2013 Prescott College Annual Security and Fire Safety Clery Report

Statistics and Information for the 2012 Calendar Year

Compiled by Residence Life
The Clery Act

Choosing a postsecondary 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.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal mandate requiring 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. Campuses that fail to comply with the act can be penalized with large fines and may be suspended from participating in the federal financial aid program.

The Clery Act, formerly known as the Crime Awareness and Campus Security Act, was signed in 1990 and is named after 19-year-old Jeanne Clery, who was raped and murdered in her Lehigh College residence hall in 1986. Clery’s parents lobbied Congress to enact the law when they discovered students at Lehigh hadn’t been notified about 38 violent crimes that had occurred on campus in the three years prior to Clery’s murder.

Compliance with the Clery Act

The Clery Act requires Prescott College (PC) 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 PC to collect, report, and disseminate crime data to everyone on-campus and to the Department of Education annually.

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, PC must 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 must 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. Prescott College must also keep a detailed public crime log of all crimes reported to them in the past 60 days. Crime logs must be kept for seven years, and logs older than 60 days must 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 College residential facilities; in public areas on or near campus; and in certain non-campus buildings, such as remote classrooms. PC 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 must 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.

PC has a vested interest in 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 safety and security on campus. This report also contains information about campus crime statistics.

Members of the campus community are encouraged to use this report as a guide for safe practices on and off campus. The report is available on the Internet at [http://www.prescott.edu/explore/at-a-glance/crime-statistics.html](http://www.prescott.edu/explore/at-a-glance/crime-statistics.html). Every member of PC receives an email that describes the report and provides its website address. For more information, contact the Department of Student Life at 928-350-1005.

Campus Safety

This report contains emergency management information, campus crime statistics and critical campus safety information such as policies, crime prevention, crime reporting, and resources to aid you in becoming more safety-minded. The best protections against campus crime are: an aware, informed, and alert campus community; and a commitment to reporting suspicious activities and using common sense when carrying out daily activities. PC strives to be a safe place to learn, live, work and grow.

Andersen Security

Prescott College is contracted with Andersen Security to provide officers who patrol the campus every night and on weekends. As the law enforcement agency for PC, Andersen Security’s mission is to protect lives and property, maintain order, prevent crimes, all while being responsive to the special needs of the large and diverse College community. Prescott College desires to maintain a secure and accessible campus for students, employees, contractors, visitors and guests. During week days, the 24-hour phone is answered by the Director of Facilities.

Law Enforcement Authority

PC’s campus falls under the jurisdiction of several police agencies. PC and Security personnel work closely with all local, state, and federal police agencies, and have a direct working relationship with the Prescott Police Department.

Accurate and Timely Reporting of Criminal Offenses
Prompt and accurate reporting of criminal offenses aids in providing a timely response and timely warning notices to the community when appropriate, and assists in compiling accurate crime statistics. Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents in an accurate and timely manner to https://publicdocs.maxient.com/incidentreport.php?PrescottCollege or local law enforcement.

To report a crime or an emergency on the PC campus, call 9-1-1. To report a non-emergency security or public safety related matter, call Security at extension 350-2222. Individuals on campus may also report crimes to a designated campus security authority (CSA):

- Director of Student Life
- Housing personnel or designees (928-350-1015)
- On Campus Risk Manager
- Risk Manager for Field Operations

Campus professional counselors, when acting as such, are not considered to be CSAs and are not required to report crimes for inclusion in the annual disclosure of crime statistics. However, campus professional counselors are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion in the annual crime statistics. These designated individuals have significant responsibility for student and campus activities, and as such are provided notice by PC as to the extent of their responsibility and how to report crimes to PC.

Information reported to CSA is treated as confidential during the investigative phase, except as required by law. When major incidents occur, the Prescott Police Department may also respond.

Applicable incident reports are forwarded to appropriate campus department offices for review and potential action. Student Life will investigate a report when it is deemed appropriate. Additional information obtained via the investigation may also be forwarded to the appropriate campus department. Whenever information is received by the Director of Student Life from law enforcement outside of PC that has a nexus to the College, a follow-up for Conduct or other purposes will be scheduled.

**Access to and Security of Campus Facilities**

Prescott College is accessible to the public during normal building hours (time, place, and manner restrictions apply). 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.

Buildings have individual hours which may vary at different times of the year. In these cases, the buildings will be secured according to schedules developed by the department responsible for the building.

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 manner will be asked to identify themselves. 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 to provide proof of identification which is subject to verification.

If any person refuses or fails upon request to present evidence of his/her identification and proof of his/her authorization to be in the building or on the campus, or if it is determined that the individual has no legitimate reason to be in the building or on campus, the person will be asked to leave and may be removed from the building or campus. Andersen Security is available to assist with this request. Persons who behave in a suspicious manner or are involved in suspicious activities should be reported to Security.

**Missing Student Notification**

Prescott College will investigate any report of a missing PC Student residing on campus (Residence halls) and take appropriate action to ensure all notification and actions comply with legal mandates. Investigation of such reports will be initiated immediately by the PC staff and local law enforcement. Procedures are governed by Federal and state laws, and local ordinance, as well as internal standard operating practice.

**Registering Information**

All students are encouraged to provide emergency contact information during orientation. In addition to providing a general emergency contact, students residing on-campus housing have the option to identify an individual whom PC will contact in the event the student is determined to be missing for more than 24 hours. Students identify a contact on the Missing Person’s Contact Information Card provided during housing check-in. This contact information is kept confidential and will only be used by authorized campus officials in a missing student investigation.

For a person under the age of 18 (who is not emancipated), and for purposes of missing student notification, the person(s) to be contacted must be a custodial parent or guardian. Any concerned person should notify a campus security authority (CSA) of a belief that a student is missing for 24 hours. CSAs include, but are not limited to, Housing staff members such as a resident assistant, resident manager, or Director of Student Life. The phone number for Housing is 928-350-1015. Alternative CSAs include Campus Risk Managers or staff members at the Student Life Office. The missing student report must be referred immediately to https://publicdocs.maxient.com/incidentreport.php?PrescottCollege.

**Reporting a Missing Student**

A student enrolled at the College at either a full- or part-time status, who is perceived by the reporting person to be overdue in reaching home, campus, or another specific location, and there is an identifiable concern for the well-being of the student, may be reported as a missing student. Any College employee receiving a complaint of a missing student must notify Student Life and provide further information related to the reported missing student.
*Investigation*
Student Life will investigate the report of a missing student utilizing appropriate PC resources as necessary. Student Life will notify the Prescott Police Department or the appropriate law enforcement agency within 24 hours that the student is determined to be missing.

*Contacting Family Members*
Individuals identified by the student and/or the parent(s) if the student is under 18 years of age – will be contacted by Student Life, Housing or the Provosts Office within 24 hours of the initial report to the CSA/Student Life.

In situations in which the student has failed to designate a contact for missing student notification, Student Life will continue to investigate utilizing College resources and records. Family members, including those not formally identified by the student, may be contacted during the course of the investigation to resolve a report of a missing student.

*Methods of Contacting a Reported Missing Student*
CSAs may work in cooperation and share records and information as appropriate to assess the status of a student reported as missing. Methods of attempting to locate a reported missing student include, but are not limited to, the following:

- Contacting extra jurisdictional law enforcement for assistance; and
- Contacting friends, family members, known associates, faculty and other campus community members;
- Surveying the student’s room or apartment, including contacting those with whom the student may live;
- Checking phone numbers and email addresses provided as well as social networking sites;
- Assessing student’s use of campus resources, such as ID card access or computer network systems.

*Resolution of Missing Student Status*
Missing student contacts will be advised of the resolution of a student’s missing status. These contacts will further be advised of law enforcement options in cases where the student is not contacted through measures in this protocol. Contact notification will be made by a CSA in Housing, Student Life or the Provosts Office.

**Communication About Campus Crime**

**Timely Warnings**
The Prescott College (PC) will issue a timely warning when it receives a report of a crime that represents a serious or on-going threat to the safety of members of the campus community. PC may also issue a warning to the campus community when other instances pose a safety concern.

*Initiating Timely Warnings*
First responders and essential personnel in the Departments of Facilities, Auxiliary Services and Student Life are responsible for initiating timely warnings. Those responsible include, but are not limited to:

- Director of Student Life
- Campus Risk Manager
- Peggy Blair
- Director of Facilities

The College in conjunction with various campus offices will distribute timely warning announcements when there appears to be a threat to the safety and security of persons on campus for the following crimes:

- Arson
- Aggravate assault
- Burglary
- Ongoing Criminal active in which there is no apparent connection between perpetrator and victim.
- Manslaughter (Negligent and non-negligent)
- Motor Vehicle theft
- Murder
- Robbery
- Sexual offenses (forcible and non-forcible)
- Violation of liquor law, drug law, or weapons possession law
- Any other crime in which the victim was chosen on the basis of race, gender, religion, disability, sexual orientation, or ethnicity/national origin.

Decisions concerning whether to issue a timely warning will be made on a case-by-case basis using the following criteria:

- Nature of the crime
- Continuing danger to the campus community
- Possible risk of compromising law enforcement efforts
- Serial crimes that target certain campus populations such as sex crimes or race-based crimes in which the perpetrator has not been apprehended

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.

Crimes that could constitute a continuing threat include, but are not limited to:

- Crimes in which the perpetrator has not been apprehended and continues to commit, and
- Crimes in which an identified perpetrator targets the general population with no apparent pattern.

Crimes that would not constitute a continuing threat include, but are not limited to:
• Crimes in which the perpetrator has been apprehended, thereby eliminating the threat, and
• Crimes in which an identified perpetrator targets specific individuals to the exclusion of others, such as domestic violence.

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

• A succinct statement of the incident
• Possible connection to previous incidents if applicable
• Date, Time, and Location of the warning
• Description and drawing of the suspect, if available
• Other relevant and important information

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

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

• Text message (previously via service called *School Messenger* and currently via *Regroup*)
• Phone
• E-mail (Prescott College official addresses)
• Official Prescott College Website
• Local Media
• Targeted communication - posters, letters, group meetings, etc.

**How to Report a Criminal Offense**
Reporting a crime or notifying law enforcement of suspicious activity helps to protect Prescott College property and the campus community. To report a crime, the campus community should contact an appropriate department including but not limited to Security (928-3550-222) or an identified campus security authority (CSA). For emergencies dial 9-1-1. For any suspicious activity or circumstance which could cause an emergency situation and necessitate the need of an emergency alert to campus, contact Security.

CSAs include but are not limited to:

• Risk Managers
• Director of Facilities
• Housing staff members
• Director of Student Life.
• Staff members at the Student Life Office.
• Instructors
• Vice President for Enrollment Management or designee

For off-campus options you may refer to the local law enforcement with jurisdictional authority.

**Limited Voluntary Confidential Reporting**
PC 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, PPD cannot hold reports of crime in confidence. However, blind reports may be filed for statistical reporting purposes. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other campus security authorities.

Victims of a crime who do not want to pursue action within the College conduct system or the criminal justice system, may still consider making a confidential report by:

• Perusing counseling services on campus
• Making a blind report to Maxient

Victims and witnesses may report a crime through the College system or criminal justice system at a later date.

**Definitions of Criminal Offenses**
The following definitions are those used in the National Incident-Based Uniform Crime Reporting System of the U.S. Department of Justice, Federal Bureau of Investigation.

**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. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed).

**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.

**Burglary**
The unlawful entry of a structure to commit a felony or theft. For reporting purposes this definition includes: unlawful entry with intent to commit a
larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Criminal Homicide-Manslaughter by Negligence**
The killing of another person through gross negligence.

**Criminal Homicide-Murder and Non-negligent Manslaughter**
The willful (non-negligent) killing of one human being by another.

**Drug Abuse Violations**
Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include; opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadone’s); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Hate crimes**
Crimes committed against a person or property which is motivated, in whole or in part, by the offender’s bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, ethnicity/national origin or disability.

**Liquor Law Violations**
The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

**Motor Vehicle Theft**
The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though vehicles are later abandoned, including joyriding).

**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.

**Sex Offenses - Forcible**
Any sexual act directed against another person, forcibly and/or against that persons will; or not forcibly or against the persons will where the victim is incapable of giving consent.

1. **Forcible Rape** - The carnal knowledge of a person, forcibly and/or against that persons will; or not forcibly or against that persons will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth). This definition changed in 2011 and will be reflected in data for 2013.

2. **Forcible Sodomy** - Oral or anal sexual intercourse with another person, forcibly and/or against that persons will; or not forcibly against that persons will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

3. **Sexual Assault With An Object** - The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that persons will; or not forcibly against the persons will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

4. **Forcible Fondling** - The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that persons will; or not forcibly or against that persons will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary mental incapacity.

**Sex Offenses - Non forcible Unlawful, non-forcible sexual intercourse.**

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

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

**Weapon Law Violations**
The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

**Preparation and Disclosure of Crime Statistics**
Residence Life is responsible for preparing and disclosing crime statistics in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)*, 20 U.S.C. Section 1092. This federal mandate requires the disclosure of certain crime statistics so current and potential families, students, and employees can be knowledgeable about the safety of college campuses.

Prescott College collects its own statistics, and accepts supplemental numbers from recognized student conduct administrators and other campus
security authorities (CSA) in their subordinate reporting roles. Auxiliary Services and the Student Life Office provide statistics to Residence Life. A working relationship between Residence Life and specific departments that routinely provide services at non-campus locations has been established. Additionally, Student Life sends an annual notice to these departments and the College community to solicit additional on-campus location information. Student Life then annually requests statistical information from the appropriate law enforcement agencies for non-campus operations. Student Life sends a letter to the appropriate law enforcement units at those locations requesting crime data for the calendar year. Clery reporting covers the preceding calendar year, January 1 to December 31.

PC protocols state that aggravated assault, arson, manslaughter, burglary, motor vehicle theft, murder, and robbery are reported to PPD, either by having a CSA or the student contact PPD. In cases of sexual assault, the victim or witness may report to PPD, or file as a blind report (a statistical notation absent any names). Blind reports are reviewed at the end of the year for reporting purposes.

All relevant crime data are compiled by the Residence Housing Manager and is included in PC’s submission to the Department of Education annually by October 15. The Residence Housing Manager, assisted by the Clery Working Risk Management Group, produces the Annual Security and Fire Safety Report which contains policies, procedures and crime data as required by the Clery Act.

**Non-Campus Crime Statistics**

Student Life annually requests statistical information from the appropriate law enforcement agencies for non-campus operations. PC’s Online, Field Based, and Limited Residency Program Departments generate a reports detailing what classroom space – including dates the spaces were occupied by PC students – was used during the previous calendar year at its off-campus locations. These sites are classified as non-campus property and vary year-to-year based on PC’s program and outreach activities.

When received and usable, raw statistics provided by law enforcement agencies are categorized accordingly. The Residence Housing Manager may be unable to determine if these statistics adhere to the UCR-defined categories utilized by Clery reporting. Further, statistics received may describe an area that is more expansive than the space controlled by PC when and where instruction is offered.

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**CRIMINAL OFFENSES: Sex offenses - forcible**

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**CRIMINAL OFFENSES: Sex offenses - Non-forcible**

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**CRIMINAL OFFENSES: Motor vehicle theft**

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**CRIMINAL OFFENSES: Arson**

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**INCIDENTS: Domestic Violence**

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**INCIDENTS: Dating Violence**

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**INCIDENTS: Stalking**

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**On-campus numbers also include residence halls numbers.**

*In 2012 a 104 bed facility was added to campus, quintupling the residence-hall population*

### Security Awareness and Crime Prevention Programs

Security awareness and crime prevention programs encourage students and employees to be aware of their responsibility for their own security and the security of others. Residence Life and Student Life in cooperation with other College organizations and departments, is responsible for presenting security awareness and crime prevention programs to the campus community on an ongoing basis.

#### Security Programs

**For Students**
- Housing Resident Assistants (RA) facilitate training for residents with PPD, Environmental Health and Safety, Prescott Fire Department, and others as appropriate: **Ongoing**
- As necessary, Residence Life provides information about the department and its services in the Housing newsletter. This better enables residents to be informed about potential or on-going crime concerns in the campus community.

**For Staff**
- Key Inventory and Update Meeting: **Annually**
- Bomb Threat Training for Housing Staff: **Annually**
- Shots Fired on Campus Seminar: **On Going**
- Threat Assessment Training for all Faculty, Staff and RA staff: **Bianually**

**For Campus Community**
- Defensive Driving Training: **Ongoing**

#### Programs Encouraging Personal Security and the Security of Others

**For Students**
- Personal Boundary Setting (IMPACT Style) sponsored by Residence Life: **Ongoing**
- Consent Workshop sponsored by Student Life: **Annually**
- Unit Meetings for on campus residents: **Ongoing**

**For Parents**
- Orientation Panel sponsored by Student Life: **Annually**

**For Staff**
- Campus Lighting Checks performed by Maintenance: **Ongoing**

**For Campus Community**
- Lighting Tour sponsored by Housing: **Annually**

### Crime Prevention Programming

Residence Life, in coordination with other PC departments, provides training to all RAs. Topics include crime prevention, safety, security and emergency preparedness.

#### Campus Lighting Checks

Facilities Management is notified when there are burned out or damaged street and building lights. This inspection ensures maximum lighting for the public at night on campus. Residence Life also hosts an annual lighting tour with other members of the PC community. Together, students and staff tour the campus in small groups—after dark—to look for any lighting issues, obstacles, and other items that could impede someone’s safety on the campus. After the tour, notes are collected, compiled, and shared with attendees and forwarded to the appropriate departments. Shrubs are trimmed, lights changed, and improvements made to make campus a safer environment for the campus community.
Disclosures to Alleged Victims
Prescott College adheres to disciplinary procedures when students are involved in any violent crime or non-forceable sex offense. PC will disclose to the alleged victim of a crime of violence, or a non-forceable sex offense, the results of any disciplinary hearing conducted by PC against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, PC will provide the results of the disciplinary hearing to the victim’s next of kin, if so requested.

In an incident of alleged violence, the victim may be informed verbally of the outcome of a hearing by the Director of Student Life or designee.

The records of deceased students may be released or disclosed at the request of a parent, personal representative or other qualified representative of the student’s estate, or pursuant to a court order or subpoena.

Alcohol and Drugs
Prescott College and its students, faculty and staff, are required to abide by federal and state laws, local ordinance, and Prescott College policies, regarding the consumption or possession of alcoholic beverages and controlled substances.

Additionally, PC is concerned about the academic success of students and the safety of all members of the campus community and is committed to maintaining an academic and social environment conducive to the intellectual and personal development of students.

Alcohol and Drugs
Prescott College prohibits the unlawful or unauthorized manufacture, distribution, dispensation, possession, use, or sale of alcoholic beverages, controlled substances, and illegal drugs on campus. The impairment by alcohol or drugs of any student or employee while participating in an academic function, or of employees when reporting for work or engaging in work — during normal work hours or other times when required to be at work — is also prohibited. PC employees and students are required to abide by all federal and state laws, local ordinances, and other related requirements regarding the consumption or possession of alcoholic beverages, controlled substances, and illegal drugs.

PC recognizes that the use of alcohol and other drugs is a serious problem within our society. In response to this concern, PC is committed to the following goals:

- Create a campus environment that promotes the individual’s responsibility to himself/herself and to the campus community; and
- Educate members of the campus community for the purpose of preventing alcohol and other drug abuse;
- Establish and enforce clear campus policies regarding the use of alcohol and other drugs;
- Provide resources through counseling and referral services for students who experience alcohol and drug abuse.

PC will impose penalties for violation of its standards of conduct.

Student Organizations
No PC funds, including those raised by a student organization, may be used either directly or indirectly for the purchase of alcoholic beverages. Student organizations may not sell alcoholic beverages.

At a student organization sponsored event involving alcoholic beverages, the student organization is responsible for verification of the ages of guests and will be held responsible for ensuring that alcoholic beverages are legally dispensed.

At a student organization sponsored event involving alcoholic beverages, the cost of alcoholic beverages may not be included in any admission, meal, or entertainment charge.

Student organizations may not collect a cover charge, donation, or admission fee which entitles a guest to alcoholic beverages.

Student organizations may not utilize alcoholic beverages as contest prizes.

Student organizations may not participate in any activity or promotion with an establishment whose primary business function is the selling of alcoholic beverages. The student organization may not enter into an agreement with said establishment as regards the sale or distribution of alcoholic beverages. This shall include, but is not limited to, any of the following arrangements:

- The student organization sells or otherwise shares in the profit from sales of alcohol or serves as a co-sponsor of an event involving alcohol with an establishment whose primary business is the selling of alcoholic beverages.
- The student organization receives free or discounted room rental rates, or other goods or services, in exchange for holding an event with alcohol, or meeting a bar receipt minimum.
- The student organization advertises or distributes advertising for programs or activities sponsored by an establishment whose primary business function is the selling of alcoholic beverages.

Drug-Free Schools and Communities Act Information
The state of Arizona requires that individuals be at least 21 years of age to buy, possess, and consume, alcoholic beverages. Anyone who provides alcoholic beverages to individuals who are less than 21 years of age is in violation of state law and may be cited for contributing to the delinquency of a minor and other local or state statutes. State law prohibits driving while under the influence of alcohol or carrying an open container of alcohol in a vehicle. Students are expected to comply with all city, state, and federal statues concerning alcohol and drugs.

Parental Notification
In accordance with a 1998 amendment to the Family Educational Rights and Privacy Act, PC may notify parents or guardians of students who, at the time of disclosure, are under the age of 21 and have violated any federal, state, or local laws, or violated any rule or policy of the institution governing the use or possession of alcohol or a controlled substance. Notification will be made after the finding of a secondary alcohol offense or any subsequent alcohol offense; or after the finding of a first alcohol offense if the violation is more serious, such as but not limited to, driving under the influence of alcohol or in conjunction with another violation, especially one involving violence or property damage.

Parental notification will be made for any drug offense.
**Crisis Coordination Team**
The Student Life Office directs a Crisis Coordination Team. The Crisis Coordination Team is available to assist with any emergency situation involving a PC student 24 hours a day, seven days a week. During emergency situations information may be sought, retrieved, and exchanged with PC employees at the discretion of the Vice President of Enrollment Management or designee, and emergency notification may be made to parents or families of students.

**Authority for Student Discipline**
Authority for student discipline is derived from the President, who has delegated authority to the Vice President for Enrollment Management (VPEM). The VPEM further delegates authority to Senior Student Conduct Administrator(s) (SSCA), who administer the policies, procedural rules, and programs for student discipline hearings consistent with provisions of the *Code of Student Life (Code)* and Residence Life policies. The VPEM delegates to the Director of Student Life primary authority and responsibility for the administration of student discipline, and who is appointed as an SSCA. The status of SSCA may also be delegated to the Residence Housing Manager by the VPEM.

**College Response to Alleged Criminal Activity by Students**
College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both criminal law and the *Code* (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court, criminal arrest, or prosecution. Proceedings under the *Code* may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus at the discretion of VPEM or designee.

Determinations made or sanctions imposed under the *Code* shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of PC rules were dismissed, reduced, or resolved in favor of or against the offender.

Employees who violate PC alcohol and drug policy shall be subject to disciplinary action such as reprimand, suspension, or dismissal.

Peer Educators are PC student volunteers who are committed to a campus social environment that provides lower-risk choices for students and promotes and reflects the attitudes, behaviors and values of a healthy lifestyle. The Peer Educators are trained to facilitate on-campus and off-campus workshops for alcohol, sexual health, general health, mental health, nutrition, and physical activity.

**Sexual Violence Programs**
Prescott College will not tolerate sexual offense(s). Offenders may be subject to appropriate campus adjudication processes, disciplinary action, and/or criminal proceedings. Sexual violence is a form of sexual harassment and services are available to students who experience sexual violence. In sexually violent situations, PC is committed to provide crisis intervention measures and a campus judicial response for the complainant and the accused; to refer students to criminal authorities; and to educate and promote discussion on interpersonal abuse and violence issues. The College’s process does not preclude adjudication under state law.

**Preventing and Responding to Sex Offenses**
Prescott College (PC) attempts to foster a safe learning and living environment on-campus for all members of the campus community. To accomplish this, PC considers the physical surroundings, educational programming that addresses all aspects of sexual assault (safety precautions and prevention, crisis management, reporting, medical and counseling services, the PC discipline system, academic schedules, living arrangement, etc.), and the campus response to sexual violence.

**Reporting**
A guiding principle in the reporting of sexual violence is to avoid possible re-victimizing of the complainant by forcing the individual into any plan of action. It is recommended that a person who has been assaulted consider each of the following:
1. **Getting to a safe place.**
2. **Pursuing medical treatment.** Post-assault medical care can be performed at a local emergency room. Many hospitals have a specialized examiner who can complete an exam for victims of sexual violence. Such an exam can help the victim receive an appropriate medical assessment and treatment, and can preserve evidence for possible future action.
3. **Pursuing counseling services with appropriate agencies.** Calling someone that is known and trusted, such as a friend, RA, or counselor, and discussing with this person the assault can help to evaluate the trauma to sort out “next steps.”
4. **Avoiding the destruction of evidence** by bathing, douching, changing clothes, or cleaning up in any way. Preserve evidence in a paper bag for when a report is filed.
5. **Making a police report.** You can initiate a campus and/or criminal complaint for the assault. For more information concerning the campus judicial process, see the *Code of Student Life (Code).*
6. **Making a blind report.** Alternatively, you can make a blind report to the police (a report that notifies the police that a sexual assault has occurred but gives no names or identification).

**Consider filing a police report**
A report to the police can empower the complainant by exercising her/his legal rights and can aid in the protection of others. PC staff will encourage the complainant to file a police report. The police will then advise the complainant of the legal process. There may be consequences to waiting to file a police report. Early reports may improve the preparation of a viable prosecution. Filing a police report immediately following the incident does not force the complainant to file charges and prosecute the accused. However, it does aid in the preservation of valuable evidence if the complainant decides to prosecute at a later date.

The States Attorney makes all decisions regarding the pursuit of alleged crimes reported to law enforcement.

**Alternatives to Immediately Filing a Police Report**
Anyone accused of sexual misconduct will have the following rights:

- The right to a prompt and equitable resolution
- The right to present his or her case. This includes the right to adequate, reliable, and impartial investigation of complaints and the right to have an equal opportunity to present witnesses and other evidence.
- The right to file a criminal complaint.
- The right not to be retaliated against for bringing forward a complaint (this also includes any witnesses or participants).
- The right for the complaint to be decided using a preponderance of the evidence standard (i.e., it is more likely than not that sexual harassment or violence occurred).
- The right to end any informal process at any time and begin the formal stage of the complaint process.
- The right to be notified, in writing, of the outcome of the complaint. The Cler.
- The right not to be retaliated against for bringing forward a complaint (this also includes any witnesses or participants).
- The right for the complaint to be decided using a preponderance of the evidence standard (i.e., it is more likely than not that sexual harassment or violence occurred).
- The right to appeal the verdict. Appeals will be directed to the Kristin Woolever, the President.
- Individuals with complaints of this nature also always have the right to file a formal complaint with the United States Department Education: Office for Civil Rights (OCR), 400 Maryland Avenue, SW, Washington, DC 20202-1100, Customer Service Hotline #: (800) 421-3481, Email: OCR@ed.gov

Rights of Accused

Anyone accused of sexual misconduct will have the following rights:

- The right to a prompt and equitable resolution
The right to present his or her case in response to the accusations. This includes the right to adequate, reliable, and impartial investigation of the complaint(s) and the right to have an equal opportunity to present witnesses and other evidence.

The right for the complaint to be decided using a preponderance of evidence.

The right to be notified, in writing, of the outcome of the complaint. The Clery Act requires that both parties be informed of the outcome, including sanction information of any institutional proceeding alleging a sex offense.

The right to appeal the verdict directly to the President.

**SEXUAL HARRASSMENT DISCIPLINARY PROCEDURES:**

In the case of a sexual harassment, sexual assault, harassment, stalking or bullying formal complaint, a report will be generated when the issue has been reported. The victim will be asked to provide a written account of the incident. The alleged will also need to provide a written statement.

1. An Investigator will be appointed to the complaint to conduct an impartial investigation and interview with all parties involved. The investigation will be completed promptly and without unreasonable delay in the process.
2. Identify which policies may have been violated.
3. At the completion of the investigation all collected facts and interviews will be turned over to the Hearing Officer (s), who will conduct an official Hearing and make a finding based on a more likely than not standard. The Hearing Officer (s) will decide sanctions in accordance to the policies violated.
4. The decision will be presented to both the victim and the accused in writing.
5. Both Parties have the right to file an appeal.
6. If there are grounds for appeal, the case will be assigned to a Conduct Board.
7. Members of the Conduct Board will gather to review the case and bring in any witnesses necessary to make a final decision in regards to the complaint.
8. The Conduct Board has final decision making authority with regard to formal complaints, without further appeal.

The standard of proof that exists for campus disciplinary proceedings is preponderance of information, (i.e., more likely than not the event(s) occurred). An anonymous complaint cannot provide satisfactory information to determine that a student has violated the Code.

Title IX complaints, including the reporting of violence or the concerns about the compliance of PC with its or Department of Education policies, may be directed to the Title IX Coordinator, Prescott College, 220 Grove Avenue, Prescott AZ 86301.

If a faculty or staff member is involved as the accused, the Human Resources Office may handle the incident.

**Interim Arrangements and Post-Hearing Interventions**

PC actively provides services for all parties in sexual violation cases. PC continues a coordinated response system that attends to the complainant’s physical and emotional well-being as well as the safety of the community. All reports of sexual violence are treated with respect to the privacy of the involved individuals. Incidents are reported to appropriate departments and agencies in consideration of safety concerns and investigative needs.

Third party reports will be investigated on a case-by-case basis.

**Administrative Services to Assist a Complainant or Respondent**

The Director of Student Life will assist students, including collaborating with PPD and other departments to provide:

- Referral to a counselor at Prescott College or an outside provider
- On-Campus change of residence (housing)
- Assistance in petitioning for a protection order from Yavapai County Court. The College honors valid protection orders.
- Alter academic schedule and/or coordinate arrangements with instructors to assist in offsetting potential academic problems. This service is not applicable for a respondent who has been temporarily or immediately removed from campus and/or classes.
- Conduct on-campus investigation and, if appropriate, initiate on-campus disciplinary procedures
- The respondent may be directed not to have contact, by any mean, with a complainant.

**Temporary Sanctions to Promote Safety**

- Withdrawal from the College
- Other referrals as necessary
- The Director of Student Life will direct a disciplinary withdrawal of a student who has been suspended by the SRC
- Non-students who are alleged to have committed a violent act, including sexual assault upon a student, may be banned from campus and campus activities.
- Failure by the respondent to adhere to a No Contact Directive may result in further disciplinary action

**College Disciplinary Sanctions**

A student conduct administrator may impose one or more sanctions as described below for violations of the Code.

**Status Sanctions**

- **Written Reprimand** — Written reprimand refers to official censure of a student’s conduct in violation of a regulation of the PC community. A written reprimand indicates no ongoing status change for the student.
- **Warning Probation** — Warning probation indicates that further violations of the Code will result in more severe disciplinary action. Warning probation will be imposed for a period of not more than one year and the student will be removed automatically from probation when the imposed period expires.
• Conduct Probation — Conduct probation indicates that further violations of the Code may result in Suspension. Conduct probation may not be imposed for more than one calendar year.

Restrictions or Educational Activities Sanctions
Having the intent of effecting a safer campus environment and/or promoting the development of a student determined responsible for Code violations, the SCA or judicial body may impose additional sanctions. Such sanctions may include but are not limited to:

- No Contact Directive: A directive to refrain from any intentional contact, direct or indirect, with one or more designated persons or group(s) through any means, including personal contact, email, telephone, or through third parties.
- Suspension of or restriction(s) on access to all or to specified campus facilities, buildings, or other locations; or services; or events.
- Residence hall transfer, residence hall room transfer, restricted access within the residence halls, and removal and/or ban from the residence hall system for a specified period of time.
- Suspension of or restriction(s) on driving on or parking in campus-controlled streets, roads, and parking lots.
- Restitution to PC for cleaning, replacing, or restoring some specific area or thing when loss or damage was a result of the student’s disciplinary violation.
- Referral for an assessment, to the Counselor, or another mental health provider.
- Mandated community service and/or participation in campus educational programs
- Mandated participation in one or more campus activities, lectures or workshops, and/or other activity that employs an educational purpose and accepted pedagogy.
- Enhanced Sanctions for Bias-Motivated Offenses – Violators of the regulations and policies outlined in this document whose violations are motivated by bias may face more severe or enhanced sanctions. Violations motivated by bias include the intentional selection of a person against whom the violation is committed because of the race, religion, color, genetic information, gender, disability, sexual orientation, gender identity, national origin, age, or ancestry of that person.

The Hearing Officer may impose one or more sanctions listed above and/or others and/or the sanction of suspension as described below.

Suspension
Suspension will normally be for at least the remainder of the semester in which the penalty is imposed and will normally result in the cancellation of registration of the student. Suspension may be recommended for violations involving assault, sexual assault, possession or trafficking in the sale of drugs or weapons, false emergency report, interference in PC activities (classes, administration, research, fire, police, etc.), or other serious offenses, or knowingly violating the terms of any disciplinary sanctions imposed in accordance with the Code.

- Suspension — Suspension is a temporary withdrawal of enrollment privileges and ban from campus property and activities (student) or recognition (student organization) for a specific period. Suspension notification will include conditions of the suspension and terms for reinstatement. In some cases short term suspension may be imposed depending on the nature and severity of the offense.
- Indefinite Suspension — Indefinite suspension is a suspension which involves no definite time limit and may carry conditions which must be met before the student/student organization may request reinstatement.
- Emergency Suspension – The Vice President for Enrollment Management (VPEM) or designee may direct the temporary, immediate removal of a student in accordance with the Code.

Recommendation and Authority to Impose Suspension
VPEM has the final authority in the recommendation of suspension. The VPEM or designee authorizes an Emergency Suspension, subject to an Emergency Suspension Review Hearing by the SRC. The SRC has the sole authority to impose suspension.

Privacy and Respect of Information
Respecting one’s right to privacy is important to PC with respect to the privacy of the involved individuals. Students can be assured that when they share assault information with medical, police, and/or College officials, such information will be handled professionally and within the framework of each agency’s governing body privacy limitations (e.g., state law, licensing, FERPA, HIPAA, etc.).

A student’s confidentiality concerns are weighed against the needs of PC to respond to acts of harassment, including sexual violence. Information that is shared occurs only under a need-to-know basis. Complainants will be advised that requests for confidentiality may limit institutional response. All information received is subject to inclusion, in statistical form, in annual, PC-published reports.

Sex Offender Registration
Convicted sex offenders must register with the police department or sheriff’s office in the jurisdiction where the offender resides. Out-of-state sex offenders are required to register if they work or attend school in Arizona. Each time the offender moves or changes jobs, the offender must notify the local law enforcement agency.

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act. The federal law requires state law enforcement agencies to provide PC with a list of registered sex offenders who have indicated that they are either enrolled, employed or pursuing a vocation at PC. This information is provided in compliance with CSCPA.

Annual Fire Safety Report
The Campus Fire Safety Right-to-Know Act is an amendment to the Higher Education Opportunity Act. This amendment serves to increase campus fire safety awareness across the nation, providing students and their families with the fire safety records of colleges and universities. Signed into law on August 14, 2008, this amendment requires post-secondary institutions to publish fire safety information and statistics, much as is already done with other crime statistics, such as campus theft and assault.
Portable Electrical Appliances, and Open Flames in Student Housing

PC regulates portable electric appliances, smoking, and open flames in on-campus housing; and fire safety policies and procedures. See the Housing Handbook for more information.

The College further reserves the right to direct residents to remove from their room any hazardous materials. The final decision regarding removal of such materials will be made by the director of residence services after review by the assistant directors. Items may be confiscated and held in the Residence Life office if they violate hall fire safety and/or jeopardize security and community living.

**Portable Electrical Appliances**

The storage of electric grills, toasters, microwaves, toaster ovens, hotpots, or any other cooking appliance with a heating element is prohibited in rooms or suites. Additionally, space heaters, room air conditioners (window or portable) and extension cords are not permitted in residence hall rooms.

The following electrical appliances, which must be UL-approved and in good condition, are permitted in student rooms: clocks, desk lamps, hair dryers, curling irons, PC equipment, radios, TVs, razors, fans, heating pads, sewing machines, and stereo equipment. No more than two electrical appliances can be plugged into any double outlet. However, multiple outlet power strips which are UL-approved and fused are allowed in residence hall rooms with a limit of one per outlet.

Electrical appliances are allowed. However, students are encouraged to maintain a safe number of appliances plugged in at any one time. Plugging too many appliances, especially heat producing appliances such as toasters, coffee pots, waffle irons, or electric frying pans into the same electrical outlet or circuit could overload circuits, overheat, or cause a fire.

**Open Flames and Flammable Storage**

Candles used for decorative purposes are prohibited. Candles and other devices with open flames, as well as incense, are prohibited. Additionally, flammable liquids, such as propane, gasoline, petroleum-based solvents, paint thinners, and similar flammable materials, may not be stored in residence halls. Lighter fluid and charcoal with fluid imbedded in the product cannot be stored in student rooms. Propane/camp grills may not be stored in the student room/suites.

Fire Safety Education and Training Programs

PC promotes campus fire safety on an ongoing basis through various safety education and training programs.

Residence hall staff receive orientation to the operations and locations of the fire alarm system, as well as a review of their roles during a fire or fire drill. The resident assistants receive general fire safety and fire extinguisher training from the Residence Housing Manager during fall training. Students receive a general orientation to the fire systems present in the building during the first week of the residents’ arrival. Staff also review evacuation and emergency procedures with residents. Residence hall students participate in one fire drill during both the fall and spring semesters.

**Reporting a Fire Occurring in an On-Campus College Student Housing Facility**

Individuals discovering a fire at a PRESCOTT COLLEGE on-campus student housing facility should dial 9-1-1 and activate the fire alarm system. The fire alarm system in buildings on campus, when sounded, will not summon the fire department. They are for alerting occupants of the building only.

**Fire Drills**

One announced fire drill is conducted at the beginning of the fall semester and one fire drill is scheduled, but not announced, at the beginning of the spring semester. The announced fire drill is designed to give students an opportunity to evacuate the residence hall in a non-emergency situation. All residents must leave the building when the alarm sounds for the drill. Failure to do so will result in disciplinary action.

Residents also receive information regarding fire safety and evacuation from their resident manager in their welcome packets. Smoke detectors are checked twice a year, and all residents are encouraged to use this time to practice their evacuation procedures.

**Fire Alarm System**

In accordance with state law, when the building alarm sounds, all residents are required to leave the building. Residents cannot re-enter a building until permitted by hall staff. The interference with the operation of the smoke detector or any other fire safety equipment will result in disciplinary action in addition to being liable for damages and subject to applicable criminal and civil penalties.

**Suppression System**

A sprinkler system is provided for additional safety in the event of a fire. Residents must be careful not to damage, tamper with, cover, or hang items

Collectively, this information provides prospective and current students information regarding the policies, concerns, and fire safety conditions that are present at Prescott College.
In the event of a continuous sounding of the fire alarm in the unit, students should proceed as follows:

### Fire Evacuation Procedures

- **Fire Safety and Prevention**
  - Know every regular and emergency exit from the building you are in. Know how to activate the alarm system and what it sounds like.
  - Know the location of fire extinguishers and how to operate them.
  - Arrange room contents with fire safety in mind. Maintain clear and unobstructed access to your room door, from both the outside and the inside, at all times.
  - Do not overload electrical outlets.
  - Do not use broken, frayed, or cracked electrical cords. Do not suspend lamps or lights by their own cords.
  - Do not allow excess clutter or flammable materials to accumulate.

- **Fire Evacuation Procedures**

  In the event of a continuous sounding of the fire alarm in the unit, students should proceed as follows:

  1. All persons inside a residential or dining facility are required to leave the building immediately.
  2. College staff may assist with the evacuation of the building as availability and safety permit.
  3. It is the responsibility of all students to familiarize themselves with proper fire and emergency evacuation procedures.
  4. Failure to respond to a fire alarm or to staff requests during an evacuation may result in College disciplinary action in addition to being liable for damages and subject to applicable criminal and civil penalties.
  5. When an alarm sounds, follow these guidelines:
     - Don’t panic - move quickly outside the building to at least 50 feet away from the structure and to the designated assembly point, and check in with College staff.
     - Leave via the nearest, safest exit, path, or route.
     - Wear shoes and carry or wear a coat.
     - Close room doors and windows.
  6. Do not use elevators as exit routes. Use the closest stairwells.
  7. Do not re-enter the building until the alarm is silenced and the “all clear” announcement is given by emergency personnel.
  8. If you are on an upper floor, are hearing impaired, have mobility issues, or are unable to escape from your room:
     - Close your door and seal it off with a towel or blanket. Duct tape often works well to seal cracks.
     - Dial 9-1-1 and relay all information pertaining to the fire (i.e., location, floor, room, building, etc.) to the dispatcher. Don’t hang up until directed to do so.
     - Hang a bright colored sheet or towel from your window to alert emergency crews to your location.
     - Open your upper window for fresh air if necessary. If smoke enters the room from the outside, CLOSE your window immediately.
     - Wait for rescue. Don’t panic, open the door, or prematurely jump from your window.

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From the sprinkler heads or an accidental discharge of water may result. In addition, residents may not store personal items within 18 inches of any sprinkler head.
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