

CRIME AWARENESS
AND
ANNUAL SECURITY REPORT



POLICE

A Report to Students, Faculty and Staff from
Salt Lake Community College
Department of Public Safety

2014



To the Salt Lake Community College Community:

On behalf of the Salt Lake Community College Department of Public Safety, I am pleased to welcome you to our community. It is our goal to do everything possible to maintain an environment where everyone can feel safe to visit, learn, and work. One way to create such an environment is to inform you about issues, interests, and policies regarding your safety and security and the services that we provide. I hope this report will be helpful in this regard.

The second way is to form a partnership between you and the officers and employees who serve you. To achieve this objective the campus community must become involved in fighting crime. Working together we can create the type of community we can all feel good about. We urge you to promptly report any criminal or suspicious activity observed on any Salt Lake Community College Campus. Contact numbers are provided in this report.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, commonly referred to as the Clery Act, requires higher education institutions to collect, report and disseminate crime data to the campus community and U.S. Department of Education; to provide timely warnings of reported crimes that represent a threat to the safety of students or employees; and to make public their campus security policies. In compliance with this legislation, SLCC's Department of Public Safety works closely with the College administration to disseminate public safety alerts to faculty, staff and students, produces an annual security report, and maintains a log of reported criminal incidents.

The SLCC Annual Security Report provides information on current crime statistics and other public safety related information. Please take a moment to review the rest of this report for information on some of the safety programs offered by the College and tips on staying safe.

Please enjoy your campus experience and call on us if we may be of service. Please don't hesitate to contact me, or any of the law enforcement officials serving Salt Lake Community College.

Sincerely,
Shane Crabtree
801-957-4571
Director of Public Safety

Salt Lake Community College

Campus Safety and Security Guidelines Salt Lake Community College

The safety and well-being of students, visitors and employees is a high priority at Salt Lake Community College(SLCC). While the campuses and centers of the College are relatively safe places, they are subject to many of the same problems experienced in the communities where they are located. The full support and cooperation of the entire college community is required to ensure the continued ability to work and pursue knowledge in a safe and secure environment. We encourage you to carefully read and use the following campus safety and security information to help make the campus a safe place for you and others.

This annual security report is designed to comply with the Campus Security Act of 1990 as implemented under regulations found in 34 CFR 668.47. It will be updated annually to ensure accurate and current information is provided to all students, employees and applicants for enrollment or employment at Salt Lake Community College. This report includes information about campus law enforcement, reporting of criminal activity, crime awareness and prevention, and campus crime statistics.

Campus Law Enforcement

Salt Lake Community College provides important public safety services to a large and diverse campus community consisting of approximately 48,000 students and approximately 4000 supporting faculty/staff. This is accomplished through 24-hour a day 7 days a week police protection.

In May, 2003, the College Board of Trustees and College President elected to contract with the Utah State Department of Public Safety (DPS) for law enforcement services on the Taylorsville/Redwood, Jordan, Meadowbrook and South City Campuses of the College. The effective date of this contract was July 1, 2003. Police services to the other campuses and centers are provided by the police departments of the cities in which they are located. The campuses and centers, and their respective departments and contact numbers are provided in this report.

Utah DPS is a full-service agency of the state of Utah and provides police services on a statewide basis. DPS provides 24/7 coverage on Taylorsville/Redwood, South City, Meadowbrook and Jordan Campuses utilizing uniformed State Troopers and investigators. They maintain offices on each campus. You will find DPS police officers on these campuses, in automobiles, on bicycles, and walking on patrol 24 hours a day, 7 days a week.

The Miller, Library Square, West Pointe, and Airport Campus have contracted with Sandy and Salt Lake Police Department respectively to provide officers on site during specific hours. Officers from the various jurisdictions serving the College will frequently be seen on the campuses and centers.

Any person who is a victim of a crime is encouraged to immediately notify the police. If a person is the victim of a crime or is aware of a crime and does not wish to contact the police, the person may report the incident to one or all of the following agencies:

Dean of Students	(801) 957-4004
Vice President for Student Services	(801) 957-4284
Equal Employment Opportunity/Risk Administration	(801) 957-4561
Risk Management	(801) 957-4041
Rape Recovery Center (not affiliated with SLCC)	(801) 467-7273

If the victim of a misdemeanor crime does not want police action taken the crime is generally not prosecuted. The information will be given to the police for statistical purposes only. *Felony offenses must be reported for investigation.*

Campus Safety Officers

The College utilizes Campus Safety Officers (CSOs) to patrol the campuses of Taylorsville/Redwood, South City, Jordan, Miller, Library Square and Meadowbrook between the hours of 6:00 p.m. and 2:00 a.m. The officers assure the security of buildings, equipment, and mitigate physical hazards. CSOs are uniformed but are not sworn peace officers. Their presence greatly enhances the safety of the college community on these campuses.

Reporting a Crime

We encourage the prompt and accurate reporting of crimes to law enforcement. Crimes in progress and other emergencies (medical or other) on campus should be called in on 911.

EMERGENCY NUMBER **911**
NON-EMERGENCY NUMBER (Refer to police contact numbers) Pg.23

If you have a **life-threatening medical emergency, call 911 immediately to get aid.** Police officers will be notified and will respond. You may dial 9-911 from any campus office phone or 911 directly from any blue emergency phone on campus.

If you observe something suspicious or out of the ordinary, call the Police:

1. Report all thefts and property losses to police immediately
2. Leave the scene untouched so the police can gather evidence
 - a. Be alert for suspicious persons in and around campus buildings and in parking lots.
 - b. Is someone carrying valuable property out of buildings?
 - c. Are they going from room to room trying doorknobs?
 - d. Are they looking in cars as they walk through parking lots?
3. Make notes regarding a description of the suspicious person and try to obtain a vehicle license number.

Do not pursue these individuals- Call the Police!

Crime Prevention and Safety Awareness:

Workshops are available to inform students and employees about crime prevention, crime awareness and personal safety issues. We welcome information from those who see a situation that could be a safety hazard or security risk. Contact Risk Management at **(801) 957-4041**, Public Safety at **(801) 957-3800**, or the **designated police department**. It is advisable that you use the buddy system or walk with a friend after dark.

- **New Student Orientation-** New student orientations are conducted to familiarize incoming students with campus information and procedures. To make an appointment for New Student Orientation, call the Contact Center at **(801) 957-4073**. Copies of this brochure are distributed in the student packets prepared for orientations as well as being available at the Student Express located in the Student Center, at the Public Safety Office in Gunderson Facilities Service Building (GFSB) 101 and at the South City Campus at the Registration desk. These guidelines are also located on the Internet on the SLCC Home Page at www.slcc.edu/police/.
- **New Employee Orientation-** New employee orientation is conducted online. This report is available on the SLCC Homepage at www.slcc.edu/police/.
- **Emergency Phones-** Emergency Phones (Blue-Phone) are strategically placed on main thoroughfares on every building. These phones provide direct emergency access to police dispatchers to report an emergency or to get immediate help. The Police maintain a 24 hour communications center, and anyone on campus may summon assistance by dialing 911 (9-911 from a campus phone).
- **Campus Alert System-** SLCC maintains a notification system known as the Emergency Alert System (EAS). In the event of an emergency the EAS sends out a notification to all faculty and staff. Students have the option of signing up for the EAS service. The notification is sent out via mobile and landline telephones, SMS messaging and email. For information or to sign up for EAS, visit <http://www.slcc.edu/emergency-prepare/emergency-alert-notification-instructions.aspx>.
- **Dealing with Disruptive People/Workplace Violence Prevention Presentations-** This presentation is prepared and presented by the Department of Public Safety. This presentation focuses on identifying disruptive, threatening, or violent behaviors and taking appropriate actions when encountering individuals with these behaviors. The information is presented to the Academic Deans, the Associate Deans, and Division meetings and upon request to individual departments or campus associations.

Further, presentations on topics such as specific crime-related issues to safety tips, crime prevention, safety awareness, Title IX training and sexual assault

prevention are provided at each of the four main campuses throughout the school year.

- **Active Shooter Video and Presentation-** Students and employees can view a video, title “Shots Fired” by checking it out at the Library. The video provides information on how to respond to an active shooter on campus and steps students and employees can take to prevent such a situation. Additionally, on request, the SLCC Department of Public Safety will present the video and facilitate a discussion on appropriate safety precautions, having a survivor mindset, and maintaining awareness of one’s surroundings to departments, SLCC associations or through Student Life and Leadership.

Equipment Identification

All items purchased by departments at SLCC should be identified by serial number, brand and model. Departments are responsible for maintaining an accurate list of equipment in their department including serial numbers. Items over \$5000 must be registered with the Property Control Department and receive an assigned SLCC asset number and sticker. Computers that are over \$1000 must also receive an SLCC asset number for tracking purposes. Missing items should be reported to the designated police agency immediately. Contact the inventory specialist at **957-4251** for information on inventory control.

Lost and Found

Items that are lost or found may be turned in at the Public Safety Office in the GFSB, **957-4270**, the Markosian Library, the courtesy desk in the Student Center, the recreation check-in desk in the Lifetime Activities Center and at South City Campus in the mail room, N121, **957-3301**. Items collected at these locations will be held for 72 hours. Thereafter they will be sent to the Office of the Surplus Manager, **957-4553**. Unclaimed items left over 90 days are donated to charity.

Robbery Prevention Seminar

An annual seminar is held for those who handle cash on campuses. They are invited to training conducted by various law enforcement agencies. The training includes recognizing forged and counterfeit bills, what to do in case of a robbery, how to identify suspects and how to preserve evidence. Contact the Revenue Manager at **957-4906** regarding the training.

Bicycles, Skates and Skateboards

Bicycle racks are provided for the securing of bikes. Bikes are not to be chained to handrails, meters, trees, fences, etc. For safety reasons, skates and skateboards are not allowed on campus.

Lost Keys

Lost college keys should be turned in to the Key Office at the Taylorsville/Redwood Campus, GFSB 105. At the South City Campus, keys are initially turned into South City Annex 103 but are sent to the Taylorsville/Redwood Campus Key Office. If College keys are lost or stolen, report it immediately to the Key Office at **957-4102**.

Books and Backpacks

Do not leave books or backpacks unattended in classrooms, restrooms, the cafeteria or other places. Mark your books with your name and student number. The College Bookstore requires that students leave book bags and backpacks outside while shopping in the Bookstore. Please secure backpacks and other valuable items. Report all thefts to the police.

Reporting Criminal Actions and Emergencies Occurring on Campus:

Students and others who become aware of criminal actions or other emergencies anywhere on campus should report these to the Salt Lake Community College Department of Public Safety. Individuals may also use any emergency phone, located in main thoroughfares of all campus buildings. Incidents reported to SLCC Department of Public Safety, to UHP or to the local municipalities in which the campus is located will be investigated for the purpose of reducing crime, improving safety, making disciplinary referrals, and imposing criminal sanctions as appropriate.

Additionally, incidents reported to the SLCC Department of Public Safety, UHP on campuses covered by UHP, or to the local municipalities on other campuses, will be included in the statistical report contained in the Annual Security Report (ASR, Clery Report) prepared annually by the college.

General Safety Information:

- If you sense a potential threat to yourself, attract attention to yourself by screaming, yelling “HELP!” or creating a commotion.
- If confronted by an armed person who demands you give them your property, give it up. Loss of property is not worth endangering your life.
- Avoid walking alone at night; walk with a friend or use the buddy system. Walk with a purpose; project an assertive, alert image. Have keys ready so you can quickly enter your car.
- Avoid walking alone. Let someone know where you are going and when to expect you.
- Always secure your valuables in your trunk and lock your car.
- When parking your vehicle, if you anticipate returning to it after dark, try to park in a well-lighted area.
- Look into your vehicle before you get in to be certain no one is hiding inside. Lock all doors and windows after entering your vehicle.
- Whenever you leave your office, classroom or home, lock all doors and windows.
- Report any suspicious activity or people, safety hazards, unsafe lighting, defective equipment or any other concern to SLCC Public Safety.
- Be aware of your surroundings, know where you are and know where you are going.
- Plan your walking trips. Choose a well-lighted, populated route.
- If you are uncomfortable after dark walking alone, walk with a friend or call for an after dark escort from college Public Safety.
- Keep money, stamps and other valuables locked away.
- Keep personal belongings in sight or take them with you as you move around a

- building.
- Never prop doors open, even for a short time.
- Be cautious of removing jewelry to wash hands. These items are easily lost or stolen.
- Avoid keeping money in your office or car.
- Keep ATM, debit and credit cards in a safe place. Never reveal a PIN number to anyone.
- Never loan your ATM card to anyone, no matter who they are.
- When possible, use ATM cards in daylight. If that is not possible, use an indoor ATM or one in an otherwise well-lit area.

If an incident does happen, be observant. You will want to give accurate suspect and vehicle descriptions. Report every incident to the police as soon as possible.

- **Parking Lot Escort Services**

A parking lot escort service is available through Student Services at the Taylorsville/Redwood and South City Campuses. Escorts are available at the Taylorsville/Redwood Campus from 5:00 p.m. until 10:00 p.m. by calling **957-4080**. On the South City Campus, escorts are available until 10:00 p.m. by calling **957-3407** or **957-4518**. (Escort services ends at 5:00 p.m. on Fridays at both campuses.) It is advisable that you use the buddy system and walk with a friend after dark.

- **Campus Facilities Security and Access**

The Physical Facilities and Maintenance Department maintains College buildings and grounds with a concern for safety and security. They inspect these facilities regularly and promptly make repairs. Students and employees are encouraged to call Public Safety at **957-4270** or Facilities at **957-4276** to report any hazard. The police and facilities department staffs routinely inspect the entire campus to review lighting and environmental safety concerns.

Most campus facilities are open to the public during the day and evening hours when classes are in session. The Facilities Department regularly locks campus buildings at 10:00 p.m. each evening. Faculty and staff on site secure satellite buildings. Buildings are opened each morning beginning at 5:00 a.m. During times that the campus is officially closed, buildings are generally locked and accessible only to employees with keys.

Salt Lake Community College has established a well-defined key issuance and control policy. Only selected administrators are authorized to approve the issuance of keys to individuals within their assigned areas. Periodic surveys and audits of campus departments are conducted to determine the status of keys issued to department personnel. It is against SLCC policy to duplicate any SLCC key.

Sexual Assault and Rape Awareness:

Sexual assault is a concern on college and university campuses. SLCC has a strong prohibition against domestic and dating violence, sexual assault and stalking. We are fortunate at Salt Lake Community College to have a relatively low rate of sexual assault. However, one is too many and it is understood that many sexual assaults go unreported. In an effort to assist victims of sexual assault, the following information is made available:

Police and Rape Crisis Centers are trained to assist victims with medical help and counseling at the time of crisis. The following procedures should be followed if you are a victim of a sex offense:

- < Report the offense immediately to the police.
- < Seek medical attention if needed.
- < Do not change clothes or shower.
- < Don't disturb anything in the place the attack occurred.

If you do not want to contact the police, you may contact:

- < Salt Lake Rape Recovery Center at **467-7273**
- < Taylorsville/Redwood Campus Health Center at **957-4347**
- < South City Campus Health Center at **957-3323**

To file a report of a sex offense to college personnel, please immediately contact:

- < Dean of Students office at **957-4004**, or
- < Risk Management at **957-4041** to receive help

A Victim's Advocate, friend or relative can be contacted to be with you. If you desire, you may request a change in your academic or work situation (interim measures). You can explore your options for interim measures when you file your report with the Dean of Students or with Risk Management.

Sexual assault is a criminal offense of varying degrees. Depending upon circumstances, a perpetrator of a sexual assault may be charged with crimes ranging from a Class A Misdemeanor to a First Degree Felony. Law Enforcement will diligently work to prosecute anyone who commits a sexual assault.

Reporting a Sexual Assault:

The first priority of a person who has been subject to sexual assault should be to get to a place of safety and then to obtain necessary medical treatment. Victims of sexual assault may seek and receive medical care free of charge from a local hospital emergency department without submitting a police report. The SLCC Department of Public Safety and the SLCC Title IX administration strongly encourages victims to report incidents of sexual assault in a timely manner. Time is a critical factor for evidence collection and preservation.

An assault should be reported directly to the SLCC Department of Public Safety. Alternatively, victims of sexual assault may report an assault to the Office of Equal Employment Opportunity and Risk Administration (EEO/Risk). Students may report an assault to the Dean of Students. Individuals are encouraged, but not required, to file a police report. Filing a police report will not obligate the victim to pursue a complaint through the criminal process, nor will it subject the victim to scrutiny or judgmental opinions from officers.

Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam); and
- Make the victim aware of resources available for confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

Students may request any official from the Health Center, the Dean of Students personnel, or the EEO/Risk office to assist them in notifying law enforcement authorities about a sexual assault. If so requested, the official/office shall provide such assistance.

When a sexual assault victim contacts the SLCC Department of Public Safety or any law enforcement contracted to SLCC, the offices SLCC EEO/Risk and Dean of Students will be notified. The victim of a sexual assault may choose for an investigation to be pursued either through the criminal justice system, and/or through the college investigatory findings process, (when an alleged perpetrator is a student, faculty or staff), or through both processes.

Victims may choose not to proceed as a complainant in a criminal process. A representative from the SLCC EEO/Risk or Dean of Students office will guide the victim through the available options and consider the input of the victim in determining proceeding with an investigation. *If a victim is reluctant, does not wish to provide information or participate in a college investigation, that decision may hinder the college's ability to investigate and eliminate the threat a posed by a perpetrator.*

Campus Resources: Counseling Services

The SLCC Health and Wellness Centers are available to students, faculty and staff of the college. The Centers are located at the Taylorsville/Redwood Campus Student Center 035, South City Campus 1-143 and the Jordan Campus Student Pavilion 202 and can be reached at **801-957-4268** or **801-957-3323**. Counseling sessions are reasonably priced and the first session is free to students. Counseling services can assist individuals with career planning, study skills, anxiety or depression, relationship issues, family issues, test anxiety, relaxation, stress management skills and any other personal concerns. The Taylorsville/Redwood Center's hours are Monday, Tuesday and Friday from 8:00 am to 4:30 pm, Wednesdays from 10:00 am-4:30 pm and Thursdays from 8:00 am-6:00 pm. The South City campus is open on Tuesday and Thursday from 8:00 am-4:30 pm. (Our Jordan campus is currently closed for a remodel and will re-open in

the spring of 2015.) The Centers have established annual and ongoing programs to assist students in a variety of areas and all services are confidential.

Counseling Options: If you are a student and a victim of sexual assault, there are various counseling options available through the SLCC College Health and Wellness Centers. Support services are also available outside the College (for example from the Rape Recovery Center and from community mental health agencies). The offices of EEO/Risk, the Dean of Students and the College Health and Wellness Center can provide referrals to other non-college counseling options, if needed.

Employee Assistance Program

Reliant Behavioral Health (RBH) our EAP (Employee Assistance Program) provider can help you to privately resolve problems that may interfere with work, family, and life in general. Your EAP is provided for FREE to you and dependents, living at or away from home, as well as household members, related or not. EAP services are always confidential.

24-hour Crisis Help – 1-866-750-1327

In-person Counseling – up to 4 face to face counseling sessions for each issue. 1-866-750-1327

Online consultations and resources www.MyRBH.com (access code: salt lake community college)

College Procedures Followed After Report

The following specifies the procedures that SLCC will follow once an incident of domestic violence, dating violence, sexual assault, stalking or any report of sexual assault has been reported.

Upon receipt of a report of a sexual assault/sexual crime of any nature, the college takes the report very seriously. Upon intake of a report of sexual assault, the college will take action and an investigation will take place. An investigation involves analysis of the initial report, and upon that analysis providing a basis to move the investigation forward, interviews with the accuser, the accused, witnesses, collection of relevant data and documents, possible inspection of the location of the alleged offense, and other investigative actions necessary to collect and analyze evidence and determine findings will occur. If a report involves both a student and employee, the Dean of Students and EEO/Risk Administration coordinates the investigation together. When determined as appropriate, the college reserves the right to report the allegations to the relevant geographic law enforcement agency.

Standard of Evidence

The college will use the ‘*preponderance of evidence*’ standard: a preponderance of evidence means that a party (through investigation and evidence analysis by the college) has shown that its version of facts, causes, damages, or fault is *more likely than not* the correct version.

Reporting / Appeal the Findings of an Investigation

A report of investigative findings will be issued to both the accuser and the accused, along with other relevant personnel, such as a supervisor if a party to the report is an employee. Either party may request an appeal/grievance hearing through the respective policies, either SLCC policy Chapter 2, Section 3.06, *Employee Grievance Procedure* for employees or for students, through the *Student Standards Committee* in accordance with procedures outlined in the Student Code of Conduct.

Sanctions/Discipline

Depending on the severity of the assault, including use of weapons, threats and/or patterns of conduct and/or predation, sanctions/discipline which may be imposed on students for findings of sexual misconduct are:

- Probation
- Suspension
- No contact orders
- Expulsion

Depending on the severity of the assault, including use of weapons, threats and/or patterns of conduct and/or predation, sanctions/discipline which may be imposed on employees for findings of sexual misconduct are:

- Verbal Warnings
- Written Warnings
- Probation
- Termination

Employee Policies/Procedures regarding Professional Conduct

Chapter 2, Section 2.05, SLCC office responsible for Title IX oversight

Chapter 2, Section 2.06, covers sexual harassment, details processes, rights and responsibilities

Chapter 2, Section 3.15, covers all discrimination prohibition, details processes, rights and responsibilities

Chapter 2, Section 3.16, details professional conduct standards, references summarize other relevant laws/policies

Utah Sex Offender Registration Act

The “Campus Sex Crimes Prevention Act” (amends 42 United States Code 14071), and the Utah Sex Offender Registration Act (77-27-21.5, U.C.A.) require notice be given to institutions of higher education of persons required by the act to register and who are affiliated with the institution. The Utah Department of Corrections, Sex Offender Registration Program Office, will inform the SLCC Department of Public Safety of registered sex offenders who are affiliated with SLCC. This information will be available from the Campus Police located in Room 101 of the GFSB at the Taylorsville/Redwood Campus.

To learn more about registered sex offenders, please go to the Utah Department of Corrections Sex Offender Registry website at:

Alcohol, Tobacco and Drugs

Salt Lake Community College has a stringent policy governing the use of alcohol and other drugs. The purchase, possession, use, consumption, sale, distribution or storage of any alcoholic beverage, controlled substance or illegal drug is prohibited on any campus or training site, and at all College activities. In accordance with the Indoor Clean Air Act, all buildings on all campuses and centers are smoke-free, including any use of e-cigarettes.

The Health and Wellness Office is located in the basement of the Taylorsville/Redwood Student Center, Room #35 and in Room #W175 of the South City Campus. Their telephone numbers are **957-4268** and **957-3323**. They are open Monday through Friday from 8:00 a.m. to 4:30 p.m. and provide the following services:

- < Educational information on substance abuse
- < 12-step schedules
- < Community referrals
- < Classroom presentations
- < Workshops on varied health issues
- < Library of resource information
- < Participate in national campaigns

Anyone found in violation of regulations prohibiting possession, using or selling hallucinatory, narcotic or other controlled substances, possession, consuming or selling alcoholic beverages on campus (including athletic events), is subject to arrest.

Timely Warning Policy and Procedure

Whenever there is an incident on or off campus that constitutes an ongoing or continuing threat a timely warning will be given. The warning will be issued through the college emergency notification system email or SLCC home page to students, faculty and staff. Anyone with information that possibly warrants a timely warning should report the circumstances to Law Enforcement immediately.

The decision to issue a timely warning shall be made on a case by case basis in compliance with the Clery Act and considering all available facts surrounding the campus community; whether the crime is considered a serious or continuing threat to students or employees and the possible risk of compromising law enforcement efforts.

Timely warnings are usually issued for the following classifications when they become a threat to the campus community:

- **Arson**
- **Burglary**
- **Robbery**

- **Aggravated assault**
- **Criminal homicide**
- **Motor vehicle theft**
- **Sex offenses**
- **Any other crimes as deemed necessary**

In addition, if a major catastrophe or disaster occurs at Salt Lake Community College, the College may provide timely information regarding the incident(s) using the timely warning system or by using postings, flyers, student newsletters, and public service announcements with local television and radio stations. The warning may include, but is not limited to, the following information:

- **Type of crime and/or disaster**
- **Location of occurrence**
- **Available suspect information**

Behavior Intervention Team (BIT) - The Threat Assessment Behavior Intervention Team is responsible for reviewing incidents involving students which pose a potential hazard to the college community. If the BIT determines that a student's conduct poses a life, personal safety or property threat to the college or those in the college community, the Chair of the BIT will notify the Director of Public Safety for consideration of a Timely or Emergency notification alert, in compliance with the Jeanne Clery Act.

Campus Alert System:

SLCC maintains a notification system, known as the “Emergency Alert System (EAS).” In the event of an emergency, the EAS sends out a notification to all employees. Students have the option of signing up for the EAS service. The notification is sent out via mobile and landline telephones, SMS, and e-mail. Students **MUST** sign up to receive the notification. For more information, or to sign up for the EAS, go to <http://www.slcc.edu/emergency-prepare/emergency-alert-notification-instructions.aspx>.

Students and employees may also sign up to receive alerts via landline telephone, cellular telephone, both landline and cellular telephone, and text messaging. In the event of a significant emergency or dangerous situation on campus involving an immediate threat to the health or safety of students or employees, the Director of Public Safety will confirm the existence of the emergency or situation. The Director of Public Safety will determine the appropriate segment or segments of the campus community to receive a notification and will determine the content of the notification. The Director of Public Safety, or designee, will initiate the Campus Alert system.

The Campus Alert system at SLCC is a third-party hosted email and text messaging system for emergency communications. The College conducts two annual Campus Alert system tests. The April test is in conjunction with ShakeOut– the annual statewide earthquake exercise.

The Student Code of Conduct

The Student Code of Conduct provides governing regulations for the behavior of our student body. The Code states the specific authority and responsibility of the College in maintaining social discipline, outlines the process for legitimate grievances and establishes the proper procedures to be followed to ensure “**due process**” to protect students from unfair processes, and/or unfair imposition of penalties and sanctions. The primary objective for the administration of discipline under the Student Code of Conduct is to foster **ethically responsible behavior** and protect the campus community. <http://www.slcc.edu/policies/docs/Student Code of Conduct.pdf>

Uniform Crime Reporting

The College Public Safety Department ensures that a Uniform Incident/Crime Report is completed for the Federal Bureau of Investigation (FBI) through the Utah Bureau of Criminal Identification (BCI). These statistics are compiled in accordance with the definitions used in the Uniform Crime Reporting System of the Department of Justice and FBI. This data indicates the occurrence of reported crimes within the college community. The data is also in compliance with the Student Right-To-Know and Campus Security Act of 1990 (Public Law 101-542.)

Crime Definitions from the Uniform Crime Reporting Handbook

Murder: The willful killing of one human being by another.

Negligent Manslaughter: The killing of another person through negligence.

Robbery: The taking, or attempting to take, anything of value from a person by force, or threat of force or violence and or by putting the victim in fear of immediate harm.

Burglary: The unlawful entry into a building or other structure with the intent to commit a felony or a theft.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury.

Larceny Theft: The unlawful taking of property from the possession of another.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle (includes joyriding).

Liquor Law Violations: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcohol. (Does not include DUI.)

Drug Abuse Violations: The violation of state and local laws to include unlawful possession, sale, and/or use of narcotic drugs such as cocaine, marijuana, methadone, etc.

Weapon Law Violations: The unlawful possession of deadly weapons -- concealed or openly carried.

Sex Offense Definitions from the National Incident-Based Reporting System of the UCR program

Forcible Sex Offense: Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. Includes forcible rape, forcible sodomy, forcible fondling, etc.

Non-Forcible Sex Offenses: Unlawful, non-forcible sexual intercourse to include incest and statutory rape, (someone under the statutory age of consent).

HEA Definitions (required through VAWA)

HEA defines the new crime categories of domestic violence, dating violence, and stalking in accordance with section 40002(a) of the Violence against Women Act of 1994 as follows:

"Domestic Violence" means a "felony or misdemeanor crime of violence committed by-

- a current or former spouse or intimate partner of the victim,
- a person with whom the victim shares a child in common,
- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- a person similarly situated to a spouse of the victim under the domestic or family violence laws or the jurisdiction receiving grant monies [under VAWA], or
- 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."

"Dating Violence" means "violence committed by a person-

- who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - o Length of the relationship;
 - o The type of relationship; and
 - o The frequency of interaction between the persons involved in the relationship"

"Stalking" means "engaging in a 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
- Suffer substantial emotional distress."

"Consent" in the context of engaging in consensual sexual activity: the college uses the "affirmative consent," standard, known colloquially as "yes means yes." The burden

rests on the person initiating sex to obtain a “yes,” rather than on the intended partner to convey a “no.” Failure to obtain affirmative consent in the course of sexual activity may result in findings of merit to a complaint of sexual assault/rape.

Prevention Programs

Workshops are available to inform students and employees about crime prevention, crime awareness and personal safety issues. We welcome information from those who see a situation that could be a safety hazard or security risk. Contact Risk Management at **957-4041**, Public Safety at **957-3800**, or the **designated police department**. It is advisable that you use the buddy system or walk with a friend after dark.

- **Parking escorts-** As noted previously, SLCC provides Parking Lot Escorts. A parking lot escort service is available through Student Services at the Taylorsville/Redwood and South City Campuses. Escorts are available at the Taylorsville/Redwood Campus from 5:00 p.m. until 10:00 p.m. by calling **957-4080**. On the South City Campus, escorts are available until 10:00 p.m. by calling 957-3407 or 957-4518. (Escort services ends at 5:00 p.m. on Fridays at both campuses.) It is advisable that you use the buddy system and walk with a friend after dark.
- **First Day Letter-** All students registered in classes receives notification of Emergency Procedures and Title IX information either through the faculty members reading the First Day letter in class to all students, or through an e-mail to every registered from the Office of the Provost or Risk Administration. SLCC currently sends an electronic notification in which registered students will receive an e-mail with the First Day letter information.
- **New Employee Orientation-** New employees are apprised of the conduct expectations of employment through an employee orientation process which covers all policies/procedures detailing professional rights and responsibilities.
- **Required Training-** All employees, full time and part and adjunct faculty, are required to complete the Anti-Discrimination/Harassment Avoidance Required training within the first 30 days of employment, and every two years thereafter.
- **New Student Orientation-** New Student Orientation contains the ASR, in which all of the information herein is supplied to students.

SLCC is currently studying research-based on-line prevention programs and appropriate delivery systems for annual Title IX climate surveys.

Emergency Response and Evacuation

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, the College will notify the campus community. The College will without delay, through the Director of Public Safety, and taking into account the safety of the community, determine the content of the notification and initiate the notification system described

below. The exception is: unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Evacuation:

In the event of a fire, the College expects that all campus community members will evacuate through the nearest exit, closing doors and activating the fire alarm system (if one is present) as they leave. Once safely outside a building, it is appropriate to contact **911 (9-911** from a campus phone or the Department of Public Safety at **801 957-4250**.

Students and/or staff should check in at the assembly area identified in the building emergency plan. No training is provided to students or employees in firefighting or suppression activity as this is inherently dangerous and each individual's only duty is to exit safely and quickly, shutting doors along the exit path as they go to contain the spread of flames and smoke, and to activate the alarm as they exit. At no time should the closing of doors or the activation of the alarm delay the exit from the building.

In the event of another significant emergency, the College's evacuation procedures will be influenced by the nature and magnitude and immediacy of the emergency. Evacuations may be for a single building or group of buildings, a campus neighborhood, or the entire campus. Evacuation information will be disseminated using any combination of communication mediums that may be useful given the nature of the incident. Information may include known hazards, general direction to travel or avoid, precautions that may be taken, and where to assemble, if appropriate.

If a general evacuation is ordered, all campus members are especially advised to follow any directions given. For example, direction may be to report in at the Emergency Assembly Point (EAP) designated for that building. Alternatively, direction may be given to leave campus by foot. Such direction would be given in order to facilitate the quickest, safest movement of the campus population, and provide the best access for emergency responders.

Any authorized emergency personnel, and/or SLCC Building Marshalls or CERT team members, may give direction to "Shelter in Place."

Shelter-in-Place Procedures—what it Means to "Shelter-in-Place"

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to "shelter-in-place" means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer until it is safe to go outside.

Basic "Shelter-in-Place" Guidance: If an incident occurs and the building you are in is not damaged, stay inside- seeking an interior room- until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, identification, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you

have evacuated, seek shelter at the nearest College building quickly. If police or fire department personnel are on the scene, follow their directions.

How You Will Know to “Shelter-in-Place:” A shelter-in-place notification may come from several sources, including the Building Marshal, CERT members, employees of the SLCC Public Safety Department, police or fire personnel, or other emergency services personnel.

How to “Shelter-in-Place:” No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
 - a. -An interior room;
 - b. -Above ground level; and
 - c. -Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary
3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters, and fans if possible.
5. Close vents to ventilation systems if you are able.
6. Make a list of the people with you, call the list in to Police so they know where you are sheltering. If only students are present, one of the students should call in the list.
7. Turn on a radio or TV and listen for further instructions, if it is reasonable to do so.
8. Make yourself comfortable.

CRIME STATISTICS

The following charts reflect the number of reported crimes on campus, listed separately for the Taylorsville/Redwood, South City, Jordan, Miller, Meadowbrook, and other sites, for the most recent three calendar years. Arrests occurred on campus or in the immediate surrounding area (Clery Geography).

TAYLORSVILLE REDWOOD CAMPUS			
CRIME STATISTICS	2011	2012	2013
MURDER	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0
FORCIBLE SEX OFFENSE	0	2	0
NON-FORCIBLE SEX OFFENSE	0	0	2
*INCEST			0
*RAPE			0
ROBBERY	1	0	0
AGGRAVATED ASSAULT	0	0	0
BURGLARY	4	2	0
MOTOR VEHICLE THEFT	2	2	4
ARSON	0	0	0
LARCENY THEFT	109	94	71
*HATE CRIMES			0
ARRESTS			
WEAPONS POSSESSION	0	1	1
DRUG ABUSE VIOLATIONS	6	3	0
LIQUOR LAW VIOLATIONS	3	5	3

SOUTH CITY CAMPUS			
CRIME STATISTICS	2011	2012	2013
MURDER	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0
FORCIBLE SEX OFFENSE	1	0	0
NON-FORCIBLE SEX OFFENSE	0	0	0
*INCEST			0
*RAPE			0
ROBBERY	0	1	0
AGGRAVATED ASSAULT	0	0	0
BURGLARY	1	2	1
MOTOR VEHICLE THEFT	1	1	4
ARSON	0	0	0
LARCENY THEFT	45	42	38
*HATE CRIMES			0
ARRESTS			
WEAPONS POSSESSION	0	0	0
DRUG ABUSE VIOLATIONS	1	0	3
LIQUOR LAW VIOLATIONS	2	1	0

JORDAN CAMPUS

CRIME STATISTICS	2011	2012	2013
MURDER	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0
FORCIBLE SEX OFFENSE	0	0	0
NON-FORCIBLE SEX OFFENSE	0	0	0
*INCEST			0
*RAPE			0
ROBBERY	0	0	0
AGGRAVATED ASSAULT	0	0	0
BURGLARY	2	0	0
MOTOR VEHICLE THEFT	0	0	0
ARSON	0	0	0
LARCENY THEFT	14	6	5
*HATE CRIMES			0
ARRESTS			
WEAPONS POSSESSION	0	0	0
DRUG ABUSE VIOLATIONS	0	0	0
LIQUOR LAW VIOLATIONS	0	1	0

MEADOWBROOK CAMPUS

CRIME STATISTICS	2011	2012	2013
MURDER	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0
FORCIBLE SEX OFFENSE	0	0	0
NON-FORCIBLE SEX OFFENSE	0	0	0
*INCEST			0
*RAPE			0
ROBBERY	0	0	0
AGGRAVATED ASSAULT	0	0	0
BURGLARY	0	0	0
MOTOR VEHICLE THEFT	0	0	0
ARSON	0	0	0
LARCENY THEFT	5	2	4
*HATE CRIMES			0
ARRESTS			
WEAPONS POSSESSION	0	0	0
DRUG ABUSE VIOLATIONS	0	0	0
LIQUOR LAW VIOLATIONS	1	0	0

MILLER CAMPUS

CRIME STATISTICS	2011	2012	2013
MURDER	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0
FORCIBLE SEX OFFENSE	0	0	0
NON-FORCIBLE SEX OFFENSE	0	0	1
*INCEST			0
*RAPE			0
ROBBERY	0	0	0
AGGRAVATED ASSAULT	0	0	0
BURGLARY	2	0	0
MOTOR VEHICLE THEFT	0	1	0
ARSON	0	0	0
LARCENY THEFT	4	10	5
*HATE CRIMES			0
ARRESTS			
WEAPONS POSSESSION	0	0	0
DRUG ABUSE VIOLATIONS	0	0	0
LIQUOR LAW VIOLATIONS	0	0	0

LIBRARY SQUARE

CRIME STATISTICS	2011	2012	2013
MURDER	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0
FORCIBLE SEX OFFENSE	0	0	0
NON-FORCIBLE SEX OFFENSE	0	0	0
*INCEST			0
*RAPE			0
ROBBERY	0	0	1
AGGRAVATED ASSAULT	0	0	0
BURGLARY	0	0	0
MOTOR VEHICLE THEFT	0	0	1
ARSON	0	0	0
LARCENY THEFT	3	2	4
*HATE CRIMES			0
ARRESTS			
WEAPONS POSSESSION	0	0	0
DRUG ABUSE VIOLATIONS	1	2	1
LIQUOR LAW VIOLATIONS	3	1	3

WESTPOINTE (Opened 2012)

CRIME STATISTICS	2011	2012	2013
MURDER	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0
FORCIBLE SEX OFFENSE	0	0	0
NON-FORCIBLE SEX OFFENSE	0	0	0
*INCEST			0
*RAPE			0
ROBBERY	0	0	0
AGGRAVATED ASSAULT	0	0	0
BURGLARY	0	0	0
MOTOR VEHICLE THEFT	0	0	0
ARSON	0	0	0
LARCENY THEFT	0	1	1
*HATE CRIMES			0
ARRESTS			
WEAPONS POSSESSION	0	0	0
DRUG ABUSE VIOLATIONS	0	0	0
LIQUOR LAW VIOLATIONS	0	0	0

**New reporting categories for 2013*

POLICE CONTACT INFORMATION FOR SALT LAKE COMMUNITY COLLEGE

CAMPUS/CENTER	POLICE DEPARTMENT	CONTACT NUMBERS
Redwood Campus	Utah DPS (Highway Patrol) 4501 South 2700 West Salt Lake City, Utah 84119	Emergency Calls 911
South City Campus		Non-Emergency 957-3800
Meadowbrook Campus		Administrative Calls 965-4461
Jordan Campus		Campus Office 957-4270
		Animal Control (RWD) 269-7499
		Animal Control (South) 264-2243
		Animal Control (Jordan) 840-4000

CAMPUS/CENTER	POLICE DEPARTMENT	CONTACT NUMBERS
Miller Campus	Sandy City Police Department 10000 South Centennial Parkway Sandy, Utah 84070	Emergency Calls 911
		Non-emergency Calls 840-4000
		Administrative Calls 568-7214
		Investigation Follow-up 568-7214
		Animal Control Calls 352-4450

CAMPUS/CENTER	POLICE DEPARTMENT	CONTACT NUMBERS
Library Square	Salt Lake City Police Department 315 East 200 South Salt Lake City, Utah 84111	Emergency Calls 911
		Non-emergency Calls 799-3000
		Administrative Calls 799-3800
		Investigation Follow-up 799-3720
		Animal Control Calls 264-2243

CAMPUS/CENTER	POLICE DEPARTMENT	CONTACT NUMBERS
Airport Center	Salt Lake Airport PD	Emergency Calls 575-2405
		Non-emergency Calls 575-2470
		Administrative Calls 575-2470
		Investigation Follow-up 575-2465
		Animal Control Calls 575-2401

CAMPUS/CENTER	POLICE DEPARTMENT	CONTACT NUMBERS
Westpointe	Salt Lake City Police Department 315 East 200 South Salt Lake City, Utah 84111	Emergency Calls 911
		Non-emergency Calls 799-3000
		Administrative Calls 799-3800
		Investigation Follow-up 799-3720
		Animal Control Calls 264-2243

**SERVICES ON CAMPUS
RELATING TO SECURITY AND SAFETY**

Numerous services are available to inform students and employees about campus and personal security procedures. The departments to contact for these programs are included below:

SERVICE	TELEPHONE	LOCATION	DEPARTMENT
Emergencies Police	911	Refer to Contact Information	Refer to Contact Information
Parking Permits	957-4011	GFSB (RWD) Info Counter STC	Parking Services One Card Center
Safety Hazards	957-4033 957-3200	GFSB Annex 103	Facilities - Redwood Facilities - South City
Lost College Keys	957-4102 957-3301	GFSB (RWD) Annex 103 (SCC)	Key Office Facilities
Risk Management	957-4041	AAB 211	Risk Management
Student Assistance	957-4298	STC, 2 nd floor	Student Express
South Campus Information, Parking Permits	957-4082	W175	College Center Courtesy Desk
Health and Wellness Alcohol/Drug Prevention	957-4268	STC 035 (RWD) SP 202 (JC) 1-143 (SCC)	Student Services
Campus Nurse	957-4347 957-3323 957-6211	STC090 (RWD) 1-143 (SCC) SP 202 (JC)	Health Center Health Center Health Center
Life Threatening Emergencies	911 (all campus lines)	Refer to Contact Information	Refer to Contact Information