



President's Office

787-852-1430

Ext. 224

PO Box 9139

Humacao, Puerto Rico 00792

Policy and Procedure for the Collection and Disclosure of Campus Security Information (Clery Act)

I. Purpose

To establish a policy and procedure for the collection and disclosure of campus security information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1990.

II. Background:

Campus Security and Safety are important issues for students and their families. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), provide students and families, as higher education consumers, with the information they need to make informed decisions. The Clery Act requires that institutions disclose institutional safety and security policies, along with statistics for offenses committed on campus. The information is a compilation of data reported in the campus records and incidents that were reported to local law enforcement agencies. Crimes statistics are disclosed each year for the previous three calendar years. Statistics for all schools nationwide are made available to the public by the Department of Education's website located at <http://ope.ed.gov/security>.

III. Policy:

1. Annual Campus Security Report:

The College's Campus Security Report Web Page and the associated links constitute the *Annual Campus Security Report for Humacao Community College*. Additionally notices of this Report and the direct URL address of this page are published in the College Catalog. Further, an email notice, including the direct URL address for this web page, are notified to all employees annually.

The crime statistics include the following:

- Criminal homicide
 - o Murder and nonnegligent manslaughter

- Negligent Manslaughter
- ☐ Sex Offenses
 - Rape
 - Fondling
 - Incest
 - Statutory rape
- ☐ Robbery
- ☐ Aggravated assault
- ☐ Burglary
- ☐ Motor vehicle theft
- ☐ Arson
- ☐ Arrests and referrals for disciplinary actions, including:
 - Arrests for liquor law violations, drug law violations, and illegal weapons possession
 - Persons not included in 34 CFR 668.46(c)(1)(ii)(A) who were referred to campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession
- ☐ Hate crimes, including:
 - The number of each type of crime in 34 CFR 668.46(c)(1)(i) that are determined to be hate crimes
 - The number of the following crimes that are determined to be hate crimes:
 - Larceny-theft
 - Simple assault
 - Intimidation
 - Destruction/damage/vandalism of property
 - Dating violence, domestic violence, and stalking as defined in 34 CFR 668.46(a) – “Vawa Offences”.

The College must also report, by category of prejudice, any of the above listed crime statistics that manifest evidence that the victim was intentionally selected because of the victim’s actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability. Additionally, “hate crimes” must be reported in two additional categories as follow:

- Larceny-theft, simple assault, intimidation, and destruction/vandalism of property.
- Any other crime involving bodily injury.

2. Definitions:

Humacao Community College operates one main campus. For purposes of Campus Security data collection and reporting, the following definitions apply.

- a. Campus - The “campus” is defined as the College's building and grounds, including institutionally controlled parking lots, storage/loading areas, and "greenspace".
- b. Non-Campus Property - The Humacao Community College campus does not include any areas which would be defined as non-campus property.
- c. Public Property - Any public thoroughfares, streets, sidewalks and/or parking facilities (not controlled by the College) that are immediately adjacent to, and accessible from, the campus.
- d. Incident – A crime or illegal activity, serious accident, injury requiring immediate

medical attention, occurrence requiring the response of EMS and/or law enforcement personnel, or any other event for which reporting is mandated under the Clery Act (see "Annual Campus Security Report", above).

- e. Campus Security Authority - The College does not maintain a security or police force, although the College does contract with a third-party security company to provide certain safety and security services. The "Campus Security Authority" at Humacao Community College is the **Administration Official**. The Campus Security Authority is responsible for oversight and enforcement of this policy and is responsible for assigning other staff members to serve as the Campus Security Authority in his/her absence. Such employees who serve as alternates for the Campus Security Officer will be properly trained to respond appropriately to emergencies.

3. Creation of the Crime Statistics Data:

The data used in the reports is compiled and submitted to the U.S. Department of Education annually by a staff member designated the Campus Security Authority. Data from internal ***Incident Report Forms*** is cross-referenced and combined with external public-record data requested from local law enforcement authorities in the creation of the crime statistics.

4. Be Aware, Stay Alert

Since crime can occur anywhere and at any time, it is our sincere hope that you will read this policy and follow the included guidelines. If you suspect a crime has been committed, notify the Campus Security Authority (or designee) or a member of the faculty or staff. If you witness a crime or other emergency in progress, call 911 to alert local law enforcement agencies, and then notify the Campus Security Authority (or designee) or a member of faculty or staff.

While the College employs Electronic Security Systems, there is no such as a fail-safe security system. Even the most elaborate security precautions are not a guarantee against crime. The best safety measures are the ones you perform using sense. You should always remain ***Alert and Aware*** of your surroundings. Secure your vehicles and do not have valuables in your car. Do not leave your personal items unattended.

Avoid walking alone, particularly at night. Again, be cautious, use good sense, and look after your friends and classmates.

5. Emergency Response System and Procedures:

If a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurs, students and employees will be notified through Humacao Community College's Emergency Response System (ERS), by direct communication (senior staff dispatched throughout the building/grounds), and/or other appropriate means to best protect the health and safety of students and employees. The may be used to order an emergency evacuation of the buildings. All students, instructors, and

staff must immediately evacuate the buildings when instructed to do so. The ERS may also be used to order a “lockdown”. A lockdown order requires all students and employees to quickly enter a classroom, office or other room which can be locked, lock the door and attempt to hide from view of the hallways. Students or employees in large, unsecured areas (such as common outdoor areas) should either find a secure area or quickly evacuate and proceed to a safe distance away from the buildings.

Prior to initiating the ERS, the Campus Security Authority will confirm that a bona fide emergency exists, determine the appropriate method(s) of communication, and determine the message content (if applicable). The College will take these actions without delay, and promptly make an announcement via ERS, unless in the judgment of the Campus Security Authority, such notice would compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The Emergency Response Procedures will be tested at least once each year. Emergency Response Procedure Tests (other than fire drills) will be announced in advance to prevent the creation of unnecessary anxiety or false 9-1-1 calls.

6. Timely Notification of Security Issues:

In addition to emergency warnings, the College will provide a timely warning to the campus community of any known occurrences of crime in the immediate campus vicinity that are reported to campus officials or local police agencies and are considered to represent a serious or continuing threat to students and employees. If the College is aware of such a crime or pattern of crimes, the College will make an announcement via Humacao Community Colleges Message Alert System and post paper notices in various locations throughout the affected locations, including student and employee bulletin boards. These bulletin board notices will remain in place for ten days, or longer if School management feels a continuing threat remains.

7. Incident Reporting:

Any employee or student observing or having knowledge of a criminal act or other emergency situation should first contact appropriate local emergency response personnel by calling 9-1-1. Students witnessing any such event should also report it immediately to the Campus Security Authority or any other senior instructor or staff member. For Non-Emergency events, students may submit an Incident Report Form to the Campus Security Authority (or designee). Students wishing to maintain confidentiality, may submit an Incident Report Form anonymously, or request a private, confidential meeting with the Campus Security Authority (or designee).

Employees of College are required to report any incident in which they have been involved or which they have witnessed on the campus or on the public areas adjoining the campus. Incidents will be reported on an **Incident Report Form** and forwarded immediately to the Campus Security (or other available senior official as appropriate).

Copies of all ***Incident Report Forms*** will be maintained by the Campus Security Authority (or designee) for use in data compilation for the Annual Campus Security Report. Forms for the previous five calendar years will be archived for audit purposes.

8. Security of and Access to, Campus Facilities:

Students should only be on the campus (see definition above) during scheduled school hours, or while attending to other legitimate academic or administrative functions at Humacao Community College. All visitors are required to sign in with the Security Official, and all classroom buildings require student identification for entry. Students and visitors are discouraged from socializing, loitering, or gathering in the building, in the non-campus areas, or in the adjacent public areas after the end of their class day. Further, students are prohibited from being on the campus at any time when the College is not open, and staff are not present.

Security is an ongoing concern of all staff and instructors. Each staff member and instructor is expected to be security-conscious and vigilant at all times. All security violations, including unauthorized visitors, should immediately be reported to the Campus Security Authority or other senior official (see "Incident Reporting", above).

9. Law Enforcement and Security Personnel:

Humacao Community College does not maintain a law enforcement department. All requests for security assistance are handled by law enforcement agencies. The Campus Security Authority (or designee) is responsible for ensuring that all crimes occurring on campus are reported to the appropriate local law enforcement agency.

10. Informational Programs:

This policy and College security procedures are reviewed during new student orientations. These brief sessions promote awareness of crime and crime prevention, along with promoting awareness of rape, sexual assault, and acquaintance rape. During these orientations, students and employees are also told about good practices in crime prevention (including securing their autos and other personal property) and how to report a crime emergency, or other incident.

12. Other Safety Policies and Related Topics:

- A. Humacao Community College Drugs and Alcohol Policy prohibits the possession or use of illegal controlled substances on the College's premises or at any school-related activity. In that regard, the *Drug and Alcohol Policy* is considered part of this Campus Security Policy. The Drug and Alcohol Policy is posted to the Humacao Community College web site and includes policies regarding the possession, use, and sale of alcoholic beverages and/or illegal drugs, and a description of available drugs and alcohol abuse education program.

Fighting, gambling, or any other behaviors that are illegal and/or interfere with the ability of other students to learn are forbidden on School property or at any School-related activity.

- B. Humacao Community College Possession of Firearms/Weapons on Campus Policy prohibits the possession of a firearm, ammunition, knife, or any other type of weapon without written permission on the College Campus or at any other location when participating in a School sponsored activity or otherwise representing the College as an employee or student (including externships). Law enforcement officers with a need to carry an off-duty weapon may obtain written permission by completing an appropriate form and submitting it along with appropriate documentation, to the Receptionist in the Administration Building. Upon approval, the Campus Security Official will issue an identification document to serve as written premise.

- C. Sexual Assault Prevention and Awareness Policy:

Humacao Community College is concerned about the safety of its students, instructors and staff. With regard to sexual assault, good sense safety practices are your best defense. There are sufficient instructors, staff, and students present in the buildings at all times during business hours to make a sexual assault on campus unlikely, but not impossible. Remember to remain aware of your surroundings, do not walk alone outdoors (especially at night), do not enter areas of the buildings to which you are not authorized, and do not feel compelled to enter any secluded location or any situation which makes you uncomfortable.

Whether an assault occurs on-or off-campus, victims are strongly encouraged to report sexual assaults to the appropriate authorities. It is important to preserve evidence whenever possible for the police to use in pursuing a criminal investigation.

In the unlikely event that a sexual assault occurs on campus, students should immediately notify the Campus Security Authority, or any available staff or instructor in whom they are comfortable confiding. Upon being notified, School personnel will notify the Campus Security Authority and will assist the student in contacting the appropriate authorities if the alleged victim chooses to do so. School personnel will, to the best of their ability, attempt to secure any affected area of the campus and to otherwise prevent the compromise of evidence until law enforcement officials arrive. If a sexual assault occurs to a student off-campus, the College will assist an alleged victim with notification to the appropriate law enforcement agency having police jurisdiction where the crime occurred (upon request of the student).

Sexual Assault is a crime under Puerto Rico law. This link will take you to a document with the current text of the [Puerto Rico Sexual Assault Statute](#).

Humacao Community College does not provide counseling services directly to victims of sexual assault, but will attempt to provide referral to agencies that provide

counseling and other support services. The Puerto Rico government office for victims of sexual assault is:

Centro de Ayuda a Víctimas de Violación (CAVV)
Across Puerto Rico (787) 765-2285

It is important for persons who have been sexually assaulted to seek prompt medical attention, and to attempt to preserve any evidence on the victim's body by not bathing or washing before receiving medical attention.

If an alleged victim of sexual assault on-campus elect not file criminal charges, but still to proceed with formal administrative charges, an investigation will be conducted, and the case referred to the Campus Security Authority. Disciplinary actions assessed in a particular case will be dependent upon the nature of the conduct involved, the circumstances and conditions which existed at the time the student engaged in such conduct and the results which followed as a consequence of such conduct. Sanctions, up to and including permanent expulsion from College/termination or employment, will be carried out by the Human Resources Department and the President.

The following principles apply to any such internal investigation/disciplinary process:

- Accuser shall be informed of their options to notify law enforcement.
- Accuser shall be notified of available counseling services.
- Both parties will have the same opportunity to have others present at any disciplinary hearing.
- Accuser shall be informed of the outcome of any disciplinary proceeding.
- Accuser may request a change of academic schedule / circumstances, and the College will attempt to accommodate reasonable requests.

Domestic Violence and Stalking

The Institution encourages any professor or students to notify to Campus Security Authority the protective measure provided by the State to her or his, to adopt any protective measures, if is necessary.

Puerto Rico Registered Sex Offender Information:

The Commonwealth of Puerto Rico maintains a database of registered sex offenders in the state. The information is available through the Puerto Rico Public Sex Offender Registry website.

Security Regulations/Procedures Which Are Not Applicable at Humacao Community College:

Humacao Community College does not maintain a law enforcement department and thus does not maintain a "Crime Log". Hence, such a log is not available for public inspection.

Humacao Community College does not maintain dormitories or other student housing facilities, and hence does not have a policy regarding the disappearance of students in-residence (missing student notification).

Humacao Community College does not recognize any fraternities, sororities or other off-campus student clubs or organizations. Hence the College does not have a policy for monitoring and recording criminal activity at such locations.

Humacao Community College does not employ professional counselors, psychologists, or pastoral counselors. School staff may assist students and fellow employees in locating such services in the local community.

Procedure:

1. Responsibility - The Campus Security Authority (or designee) will be responsible for compiling, creating, documenting and publishing annual campus crime data, although other staff members may assist with these functions.
2. Data Collection - All injuries, accidents, crimes, and other serious incidents known to School employees that occur on campus, in non-campus areas, or on the public areas adjoining the campus should be recorded on an Incident Report Form. Completed forms will be submitted to the Campus Security Authority's Office. Copies of all reports will be forwarded to the Campus Security Authority (or designee) for back-up archiving.

The Campus Security Authority (or designee) will also request information annually from both the local police department and buildings landlords of any incidents, crimes or arrest recorded in their records during the calendar year disclosure period on the campus or in the Public Property adjacent to the campus (as defined above).

3. Data Processing -- The internal Incident Report Forms, police department data, and any other available information, will be combined to form the crime statistics. Data from different sources will be cross-referenced to prevent duplicate reporting of a single incident. The data collection/reporting period is the calendar year. All incidents must be categorized appropriately for reporting purposes. Not all incidents require reporting. If a particular incident fits into none of the appropriate reporting categories, it does not need to be reported.
4. Reporting to U.S. Department of Education - The annual campus crime statistics data will be submitted to the U.S. Department of Education for publication to their website each year on October. The report will include data for the prior three calendar years.
5. Publication of Policy - The Report/Policy is published Humacao Community College's website, (which is available to all new student applicants and potential employees). The website serves as the official publication of the Report/Policy.
6. Distribution to New Students - A reference to the Report/Policy and the exact URL for accessing the Report/Policy on Humacao Community College's website are included

in the catalog, which is distributed to all new students/applicants and students. Additionally, all new students/applicants will be provided a printed copy of the Consumer Information Disclosure during the admissions process.

7. Distribution to New Employees - All new employees will be provided a copy of the catalog and the *Consumer Information Disclosure* upon hiring and will be asked to read and thoroughly understand the catalog and the contents of the website within the first few weeks of employment.
8. Annual Distribution to Employees - The Campus Security Authority (or designee) shall ensure that an electronic (email) notification is provided annually to all employees, generally when the new Report/Policy is posted to the website. This Disclosure will include the exact URL of the Report/Policy. The Campus Security Authority will maintain a printed copy of the email for five years.
9. Documentation - The Campus Security Authority (or designee) will maintain all data used in the creation of the annual Campus Security Report, a primed copy of the Report (webpage) upon each update, and a printed copy of the annual employee notification e-mail. This information will be stored for each of the previous five Campus Security Reports. The Campus Security Authority will also maintain documentation of all fire drills and drills/tests of the Emergency Response System. This documentation will be maintained for a period of five years.
10. Biennial Review - The Compliance Auditor will review the Campus Security Policy every two years to ensure it remains current and effective. Any recommendations resultant from this review will be submitted to the President.
11. Printed Copy upon Request - Although the Campus Security is published electronically via Humacao Community College website, the law requires that a primed copy be distributed to any student, prospective student, or prospective employee upon request. Any member of the staff receiving such a request may print a copy of the appropriate webpage and distribute the document or may refer the inquirer to the Campus Security Authority (or designee).

