



# 2026 Campus Safety Handbook

SCAC Board Approved: 5/26/2026

*No parts of these policies or procedures may be amended or altered in any way by oral statements. Only written amendments by authorized management officials and approved by The San Carlos Apache College Board of Regents shall constitute changes to statements made in this and any SCAC approved policies.*

## Table of Contents

Section I. The Clery Act	2
Section II. Annual Disclosure of Crime Statistics & Security Report Preparation	3
Section III. Law Enforcement Authority	3
Section IV. Campus Law Enforcement Services	4
Section V. Important Phone Numbers	6
Section VI. Campus Map	8
Section VII. Crime Prevention Tips	11
Section VIII. Crime Reporting Procedures	12
Section IX. Criminal Offenses Definitions	13
Section X. Federal, Tribal, and State Laws	18
Section XI. College Policies	19
Section XII. Nondiscrimination & Anti-Harassment Policy	20
Section XIII. Timely Warnings	21
Section XIV. Limited Voluntary Confidential Reporting	23
Section XV. Definitions of Geography	23
Section XVI. Access to and Security of Campus Facilities	24
Section XVII. Missing Student Notification	25
Section XVIII. Severe Weather Alerts	27
Section XIX. Annual Fire Safety Report	28
Section XX. Logs/Reports	30

## **I. THE CLERY ACT**

- A.** Choosing a post-secondary institution is a major decision for students and their families. Along with academic, financial, and geographic considerations, the issue of campus safety is a vital concern.
- B.** The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal mandate. It requires all institutions of higher education (“IHEs”) that participate in the federal student financial aid program to disclose information about crime on their campuses and in the surrounding communities. The Clery Act affects virtually all public and private IHEs and is enforced by the U.S. Department of Education. Institutions of higher education that fail to comply with the Act can be penalized with large fines (\$35,000 per violation) and may be suspended from participating in the federal financial aid program (34 C.F.R. §§668.14, 668.41, 668.46, and 668.49).
- C.** The Clery Act, formerly known as the Crime Awareness and Campus Security Act, was signed into law in 1990 and is named after 19-year-old Jeanne Clery, who was raped and murdered in her Lehigh University residence hall in 1986. Clery’s parents lobbied Congress to enact the law when they discovered students at Lehigh had not been notified about 38 violent crimes that had occurred on campus in the three years prior to Clery’s murder.

### **D. Compliance with the Clery Act**

- a.** The Clery Act requires the San Carlos Apache College (“SCAC”) to provide timely warnings of crimes that represent a threat to the safety of students or employees and to make their campus security policies available to the public. The Act also requires SCAC to collect, report, and disseminate crime data to everyone who is a member of the College community and to the Department of Education annually.
- b.** When the Higher Education Opportunity Act (HEOA) was signed into law in 2008, it amended the Clery Act by adding a number of safety- and security-related requirements to the Higher Education Act of 1965. To be in full compliance with the law, SCAC shall do the following:
  - 1.** Publish and distribute an Annual Security Report to current and prospective students and employees by October 1 of each year. The report shall provide crime statistics for the past three years; detail campus and community policies about safety and security measures; describe campus crime prevention programs; and list procedures to be followed in the investigation and prosecution of alleged sex offenses;
  - 2.** Provide students and employees with timely warnings of crimes that represent a threat to their safety. The SCAC Campus Security Team shall also keep and make available to the public a detailed crime log of all crimes reported to them in the past 60 days but shall redact all personal and sensitive information. Crime logs shall be kept for seven years and logs older than 60 days shall be made available within two business days upon request.
  - 3.** Keep the past three years of crime statistics detailing crimes that have occurred on-campus, in residential facilities, in public areas on or near campus, and in certain non-campus buildings, such as remote classrooms. SCAC must also report liquor and drug

law violations and illegal weapons possession if they result in a disciplinary referral or arrest.

4. Disclose missing student notification procedures that pertain to students residing in any on- campus student housing facilities.
  5. Disclose fire safety information related to any on-campus student housing facilities. This includes maintaining a fire log that is open to public inspection and publishing an Annual Fire Safety Report containing policy statements and fire statistics associated with each on-campus student housing facility. These statistics shall include the location, cause, injuries, deaths and property damage of each fire.
  6. Submit the collected crime and fire statistics to the Department of Education each fall.
  7. Inform prospective students and employees about the availability of the Annual Fire Safety Report.
- E. SCAC is committed to campus security and the personal safety of its students and employees. The following pages contain specific information, including crime prevention, fire safety, law enforcement authority, crime reporting policies, disciplinary procedures and other matters of importance related to security and safety on campus. This report also contains information about campus crime statistics.
- F. Members of the campus community are encouraged to use this report as a guide for safe practices on and off campus. Additional Campus Security information is available on the College’s webpage at <http://www.apachecollege.org>
- G. For more information, contact the Campus Security Department at (928) 413-1758.

## **II. Annual Disclosure of Crime Statistics & Security Report Preparation**

- A. The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the college community that are obtained from the following sources: Campus Security and/or police officials. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.
- B. All of the statistics are gathered, compiled, and reported to the college community via the Campus Safety Report which is published by the Campus Safety Committee. The Campus Security Department submits the annual crime statistics published in this brochure to the Department of Education through the Crime Start system. The statistical information gathered by the Department of Education is available to the public through the Campus Safety and Security Statistics website (<http://ope.ed.gov/security/>).

## **III. Law Enforcement Authority**

### **Section 1: San Carlos Apache Tribal Police Department**

- A. San Carlos Apache College desires to maintain a secure and accessible campus for students, employees, contractors, visitors and guests.

- B. San Carlos Police Department (SCPD) is the law enforcement agency serving SCAC. The officers of SCPD are trained to enforce all applicable federal, state, and tribal laws, local/tribal ordinances, and SCAC college policies.
- C. SCAC’s campus falls under the jurisdiction of the San Carlos Police Department . SCAC personnel work closely with all local, state, and federal police agencies, and have a direct working relationship with the San Carlos Police Department.

**Section 2: SCAC Safety Groups**

Other campus safety groups include the following:

**A. Campus Safety Committee**

Ensures San Carlos Apache College’s federal compliance under the Jeanne Clery Act of 1990, and reports the Annual Campus Safety and Fire Report. Also develops emergency response protocols, plans campus evacuations and drills, including fire drills, provides training on timely response plans, and addresses emergencies on campus.

**B. Title IX Coordinator**

Responsible for monitoring the overall implementation of Title IX at SCAC and for implementation of regulations for campus safety. The major responsibilities of the Title IX Coordinator include preventing sexual harassment and discrimination on campus, conducting investigations into Title IX complaints, making recommendations, assisting counselors and administrators with Title IX compliance, evaluating, planning, and providing policy training and enforcement.

**C. Campus Security Authorities**

Is a *Clery Act* specific term that encompasses individuals and organizations associated with SCAC? The four groups are Campus security, local law enforcement and victim support, and staff that oversee student disciplinary processes and Student Services departments. Personnel occupying the following roles are part of the Campus Security Authority for SCAC.

- Vice President of Student Affairs
- Executive Vice President/Provost
- SCAC Security Personnel
- Counselor/Title IX Coordinator
- San Carlos Apache Tribal: Domestic Violence Program
- San Carlos Apache Tribal Police Department

**IV. Campus Law Enforcement Services**

**Section 1 – services for campus safety**

**A. Orientation Programs**

Student Affairs will conduct orientations each semester with new students to familiarize

them with personal safety techniques, policies, procedures, and responses to concerns and questions to increase security awareness.

## **B. Car Problems**

- a. SCAC security personnel are available to assist students, faculty, or staff with car problems such as dead car batteries, frozen door locks, lost cars, and keys locked in the car and/or tire changes on Campus. Tow services are not available by SCAC. However, a third-party vendor may be contacted for those services.
- b. Students, faculty, or staff must complete and sign a waiver form prior to security providing services. When calling for help with these issues, information should be given on the location, make, model, year, color, and license plate number of the vehicle. If possible, the hood should be lifted and the person calling for assistance should stand by the vehicle at a safe distance. The SCAC Security Team will respond and assist as soon as possible.

## **C. Automobile Accident Reports**

- a. The San Carlos Apache College Security , or the San Carlos Police Department should be called immediately when there is an automobile accident on campus. Information should be given in regard to the location of the accident, whether or not there are injuries, the make and color of the vehicles involved, and any other pertinent information. GSA vehicles involved in automobile accidents on or off campus need to be reported to SCAC President or EVP/Provost immediately.

## **D. Emergency Notifications**

- a. Emergency contact with students may be requested through the SCAC Campus Security or one of College's administrators. Campus Security or and administrator will ask the nature of the emergency in an attempt to determine if the emergency constitutes immediate response, such as the removal of a student from class. The name and telephone number of the caller will be taken in case the notification could not be successfully made. Emergency notifications should be limited to "true emergencies" only.

## **E. Escorts**

- a. A member of the security team is available to meet and walk students, faculty, or staff members to their car or other campus destinations. Requests for an escort should include or contain a name, location, and destination.
- b. With regards to protection orders, documentation must be provided to Campus Security, the Vice President of Student Affairs, and the EVP/Provost. The student who is under the protection of a protection order should provide their course schedule, projected time and place they will be on campus so that needed security measures can be taken by the College.

**F. Property Identification**

- a. Campus Security encourages students and employees to label personal property and to secure vehicles and belongings to prevent misappropriation or theft.

**G. Lost and Found**

- a. A member of Campus Security will pick up lost and found items. The SCAC Receptionist maintains a log of all reported lost and found items. Unclaimed property will be destroyed if not claimed after 30 days. Contact the Receptionist at (928) 475-2016 for information.

**H. Medical Assistance/Injury Reports**

- a. Emergency requests for medical treatment and ambulance service should be directed to the SCAC Security Department, and/or by using the emergency 928-475-2311 number from any campus phone. The department will provide basic first aid response and will contact Emergency Medical Services (EMS) if necessary. Personal injury reports will be made by Campus Security members, the Vice President of Student Affairs, the EVP/Provost, or, the Vice President of Finance.

**I. Campus Safety Poster Campaign**

- a. Printed crime prevention and campus safety brochures, posters and other pamphlets will be distributed at crime prevention presentations and posted at various locations throughout the campus to ensure that the College community is aware of how to maximize campus safety.

**J. Student Affairs Department (SSD)**

- a. The Student Affairs department provides workshops on healthy living and behavior in the advancement of student safety on campus, such as counseling, stress management, and physical safety. The Campus Security team works with Student Affairs to provide additional services to students to promote healthy living on campus.

## V. Important Phone Numbers

### Directory

#### San Carlos Apache College

<b>Department</b>	<b>Number</b>
Main Office .....	(928) 475-2016
Campus Security .....	(928) 413-1758
Counseling & Support Services .....	(928) 475-2016
Information Technology Department .....	(928) 475-2016
EVP/Provost .....	(928) 600-5628
Vice President of Student Affairs .....	(928) 475-2016

## San Carlos Apache Tribe

<b>Department</b>	<b>Number</b>
24 Hour Access .....	(928) 475-2311
24 Hour Crisis Hotline .....	(928) 475-1500
Adult Protection Services .....	(928) 475-2313
EMS (HIS Operator) .....	(928) 475-2388
Fire Department .....	(928) 465-5010
Police Department .....	(928) 475-2311
Poison Control (American Associations of) .....	1-800-222-1222
Public Safety .....	(928) 475-2311
San Carlos Health Corporation .....	(928) 475-1400
Sexual Assault Program .....	(928) 475-2313
San Carlos Domestic Violence Program .....	(928) 475-2323 ext. 230
Suicide Prevention Lifeline .....	1-800 273-8255
TERC .....	(928) 475-2008
Victim Witness Program .....	(928) 475-2313

## Help Line for surrounding areas

<b>Department</b>	<b>Number</b>
Against Abuse 24/7 .....	1-855-728-8630
Emerge! .....	1-888-428-0101
Gila County Victim Services .....	(928) 425-9797
SACASA Crisis Line 24/7 (Southern Arizona Center Against Sexual Assault) .....	1-800-400-1001

## VI. Campus Information

**Campus Maps (Satellite view maps need changed)**

The following are campus maps and photos of all three SCAC sites.

**Main Building**



**School of Business and Economic Studies (Joe Montana Building)**



## Institute for Career Development and Library Building



## **VII. Crime Prevention Tips**

- A. Security awareness and crime prevention tips encourage students and employees to be aware and take responsibility for their own security and the security of others.
  - 1. If possible, avoid studying alone. Always let someone know where you are and an approximate time when you will be finished.
  - 2. Never leave your personal belongings unattended at any given time.
  - 3. Never prop open doors, especially fire doors.
  - 4. If you observe an individual in an inappropriate place or location, notify Campus Security.
  - 5. If you observe a suspicious person, report it to Campus Security.
  - 6. Always walk with another person. Never walk alone to your car at night. If a classmate is not available, call Campus Security at (520)993-9061 and request an escort.
  - 7. Learn the locations of emergency telephones on campus.
  - 8. Avoid shortcuts through vacant lots, and other deserted places.
  - 9. Know the location of the Campus Security and other safe areas.
  - 10. Do not leave valuables, like your wallet, purse, GPS, or backpack in open view. Conceal or leave the items in a safe place, such as in a locker or trunk of your car.
  - 11. Report all thefts immediately.
  - 12. Keep police and fire emergency numbers programmed in or near your phone.
  - 13. Be alert and aware of your surroundings when walking outdoors.
  - 14. Purses should be carried close to the body and secured under one arm, not swung from the strap.
  - 15. Do not walk, jog, or run alone, especially in the dark.
  - 16. Do not hitchhike.
  - 17. Walk with confidence. Show that you are aware and in control. Body language works!

## VIII. Crime Reporting Procedures

### Section 1: Procedures

#### A. Campus Security will, upon notification of criminal activity:

1. Respond to, process and document the complaint/report.
2. Involve (as necessary) the appropriate law enforcement support agency.
3. Conduct necessary follow-up activities and file required documentation to the College administration.

#### B. The Responsible Administrator(s) will review campus crime reports with the Security Department to ensure that:

1. The data required by the Crime Awareness and Campus Security Act is compiled and disseminated.
2. Campus crime prevention programs are followed with special emphasis placed on campus community involvement.
3. The information flow stresses the necessity for individual awareness, and that students, faculty and staff take some responsibility for their own personal safety.

### Section 2: Response/Reporting:

#### A. Accidents and Emergencies: Response/Reporting

If a student, visitor, or employee should become sick or injured, security should be contacted immediately to report the nature of the situation. If the situation warrants, security will request assistance from the local EMS.

Any cost generated in any medical situation requiring transport by EMS will be the responsibility of the person sick or injured if the person is not a tribally enrolled member.

## IX. Criminal Offense Definitions

### Section 1 – Crime Definitions

The following definitions are in accordance with the Federal Bureau of Investigation's, Uniform Crime Reporting Program, the Department of Education, Higher Education Act, and Violence Against Women Act and the Tribe's Criminal Offenses.

- A. Aggravated assault: an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- B. Arrest: persons processed by arrest, citation or summons.
- C. Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud,

a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

- D. Burglary:** The unlawful entry of a structure to commit a felony or a theft.
- E. Dating Violence:** Dating Violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, type of relationship, and the frequency of interaction between the persons involved in the relationship.
1. dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse;
  2. dating violence does not include acts covered under the definition of domestic violence.
- F. Destruction/Damage/Vandalism of Property:** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.
- G. Domestic Violence:** Domestic Violence is defined as a felony or misdemeanor crime of violence committed
1. by a current or former spouse or intimate partner of the victim;
  2. by a person with whom the victim shares a child in common;
  3. by a person who is cohabiting with, or has cohabitated with, the victim as a spouse or intimate partner;
  4. by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
  5. by 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 in which the crime of violence occurred.
- H. Drug abuse violations:** The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, or manufacturing of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics - manufactured narcotics (Demerol, Methadone); and dangerous non- narcotic drugs (barbiturates, Benzedrine).
- I. Fire:** Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner. For The Higher Education Act purposes, there are three categories of fire:
1. Unintentional Fire: A fire that does not involve an intentional human act to ignite or spread fire into an area where the fire should not be;
  2. Intentional Fire: A fire that is ignited, or that results from a deliberate action, in

circumstances where the person knows there should not be a fire;

3. **Undetermined Fire:** A fire in which the cause cannot be determined.

**J. Fire-related death:** Any instance in which a person

1. Is killed because of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or
2. Dies within one year of injuries sustained because of the fire.

**K. Fire-related injury:** Any instance in which a person is injured because of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term “person” may include students, employees, visitors, firefighters, or any other individuals.

**L. Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession but is in a position to exercise dominion or control over a thing.

**M. Liquor law violations:**

- a. Section 11.4 Unlawful Possession of Open Container
- b. Section 11.5 Public Intoxication
- c. Section 11.5 Possession of Alcoholic Beverages for Manufacture, Delivery, or Sale
- d. Section 11.6 Underage Possession or Consumption of Alcoholic Beverages
- e. Section .7 Involving a Minor in an Alcohol-Related Offense

**N. Hate crime:** A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. For the purposes of Clery, the categories of bias include the victim’s actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

**O. Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**P. Motor vehicle theft:** The theft or attempted theft of a motor vehicle.

**Q. Murder/Non-negligent manslaughter:** The willful (non-negligent) killing of one human being by another.

**R. Negligent manslaughter:** The killing of another person through gross negligence.

**S. Simple Assault:** An unlawful physical attack by one person upon another where neither the

offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

- T. Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- U. Consent:** Consent means clear and unambiguous agreement, expressed in mutually understandable words or actions, to engage in a particular sexual activity. Whether valid consent has been given will be judged based upon what a reasonable person would have understood from such words or actions. Consent must be voluntarily given and is not valid:
1. if obtained by physical force, coercion, or threat;
  2. when a person is incapacitated; or
  3. when an intellectual or other disability prevents a person from having the capacity to give consent.

Consent to engage in one sexual activity, or agreement to engage in a particular sexual activity on a prior occasion, cannot be presumed to constitute consent to engage in a different sexual activity or to engage again in a sexual activity. Consent can be withdrawn by either person at any point.

- V. Incapacitation:** Incapacitation means that a person lacks the capacity to give consent to sexual activity because the person is asleep, unconscious, mentally and/or physically helpless, or otherwise unaware that sexual activity is occurring. Incapacitation is not necessarily the same as legal intoxication. Where alcohol or other drugs are involved, evaluating incapacitation requires an assessment of how the consumption of alcohol and/or drugs affects a person's decision-making ability, awareness of consequences, ability to make informed, rational judgments, capacity to appreciate the nature and quality of the act, or level of consciousness. The assessment is based on objectively and reasonably apparent indications of incapacitation when viewed from the perspective of a sober, reasonable person.
- W. Intentional Incapacitation:** Intentional incapacitation means providing alcohol or other drugs to a person with the intent to render the person incapacitated.
- X. Sex Offense - Forcible:** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
1. *Sexual Assault* means unwanted or unwelcome touching of a sexual nature, including fondling; penetration of the mouth, anus, or vagina, however slight, with a body part or object; or other sexual activity that occurs without valid consent.
  2. *Fondling* mean the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Y. Sex Offense - Non-Forcible:** Unlawful, non-forcible sexual intercourse.

**Z. Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**AA. Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent

**BB. Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

1. Fear for the person's safety or the safety of others; or
2. Suffer substantial emotional distress.

For the purposes of this definition:

1. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
2. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
3. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
4. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

## **Section 2 – Property**

**A. Non-campus building or property:**

1. Any building or property owned or controlled by a student organization that is officially recognized by the institution; or
2. Any building or property owned or controlled by an institution 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. On Campus:**

1. Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes; and
2. Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

**C. Property damage:** The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

**D. Public property:** All public property, including thoroughfares, streets, sidewalks, and

parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

### **Section 3: Other**

- A. Unfounded Crime: A reported crime that upon investigation by law enforcement authorities is found to be false or baseless. Only sworn or commissioned law enforcement personnel may unfound a crime. Crime reports can be properly determined to be false only if the evidence from a complete and thorough investigation establishes that the crime reported was not, in fact, completed or attempted in any manner.
- B. Weapons: carrying, possessing, etc.: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.

## **X. Federal, Tribal, and State Laws**

### **A. Non-Discrimination Policy**

All College staff, faculty, and students are not to discriminate against any agent or organization of San Carlos Apache College for reasons of age, creed, ethnic or national origin, sex/gender, disability, veteran status, marital status, political or social affiliation, race, religion, or sexual orientation. The College complies with the Civil Rights Act of 1964, the Title IX of the Education Amendment Act of 1972, Section 503 and 504 of the Rehabilitation Act of 1973, Section 402 of Vietnam Era Veterans Readjustment Act of 1975, the Age Discrimination in Employment Act of 1967, as amended, and the Tribal Preference in Employment Act.

### **B. Freedom of Speech & Expression Policy**

All students are welcome to express themselves freely on any subject provided that they do so in a manner that does not violate the Student Code of Conduct as described in the SCAC Student Handbook. Students in turn have the responsibility to respect the rights of all members of the College to exercise this freedom.

### **C. Drug Free Compliance Policy-Zero Tolerance Policy**

A drug-free school policy has been adopted by the College and the San Carlos Apache Tribe in compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (P.L.101- 226). The College is committed to preventing the abuse of alcohol and the illegal use of drugs and alcohol by students and employees. All College students and their visitors are prohibited from possession, use, and/or distribution of illegal drugs and alcohol while on College property and/or while participating in a College-sponsored activity held either on or off College property. In accordance with the College's Drug-Free policy, and in accord with the Drug-Free School and Communities Act, SCAC provides counseling

and referral to external resources for alcohol and drug issues as indicated.

The College will foster a safe and productive study environment and provide drug awareness, prevention, and intervention education for all students.

**D. Confidentiality Policy**

Students have the right to access and have control to their educational records as provided in the Federal Family Educational Rights and Privacy Act of 1974, also known as the Buckley Amendment.

**E. Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act of 1974 (20 U.S.C. § 1232g; 34 CFR Part 99), also known as FERPA or the Buckley Amendment, protects the privacy of student education records while allowing colleges to maintain campus safety.

1. FERPA requires colleges to keep education records confidential. The education records of students and formerly enrolled students consist of those records, files, documents and other materials directly related to a student that the college maintains, including digital records.
2. Colleges may disclose records with the consent of the student, if the disclosure meets one of the statutory exemptions, or if the disclosure is directory information and the student has not placed a hold on release of directory information. Directory information includes: name of student, address (both local, including e-mail address and permanent), telephone number (both local and permanent), dates of registered attendance, enrollment status (e.g. full-time or part-time), school or division of enrollment, major field of study, nature and dates of degrees and awards received, participation in officially recognized activities and unique student identifier numbers (not Social Security Number).
3. In accordance with The Family Educational Rights and Privacy Act of 1974 (FERPA), San Carlos Apache College restricts the disclosure of information from student education records to third parties and provides students the right to review their education records.

## **XI. College Policies**

All SCAC students are subject to the following rules and policies:

**A. Classroom Management Policy**

All students are to abide by the instructor's classroom management policies as stated in the course syllabus. This includes attendance and tardiness, electronic equipment, cell phones assignments, class disruption, safety, and other departmental policies.

**B. Computer Use Policy**

All user agreements, rules and regulations governing use of facilities and equipment shall be strictly adhered to.

**C. Office of Finance**

All students must abide by all guidelines and procedures pertaining to student travel.

**D. Student Identification Card Policy**

All enrolled SCAC students are required to obtain a current student identification card. The purpose of having an identification card is to afford SCAC students' equal access to all allocable College service and to validate a student's identity that will help ensure the health, safety, and welfare of the student.

**E. Visitation Policy**

Guests of San Carlos Apache College students are expected to abide by the Student Code of Conduct as described in the Student Handbook.

**F. Sex Offender Policy**

All registered sex offenders who become a student at the College, become employed (student intern), or volunteer, are required to register and report to Campus Security, Office of Records and Admission, the EVP/Provost, or the Vice President of Affairs.

**G. Academic Integrity Policy**

Academic integrity is the fundamental value and principle that underwrites the very mission of San Carlos Apache College. Therefore, enrolled students are solely responsible for the integrity of their academic work and upholding professional standards of research, writing, assessment, and ethics in their areas of study. Academic dishonesty, which includes cheating, misrepresentation or plagiarism and other forms of unethical behavior, is prohibited.

**H. Safe Environment Policy**

San Carlos College is committed to personal safety, loss prevention and being a violence free workplace. It is the intention of SCAC that all student employees work under the safest conditions possible, that we maintain a workplace free from recognized hazards, and that we provide timely information, training, and supervision to enable student employees to perform their jobs.

**XII. Nondiscrimination Anti-Harassment Policy**

- A.** SCAC is firmly committed to maintaining an educational environment in which sexual and gender-based harassment and Sexual Assault, Domestic Violence, Dating Violence, Stalking (collectively, "sexual misconduct") are not tolerated, and in which persons reporting sexual misconduct are provided support and avenues of redress. When sexual misconduct is brought to the attention of the school, SCAC will take prompt and appropriate action to end the misconduct, prevent its recurrence, and address its effects.
- B.** In accordance with Title IX of the Education Amendments of 1972 (Title IX), the federal law that prohibits discrimination on the basis of sex in federally funded educational programs and activities, this policy provides for prompt, effective, fair, and impartial investigation and resolution of complaints against SCAC students or employees who are accused of sexual misconduct. Persons affiliated with SCAC who engage in Sexual Assault, including Aiding, Abetting, or Inciting Sexual Assault, or engaging in Retaliation (as defined below) are subject to disciplinary action up to and

including permanent separation (i.e., expulsion).

- C. Retaliation constitutes an independent violation of this policy whether or not the underlying complaint of Sexual Assault or of Aiding, Abetting, or Inciting Sexual Assault is ultimately found to have merit.
- D. This policy and procedure applies to all complaints of conduct regulated by this policy made by students, faculty, staff, or third parties, and will take precedence over any other SCAC policies and procedures with respect to such complaints.

This policy and its procedures supplement, and do not replace, the criminal justice system. Furthermore, SCAC is required to report to the San Carlos Apache Tribal Police Department certain alleged crimes, including sexual assault, domestic violence, dating violence, and stalking. If the victim wishes to remain anonymous, their name and identifying information will be withheld from the information provided to the police department. All persons have the right to pursue Sexual Assault complaints beyond the College, and are encouraged to use law enforcement agencies, including the San Carlos Police Department, regardless of whether they choose to pursue some recourse through this policy.

- E. SCAC designates the Title IX Coordinator/Clery Compliance Officer ("Title IX Coordinator") as the individual charged with coordinating efforts to comply with Title IX. The Title IX Coordinator, either the Vice President of Student Affairs or designee, addresses and oversees the investigation and resolution of all complaints related to sexual and gender- based harassment, including Sexual Misconduct and Assault, Sexual Harassment, Dating Violence, Domestic Violence or Stalking involving students, faculty, staff, and visitors.
- F. The Title IX Coordinator is available to meet with any person to provide information about resources, interim measures and options for investigation and resolution under this policy.

### **XIII. Timely Warnings**

- A. San Carlos Apache College will issue a timely warning when it receives a report of a crime that represents a serious or continuing threat to the safety of members of the campus community. SCAC may also issue a warning to the campus community when other instances pose a safety concern.

#### **Section 1: Initiating Timely Warnings**

First responders and essential personnel in the area are responsible for initiating timely warnings. Those responsible include, but are not limited to:

1. President's Office
2. EVP/Provost
3. Vice President of Student Affairs
4. Member of Security team on duty

If the threat is sudden and serious, a warning will be issued immediately and will be continually

updated until the threat is contained or neutralized. If a threat is less immediate, the warning will be fully developed and distributed after that point in time.

## **Section 2: Warning Content**

The warning contains sufficient information about the nature of the threat to allow members of the campus to take protective action:

1. A succinct statement of the incident
2. Possible connection to previous incidents if applicable
3. Date, time, and location of the warning
4. Description of the suspect, if available
5. Risk reduction and safety tips
6. Other relevant and important information

In some cases, SCAC may need to keep some facts confidential to avoid compromising an ongoing investigation.

## **Section 3: Notification Methods**

The following methods may be used to notify the campus community of various emergencies that may affect the campus community:

1. Phone
2. Text message
3. Email
4. Outdoor warning signs
5. Official San Carlos Apache College website
6. Local media
7. Targeted communication – posters, letters, group meetings, etc.

NOTE: see also SCAC’s Emergency Preparedness and Response Plan for more details.

## **XIV. Limited Voluntary Confidential Reporting**

- A. SCAC encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, SCAC cannot hold reports of crime in confidence.
- B. Anonymous reports may be filed for statistical reporting purposes. A student’s privacy concerns are weighed against the needs of SCAC to respond to certain incidents and crimes.
- C. In compelling situations, SCAC reserves the right to take reasonable action in response to any crime report, and information may be shared with appropriate departments and agencies under a need-to-know basis when it pertains to investigative needs and safety concerns of the campus community.
- D. All reports submitted on a confidential or anonymous basis are evaluated for purposes of issuing a campus- wide “timely warning” as well as inclusion in the annual crime statistics.
- E. Alternatives to Immediately Filing a Police Report:
  1. Report the crime at a later date.

2. Submit the complaint to the Facilities Manager. Such complaint may be used for actions which include, but are not limited to, on-campus disciplinary proceedings.
3. Make an anonymous report to the Security Department by submitting a letter to the department.
4. Leave a message with the security department.
5. Contact a referral agency for help: See Important Phone Numbers for contact.

## **XV. Definitions of Geography**

As specified in the Clery Act, the following property descriptions are used to identify the location of crimes on and around SCAC's campus.

### **A. On-Campus Buildings or Property**

1. Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes; and
2. Any building or property that is within or reasonably contiguous to the area identified in the above paragraph, that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).

### **B. Non-Campus Buildings or Property**

1. Any building or property owned or controlled by a student organization that is officially recognized by the institution; or
2. Any building or property not owned or controlled by an institution 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.

### **C. Public Buildings or Property**

- All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

## **XVI. Access to and Security of Campus Facilities**

- A. San Carlos Apache College is a public institution and is accessible to the public during normal building hours (time, place, and manner restrictions apply per location). With the exception of essential personnel and services, and others as designated, buildings are locked, and access is permitted only with proper authorization and identification after normal building hours.
- B. The Vice President of Student Affairs is responsible for providing the building schedule to SCAC students, staff, and faculty through email whenever changes occur.
- C. In order to protect the safety and welfare of students and employees of the College and to protect the property of the College, all persons on property under the jurisdiction of the

College behaving in a suspicious or threatening manner may be asked to identify themselves by a College official. A person identifies himself/herself by giving his/her name, complete address, and stating truthfully his/her relationship to the College. A person may be asked by campus security to provide proof of identification, which is subject to verification.

#### **D. Security Considerations**

- a. Proper lighting and building security are major factors in reducing crime on campus. SCAC personnel maintain the College buildings and grounds with a concern for safety and security. Inspections of campus facilities are conducted regularly, and repairs are made as indicated by inspections.
- b. All members of the campus community are encouraged to report safety hazards, such as broken locks and windows, to the Security Department (928) 413-1758. SCAC completes campus lighting checks regularly. Facilities can be notified at (928) 475-2016 when building or streetlights are burned out or damaged.

### **XVII. Severe Weather Alerts**

- A. When severe weather is a possibility, SCAC Campus Security Department or Administration monitors the forecast in order to provide warning to the campus community, ensuring that the proper precautions are implemented.
- B. In the event of inclement weather, the decision on whether to close the College is made by the President or his/her designee. The decision is made as quickly as possible for the safety and convenience of students, faculty, staff, and visitors.
- C. If the decision is made to remain open, all regularly scheduled classes are expected to meet as planned. However, if the decision is to close the campus, the College will send alerts via text or phone calls and will announce the closing via SCAC Emails.

### **XVIII. Annual Fire Safety Report**

#### **Section 1: Fire Safety Report**

A. The San Carlos Apache College Campus Security Department must be contacted for any fire that is reported on campus. After the initial response is made and the area is safe, SCAC Campus Security Department or Maintenance and Operations will make a record of the incident. If a member of the College community finds evidence of a fire that has been extinguished and the person is not sure whether SCAC Campus Security Department has already responded, the community member should immediately notify security or a College Administrator to investigate and document the incident. These reports as well as any items identified by a fire drill or visual observation will be used to improve fire safety on campus. These improvements may include additional training, equipment or construction needed to improve fire safety.

- A. SCAC's Campus Security Department must maintain a fire log for purposes of this campus safety report. This log is available for inspection at the Main Campus.
- B. SCAC has multiple fire safety systems in place at all locations. There are smoke detectors

with battery back up in each room, the front door of each building is fire rated, and fire extinguishers are in each of the rooms, including residence halls.

- C. Tampering with fire safety equipment places the lives of everyone in danger. Tampering with or misuse of the fire alarm system, fire extinguishers, or any other fire safety equipment by students is prohibited and subject to legal action and fines.

## **Section 2: Fire Drill Tips**

- A. Fire and evacuation drills will be performed at least once per semester and during summer sessions at San Carlos Apache College.
- B. Everyone must immediately leave the facility when a fire alarm sounds. Treat all alarms as real emergencies. All faculty, staff and students must be familiar with the exits, sounds, and procedures for evacuating a building. Below is a list of evacuation procedures that students and employees must follow in the case of a fire:
  - 1. Floorplans/Building plans in each building will show evacuation routes for the various areas of the building; follow the closest evacuation route.
  - 2. Maintenance, SCAC Campus Security Department, and/or VPs assigned to each building will be first on the scene should fire detection takes place. The departments will help evacuate the property in an organized fashion

If a fire occurs on campus, it must be reported to any or all of the following:

- 1. Campus Security
- 2. President
- 3. EVP/Provost
- 4. Vice President of Student Affairs

## **Section 3: Procedures for Evacuation in Emergency or Dangerous Situations**

- A. In the event of an emergency or dangerous situation, San Carlos Apache College Campus Security Department or administrators will direct students, faculty, staff, and guests to evacuate a building, several buildings, a portion of the campus, or the entire Main Campus or buildings at SCAC locations. The campus community will be asked to follow building and campus evacuation protocols and to obey directions from SCAC and on-scene emergency responders.
- B. Certain events, like a hazardous materials release, may require the SCAC community and the public to shelter-in-place to prevent exposure to harmful elements.

## **Section 4: Drills and Exercises**

- A. The College will test emergency response and evacuation procedures at least annually.
- B. Additional building evacuation and sheltering drills are encouraged for SCAC campus buildings and external campus locations. If building occupants wish to have a drill, and the security department will coordinate the drill and document it.
- C. The Campus Safety Committee may assist in departmental planning, implementation

and evaluation of any drills that personnel wish to undertake in their building. Certain types of drills (e.g., lockdown, shelter-in-place, unannounced drills other than fire drills, etc.) require advanced planning and technical assistance, and should only be developed with assistance from, and consultation with local Emergency Management personnel at local community locations.

### **Section 5: Promoting Emergency Procedures**

- A. San Carlos Apache College promotes its emergency procedures through training sessions, and drills.
  
- B. First Responders are selected for every building on campus and trained to follow the building and emergency action plan for their designated area. This includes executive assistants to promote proper emergency procedures to faculty and staff housed in each building.

**XIX.**  
**XX.**

