patrol the campus facilities and all related Clovis Community College property. The security officers and student workers are in a distinguishing uniform for high visibility to the faculty, staff, students and visitors to the campus. The functions of the security detail includes but is not limited to the following activities: secure campus facilities, escort of persons, respond to

all emergencies on campus, patrol on foot and in a marked security vehicles, the patrol areas include the entire campus including parking lots and outlying buildings, security personnel also do vehicle unlocks, look for suspicious activities and persons and any other security function as necessary for the safety and security of this facility. All activities performed by security officers are recorded in a daily log and kept on file, these files include incident reports and criminal reports file by the Clovis Police Department.

IV. POLICY AND PROCEDURE AND ENCOURAGEMENT ON PROMPT REPORTING OF ALL CRIMES TO CAMPUS SECURITY OF LAW ENFORCEMENT AGENCIES.

All crimes should be promptly reported to the Office of Campus Security. As noted above, the campus also surveys campus security authorities which include those officials having significant responsibility for students on campus or activities (I.E. counselors, Dean of Students, registrar's office, financial aid office, etc.)

V. POLICY ENCOURAGING PROFESSIONAL COUNSELORS TO INFORM CLIENTS OF VOLUNTARY, CONFIDENTIAL CRIME REPORTING PROCEDURES.

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments of U.S.C Section 1092 (f), clarification was given to those considered to be campus security authorities and Campus "Professional Counselors", when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

Professional Counselor:

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his/her license or certification.

VI. PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SAFETY PROCEDURES AND TO ENCOURAGE STUDENTS AND EMPLOYEES TO BE RESPONSIBLE FOR THEMSELVES AND OTHERS WITH REGARD TO SAFETY AND CRIME PREVENTION.

Security Awareness Programs:

During orientations, students are informed of services offered by the campus. Presentations outline ways to maintain personal safety and security: crime on-campus; parking rules and regulations, policies on alcohol and drug abuse and awareness, weapons rules and regulations on campus, as well as Crime Prevention Programs, Sexual Assault Prevention. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own safety and the security of themselves and others. When time is of the essence, information is released to the campus community through security alerts that are sent over the Clovis Community College's electronic mail system and text messaging process.

VII. POLICY CONCERNING MONITORING AND RECORDING STUDENT OFF-CAMPUS CRIMINAL ACTIVITY THROUGH LOCAL POLICE DEPARTMENTS, INCLUDING STUDENT ORGANIZATIONS.

The Clovis Community College does not track or monitor law enforcement proceedings against students for offenses that take place off campus other than by collecting the required statistics on crimes that occur at specified off- campus locations as required by the Clery Act.

VIII. ALCOHOL POLICY

Clovis Community College prohibits the possession, use or distribution of alcoholic beverages on campus property or at authorized campus events, or possession, use, or distribution of alcoholic beverages or their containers in campus owned and operated structures. Specific details are noted in the Student Code of Conduct in the Student Handbook.

IX. DESCRIPTION OF DRUG AND ALCOHOL ABUSE EDUCATION PROGRAM.

CCC students and employees with substances abuse problems (including alcohol) create a health and safety risk for themselves and for others. Such abuses can also result in a wide range of serious emotional and behavioral problems. Clovis Community College makes available to students and employees an opportunity for counseling of alcohol and substance

abuse. This program is designed to discourage the use of illicit substances and to educate students and others as to merits of legal and responsible alcohol consumption.

Clovis Community College Counseling Services provide counseling and refer students for out-patient and /or in-patient treatment who are troubled by a substance abuse problem. Individual counseling sessions are available through the Student Services Center and are available to students at no cost. All information that regulate confidentiality will be treated in accordance with campus polices, state and federal laws. A student's decision to seek assistance will not be used in connection with any academic determination or as a basis for disciplinary action.

Counseling and Career Services (575) 769-4015

LOCAL, STATE & FEDERAL LEGAL SANCTIONS

Legal Sanctions – Laws Governing Alcohol

The State of New Mexico sets 21 as the minimum age to purchase or possess any alcoholic beverage. Specific ordinances regarding violations of alcohol laws, including driving while intoxicated, are available from the Office of Public Safety.

A violation of any law regarding alcohol is also a violation of the Clovis Community College's Student Code of Conduct and will be treated as a separate disciplinary matter by the campus. The campus maintains a 3-strike policy for alcohol violations and reserves the right to call the parent or emergency person to enlist their help when alcohol violations are severe or persistent.

X. DRUG POLICY

Clovis Community College prohibits the possession, use, or distribution of any controlled substance as defined by local, state and federal laws on university property, including parked vehicles, outdoor venues, buildings, or any other area owned by the university; or at any university-sponsored event, whether the event occurs on property owned by the university or owned by a private party.

XI. WEAPONS POLICY

The illegal or unauthorized possession of firearms, projectiles, explosives, dangerous chemical, or other items (including paint ball, pellet guns, ammunition, and bows and arrows) or substances on Clovis Community College premises or at campus sponsored

events; or the presence of firearms, projectiles, explosives, dangerous chemicals or any other item or substance, whether legal or illegal, in campus facilities or adjacent outdoor areas are prohibited.

XII. PRACTICAL GUIDANCE REGARDING HATE CRIMES

It is important to note that the hate crime reporting obligation extends not only to the seven crimes specified by the Clery Act, but also to non-Clery reportable crimes “involving bodily injury” that are reported to local police agencies or to the Office of Campus Security.

Definition of a Hate Crime:

The FBI’s UCR Hate Crime Data Collection Guidelines and Training Guide for Hate Crimes Data Collection should be followed for determining whether a crime must also be reported as a “hate crime.” Pursuant to the applicable UCR standards, the determination of whether the hate crime standard is met is based upon an evidence of the motivation of the perpetrator to select the victim or the crime, not the victim’s perception.

The Clovis Community College and Office of Campus Security requires that the statistical summary identify both the type of crime for which a hate designation has been applied, and the location of each hate-designated crime. Campuses should begin reporting hate crimes by location as soon as possible but no later than the 2003 report on the 2002 year.

XIII. SEXUAL ASSAULT PROGRAM TO PREVENT SEXUAL OFFENSES AND PROCEDURES IF AN OFFENSE OCCURS.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The Office of Campus Security strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to the Clovis Police Department. Filing a police report with the Clovis Police Department will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from security or police officers. Filing a police report will:

- Ensure the victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim.
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use toilet, or change clothing prior to a medical exam).

- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.
-

XIV. INFORMATION ON A STUDENT'S OPTION TO NOTIFY LAW ENFORCEMENT AUTHORITIES

The victim of an assault may choose for the investigation to be pursued through the criminal justice system and the Clovis Community College discipline Code of Conduct, or only the latter. The Clovis Police Department or the Office of Campus Security will guide the victim through the available options and support the victim in his or her decision. Various counseling options are available from the Clovis Community College through the Student Services center.

XV. NOTIFICATION TO STUDENTS OF ON-AND-OFF CAMPUS SEX OFFENDERS VICTIM SERVICES

The Office of Campus Security, the local Police Department and the Student Service Center provide assistance to victims of sexual assault in reference to referrals for sexual violence and assistance is included for their families and friends. Assistance includes counseling from the student Services Center, information about reporting to law enforcement authorities and referrals of other counseling services. Every effort will be made to keep the victim informed of the outcome of the accusation and hearing. Final outcome and determination of disciplinary action is conveyed to both the alleged victim and the alleged violator.

XVI. PROCEDURES FOR DISCIPLINARY ACTION AND SANCTIONS THE INSTITUTION MAY IMPOSE FOLLOWING A FINAL DETERMINATION OF A SEX OFFENSE DISCIPLINARY PROCEEDING.

The Student Code of Conduct has jurisdiction as the internal sanctions that could be imposed on a student that has been found in a final determination that a sex offense did occur. The sanctions include but are not limited to, disciplinary probation, suspension, or expulsion. These are explained in the Student Code of Conduct in more detail. Charges may be filed by the alleged victim with the Clovis Police Department. The disciplinary hearing may proceed without waiting for the completion of any criminal or civil action.

XVII. PROCEDURES FOR DISCIPLINARY ACTION FOR ALLEGED SEX OFFENSES, INCLUDING A CLEAR STATEMENT THAT:

The Clovis Community College proceedings, as well as any guidelines for cases involving sexual misconduct cases, are referred to in the Student Code of Conduct. Upon receipt of an alleged sexual offense, the student may be subject to interim suspension depending on the particular circumstances in the report. During this time, it is customary to allow the alleged sexual offender to attend classes only, maintain no contact status with the alleged victim, and be restricted from all other activities on the campus. These conditions are determined on a case by case basis. Charges may be filed by the alleged victim with the Clovis Police Department. The disciplinary hearing may proceed without waiting for the completion of any criminal or civil action.

XVIII. STATEMENT ADVISING CAMPUS COMMUNITY WHERE LAW ENFORCEMENT AGENCY INFORMATION PROVIDED BY STATE(S) CONCERNING REGISTERED SEX OFFENDERS MAY BE OBTAINED.

The State of New Mexico requires a sex offender residing in this state to register with the County Sheriff's Office for the county in which the sex offender resides. Sex offenders are also required to list the locations of all institutions of postsecondary education where they volunteer, enrolled or employed.

The State of New Mexico maintains a database identifying all such persons and makes available to the public. The New Mexico Sex Offender Information page is located at www.nmsexoffender.dps.state.nm.us. The campus community can also obtain information by contacting the Curry County Sheriff's Department at 505-769-2335.

The Texas Sex Offender Information page is located at <http://records.txdps.state.tx.us/>

XIX. POLICY STATEMENT ADDRESSING SEX OFFENDER REGISTRATION

The Campus Sex Crime Prevention Act (CSCPA) of 2000 is a Federal Law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act. The federal law requires state law enforcement agencies to provide Clovis Community College with a list of registered sex offenders who have indicated that they are either enrolled, employed or carrying a vocation at Clovis Community College.

Clovis Community College is required to inform the campus community that a State of New Mexico (Curry, Roosevelt, De Baca, Quay Counties) (Texas, Parmer County) registration list of sex offenders will be maintained and is available at the main campus, specifically in the Office of Campus Security at 417 Schepps Boulevard.

In addition, a list of all registered sex offenders in the State of New Mexico and the State of Texas is available from the New Mexico Department of Public Safety and The Texas

Department of Public Safety websites. www.nmsexoffender.dps.state.nm.us.
<http://records.txdps.state.tx.us/>.

The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders. This statement is provided in compliance with the Crime Prevention Act of 2000.

XX. GEOGRAPHIC LOCATIONS AND MAP

Clovis Community College has approximately 104 acres of land in Curry County New Mexico, with the main campus located at 417 Schepps Boulevard and 7th Street. The main campus has approximately 15 buildings at this location. A map of the campus can be viewed at www.clovis.edu. >site map.