



ANNUAL SECURITY REPORT  
October 2018

# ANNUAL SECURITY REPORT – OCTOBER 2018

Introduction	2
Campus Security Authority	2
Crime Log	2
Reporting Crimes and Emergencies	2
Maintenance of Campus Facilities	2
Identification Card Access System	3
Emergency Mass Notification System	3
Communication	3
Timely Warning Notices	3
Emergency Preparedness	3
Drug and Alcohol Policy	3
Firearms/Explosives/Weapons	3
Harassment Prohibition	4
Dating Violence	4
Domestic Violence	4
Other Harassment/Hate Crimes	4
Sexual Harassment	4
Stalking	4
Reporting & Resources for Victims of Sexual Assault	5
Voluntary Confidential Reporting	5
Bystander Intervention	5
Actions by the CSA When Incidents Are Reported	5
Discipline/Consequences	6
Sex Offender Registry	6
Education and Prevention	6
Counseling & Support	7
Crime Statistics	8



Dear SCNM Community,

Ensuring a safe environment across the College campus is a shared responsibility that involves all members of the SCNM community. While certain individuals have the unique responsibilities for helping to ensure a safe and secure campus, identified as Campus Security Authority (CSA), we rely on all members of the SCNM community to help identify and report potential safety concerns.

SCNM's 2018 Annual Security Report is now available. This report is required by federal law and contains policy statements and crime statistics for the school. The policy statements address the school's policies, procedures and programs concerning safety and security, policies for reporting, responding to emergency situations and sexual offenses. The Report is available on MySCNM. You may also request a paper copy from the Facilities Office or Office of Administrative Services.

We hope you will find this report valuable and encourage members of SCNM to use this report as a guide for safe practices. Please review this information carefully. Personal safety is a responsibility of everyone, and we need your assistance in making our campus a safe environment. If you have any questions or suggestions about security, please feel free to call one of the CSAs listed below:

Director of Human Resources                      480-222-9292

Dean of Students                                      480-222-9237

Director of Facilities                                 480-222-9271

Sincerely,

Kevin Cline, Director of Facilities

Cindy Garbe, Human Resources Director

Ken Donnelly, Dean of Students

# ANNUAL SECURITY REPORT – OCTOBER 2018

## INTRODUCTION

In compliance with the requirements of the Jeanne Clery disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and to promote the safety and wellbeing of the campus community, the following information is provided to students and employees. The Report is intended to inform current and prospective students, staff and faculty about SCNM's safety and security policies and programs. A list of crime statistics is provided in this report for the knowledge and awareness of the campus community which reflects specified crimes that must be reported according to the provisions in the Clery Act. This information is updated on an annual basis and is available in the [Campus Life tab](#) of MySCNM.

On March 7th, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) and the final rule was issued on October 20, 2014 amending the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). Notably, VAWA amended the Clery Act to require institutions to compile statistics for incidents of dating violence, domestic violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports. This report also provides information on safety and security programs and services available in compliance with the VAWA amendment.

Members of the campus community receive information about reporting crimes and crime prevention through publication of this report and during student and employee orientation. In addition, the Campus Security Authority offer advice and assistance in matters involving the reporting of crimes and emergencies.

## CAMPUS SECURITY AUTHORITY

Safety is a top priority while on the SCNM campus. The Facilities Director (or designee), the Dean of Students (or designee) and the Chief Information Officer (or designee) have been identified as Campus Security Authority (CSA). Students and employees are encouraged to bring safety concerns to one of the CSAs including any potentially dangerous situations so they can be addressed promptly and without incident. CSA contacts:

Director of Facilities	480-222-9271
Dean of Students	480-222-9237
Director of Human Resources	480-222-9292

## CRIME LOG

The office of Administrative Services maintains a record of every incident reported. The log summarizes each incident reported and includes, when available, the nature of the crime reported, the date and the time when the crime occurred, the location of the crime, and the disposition of the complaint, if known. Some incidents may be classified as confidential to protect the identity of victims, witnesses, and/or the integrity of a case. In certain cases, the release

Page 2 :: Annual Security Report – October 2017

of information may jeopardize or hamper investigatory activities. Incident/Injury Report Form is available in the [Campus Life](#) tab of MySCNM.

## REPORTING CRIMES AND EMERGENCIES

**Dial 911 in case of an emergency.**

Community members are encouraged to report all crimes and public safety related incidents to one of the Campus Security Authorities (CSA) in a timely manner.

Students, faculty, staff and visitors are encouraged to promptly report ([Incident/Injury Report](#)) all crimes or suspicious activities that occur on SCNM property to one of the CSAs listed above who will respond in accordance with established enforcement procedures. CSA office hours are normal business operating hours of 8:00am to 5:00pm; however, the CSAs may be reached after hours by cell phone. The student counselor is encouraged to inform students being counseled of their ability to report crimes on a voluntary, confidential basis for inclusion in the annual statistics.

The objective is to help provide and foster a safe and secure environment conducive to learning and to protect the lives and property of students, faculty, staff and visitors. While the College takes actions to help increase security, students and visitors also carry a burden to contribute to their own safety by following rules, using common sense, avoiding dangerous situations, and reporting suspicious or threatening activities immediately to a CSA.

Any student or employee on campus may call the Facilities Staff at 480-222-9205 for assistance if he/she feels the need.

## MAINTENANCE OF CAMPUS FACILITIES

SCNM offers a safe campus environment through the implementation of many different types and levels of security. These include:

- Assignment of three Campus Security Authority, all of whom can be reached easily via phone
- The ability to provide information to the community during an emergency is crucial to the management of the emergency. It is important to have a process that makes effective use of the College's emergency notification systems via phone texts, SCNM's email system and campus-wide paging system
- A documented and published [Emergency Preparedness Plan](#)

The College makes every effort to ensure that campus facilities, buildings and grounds are designed and maintained in such a way as to promote safety and reduce criminal opportunity. The Facilities Department inspects campus facilities regularly, promptly makes repairs affecting safety and security, and responds immediately to reports of potential safety and security hazards.

Security on campus is provided through a number of mechanisms, including limitations on hours of operation, visitors' check-in procedure, policies on keys, access to buildings and its floors through the ID card system, provision of adequate lighting and security cameras. Request to unlock campus buildings during non-scheduled hours must be submitted in writing via [Helpdesk\\_Facilities@scnm.edu](mailto:Helpdesk_Facilities@scnm.edu). Security guards are provided in the evening and on weekends. Security patrol services are contracted during major campus-held conferences and events as determined appropriate and necessary.

## IDENTIFICATION CARD ACCESS SYSTEM

The ID card access system manages entry into buildings and some interior locations within buildings based on user's access level and permitted schedule. The ID card system has been integrated with the video surveillance system to capture both card holder information and footage of the surveyed areas. The system also allows for a simplified campus lockdown and better monitoring of individuals on campus. The Academic Building is accessible by ID card only. The Medical Center building is equipped with per-floor elevator access control.

The responsibility for maintenance of the card system and the issuance of cards rests jointly with the IT and Facilities departments. Requests for access are only honored when approved by a department head, their designee, or the designated authority for a given area. Requests for access should be submitted by the department head, their designee, or a designated authority to Facilities at [Helpdesk\\_Facilities@scnm.edu](mailto:Helpdesk_Facilities@scnm.edu).

## EMERGENCY MASS NOTIFICATION SYSTEM

In the event of a campus closure or other emergency, using the emergency mass notification system, members of the SCNM community including students, faculty and staff will receive text, email and voice call notification with information and instructions. Depending on the type of emergency this notification may be accompanied by a lockdown of campus door access. The campus telephone system provides for a phone paging system in case of an emergency announcement for some areas. Phones are available in all classrooms and exam rooms.

## COMMUNICATION

SCNM provides information to students and employees about campus security procedures and practices and encourages them to be responsible for their own security and the security of others. In the event a CSA determines an occurrence to be a danger to campus members on a larger scale (on campus as well as in its immediate vicinity), notification is made to the campus or affected populations. Content of the notification is determined by the needs of the occurrence. It is always the intent of the College to make

emergency notification of appropriate incidents without undue delay. See Emergency Announcement in the [Emergency Preparedness Plan](#).

## TIMELY WARNING NOTICES

Attempts are made to identify any crime patterns and trends in and near the campus which may pose a safety threat to the campus. In the event a situation arises that constitutes an ongoing or continuing threat, a timely warning will be issued to the SCNM community per the emergency announcement plan. Initial notification will go out as quickly as possible to enhance safety. It will provide limited information as many of the details will not be known at the time. However, updated information will follow as additional details are received and confirmed.

A Timely Warning notice will generally include the following:

- Date and time or timeframe of the incident
- A brief description of the incident
- Information that will promote safety and potentially aid in the prevention of similar crimes (crime prevention or safety tips).
- Suspect description(s)
- Police/Public Safety agency contact information
- Other information as deemed appropriate

## EMERGENCY PREPAREDNESS

An [Emergency Preparedness Plan](#) has been developed to prepare for, prevent, respond to, and recover from emergency situations. The guide provides information on whom to contact and what actions to take during emergency events. This Plan is reviewed and updated periodically.

## DRUG AND ALCOHOL POLICY

The possession, use, and sale of alcohol and illegal drugs are regulated at SCNM in accordance with the defined Substance Abuse Policy available in the [Student Handbook](#) and [Employee Handbook](#).

## FIREARMS/EXPLOSIVES/WEAPONS

For safety and for the preservation of property on campus, use, possession, display, or storage of any weapon, explosive device, or firearms is prohibited on College property including all land, buildings and vehicles owned by SCNM. The purpose of this policy is to establish restrictions and to state prohibitions regarding use and possession of weapons, explosives, and firearms including required reporting of violations. Please review [Weapons, Explosives and Firearms Policy](#).

# ANNUAL SECURITY REPORT – OCTOBER 2018

## HARASSMENT PROHIBITION

SCNM is committed to fostering an atmosphere that is respectful and cooperative, which promotes equal opportunity for all, and is free of discrimination, violence and harassment.

### Dating Violence

Defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; the existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

### Domestic Violence

A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse, or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws where the violence occurred; by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

### Other Harassment/Hate Crimes

Harassment based on race, color, age, sex, religion, national origin, citizenship, and marital status, physical or mental disability is a violation of federal and state law. In addition, SCNM's policy recognizes sexual orientation as a protected group. Harassment is defined to include verbal or physical conduct that creates an intimidating, hostile, or offensive work or school environment or that unreasonably interferes with an individual's work or school performance.

Hate crimes are those crimes where victims are intentionally selected, in whole or in part, because of their bias, race, gender, gender identity, religion, sexual orientation, ethnicity, national origin or disability.

Examples of conduct that may constitute harassment based on a legally protected class include, but are not limited to:

- Dating violence, domestic violence and stalking.
- The use of slurs based toward any protected group;
- Epithets or negative stereotyping;
- The use of socially unacceptable words at the workplace, even between employees or students of the same protected basis;
- Written materials that show hostility towards any legally protected basis.

## Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or a student's standing; or,
- Submission to or rejections of such conduct by an individual is used as the basis of employment or school decisions affecting such individual; or,
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or school performance or creating an intimidating, hostile, or offensive working or school environment.

Sexual harassment takes many forms; examples of conduct which might be considered sexual harassment under this policy include but are not limited to:

- Sexual exploitation of a relationship between individuals of unequal power and authority;
- Sexual exploitation of a relationship between peers and students that could affect the workplace or educational environment;
- Repeated and unwanted requests for dates, sexual flirtations, or propositions of a sexual nature;
- Subtle pressure for a sexual relationship;
- Sexist remarks about a person's clothing, body or sexual activities;
- Unnecessary touching, patting, hugging, or brushing against a person's body;
- Direct or implied threats that submission to sexual advances will affect or be a condition of employment, work status or academic standing;
- Physical assault;
- Conduct of a sexual nature that causes humiliation or discomfort, such as use of inappropriate terms of address;
- Sexually explicit or sexist comments, questions, jokes, in writing or on t-shirts;
- Conduct of a sexual nature that creates a hostile work or educational environment.

## Stalking

Stalking is any course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or to suffer substantial emotional distress.

SCNM has a strict policy against sexual harassment or harassment based on any legally protected basis. Conduct constituting sexual harassment, as defined herein, toward another person of the same or opposite sex is prohibited by this policy. The College explicitly prohibits harassment of any kind, whether sexually based or not, and include offences of dating violence, domestic violence and

stalking. It is a violation of policy for any student to engage in any act or behavior constituting harassment toward any student, employee, vendor, customer, consultant, or any other individual or group of individuals with whom the institution interacts or does business.

## REPORTING & RESOURCES FOR VICTIMS OF SEXUAL ASSAULT

Reporting incidents is important to addressing sexual misconduct on campus. Promptly seeking information can be very helpful to anyone who may want to report sexual misconduct.

Victims of sexual violence are encouraged to get to a safe place and call 911 to obtain immediate medical assistance and medical support to preserve evidence. Additional immediate contacts include one of the CSAs.

In the case of a sex offense, a victim, witness, or anyone with knowledge of such an act should notify one of the CSAs and/or the Human Resources Office. Should a sexual assault occur on campus or at a college-sponsored activity off campus, the College has an obligation to report the violation to the appropriate law enforcement agency. A victim of sexual assault has several options with regard to how the case is handled, including but not limited to:

- File criminal charges through the local police department.
- File a complaint through the college disciplinary system
- File a complaint/charges with both concurrently.

Counseling and support services are available to victims of crime, including sexual assault. All reasonable accommodations will be made as requested by the victim, if available.

## VOLUNTARY CONFIDENTIAL REPORTING

Victims and witnesses are also able to report crime on a voluntary, confidential basis. Reports of this nature are filed for informational purposes, but there is no formal investigation of the incident. With the victim's permission, a report can be filed without revealing your identity. The purpose of a confidential report is to comply with confidentiality while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

## BYSTANDER INTERVENTION

Any person who knows someone who is the victim of such harassment behavior or recognizes warning signs of abusive behavior or potential attack must immediately contact one of the CSAs or the Chief Human Resources Officer. Bystander intervention focuses on helping individuals understand and become more sensitive to crimes of sexual assault, domestic violence, dating violence, and stalking by providing prevention and interruption skills. Bystanders noticing an incident taking place should evaluate the situation - call 911 any time felt necessary.

In the coming months, the College will initiate training towards:

- Raising awareness of helping behaviors
- Increase motivation to help
- Develop skills and confidence when responding to problems or concerns
- Ensure the safety and well-being of self and others

## ACTIONS BY THE CSA WHEN INCIDENTS ARE REPORTED

CSAs who are informed of an incident of sexual assault, domestic violence, and dating violence or stalking will:

- Use reasonable best efforts to ensure the victim is no longer in danger and is in a safe locale, and inform the victim of the need for a safe environment
- Advise the victim of his/her option to contact or not contact law enforcement, regardless of where the incident took place, and inform the victim that the law requires that she/he be in control of decisions regarding formal charges
- Notify the victim that the College, like other entities, is a mandated reporter and therefore has a legal obligation to report the incident to law enforcement, but if the victim prefers, her/his name will not be included in the crime report submitted to law enforcement
- Explain that no legal action will be taken by the College without the victim's consent and that the victim can decline to speak to law enforcement if she/he so chooses
- Assist the victim in reporting the crime to law enforcement, if she/he chooses to do so, or notify law enforcement on the victim's behalf if requested to do so by the victim
- Use reasonable best efforts to ensure confidentiality of the victim and inform victim of actions that will be taken to ensure confidentiality, including how publicly available recordkeeping will be accomplished without including identifying information about the victim, to the extent permissible by law

# ANNUAL SECURITY REPORT – OCTOBER 2018

- Inform the victim of counseling and academic support options, as well as all other resources and support services available for victims of sexual assault, domestic violence, dating violence and stalking, both internally and externally
- Assist the victim in dealing with legal and medical Authority and making arrangements for transportation and provide necessary emotional support and information as needed
- Provide the victim with written notice of her/his rights, the procedure for investigating the incident, and the disciplinary actions and possible sanctions that may be imposed on students/employees found guilty of violation of the sexual assault, domestic violence, dating violence and stalking policy;
- Inform the victim of the importance of seeking immediate and follow-up medical attention
- Inform the victim of her/his right to change academic or working situations to avoid a hostile environment, and provide victim with options for, and/or available assistance in, changing academic or working situations, transportation, and living arrangements
- Include the incident in the annual Clery Act crime statistics report

## DISCIPLINE/CONSEQUENCES

SCNM strongly condemns conduct that creates an intimidating, hostile or offensive environment and will not tolerate sexual offenders. The College will respond promptly, fairly, and decisively to all reports of sexual assault, dating violence, domestic violence and stalking. Members of the College community accused of sexual assault will be subject to college disciplinary procedures when the alleged incident has occurred on campus or when the incident has occurred off campus and materially affects the learning environment or operations of the College.

Sexual assaults are serious violations of the College's judicial code, faculty standards and employee policies. SCNM will act to prevent any reoccurrence after an alleged sex offense upon request from a complainant, including assisting in changing the complainant's academic situation, if those changes are reasonably available. The options for change include, but are not limited to, reassignment to a different section of the same academic class, or other reasonable conditions as situations deem appropriate.

Upon notice, the SCNM Chief Human Resources Officer or Dean of Students will promptly investigate each complaint of harassment as thoroughly and as confidentially as possible, and take appropriate corrective action on all confirmed violations of this policy. All reports of sexual assault, domestic or dating violence, and stalking incidents occurring on college-owned property will be fully investigated by the College with consent of the victim, with appropriate disciplinary action taken (in the event the perpetrator is an SCNM employee or student). During formal campus disciplinary proceedings that involve an alleged crime or violent incident, including sexual offenses, both the accused and the victim may have someone accompany her/him and be present at all of the proceedings. Both the victim and the alleged perpetrator will be

Page 6 :: Annual Security Report – October 2017

notified of the outcome of these proceedings. College sanctions will be imposed in accordance with College disciplinary procedures for employees and students found to have violated this policy. Sanctions include, but are not limited to, suspension and expulsion. An employee committing sexual assault, domestic or dating violence or stalking is subject to internal disciplinary proceedings with sanctions up to employment termination in accordance with College disciplinary procedures and/or collective bargaining agreements as relevant to the employee.

Any student who permits, does not report, or engages in sexual or other prohibited harassment will be subject to disciplinary action including dismissal.

The Student and Employee Handbooks address sexual misconduct and the procedures in the event of sexual assault, domestic violence, dating violence and stalking.

The Chief Human Resources Officer or Dean of Students will put his/her findings in writing and forward a copy to the Executive Vice President at the end of the investigation. The findings of the complaint and the action to be taken will be reported to the complainant and the alleged harasser as expeditiously as possible. Results may be indeterminate. If so, the matter will be recorded as unresolved and record of the investigation will be maintained in a separate file apart from any personnel or student file. If an individual is found to have engaged in sexual or other harassment, he/she is subject to all disciplinary action for violation of this policy up to and including suspension and/or dismissal as is consistent with existing policies and procedures. This policy explicitly prohibits retaliation against an individual who in good faith makes a formal complaint of sexual or other harassment. SCNM will not allow any reprisal in any form against and complaining party or corroborating witness. By the same token, irresponsible and frivolous complaints or accusations will not be tolerated."

SCNM will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the College will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

## SEX OFFENDER REGISTRY

In accordance to the Campus Sex Crimes Prevention Act of 2000, below is the link to the State of Arizona Department of Public Safety Sex Offender Info Center.

[http://www.azdps.gov/Services/Sex\\_Offender/](http://www.azdps.gov/Services/Sex_Offender/)

## EDUCATION AND PREVENTION

Educational programming consisting of primary prevention and awareness is accorded to incoming students as part of the Orientation program. Included in the program is a Safety Brief provided by one of the CSAs via slide presentations that outline

ways to maintain personal safety. Similar information is presented to new employees. Quarterly friendly safety reminders are sent to the SCNM community. The common theme of all awareness and crime prevention communication is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

## **COUNSELING & SUPPORT**

SCNM provides no-fee individual counseling services to students. Counselors provide short-term, supportive counseling for a variety of student concerns. All services are confidential and do not require making a formal report to the police.

Employees have a support resource through the health care provider Cigna's Employee Assistance Program that provides ready help in regard to anxiety, stress, depression, grief, domestic violence, and substance abuse or relationship issues.

# ANNUAL SECURITY REPORT – OCTOBER 2018

## CRIME STATISTICS FROM THE 2018 ANNUAL SECURITY REPORT

Crime statistics are obtained from incidents reported. This table of data represents the campus crime statistics during the past three years.

OFFENSE	ON-CAMPUS PROPERTY			NON-CAMPUS PROPERTY			PUBLIC PROPERTY		
	2017	2016	2015	2017	2016	2015	2017	2016	2015
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	1	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Sexual Offences	0	0	0	0	0	0	0	0	0
Domestic Violence	1	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Arrests: Weapons, Carrying, Possessing etc.	0	0	0	0	0	0	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0	0	0	0
Arrests: Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Arrests: Liquor Law Violations	0	0	0	0	0	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	0	0	0	0	0	0	0	0	0

# ANNUAL SECURITY REPORT – OCTOBER 2018