

**121-06 CRIMINAL OFFENSE STATISTICAL REPORTING**  
**PROCEDURAL GUIDELINES**

**1. PURPOSE**

The purpose of these procedural guidelines is to outline the methods, manners, reasons and reporting guidelines for statistics concerning the occurrence of crimes on campus, in or on non-campus buildings or property, and on public property during the most recent calendar year, and during the two (2) preceding calendar years for which data is available.

**2. PREPARING THE ANNUAL DISCLOSURE OF CRIME STATISTICS**

1. The Executive Director for Facilities is responsible for ensuring the Security Supervisor discloses reported criminal offense statistics, collected in good faith from local law enforcement agencies and Campus Security Authorities (CSA).
2. Statistical information collected will include where the crime occurred and the type of crime.
3. The Executive Director for Facilities is responsible for ensuring the Security Supervisor compiles and discloses all criminal offense statistics received in the Annual Security Report by October 1.
4. The Annual Security Report will include the following criminal offenses reported to Campus Security Authorities and/or local law enforcement agencies during the calendar years covered by the report:
  - a. Criminal homicide, both murder and non-negligent manslaughter and negligent manslaughter
  - b. Sex offenses, forcible and non-forcible
  - c. Robbery
  - d. Aggravated assault
  - e. Burglary
  - f. Motor vehicle theft
  - g. Arson
  - h. Hate crimes
  - i. Arrests for liquor law violations, drug law violations, and illegal weapons possession
  - j. Persons (not included above) who were referred for campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession
5. A crime statistic will be reported for the calendar year in which the crime was recorded by a Campus Security Authority.
6. Hate crimes will be reported by category of prejudice, together with any other crime that were reported to local police agencies or to a Campus Security

Authority, which manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability. Hate crime statistics also include larceny-theft, simple assault, intimidation, and vandalism.

7. Crimes will be reported by location, providing a geographic breakdown of the statistics according to the following categories:
  - a. On campus-by-campus location.
  - b. On public property within or immediately adjacent to and accessible from the campus.
8. The College does not operate any businesses off college-owned or controlled property, nor does it sponsor or control any off-campus organizations. Therefore, the Annual Security Report does not include crime statistics from any such locations.
9. The college does not own or operate dormitories or other residential facilities. Residential related crime statistics are, therefore, not included in the Annual Security Report.
10. The crime statistics will not include the identification of the victim or the person accused of committing the crime.
11. Crime statistics will be based on definitions used by the Federal Bureau of Investigation Uniform Crime Reporting (UCR) Program.

### **3. DEFINITIONS**

Crime statistics will be reported for campus, non-campus and public property.

1. Campus:
  - a. Any building and/or property owned or controlled by CCC within the same, reasonably contiguous geographic area and used by CCC in direct support of, or in a manner related to CCC's educational purposes.
  - b. Any building and/or property that is within or reasonably contiguous to a CCC campus that is owned by the College, but controlled by another person, is frequently used by students, and supports College purposes such as a food or other retail vendor.
2. Non-Campus:
  - a. Any building and/or property owned or controlled by the College, that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
  - b. Any building and/or property owned or controlled by a student organization that is officially recognized by the College.

3. **Public Property:**  
Public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus, and a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the College's educational purposes.

#### **4. REPORT INCLUSIONS**

In addition to the crime statistics prepared in accordance with the above listed requirements, the Annual Security Report will include all of the following.

1. A statement of current campus policies regarding guidelines for students and others to report criminal actions or other emergencies occurring on campus, the College's response to these reports, and guidelines for making timely warning reports to members of the College community regarding the occurrence of crimes.
2. Policies for preparing the annual disclosure of crime statistics.
3. A list of the titles of each person or organization to which students and employees should report criminal offenses, for the purpose of making timely warning reports and the annual statistical disclosure.
4. A statement of current policies concerning security of and access to campus facilities and security considerations used in the maintenance of campus facilities.
5. A statement of current guidelines concerning campus law enforcement that address the enforcement authority of security personnel, including their relationship with state and local law enforcement agencies and the authority to arrest individuals; and those which encourage the accurate and prompt reporting of all crimes to the campus security department and appropriate law enforcement agencies.
6. A description of the type and frequency of programs designed to inform students and employees about campus security guidelines and practices and to encourage students and employees to be responsible for their own security and the security of others.
7. A description of programs designed to inform students and employees about the prevention of crime.
8. A statement of policy concerning the monitoring and recording through local law enforcement agencies of criminal activity in which students engaged at off-campus locations of student organizations officially recognized by the College, if any.

9. A statement of policy regarding the possession, use, and sale of alcoholic beverages and enforcement of State underage drinking laws.
10. A statement of policy regarding the possession, use, and sale of illegal drugs and enforcement of Federal and State drug laws.
11. A description of drug or alcohol abuse education programs.
12. A statement of policy regarding the College's sexual assault programs to prevent sex offenses, and guidelines to follow when a sex offense occurs.
13. A description of educational programs to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses.
14. Guidelines students should follow if a sex offense occurs, including guidelines concerning who should be contacted, the importance of preserving evidence for the proof of a criminal offense, and to whom the alleged offense should be reported.
15. Information on a student's option to notify appropriate law enforcement authorities, including on-campus and local police, and a statement that institutional personnel will assist the student in notifying these authorities, if the student requests the assistance of these personnel.
16. Notification to students of existing on- and off-campus counseling, mental health, or other student services for victims of sex offenses.
17. Notification to students that the College will change a victim's academic situation after an alleged sex offense and of the options for those changes, if the changes are requested by the victim and are reasonably available.
18. Guidelines for campus disciplinary action in cases of an alleged sex offense, including a clear statement that:
  - a. The accuser and the accused are entitled to the same opportunity to have others present during the disciplinary hearing
  - b. Both the accuser and the accused will be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense, (Compliance with this paragraph will not constitute a violation of the Family Educational Rights and Privacy Act.)
19. Sanctions the institution may impose following a final determination of an institutional disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses.

## **5. BACKGROUND**

1. References: Federal Bureau of Investigation Uniform Crime Reporting (UCR) Program, Family Educational Rights and Privacy Act
2. Revision history: none
3. Legal review: none
4. Sponsor: Facilities

Guidelines effective: 02/19/2010

**COCONINO COMMUNITY COLLEGE**