



CAMPUS SAFETY POLICIES

The following information is intended to provide a general description of SWIHA's campus safety policies. The information has been prepared to increase the community's awareness of current programs that exist to protect its students and staff safety and well-being. In addition, the college will disseminate and publicize crime statistics from the most recent completed calendar year and the two preceding calendar years.

Declaration

The college is strongly committed to crime prevention and considers the personal physical safety of its students and employees necessary for a successful learning environment.

Students, employees, and staff are expected to obey not only the laws of their state but also the rules and regulations of the college. Members of the college are encouraged to take personal responsibility for their conduct and safety. The cooperation and involvement of students and employees in campus safety is essential to minimize criminal activity.

Reporting and Disclosure of Campus Safety Policies and Annual Crime Statistics

All current students, employees and staff will be provided through printed or electronic publications, a notice that contains a brief description of the college's Campus Safety Policies and Annual Crime Statistics.

- The notice will disclose that the college's annual crime statistics are available at their website address and in hard copy publications at the campus upon request.
- The notice will contain the exact electronic Website address and the method to obtain a copy of the current published hard copy.
- The notice will also disclose that anyone is entitled to a paper copy of the crime information upon request.

SWIHA's Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by the University, and on public property within, or immediately adjacent to and accessible from, the campus. The report includes institutional policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other related matters.

The data for the annual crime statistics is monitored daily. SWIHA has two designated Campus Security Authorities – the Executive Director and Director of Education. The Campus Security Authority, upon receiving notification of a crime incident on the college property, will verify the circumstances and create an incident report. The data is used in the reporting of the Annual Security Report.

Safety Awareness and Crime Prevention

Part of crime prevention is individual safety consciousness and awareness of personal environment. The college suggests the following crime prevention measures, which can contribute to the safety and security of the college community.

- Lock your car.
- Take and keep your car keys with you at all times.
- At night, travel in well-lighted areas, and in pairs if possible. Avoid short cuts and deserted areas.
- Do not leave valuable items in your car, including personal items and school related materials such as textbooks.
- Do not park in isolated areas.
- Leave items of high monetary value at home.
- Do not leave personal property unattended.
- Do not carry more cash than necessary and certainly do not advertise what you have.
- Keep your purse, backpack or briefcase close to your body.
- Mark personal items that you bring on campus.
- Do not bring any kind of weapon onto SWIHA's property.
- The carrying of weapons on campus or when meeting with campus personnel is prohibited and subject to disciplinary action.
- If anything makes you feel unsafe or threatened – speak with campus personnel or dial 911.

The Campus Security Authority will post advisements when there has been a known systematic pattern of crime or series of crimes that may post a threat to the safety or welfare of the campus community.

These reports will be made available through staff and campus bulletin boards and will be posted in visible and accessible areas on the campus. All members of the campus

community are encouraged to report any known problems or hazards to the Campus Security Authority. Prompt reporting enhances campus safety for all concerned.

Reporting Criminal Activities

SWIHA encourages students, employees, and staff to report all criminal activity and emergencies that have occurred at the campus.

Reporting Emergency Criminal Activities

- In emergency situations, first dial 911.
- Thereafter, report the criminal offense to the Campus Security Authority.

Reporting Non-Emergency Criminal Activities

- In non-emergency situations, report criminal offenses to the Campus Security Authority.

The Executive Director and Director of Education are defined as the Campus Security Authority. All criminal activity reports should be forwarded to one of them.

Access to the Campus

The campus buildings and facilities are not only accessible to members of the campus community, but also to the public during normal business hours.

Sexual Assault Prevention Program

The definition of “sexual assault” includes, but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

In the event of a sexual assault dial – 911 and contact the Campus Safety Authority.

When reporting the sexual assault to your local police, request medical treatment.

Preserving the evidence from the assault is important. The following is a listing offered regarding the preservation of evidence:

- Do not change clothes until you have received medical attention.
- Do not touch anything the suspect may have touched.
- Do not bathe until you have received medical attention.

The survivor of a sexual assault is urged to seek counseling shortly after the sexual assault has occurred.

Victims of sexual assault may receive free confidential 24 hour counseling by calling the Rape Abuse Incest National Network Hotline 1-800-656-4673 extension 1 or through their email, at RAINNmail@aol.com.

Sex Offenders Registry provides the tracking of convicted sex offenders. The website for the registry is <http://az.gov/webapp/offender/main.do>

Reported Offenses

The following list of crimes is compiled in accordance with the definition used in the Uniform Crime Reporting System of the Department of Justice, FBI, as modified by the Hate Crime Statistics Act.

- Aggravated Assault
- Arson
- Burglary
- Drug Abuse Violations
- Hate Crimes
- Liquor Law Violations
- Motor Vehicle Theft
- Murder and Manslaughter
- Rape, Forcible and Non-Forcible Sexual Offenses
- Robbery
- Theft
- Weapons Possessions

Additional Reportable Offense

- Attempted Motor Vehicle Theft
- Vandalism

SWIHA supports a close cooperative working relationships with federal, state, and local law enforcement agencies.

A copy of SWIHA's Campus Crime Statistics Report is located at www.swiha.edu or by requesting a printed from the campus authority.