

## **AP 3500 Campus Safety**

### **References:**

- 20 U.S. Code Sections 1092(f) and 1232g;
- 34 Code of Federal Regulations Part 668.46;
- 34 Code of Federal Regulations Part 99.31(a)(13), (14);
- Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
- NWCCU 2020 Standard 2.I.1

Rogue Community College is committed to the safety and security of all members of the College community. As part of that commitment, the Rogue Community College Risk Management Department publishes the Annual Security Report no later than October 1<sup>st</sup> of each year. The Annual Security Report includes crime statistics that are required to be reported under the Clery Act. The crime statistics are broken down into specific geographical areas as outlined in the Clery Act.

This procedure applies to all the Rogue Community College District locations.

The Rogue Community College Risk Management Department is the designated department responsible for the collection of all crime data and statistics including those that are contained in the Annual Security Report and that are reported annually to the US Department of Education.

Risk Management maintains incident reports for all criminal activity that is reported directly to the Risk Management Department. Each incident is added to an incident reporting software program that is reviewed each year during the preparation of the Annual Security Report. All incidents that meet the geographical requirements under the Clery Act and that are designated as Clery Act crimes are included in the Annual Security Report.

Risk Management coordinates with the College's Director of Advising and Compliance on a regular basis to facilitate the exchange of information related to criminal activity/student conduct violations.

Risk Management coordinates with the college Title IX Coordinator on a regular basis to facilitate the exchange of information related to criminal activity/Title IX violations.

Risk Management provides email notifications to all Campus Security Authorities (CSAs) during the first two weeks and during the last week of each quarter with details regarding the reporting responsibilities of a CSA. Risk Management also maintains an



online CSA reporting form that once submitted, goes directly to the Director of Risk Management.

. Risk Management enters all College related student travel into a master-tracking log. In February of each year, Risk Management will evaluate each individual location listed on the previous year's log. Each location that is determined to meet the repeated or frequent use criteria outlined in the Clery Act will be flagged. A letter will be sent to the law enforcement agency with jurisdiction over that address requesting relevant crime statistics as outlined in the Clery Act.

Risk Management coordinates with each College department to develop and maintain a list of all locations utilized by the College that would meet the definition of a non-campus location under the Clery Act. A letter will be sent to the law enforcement agency with jurisdiction over that address requesting relevant crime statistics as outlined in the Clery Act.

Risk Management maintains an open line of communication with the Medford Police Department, the Grants Pass Department of Public Safety, the Jackson County Sheriff's Office, the Josephine County Sheriff's Office and the Oregon State Police which have primary law enforcement jurisdiction for different campuses. In addition, Risk Management sends out a letter to each agency every February requesting crime data for all on campus and public property crimes for the previous year.

Risk Management compiles crime data from each of the sources listed above in the preparation and submission of the Annual Security Report and for reporting to the US Department of Education. The Annual Security Report is published no later than October 1<sup>st</sup> of each year.

**Rescinds Procedure Number: None**

**Approved: April 2, 2019**

Accreditation reference updated January 27, 2020