

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

1. PURPOSE

The purpose is to ensure the district-wide availability of information concerning safety and security procedures and campus crime statistics to the College community as described in the related Operational Manual.

2. PROCEDURE

1. By October 1 of each year, the Executive Director for Facilities will ensure the Security Supervisor prepares and distribute a notice regarding the availability of the Annual Security Report to all current and prospective employees and students. The distribution means will be determined at that time and will comply with federal guidelines.
2. The Security Supervisor is responsible for posting the Annual Security Report including all safety and security procedures and accurate statistical data required by law on the College Web site annually.
3. The Security Supervisor, in conjunction with other appropriate College personnel, will ensure that notices regarding the Annual Security Report are included in selected publications and documents.
4. The Annual Security Report will be submitted to the Coconino Community College District Governing Board no later than the September Board meeting of each year.

3. BACKGROUND

1. References: 34 CFR 668.46(b), 34 CFR 668.41(e)(5)
2. Revision history: 04/20/2004, 08/21/2007, 02/19/2010 (reformatted)
3. Legal review: none
4. Sponsor: Facilities

COCONINO COMMUNITY COLLEGE