

121-07 CAMPUS CRIME STATISTIC AND SECURITY POLICIES
NOTIFICATION AND DISCLOSURE—PROCEDURAL GUIDELINES

1. PURPOSE

The purpose is to ensure the district-wide availability of information concerning safety and security guidelines and campus crime statistics to the College community.

2. TERMS AND DEFINITIONS

1. Enrolled Student means an individual who is currently enrolled in any credit or non-credit course with the institution.
2. Prospective Student means an individual who has contacted the institution requesting information concerning admission to CCC.
3. Current Employee means an individual employed in any category or classification with the institution.
4. Prospective Employee means an individual who has contacted the institution for the purpose of requesting information concerning employment.

3. ANNUAL SECURITY REPORT DISTRIBUTION

1. The Executive Director for Facilities will ensure that by October 1st of each year, the Security Supervisor will prepare and distribute a notice regarding the availability of the Annual Security Report to all current and prospective employees and students.
2. Distribution of the information may be made through appropriate mailings or publications including direct mailing through the U.S. Postal Service, inter-campus mail, and/or electronic mail, as required by the Clery Act and other applicable state and federal laws.
3. The College Catalog, Schedule of Classes and other College documents will include a brief description of the Annual Security Report, a statement concerning the availability of the Report through the College's Web site with the exact electronic address, and the opportunity to request a paper copy through Security or the Office of Admissions and Records.
4. The Executive Director for Facilities will ensure the report is presented to the District Governing Board during the September DGB meeting each year.
5. The Executive Director for Facilities will ensure the Security Supervisor submits to the US Department of Education (DOE), a copy of the Crime Statistics and Annual Security Report by October 1st via methods determined by the DOE.

4. BACKGROUND

1. References: Jean Clery Act
2. Revision history: none
3. Legal review: none
4. Sponsor: Facilities

Guidelines effective: 02/19/2010

COCONINO COMMUNITY COLLEGE