



ANNUAL SAFETY AND SECURITY REPORT

Students Rights to know; Clery Act Overview



OCTOBER 10, 2016
CLOVIS COMMUNITY COLLEGE
417 Schepps Blvd, Clovis, NM 88101

A SAFE AND SECURE CAMPUS

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A SAFE AND SECURE CAMPUS

Our mission: Safety and Security for a Community Campus

Clovis Community College is consistently working in one of its most important goals — ensuring the safety and security of our employees, students and visitors, while on our facilities.

The mission of the Office of Campus Security is to provide a safe and secure environment for students, faculty, staff and campus visitors. Clovis Community College continues to strive to achieve this mission through a community friendly approach that enhances safety through the visibility of security personnel, video surveillance, instant messaging of unfolding events, and the use of the latest technology avenues such access control, and visitor/vendor identification. Through the use of preventive patrol, positive conflict resolution, and crime prevention and reporting as well as awareness programs, such as drug, alcohol, and weapons policies, sexual assault and violence against women programs. The Office of Campus Security, and the Office of the President of Clovis Community College and the entire Clovis Community College campus collaborates with local law enforcement and community organizations such as the Local Emergency Planning Committee (LEPC) in helping and working together in fulfilling its mission for a safe and secure future for our employees, students and visitors.

In addition to their role in keeping the campus community safe, Clovis Community College security officers are also trained to assist in various services including, but not limited to, security patrol of the campus grounds and facilities, security escorts to campus employees, students and visitors, building unlocks, vehicle boosts, responding to emergencies and fire and security alarms, and taking reports on any incident or accidents that occurs on campus property.

I. Introduction

The authority to pursue, use force, and detain individuals carries with it the need for accountability in order to respect the rights of members of Clovis Community College and preserve the integrity of the campus. Therefore, the information contained herein provides guidance to security officers with respect to pursuit, use of force and efforts to detain individuals. These guidelines are intended to reflect the Security Office's commitment to a community-friendly approach to security services. In applying these guidelines it should be recognized that each situation is unique. Therefore, good judgment and common sense should form the fundamental basis for all decisions pertaining to pursuit, use of force and efforts to detain.

II. Purpose of Guidelines

These guidelines are not intended to be contractual in nature and they should not be construed as creating a legal duty, or a standard of safety or care. They are for internal use only and are not intended for use in any criminal or civil proceeding. Violations of these guidelines may form the basis for decisions internal to Clovis Community College, but only violations of the law may form the basis for civil or criminal sanctions in a recognized court or administrative proceeding. The Director of Campus Security Services is primarily responsible for the implementation of these guidelines. Violations of internal policies, procedures, rules and regulations shall not be superseded by any violations of criminal acts as defined by the New Mexico annotated codes of criminal and civil law.

III. Definitions

- A. Public offense - That which is prohibited by statute and is punishable by fine or imprisonment.

See New Mexico States Statues Annotated Chapter 30, Article 1 through Article 51

- B. Felonies - Those public offenses defined as such by law. *See New Mexico States Statues Annotated Chapter 30, for complete list of criminal offense and complete definitions and penalties.*

- Homicide > Murder > Manslaughter, Section 30-2-9
- Assault and Battery, Section 30-3-16
- Kidnapping, Section 30-4-4
- Sexual Offenses > Rape > Criminal Sexual Penetration > Criminal Sexual Contact > Indecent exposure, etc. Section 30-9-19
- Robbery > Larceny > Forgery > Fraud > Extortion, Section 30-16-48
- Weapons > Explosives > firearms > Deadly Weapons, Section 30-7-22.

VI. Use of Force

- A. Use of force refers to those responses where the Clovis Community College Security Officers generally employ to address a situation where there is an immediate threat to an innocent individual and there is an immediate need to use physical force other than verbal commands.

- B. The Clovis Community College Security Officer shall, as soon as feasible, call the Clovis Police Department for assistance and give as much detail and information about the incident, with a description of the suspect(s) and vehicle is applicable for CPD follow-up.

- C. A Clovis Community College Security Officer is not trained and equipped to employ physical force, therefore the Security Officer, should use only that force which the Security Officer reasonably believes is necessary:

- To detain an individual when a public offense has been committed or attempted in the Security Officer's presence.
- To detain an individual when a felony has been committed and the Security Officer has reasonable grounds to believe that the person being detained has committed a felony.
- When the Security Officer reasonably believes use of force is necessary to prevent serious injury to the individual, the Security Officer or other(s).
- Should the Security Officer engage in an act of physical use of force and detainment, the security officer will notify the Director of Campus Security and explain the circumstance and determine further action to be taken if necessary.
- The security officer will then file a written report to the Director of Campus Security for approval and for Clery Act reporting.

- D. Individual circumstances will govern the appropriate order, combination(s) and level(s) of force to be applied to any given situation. However, a Security Officer should only use that level of force and the level of training which the Security Officer reasonably believes is necessary under the circumstances. The following continuum generally describes the types of force employed by Clovis Community College Security Officers.

- Physical presence of a Clovis Community College Security Officer in an identifying uniform shirt. Security Officers' attitudes are professional and nonthreatening.

- Assessment of situation, call for other Security Officers or local police assistance if appropriate and notify the Director of Campus Security as soon as circumstances permit.
 - Verbal persuasion – Force is not physical, Security Officers issue calm, nonthreatening commands for compliance
 - Verbal commands may increase in their volume and shorten their commands in an attempt to gain compliance.
 - Soft hands or empty hands control, Security officers use bodily force to gain control of a situation, by using grabs, holds and joint locks to restrain an individual.
 - ASP Baton (if certified and trained in the use of the baton) **Security Guards at CCC are not normally trained in the use of ASP Batons and therefore should not deploy this technique.

 - Hard hands used in a manner designed for greatest likelihood of compliance with least likelihood of injury, I.e., punches, kicks, physical holds.
**Security Guards at CCC are not normally trained in the use of Hard Hands and therefore should not deploy this technique.
 - Less Lethal and Lethal Force (chemical weapons, Conducted Energy Devices and lethal weapons such as fire arms and knives are not part of the Clovis Community College training for Security Officers. **(THEREFOE LESS THAN LETHAL AND LETHAL FORCE IS NOT AND WILL NOT BE DEPLOYED WHEN ADDRESSING A SUBJECT EXHIBITING LETHAL FORCE AT ANY TIME).** Security officer should contact Law enforcement officials as soon as feasible and when safe to do so.
- E. Under unique circumstances it may be necessary and appropriate to consider other methods or instruments of force, but only when the Security Officer reasonably believes they are necessary to protect the individual, the Security Officer, or other(s) from injury or harm.
- F. Disengagement is also an option which may be considered depending on the circumstances.
- G. The following factors provide a framework for a Clovis Community College Security Officer's assessment of whether use of force is necessary and for determining the level(s) and order of force to apply to a given situation:
- The nature and scope of the offense.
 - Whether the individual poses an immediate risk to self, the Security Officer or other(s), if known.
 - The level of the individual's resistance.
 - The level of the Security officer's training and knowledge of force continuum.
 - Whether the individual is armed.
 - Whether local law enforcement officials are present, on the way, or in the vicinity.
 - Whether the individual is identifiable or it is likely they can be identified or located at a later time and date.

Should the security Officer engage in any of the preceding activities in Section VI, USE OF FORCE, the security officer will then file a written report to the Director of Campus Security for approval and for Clery reporting.

V. Efforts to Detain

- A. To detain means to stop and hold an individual, for the purpose of obtaining information through questioning the individual, issuing a written or verbal warning, referring the individual to another security of campus authority or turning the individual over to law enforcement.
- B. A Clovis Community College Security Officer may detain an individual when:
 - A public offense has been committed or attempted in the Security Officer's presence;
 - A felony has been committed and the Security Officer has reasonable grounds to believe that the person being detained has committed it, or
 - The Security Officer reasonably believes detention is necessary to prevent serious injury to the individual, the Security Officer or other(s).
- C. In the event of a detention, the Security Officer should utilize only that level of force the Security Officer reasonably believes to be necessary, based on the continuum and factors articulated above in section V, Use of Force. In addition to the use of force, handcuffs may be used when the Security Officer reasonably believes they are necessary to protect the individual, the Security Officer, or other(s) from risk of injury or harm.
- D. A Security Officer will only use the force continuum that the security officer has been trained on through a credible and certified training facility or instructor.
- E. Should the Security Officer engage in an act of physical detainment, the security officer will notify the Director of Campus Security and explain the circumstance and determine further action to be taken if necessary.
- F. The security officer will then file a written report to the Director of Campus Security for approval and for Clery reporting.

VI. Pursuit

- A. Clovis Community College Security Officers are **NOT** trained and/or equipped to initiate a pursuit, therefore, the Clovis Community College Security Officer shall not initiate a vehicle or foot pursuit of any suspect(s), but should obtain a physical description of the suspect(s) and vehicle if applicable and the Clovis Community College Security Officer should call as soon as feasible, the Clovis Police Department and give as much detail and description as possible about the incident for follow-up by the Clovis Police Department.
- B. The Clovis Community College Security Officer shall, as soon as feasible, file a written report of the incident and submit the report to the Director of Campus Security for approval.
- C. The Director of Campus Security will follow the appropriate steps to inform the President of Clovis Community College and the Vice President of Administration and Governmental Affairs if the college becomes liable as a result of a foot or vehicle pursuit due to the fact that circumstances deemed unavoidable.

VII. Reports

- A. A Clovis Community College Security Officer submitting a written report to the Director of Campus Security Services whenever there is a use of force beyond the use of soft hands on the use of force continuum. See attachment A for incident report form, the report will following the following guidelines:
- B. The report shall contain:
 - Security Officer's name.
 - Date and time of event.

- Location of event.
- Description of individual(s) involved in event.
- Names of Clovis Community College personnel responding to the event.
- Description of all facts and circumstances surrounding the event.
- The order, level(s) and justification for force used, i.e., pursuit, hard hands, soft hands, etc.
- Description of injury or alleged injury to any party involved, including the suspect, witness, visitor, and employee.
- Name(s) of independent witnesses if available.
- Law Enforcement action taken if applicable.

VIII. Compliments, Comments and Complaints

Clovis Community College Security Department has a "Compliment, Comment and Complaint" mechanism available to individuals who wish to register a compliment, comment or complaint with respect to Clovis community College. Compliments regarding a Security Officer or a member of the security office will be acknowledged and noted internally. Comments will be acknowledged and evaluated in the context of security's departmental philosophy of continuous improvement. Complaints will be acknowledged and investigated in a timely manner under Security Directors investigation guidelines. A summary of complaints will be prepared and provided to the Vice President of Administration and Governmental Affairs, the Director of Human Resources and the Office of the President of Clovis Community College.

IX. Investigations

An investigation into the conduct of a security officer, including the use of force, may be initiated at the request of the Director of Campus Security or his superior(s). Such an investigation may be initiated as the result of an internal or external complaint or on the Director's or his superior's own initiative.

The Director of Campus Security Services or his superior(s) will determine the nature and scope of the investigation.

The Director of Campus Security shall immediately notify the Vice President of Administration and Governmental Affairs and the Director of Human Resources and the Office of the President, if the complaint warrants notification to all the proceeding offices and directors and President.

The Human Resources Director will have discretion for an independent investigation to preserve the integrity of the investigation.

If additional assistance is required to conduct an investigation where the use of force is not justified, the Local, County or State Law Enforcement officials will be contacted to conduct an unbiased investigation.

If, during the investigation, the outside agency conducting the investigation deems it necessary to file criminal charges, the charges and the investigation details would be submitted to the office of the Criminal District Attorney's office for review.

In the event of an investigation into the conduct of an officer, whether or not it is precipitated by a complaint, the officer may be placed on administrative leave with or without pay or reassigned to alternative duties pending the conclusion of the investigation.

At the conclusion of an investigation, appropriate employment-related action may be recommended by the Director of Human Resources and the Director of Campus Security and the Office of the Vice President of Administration and Governmental Affairs.

X. Closed Circuit Television Monitoring and Recording of Campus Areas for Safety and Security Purposes

The purpose of this policy is to regulate the use of closed circuit television (CCTV) cameras, (security cameras), to monitor and record campus areas for the purposes of safety, security, close circuit monitoring and surveillance. The use of security cameras is one tool used by Clovis Community College Campus Security to fulfill its Departmental Mission Statement.

XI. Scope

This policy applies to all CCTV monitoring conducted by Clovis Community College Campus Security personnel and other personnel that have access to monitor and view the security surveillance cameras and uses of CCTV monitoring by other campus departments, such as the Information Technology Department.

XII. General Principles

A critical component of a comprehensive security plan using state-of-the-art technology is closed circuit television (CCTV). The Department of Campus Security is committed to enhancing the quality of life of the campus community by integrating the best practices of open campus safety with CCTV technology.

The purpose of CCTV monitoring of campus areas by campus security personnel is to deter crime and to assist the Office of Campus Security in protecting the safety of persons and property on the Clovis Community College campus.

Personnel involved in CCTV monitoring will be trained and supervised in the responsible use of this technology. Violations of this policy will result in disciplinary action consistent with the rules and regulations governing employees of the Clovis Community College.

XIII. Responsibilities

The Department of Campus Security shall oversee and coordinate the use of CCTV monitoring for safety and security purposes.

The Department of Campus Security will monitor new developments in the relevant law and in security industry practices to help ensure that its CCTV monitoring operations are consistent with accepted standards and practices.

Camera control operators will be trained in the technical, legal and ethical parameters of appropriate camera use. Camera control operators will receive a copy of this policy and provide written acknowledgement that they have read and understood its content.

XIV. Operation and Procedures

The master program/computer for the CCTV system will be locked in a separate limited access room away from the Office of Campus Security. Only the Director of Campus Security and the Office of the Vice President for Administration will be authorized to alter the master program and/or save video from the master program with the assistance of the Information Technology department.

Recorded video media will be stored for a period not to exceed 10 days and will then be erased, unless retained as part of an investigation or court proceedings (criminal or civil), or for other official Campus business purposes, as determined by the Director of Campus Security in consultation with the Vice President for Administration.

Saved video media will be stored in the departmental electronic data fire proof safe which can be accessed only by the Director of Campus Security, Information Technology personnel and the office of the Vice President for Administration. Saved video data will be coordinated with departmental case reports through normal evidence procedures and logs.

Camera control operators will conduct CCTV observation in open view of others at the Clovis Community College Security office.

No cameras will be placed in locations of expected privacy, i.e., restrooms, dressing rooms, athletic locker rooms, etc. Interior cameras may be placed in locations of high foot traffic, suspected criminal activity and/or high value equipment where personal and/or Clovis Community integrity will be compromised or where property safety is a concern.

Camera control operators may monitor individuals based on suspicious behavior, but not based upon protected individual characteristics as set forth in Clovis Community College Policies and applicable Civil Rights laws.

All buildings and grounds on the campus, as well as parking lots, sidewalks, and campus grassy areas will be assumed "public" and may be viewed and monitored by CCTV.

In addition to the common areas where CCTV is monitored, certain testing areas, such as Allied Health testing site, and other testing centers within the Clovis Community College have CCTV installed to assist in monitoring and maintaining integrity of the testing site as well as maintain the integrity of the testers while a test is being proctored. (Signs are posted that CCTV is installed in the testing sites).

Information obtained through CCTV monitoring may be released to persons or entities outside Clovis Community College (such as law enforcement) only when compelled by lawful means, such as a subpoena, or when authorized by the Director of Campus Security, in consultation with the Office of Vice President for Administration, and in accordance with this policy. CCTV video data will not be released to news or media sources without the additional approval of the Director of Marketing and Communications.

CCTV video may be viewed by Clovis Community College employees outside Campus Security on a "need to know" basis, as determined by the Director of Campus Security, in consultation with the Office of Vice President for Administration.

Members of the campus community, individuals or small groups, may observe "live" CCTV monitoring operations at the Office of Campus Security by making an appointment with the

Director of Campus Security Department or in his absence, the Office of the Vice President for Administration.

XV. CCTV not a Guarantee of Safety on Campus

No one should assume that the presence of a CCTV system on campus will guarantee safety for persons or property at all times. Rather, it is one more tool in Clovis Community College Campus Security's continuing efforts to increase campus security and safety.

XVI. Not a Contract

This policy is not intended by Clovis Community College to form a contract between it and any person or entity. These procedures may be amended by authorized Clovis Community College officials at any time without prior notice

XVII. Motor Vehicle Parking and Vehicle Operation Regulations

Parking, vehicle & Pedestrian operations, rules and regulations are provided to ensure safe and efficient vehicular movement, vehicular parking and pedestrian traffic on Clovis Community College parking lots and property.

Policy

- Students, faculty and staff are expected to be familiar with and abide by these Parking rules and regulations, and New Mexico Criminal and Motor Vehicle Laws.
- Clovis Community College parking rules and regulations will be in effect on the campus of Clovis Community College property 24 hours a day and seven days a week.
- Strict adherence to all regulations is required to protect pedestrians and vehicles, and to provide access for emergency vehicles.
- Clovis Community College has the jurisdiction to enforce the parking rules and regulations and the right to remove or impound any vehicle operated or parked in violation of the rules and regulations.
- The vehicle's owner will be required to pay applicable towing and storage fees due to a violation of the Clovis Community College rules and regulations violations.
- The Director of Campus Security has discretionary powers to enforce a policy or traffic control on the campus when not specifically covered by these parking rules and regulations.
- The fact that a violation notice is not issued to a vehicle that is illegally parked or in violation of the rules and regulations, does not mean or imply that the rule, regulation or law is no longer in effect.
- The foregoing purposes and policies are implemented by the following Regulations and Procedures.

Administration

These policies, rules, regulations and procedures shall be administered by the Office of the Vice President for Administration and Governmental Affairs, with assistance from the Office of Campus Security. The office of campus security is located in Room 134 of the main building and the contact information for the security office is 575-769-4143 or 575-769-4144.

Parking Regulations

A. Vehicle Registration

- All motor vehicles, including motorcycles, are highly encouraged to register with the Office of Campus Security; however a parking permit is not required to park on campus at any time.
- Although there are no posted speed limits signs on CCC parking lots, as a general rule, parking lot speeds are not to exceed 10 MPH while operating a motor vehicle.
- Permits are reflective and self-adhering and are numbered with a unique CCC number.
- A vehicle that is registered will properly display the sticker on the lower right corner of the vehicle's front windshield (passenger side) or the left corner of the rear window.
- Motorcycle, motor scooter and motor bike decals will be placed on the front sprocket.
- Students, faculty and staff may obtain parking permits at the Security Office
- There is no charge for registering vehicles, or bicycles
- The permit authorizes a vehicle to be parked on Clovis Community College Campus property, but it does not guarantee a specific parking space.
- If an employee or student has more than one vehicle that might be driven on campus, the additional vehicle should be registered as well, at no charge.
- The purpose of obtaining a parking permit is to enhance the chance of recovery if the vehicle is stolen, notify owners if there is vandalism to a vehicle and to notify owners if there is a motor vehicle accident involving their vehicle.
- Also, to avoid towing vehicles left in the parking lots for extended periods of time.
- Bicycles do not require a permit; however, it is recommended that bicycles be registered with the Security Office in order to enhance the chance of recovery if the bicycle is stolen, or to notify owners if there is vandalism to their bicycle while on CCC property.
- Visitor parking permits and temporary parking permits are not available; however, visitors to the campus will have the same parking privileges as faculty, staff and students and shall abide by the same rules and policies governing this policy.
- Special Parking Permits may be obtained through the office of Special Services or the Academic Advising Office with prior approval. Special permits are exclusive only to CCC parking lots and property and are **NOT** official for any other purpose for such as ADA parking outside of the CCC campus.

B. Where to Park and Not Park definitions: Painted Curbs

- Red curbs. Do not park—fire lanes (subject to being impounded at the owner's expense)
- Yellow curbs, Do not park, yellow curbs are for campus maintenance vehicle and temporary loading and unloading areas.
- Blue curbs. Do not park, except with official New Mexico ADA/handicap decal or special permit issued through the Special Services Office.
- Unpainted curbs, general parking for faculty, staff, student and visitor parking.

C. Parking Lots

- General use: All Clovis Community College parking lots are open at all times for parking to students, faculty, staff and visitors.
- Special events: For special events (i.e., theatre events, community sponsored events, rented community events etc.) parking lots may be opened for general use for the duration of any such event.
- Curbs and signs: Regulations regarding curb markings and signs are in effect in parking lots.
- Warning Parking Violations can and shall be issued for the following violations: however, there are no monetary fines/fees assessed for any of the violations listed below:
 - Tow Zone or Improper Zone and Subject to Citation
 - Blocking or obstructing Roadway
 - Parking on Sidewalk or Lawn
 - Red, Blue, Yellow, or designated parking without proper permit
 - Occupying more than one parking stall
 - Parked on white stripe
 - Handicapped space or area
 - No Parking Zone
 - Parking in Reserved Parking Space
 - Parking too Close to Fire Hydrant
 - Parking in loading or Unloading Zone
 - Other Parking violations that could be considered a safety and security concern or protection of campus property

D. General Regulations

- Registered owners are responsible for proper parking of a vehicle, regardless of who may be operating the vehicle.
- Vehicles shall not be washed or repaired anywhere in campus parking areas.
- Mobile washing companies are not permitted to bring mobile washing equipment on campus and wash cars without prior approval from the Security Department.
- For curb parking, vehicles must be parked no more than eighteen (18) inches from the curb.
- Vehicles shall not be parked on vegetation, grass or sidewalks.
- The responsibility for finding a legal parking space rests with the motor vehicle operator. Lack of space is not considered an excuse for violation of any parking regulation.
- When parallel parked, the vehicle must be parked facing the same direction as the traffic flow.
- Any person who repeatedly violates the parking regulations of Clovis Community College is subject to revocation of parking privileges or from use of any of the parking lots within the campus.
- Failure to comply with the regulations may result in loss of driving privileges on campus or vehicle impoundment.
- The registered owner is responsible for paying all costs and any fines levied as a result of vehicle impoundment.
- Clovis Community College assumes no responsibility for damage or theft to a motor vehicle or any loss while it is operated or parked on campus.

E. Suspension of Privilege to Drive and Park on Campus.

- When a permit holder or any member of the Clovis Community College has accumulated three or more parking violations, the Security Office may prohibit the habitual violator from driving or parking on campus for a period of thirty (30) days.
- At the end of said period he/she will be eligible to apply for reinstatement of all driving privileges, in the office of Campus Security Room 134 and with approval of the Security Director.
- Any person who drives or parks on campus while on parking suspension due to multiple parking violations may have his/her vehicle impounded without notice.

F. Regulations for the Use of Motor Bikes, Motorcycles and Motor Scooters on Campus:

- These vehicles are subject to the same regulations as four-wheeled motor vehicles.
- These vehicles may not be parked in entryways, on sidewalks or pedestrian paths, and must not be stored in campus buildings.
- These vehicles may not be driven on any walkway, road or driveway not authorized for use by a four-wheeled vehicle.
- The Security Office personnel and the Security Work-study Student employees are authorized to issue parking warnings for violations of campus parking rules and regulations.

G. Rules and Regulations for the use of bicycles, skateboards, roller blades and roller skates on campus

- Due to the high volume of pedestrian traffic inside buildings, offices, classrooms, and common areas, bicycles, skateboards, roller blades, electronic hover boards and roller skates are not permitted or to be used inside buildings, hallways, classrooms, offices and common use areas by any pedestrian traffic.
- For pedestrian safety, bicycles, skateboards, roller blades, electronic hover boards, and roller skates are also not permitted on sidewalks, walking ramps or the walking track.
- Bicycle racks are provided throughout the campus for security of bicycles and therefore, bicycles are not permitted inside buildings for storage.

H. Motor Vehicle Accidents on Campus Property (injury & non-injury)

- If a motor vehicle accident occurs on Clovis Community College parking lots or property, involving injury to a person(s), 9-1-1 will be called as well as the Clovis Police Department to investigate the accident.
- If a motor vehicle accident occurs on CCC property involving CCC owned and operated property, Clovis Police Department will be dispatched to investigate the accident
- The CCC Security Team will also be dispatched to the scene of the accident and generate an internal report of the accident.

I. Pedestrian Traffic on Campus

- Pedestrian Traffic on campus is expected to abide by the general rules of traffic safety and not walk in the middle of the drive ways and roadways and to utilize the sidewalks and other walking areas when feasible.
- Pedestrian traffic is encourage to utilize safety when crossing roadways and driveways and to utilize crosswalks and sidewalks and adhere to caution flashing lights when crossing streets and driveways where applicable
- Pedestrian traffic is expected the yield to motorized vehicles, golf carts, and bicycles when these vehicles on legally on the roadways and thorough fares.

- By the same rules, motorized traffic is expected to yield to pedestrian traffic when utilizing crosswalks and sidewalks.
- Motorized and Pedestrian traffic is encouraged to use caution and safety while on CCC property.

K. Vehicle Towing

Clovis Community College has the authority to tow vehicles without the consent of the registered owner in the following circumstances but not limited to only these circumstance:

- Abandon or disabled vehicles
- Motor Vehicles identified as habitual violators of campus parking rules and regulations
- Motor Vehicles left unattended in a drive thoroughfare, thus creating a hazard
- Motor Vehicle left in a no parking zone or handicap zone without the proper permit
- Motor vehicles parked on landscaping or other unauthorized parking areas

XVIII. LOADING AND UNLOADING ZONE(S)

- No loading/unloading through any door that is not designated a loading zone is permitted.
- Any loading/unloading must be handled through the designated loading/unloading zone.
- Any loading/unloading would have to be through the rear of the building where food vendors deliver, or through the rear door by Automotive for events at Town Hall or the loading dock by the shipping and receiving area.
- No parking allowed on sidewalks or grassy areas to load or unload.
- Vehicles are prohibited to pull up to any door and block the entrance for loading/unloading.
- Vehicles not meeting these criteria are subject to being towed at the expense of the owner.
- Posted signs advise of designated loading areas.

XIX. SERVICE AND OTHER ANIMALS ON CAMPUS POLICY

In compliance with federal and state law, Clovis Community College (CCC) recognizes its responsibility to extend equal access to individuals with disabilities who use a Service Animal, also referred to as a Qualified Assistance Animal. This policy establishes the guidelines for Service Animals and other animals on CCC campus. Owner at all times while on campus. Employees with disabilities who believe that the use of a Service Animal is necessary to reasonably accommodate their disability must contact Special Services to begin an interactive process regarding use of the Service Animal on campus. Campus Security may contact local animal control officials if the animal is observed in an unattended vehicle or wandering on campus.

DEFINITIONS

1. Disability as defined by federal law is a physical or mental impairment that substantially limits one or more major life activities; a record (or past history) of such an impairment; or being regarded as having a disability.
2. Service Animals are defined as dogs or miniature horses, except as otherwise specified, that are individually trained to do work or perform tasks for people with disabilities. A Service Animal in training is a Service Animal for this purpose of this policy. Service Animals include the state of New Mexico definitions below:

- A. "Qualified Assistance Animal" means any qualified service dog or qualified service miniature horse that has been or is being trained to provide assistance to an individual with a disability; but "qualified service animal" does not include a pet, an emotional support animal, a comfort animal or a therapy animal.
- B. "Qualified Service Dog" means a dog that has been trained or is being trained to work or perform tasks for the benefit of an individual with a disability who has a physical or mental impairment that substantially limits one or more major life activities; and
- C. "Qualified Service Miniature Horse" means miniature horse that has been trained or is being trained to work or perform tasks for the benefit of an individual with a disability who has a physical or mental impairment that substantially limits one or more major life activities.

POLICY PROCESS

- A. For students and the general public, a Service Animal shall be permitted in any area of the College that is unrestricted (not off limits to Service Animals due to codes or regulations) to students or visitors. The College will take appropriate action to address violations of this policy, up to and including disciplinary action or removal from College property.
- B. **Responsibilities for the Care and Supervision of Service Animals**
 - 1. Individuals with Service Animals are responsible for managing and handling their Service Animals at all times while on CCC property, maintaining proper infection control measures, and are responsible for the behavior and activities of the animal.
 - 2. The individual is personally responsible for any damages to the facility caused by his/her Service Animal, including damage in a classroom or anywhere else on College property. Service Animals on College property must be:
 - a. Licensed and vaccinated in accordance with applicable state, county or local laws or ordinances pertaining to the Service Animal;
 - b. In good health and well groomed;

SCOPE AND APPLICABILITY

This policy applies to all individuals requiring authorization to bring animals to campus.

POLICY STATEMENT

Students, employees, contractors and members of the public are prohibited from bringing animals on campus except Service Animals. A Service Animal may accompany a student or member of the public with a disability when using CCC Facilities. In order to determine whether the animal is a Services Animal, employees of the College may inquire as to (1) whether the animal is a Service Animal and (2) the tasks the Service Animal has been trained to perform. The Service Animal must remain in the control of the owner at all times while on campus. Employees with disabilities who believe that the use of a Service Animal is necessary to reasonably accommodate their disability must contact Special Services to begin an interactive process

regarding use of the Service Animal on campus. Campus Security may contact local animal control officials if the animal is observed in an unattended vehicle or wandering on campus.

DEFINITIONS

3. Disability as defined by federal law is a physical or mental impairment that substantially limits one or more major life activities; a record (or past history) of such an impairment; or being regarded as having a disability.
4. Service Animals are defined as dogs or miniature horses, except as otherwise specified, that are individually trained to do work or perform tasks for people with disabilities. A Service Animal in training is a Service Animal for this purpose of this policy. Service Animals include the state of New Mexico definitions below:

C. Animals

3. Individuals with Service Animals are responsible for managing and handling their Service Animals at all times while on CCC property, maintaining proper infection control measures, and are responsible for the behavior and activities of the animal.
4. The individual is personally responsible for any damages to the facility caused by his/her Service Animal, including damage in a classroom or anywhere else on College property. Service Animals on College property must be:
 - a. Licensed and vaccinated in accordance with applicable state, county or local laws or ordinances pertaining to the Service Animal;
 - b. In good health and well groomed;
 - c. Housebroken (the individual with the disability is responsible for the proper disposal of any Service Animal waste); and
 - d. Harnessed, leashed, or otherwise under the control of the individual with a disability (e.g. voice control, signals, or other effective means) such that the Service Animal does not disrupt or interfere with the ability of other users of the space or activity.

D. Removal of Service Animal

1. An individual with a disability may be asked to remove the Service Animal from the College only if the animal is out of control and the animal's handler does not take effective action to control it or the animal is not housebroken.
2. A history of allergies or fear of animals are generally not valid reasons for denying access or refusing service to individuals with Service Animals; however, all situations will be evaluated on a case-by-case basis.

E. Students

1. A student who seeks to bring a Service Animal into CCC classroom, laboratory, or other learning environment is required to register with CCC's Special Services Offices.

F. Appeal a Decision

1. Any person dissatisfied with a decision concerning a Service Animal can contact the Executive Vice President who will collaborate with the Special Services Coordinator and any other appropriate College resources to address individual concerns.

CORRECTIVE ACTION AND DISCIPLINARY ACTION

1. The College will take appropriate action to address violations of this policy, up to and including removal from College property in accordance with this policy. The discipline imposed will depend on the severity of the violation and the circumstances of the situation.

PROHIBITION OF FALSE PRESENTATION OF ANIMAL AS A QUALIFIED SERVICE ANIMAL

1. A person shall not knowingly present a Service Animal that does not meet a definition of "qualified service animal" pursuant to Section 28-11-2 NMSA 1978. A person who violates the provisions of this section is guilty of a misdemeanor and upon conviction shall be punished pursuant to Section 31-19-1 NMSA 1978.
2. Nothing in this section shall be construed to preclude any other remedies otherwise available pursuant to common law, the NMSA 1978, or Federal law.

XX Campus Maps and Directions

<http://www.clovis.edu/about/directions.aspx>