



Blue Mountain Community College *Administrative Procedures*

Procedure Title: Campus Security
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Accountable Administrator: Vice President of Business and Operations
Position responsible for updating: Vice President of Business and Operations
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Purpose/Principle/Definitions:

The College is committed to working with community agencies to reduce the opportunity for criminal/anti-social activities and to provide a safe and secure environment for staff and students.

Operations, in conjunction with its divisions, shall be primarily responsible for carrying out the mandates of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Guidelines:

Security and Access

The College seeks to provide an atmosphere of openness for the encouragement of collegiate activity at College-controlled facilities. This must be balanced by controls on access that are designed to promote security in College facilities.

Reporting of a Crime or Other Emergency

College personnel shall cooperate fully with local, state, and federal law enforcement agencies as they seek to protect life and property, to prevent anti-social behavior, and to preserve a secure environment in the locations where classes are held and offices are located. It is the responsibility of students and staff to report all crimes, even those considered minor, to the city police and Operations. All suspicious activity and other emergencies should be reported to the Operations or another administrator, as promptly as possible.

College Security Procedures and Practices

To encourage students and employees to be responsible for their own security and the security of others, as well as to promote crime prevention, Operations, in conjunction with the Safety Committee, shall inform students and staff annually about College security programs, procedures, and practices through such means as handbooks and postings.

Operations will monitor and record criminal activity at off-campus student organizations recognized by the College, including those student organizations with off-campus housing facilities.

Operations shall also prepare and post on the college Web site statistical reports to students and staff, and, upon request, to any applicant for enrollment or employment. Reports will identify the occurrence of crimes on campus, in or on non-campus buildings or property, and on public property that are reported to Campus Security or local police agencies. The number of campus arrests during the most recent calendar year and the two preceding calendar years for criminal offenses will also be included, as specified in the Act of 1990. Information will include procedures for students and others to report criminal actions or other emergencies occurring on campus and the College's response to such reports.

The Vice President of Business and Operations shall develop administrative regulations as necessary to implement this policy and to meet the requirements of law.

To reduce the possibility that any student or employee may be exposed to potential hazards, the following steps have been developed:

Prevention and Response to Crime

1. All keys to classrooms, offices, laboratories, files, cabinets, etc. are issued per procedure #01-21003-0003 (Key/Card Control).
2. It is the responsibility of each staff member to see that windows are closed and latched, doors are locked, and lights are out when not in use. These precautions are particularly important when leaving the work area for the day.
3. To prevent outside doors to buildings being left unlocked late at night or on weekends, all staff are to carefully observe the following guidelines:
 - a. A building unlocked for staff must be immediately relocked after entering. This will prevent the possibility of an unauthorized entry.
 - b. On leaving the building, staff are directed not only to lock the door, but also to try it afterwards to see that the safety latch is caught.
4. Staff members are encouraged to help students set up a "buddy system" when walking to and from classes. Instructors should include themselves in such planning.
5. All staff members and students are encouraged to lock vehicle doors, even when leaving vehicles only for a short time.
6. It is the responsibility of the Safety Committee to routinely inspect College facilities and

grounds and to make recommendations on safety hazards that may affect students, staff, and visitors.

7. It is the responsibility of all staff members and students to report all suspicious activity and crimes occurring in College buildings and classrooms and on College grounds to Operations or an administrator as promptly as possible.
8. Staff and students are encouraged to report non-operational lighting to College staff and non-operational street lights to city offices.
9. The College is a drug-free educational institution and workplace. Enforcement of the College drug and alcohol policy is part of the College crime prevention strategy. It is a violation of policy for students or staff to possess, consume, be under the influence of, or furnish illicit drugs on College controlled property or at College or student organization functions. A student violation of this prohibition may result in disciplinary probation, suspension, or expulsion.

Record Keeping

The College shall make, keep, and maintain a daily log recording all crimes reported to Operations. The log will include:

1. The nature, date, time, and general location of each crime; and
2. The disposition of the complaint, if known.

All entries shall, except where disclosure of such information is prohibited by law or such disclosure would jeopardize the confidentiality of the victim, be open to public inspection within two business days of the initial report being made to the Public Safety Department. If new information about an entry into a log becomes available, the new information shall be recorded in the log not later than two business days after the information becomes available to the department. If there is clear and convincing evidence that the release of such information would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence, the information may be withheld until that damage is no longer likely to occur from the release of such information.

The College shall on an annual basis submit a copy of the required statistics to the Secretary of Education.

Legal References:

[OAR 437-002-0020 to -0033](#)

[OAR 437-002-0040 to -0053](#)

[OAR 437-002-0060 to -0075](#)

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990, 20 U.S.C., Section 1092 (f)