



Policies and Procedures

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

September 2015 (Revised: September 2018)

POLICY FOR REPORTING ANNUAL DISCLOSURE OF CRIME STATISTICS

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the college to report statistics concerning the occurrence of specific criminal offenses reported to the local police department and the name of department and phone number in charge of campus security, list titles of any official of the college who has significant responsibility for student and campus activities. At SAGU American Indian College, the Director of Enrollment and Student Development has this responsibility. The data is obtained from reports made to that Director and/or Residence Directors and other campus personnel. Data that is obtained from the local Police Department is compared with the data gathered by the college. The resulting data is used to prepare the Annual Security Report. The requirement to report these crimes applies to offenses involving students, faculty, staff or the general public that occurred in any of the following geographic areas:

- On campus residential
- On Campus non-residential
- Campus affiliated (any building or property owned or controlled by SAGU American Indian College that is used in direct support of the institutions educational purposes.
- Public property (public areas contiguous to campus but not separated by a physical barrier).

As of the publication of this report, September 21, 2018, the crime map was reviewed for the City of Phoenix within one mile of the campus. There are no crimes reported to the Phoenix Police Department

for the campus address. If you wish to view the crime statistics for the surrounding areas, you should can use the internet to access the information. The URL is phoenix.gov/police/neighborhood. You will be asked to agree to the security of the system and then you will be prompted to enter an address. You can query the system for crime statistics within a specified radius of the campus. You may wish to view the Phoenix Police Department website to see crime statistics for the general area around the campus.

Crime statistics in the Annual Crime Report are for the most recent calendar year and the two previous years. Most law enforcement agencies provide software for the public to obtain crime statistics for statistical information that are required on an annual basis to relevant police agencies and to College Officials. Crimes are classified using the F.B.I. Uniform Crime Reporting format. SAGU American Indian College gathers, complies, and reports the findings to the College community via this compliance document. A notice of availability of the compliance document is on our web site as well as notifying students and staff via electronic messaging. If it is requested, a paper copy can be made available to each prospective student when they take a tour of the campus. A letter is e-mailed to prospective students who do not physically tour the campus only upon their request.

If you have any questions, contact the Director of Enrollment and Student Development at (602) 944-3335, ext. 226.

HOW TO REPORT CRIMINAL OFFENSES

In the event of an emergency dial 911 and then contact the Director of Enrollment and Student Development at (602) 944-3335, ext. 226 and/or reporting the emergency or any criminal activity to the Resident Director at (602) 944-3335, ext. 215 during regular business hours or ext. 255 outside of normal business hours.

Describing an Incident

When describing an incident stay objective, keep things in chronological order, tell listeners where you were at the time of the incident. When describing a person, notice permanent features-hair color, height, facial structure, build, etc. Share any special characteristics such as tattoos, birth marks or injuries. When

describing an object, notice the basics such as size, color and shape. Jot down any identifying characteristics, from a license plate number to a unique odor.

Confidential Crime Reporting

If you are a victim of a crime within the college's jurisdiction and do not want to pursue action within the criminal justice system, you may still want to consider making a confidential report to a college official.

The purpose of a confidential report is to comply with your wish to keep the matter confidential, 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. The College Officials that you may report a crime to include: the Director of Enrollment and Student Development (602) 944-3335, ext. 226 or the Residence Director at (602) 944-3335, ext. 215 during business hours or ext. 255 outside of normal business hours.

Law Enforcement Authority

Due to the small size of the college campus, faculty and administration are responsible for multiple duties. The following people have authority of the campus but the Phoenix Police Department and the Maricopa County Sheriff Department have the authority to make arrests.

- Campus President
- Administrative Dean of the College
- Director of Enrollment and Student Development
- Residence Directors
- Campus Security Personnel

Family Advocacy

Resources are available to assist victims of abuse, neglect, domestic violence or sexual assault by reducing trauma, insuring thorough investigation and prosecution through multidisciplinary team process.

The following options are available:

Victim Rights and Witness Assistance Program – 602-542-4911, <https://corrections.az.gov/victim-services>

Phoenix Family Advocacy Center (Sexual Assault Victims) - 602-534-2120,
www.phoenix.gov/humanservices/programs/victims/fac

Center Against Sexual Assault – 602-254-9000 (24 hours). www.sacasa.org

Victims have the opportunity to obtain a variety of crisis services in one location, with all agencies working together to start the healing process.

Locating Registers Sex Offenders

A list of registered sex offenders can be identified by going to the Arizona Department of Public Safety at http://www.azdps.gov/Services/Sex_Offender/Contacts/Registration/. SAGU American Indian College is located in the City of Phoenix in Maricopa County.

Family Advocacy Centers

Family Advocacy Centers offer services to victims on a 24-hour basis, including Orders of Protection, medical examinations and documentation, child protective services, victim advocacy and crisis counseling.

AGENCY NAME & ADDRESS	PHONE NUMBER
City of Phoenix Family Advocacy Center 2120 N. Central Ave., St. 250 Phoenix, AZ	602-534-2120 or 1-888-246-0303
Glendale Family Advocacy Center 4600 W. Glendale Ave. Glendale, AZ	623-930-3820

HELP LINES	
Arizona Coalition Against Domestic Violence (ACADV)	National Domestic Violence Hotline 1-800-799-7233
Community Information and Referral Services 602-263-8856	Mercy Maricopa Crisis Line 602-222-9444

Security Access

Residence buildings are staffed with on-site, and on- call Resident Directors and/or Resident Assistants 24 hours a day seven days a week. Resident Directors and Resident Assistants are there to help students address safety issues. Each student is issued a key for his/her room. At the beginning of each semester, the Residence Directors provide an orientation session explaining campus security which includes important information to keep dorm rooms secure.

Safety Tips for Residence Hall Students

1. Always lock your door and take your key every time you leave your room.
2. Do not prop open any doors in your residence building.
3. Close and lock your window when you leave your room.
4. Mark your valuables with any number or marking unique to you for identifying your property if stolen.
5. Don't leave cash, jewelry, laptop computers, music players or any other valuables in plain view.
6. Do not let strangers into your room.
7. Report suspicious people/behavior in or near the hall to any hall staff members, campus security team members or the Phoenix Police Department.
8. Tell someone where you are going when leaving campus and when you plan to return.
9. Know the telephone numbers for your resident assistant.
10. Familiarize yourself with the layout of the campus.
11. Know the locations of the campus emergency procedures.

Authorize Entry into a Dorm Room Or Other Building

On occasion, it is necessary for authorized personnel to enter a dorm room or other facility for purposes of pest extermination or building repairs. If this is necessary, the occupants all dorm rooms will be made aware of the required entry before authorized personnel is permitted to enter the dorm room. No one who

is not a SAGU American Indian College employee will ever enter a dorm room without an escort from an appropriate College official. All incidents of unauthorized entry or any suspicious actions should be reported to the Resident Director immediately.

Weapons Prohibited On Campus

The use, possession, display, or storage of any weapon explosive device, or fireworks is strictly prohibited on all land and buildings owned, leased, or under the control of SAGU American Indian College or its affiliates or related entities, in all residential facilities in all SAGU American Indian College vehicles, and at all SAGU American Indian College affiliate-sponsored events and activities, except as provided in A.R.S. § 12-781. The policy applies to all persons who attend classes offered by the College; who are employed by the College; who are visiting the College; who are using College vehicles; who are in attendance at any College-sponsored events and activities; or who otherwise have business within the property of SAGU American Indian College. This restriction does not apply to certified peace officers acting within the authority of their respective agencies such as the Phoenix Police Department.

If you observe a person on campus with a firearm or other deadly weapon, contact the Director of Enrollment and Student Development immediately. If a person is threatening someone, call 9-1-1 immediately.

State law forbids firearms on grounds of educational institutions even if the individual has a concealed weapons permit.

Campus Parking

Parking is available for students, faculty, administration and visitors. Visitors are required to register at the Administration building.

INJURIES AND MEDICAL EMERGENCIES

Any injury or illness, such as seizures, fainting, heat exhaustion, etc. that occurs on campus should be immediately reported to the Director of Enrollment and Student Development, or the Residence

Director so that the proper emergency or medical response can be made and the incident can be documented. If the incident along with the exact location and as much information as is known about the nature of the illness or injury. Bleeding should be attended to if the wound is sufficient to be life threatening.

If a person has fallen, struck their head, or hurt their back or neck, **DO NOT ATTEMPT TO MOVE THEM.** The best treatment you can provide while awaiting medical personnel is verbal comfort. **If you feel the injury or illness constitutes an emergency, call 9-1-1 immediately** to hasten the response of paramedics. Do not attempt to administer first aid unless directed to by a 9-1-1 operator. Then contact the Director of Enrollment and Student Development or one of the Resident Director.

If you know the person who is injured and have information concerning existing medical conditions, medications taken or parental information in the case of juveniles, remain available to provide any knowledge you have to paramedics and the Director of Enrollment and Student Development or the Resident Director. Do not engage an injured person in unnecessary conversation and never discuss who was at fault or who will be notified and a report of industrial injury must be prepared and submitted to the Director or the Resident Director. The cause of any accident will be investigated and unsafe conditions will be corrected.

EVACUATIONS

If it should become necessary to evacuate a building, it is important that you remain calm, leave the building immediately, and exit in an orderly manner. The evacuation should be conducted immediately upon hearing a fire alarm or if directed verbally to do so by the Director of Enrollment and Student Development or the Residence Director, Fire Department personnel or college faculty or staff. Prior to any emergency, determine exit routes and exit points in your area.

When evacuating, remember to:

- Assist persons with disabilities who may need help.

- Exit by a door leading directly outside whenever possible and not by one leading further into the interior of the building.
- Attempt to account for all persons who were in your area.
- Check rest rooms adjoining your area.
- Take personal items with you (at least keys, purses, medications, glasses).
- Close doors behind you.
- Always use stairwells and not elevators when evacuating a multi-storied building.
- Once clear of the building, move to an area away from the building or into another building.
- Once outside, do not re-enter the building for any reason until directed to do so by Fire Department personnel or Director of Enrollment and Student Development or one the Residence Director.
- If possible secure College property and records before leaving your work area.

If an emergency exists and you initiate the evacuation, call 9-1-1 and notify the Director of Enrollment and Student Development or the Residence Director after leaving the building and upon reaching a safe location.

ACTIVE SHOOTER ON CAMPUS

Due to the extreme circumstances experienced by campuses and public areas in other cities and universities, it is unfortunately necessary to emphasize the need to address this type of a severe emergency. If any campus personnel or student is aware of a person carrying a gun or other dangerous weapon, the campus personnel will first call 9-1-1 and then send an urgent notification to the Director of Enrollment and Student Development or Resident Director. Once the Director of Enrollment and Student Development is notified, a campus wide alert is sent out via an emergency notification system. This emergency notification system has the ability to notify via email, text, and phone call to all students and personnel who have decided not to opt out of this communication.

During New Student Orientation, students are made aware of the need for their cellular phone number if they have one available. Everyone should help to ensure everyone is aware of the alert in case they do not have their cellular phone nearby. Everyone must take shelter wherever possible. Each semester, during orientation, students, faculty and administration are encouraged to participate in the emergency notification system. Students, faculty and administration are asked to provide updated cellular phone numbers to ensure communications are effective as possible.

Civil Unrest

Civil disturbances include threatening individuals, crime in progress or assemblies that have become significantly disruptive. If a civil disturbance should occur on campus, avoid it and contact the Director of Enrollment and Student Development or the Residence Director. Stay away from the protest, or take a different route away from the problem. Do not taunt or obstruct demonstrators. Never provoke a confrontation. Continue with normal routines as much as possible unless alternative directions are issued by the Director or the Residence Director.

The College respects the right of free speech and will allow non-violent protests off property. The Director of Enrollment and Student Development will be notified of all large assemblies off campus but in close proximity of the campus to monitor the crowd as necessary.

Court Orders

Any person who has filed an Order of Protection or Injunction Harassment and believes the named person may attempt to contact them on the SAGU American Indian College campus, should notify the Director of Enrollment and Student Development. The Director will require a copy of the Civil Court Order and will ask you to provide a physical description of the person named in the order as well as a photo, if possible, and a description of their vehicle. All campus faculty and administration will be made aware of the situation in order to avoid potential problems from occurring. If a violation of the order occurs, the Director will assist in filing a report of the incident and will also assist the Police Department in follow-up actions.

Workplace Violence/Assault

There are numerous types of workplace violence. Acts of physical violence, threats, verbal abuse, intimidation or harassment which are committed against a person, or places them in fear for their safety during the course of employment, are common forms. This can also include stalking, continuing domestic violence situations, highly aggressive emotional behavior, sexual harassment and assault.

If a verbal altercation is reported on you, remain calm and maintain a professional and caring attitude. Take the time to listen regardless of whether or not you agree with the person. Allow “venting” and don’t interrupt. If you can provide a solution, do so, or refer the person to someone who can assist. Your attitude will many times determine the result of the conflict.

If a violent conflict occurs in your area, attempt to summon help. Do not become involved or attempt to handle the situation. Attempt to safely and calmly move yourself and others to a safe location. If given the opportunity to exit safely, do so quickly and quietly. Leave the building and area and move a safe distance away from the building. Once outside, call 9-1-1 immediately. If the action prevents you from exiting, hide in a closet, under a desk, or behind any barrier you can find between you and the conflict and remain quiet.

The Director of Enrollment and Student Development or the Administrative Dean should be contacted immediately if workplace violence is suspected or threatened. If a violent act of any type occurs, call 9-1-1 immediately.

Reporting Missing Persons

Although students are asked to inform Residence Director or Residence Assistants when students leave campus, that might not always happen. For student safety, there is a curfew on campus. If it is known that a student has not returned from being off campus, the Residence Director will check the dorm room. The Director of Enrollment and Student Development will be notified immediately and if there is any reason to believe the student’s life is in danger, the Director or

the Residence Director will call 9-1-1. Depending on the details regarding the incident, the incident may be reported on the Warning Report. Student's privacy is respected when appropriate.

Warning Reports

If a crime has occurred and the perpetrator has not been apprehended, the College will post a warning report in each public area of the campus. At the beginning of each class, a faculty member will read the Warning Report to help ensure proper awareness. This will occur once each week when there is a reportable crime that was not resolved. For Administration, the Warning Report will be posted in the employee/faculty break room.

Suspicious Persons

Because we are a diverse community, it is sometimes difficult to determine who does or does not belong on our college campus. There are occasions; however, when we encounter an individual who does not appear to have a valid reason to be on campus. Upon enrollment, each student is issued a student ID which includes a photo of the student. It will be helpful if all students, faculty and administration attached their ID to a lanyard that is displayed where it is easily visible. Visitors will be issued a visitor ID which must be displayed where it is easily visible.

There are situations where a person's actions, such as prowling parking lots and peering into vehicles, or their verbal comments, raises suspicion. If you encounter an individual or situation you feel is out of place or suspicious, contact the Director of Enrollment and Student Development or the Residence Directors immediately and provide a description, an explanation of the person's actions and any other pertinent information. The Director will attempt to identify the individual to determine if they have a legitimate reason to be on campus.

Suspicious Packages

If you receive or discover a suspicious letter or package, do not handle, move, open or go near the item until it can be checked.

You should be cautious of unexpected foreign mail, special deliveries, very excessive or

insufficient postage, return addresses missing or not matching the postmark, misspellings of common words, excessive taping or sealing, oily stains, powder, strange odors, metal or foil under the wrapping, protruding wires and rigid, lopsided or uneven envelopes.

If you are unsure as to whether or not it is safe to open a piece of mail, contact the Director of Enrollment and Student Development or the Residence Director immediately and keep everyone away from the item until they arrive.

Explosions

Explosions can be caused by a variety of reasons, e.g., leaking gas, chemical accidents, bombs, etc. After the explosion, remain calm and, if possible, guard against further personal harm by crawling under a table or desk. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases and electrical equipment. Open doors carefully and watch for falling objects. Do not use telephones, elevators, matches or lighters. Do not move seriously injured persons unless they are in immediate danger of being hurt worse by a subsequent fire, building collapse, etc. When safe or instructed to do so, evacuate the building calmly.

Bomb Threats

If you should receive a bomb threat, remain calm. DO NOT hang up until the caller disconnects. Keep the caller on the line as long as possible while attempting to obtain as much information as you can.

Attempt to find out where the bomb is located, when it will explode, what type of device it is, what it looks like, why it was placed, and any other information about the caller he or she might provide. Make mental notes about the caller, such as sex, race, age, accent, speech problems or patterns, and his or her attitude (excited, loud, intoxicated, laughing, etc.). Also, listen for identifying or background noises that may assist in determining where the call originated (street noises, trains, other voices, machinery, PA announcements, etc.).

After the caller disconnects, call the Director of Enrollment and Student Development immediately. Advise of the time and location the call was received and the location for the student activities director to meet you. Begin making written notes about the call while waiting for college personnel to arrive but do not discuss the call with other people. **Do not begin an evacuation of the building or immediately pull the fire alarm.** The Director of Enrollment and Student Development will make notification to appropriate administrative personnel who will determine what additional response is required such as Police and Fire Departments and whether or not to evacuate. If you are the recipient of the bomb threat call, it is imperative that you remain available to be interviewed by the Director of Enrollment and Student Development.

Phoned Bomb Threat Checklist (DO NOT hang up, remain calm!)

ASK:

When is the bomb going to explode?

Where is it right now?

What does it look like?

What will cause it to explode?

Did you place the bomb? Why?

What is your name?

EXACT WORDING OF THE THREAT:

If KNOWN:

Name of Caller _____ Phone # _____

Male/Female _____ Race _____ Approx. Age _____

Number at which Call Received _____

Time Call Received _____ Date Call Received _____

CALLER'S VOICE:

___ Calm

___ Loud

___ Accent

___ Raspy

___ Excited

___ Clearing Throat

___ Angry

___ Crying

___ Nasal

___ Laughter

___ Incoherent

BACKGROUND SOUNDS:

___ Street Noises

___ Music

___ Motor

___ House Noises

___ Animal Noises

___ Other

THREAT LANGUAGE:

___ Well Spoken

___ Foul

___ Irrational

___ Incoherent

___ Message read by
threat maker (reading
from a note)

Additional Comments:

Hazardous Materials Incidents

SAGU American Indian College complies with the Occupational Safety and Health Administration (OSHA) regulations regarding hazardous materials. As such, all required labeling, recording and protective measures are taken to ensure that a safe work environment exists.

If a hazardous substance, chemical, or blood is spilled in your area, notify the Director of Enrollment and Student Development immediately. **If you believe a major hazardous material spill has occurred, call 9-1-1 immediately.**

Fire

Be familiar with the location of fire alarm pull stations, as well as the location of every fire extinguisher in your building. Develop a mental plan of what you will do is a fire in your area and rehearse it. Know where you will exit, including an alternate in case your first choice is blocked. Know how to use a fire extinguisher. **(Pull the safety pin, aim at the base of the fire, squeeze the trigger handle and move it from side to side as it discharges at the base of the fire.)** The first few seconds of a fire are critical as to whether it spreads or is controlled, but never allow a fire to cut you off from the exit while attempting to control it.

If a fire occurs in your area, pull the fire alarm immediately and evacuate the area, remembering to assist people with special needs and to account for all persons in the area. If the fire is small enough to extinguish, do so with a fire extinguisher and disconnect any electrical devices involved in the fire if safe to do so. Then contact the Director of Enrollment and Student Development or the Residence Director immediately.

If the fire is beyond control with an extinguisher, evacuate immediately and activate a fire alarm pull station. Call 9-1-1 immediately from a safe location and notify the Director of Enrollment and Student Development or the Residence Director. Remember the rules of evacuation: Exit directly outside the building, if possible. Close doors behind you. Do not go deeper into the building unless forced to do so by flames. Never return to the building once outside until told to do so by the appropriate personnel.

If you should become trapped inside a building by smoke or fire, **DO NOT PANIC**. Do not open any door until you feel the door first to make sure it is not hot. If it is hot, there is fire on the other side of the door. Crawl or stay as low as possible as you move through the building. Because heat from a fire and smoke both rise, the air close to the floor is cooler and less dense with smoke. Breathe shallowly through your nose and use clothing, such as shirt or sweater, as a filter. If you are forced to advance through flames, hold your breath, move quickly, cover your head and hair, and keep your head down and your eyes closed as much as possible. If possible, use a cell phone to call 9-1-1 or the Director of Enrollment or the Residence Director to advise them of your location and condition so that rescue personnel can be directed to you. Do not open or break a window unless it provides you an immediate avenue of escape, as oxygen will only feed the fire and lessen your chances of survival. Remember: **Panic is as lethal as the fire. REMAIN CALM.**

Earthquake

Phoenix is located on a remote fault of the San Andreas and, although the potential for an earthquake exists, it is improbable that it will happen.

If a quake should occur and you are outside, move away from buildings, walls, trees, and power lines. Find an open area, drop to your knees in a fetal position, close your eyes, and cross your arms over the back of your neck for protection. Stay in that position until the shaking stops.

If you are inside when a quake occurs, stay inside. Seek shelter, such as under a table, bench or desk, or stand in a doorway. Stay away from windows, bookshelves and ceiling fixtures. If you attempt to go

outside, the risk of being struck by falling items is great. After the shaking stops, do not use regular or cellular telephones except to report serious injuries. Stay put, until told to evacuate.

Flooding

Major flooding in our area is unlikely. However, minor flooding caused by stopped drains, broken water mains or major, multiple rainstorms, could occur and result in area flooding.

In the case of imminent weather-related flooding, the Director of Enrollment and Student Development will monitor the National Weather Service and other emergency advisories to determine necessary actions such as evacuations and cancellation of classes. In cases of water main failure, affected areas of the campus would need to be evacuated immediately.

If a building becomes flooded, avoid the flooded area. Disconnect electrical equipment if it can be done safely. If possible, secure vital equipment, records, chemicals, and laboratory experiments (move to higher, safer ground). Avoid possible falling objects such as wet ceiling tiles and seek a dry area. Notify the Director of Enrollment and Student Development and the Residence Director as soon as possible.

Power Outages

Power outages can occur at any time, but are most probable between the months of June to October. SAGU American Indian College has emergency lighting to assist in leaving the buildings. If an outage occurs, remain calm and notify the Director of Enrollment and Student Development or the Residence Director.

MONITORING THE EFFECTIVENESS OF THE CAMPUS SECURITY

POLICIES AND PROCEDURES

The Campus President conducts weekly meetings with the leadership team of SAGU American Indian College. Routinely within these meeting the effectiveness of these policies and procedures will be discussed and evaluated based on any crimes reported during the time period between last discussion. The

policies and procedures will be adjusted according to the security needs of the campus community.

Meeting minutes will capture the discussion to verify the discussion was recorded.