

Clery Annual Campus Crime and Security Report

National Park Community College



2008

Institutional Security Policies and Crimes Statistics

Welcome! On behalf of National Park Community College (NPCC), its students, faculty, staff and administration, we are pleased to welcome you to our campus community. NPCC has always been committed to providing a safe and secure campus. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is the landmark federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose information about crime on and around their campuses. Colleges are required to publish an annual report disclosing campus security policies and three years of selected crime statistics. The College uses the Handbook for Campus Crime Reporting in the preparation of the report. Please take some time to familiarize yourself with this report. Your questions concerning any information in the report as well as your suggestions for improvement are welcomed and may be submitted by e-mail to mpicking@npcc.edu or by calling the Vice President for Student Services Office at 501-760-4203.

Preparing the Annual Campus Crime and Security Report

The Vice President for Student Services Office compiles and publishes the annual security report by October 1st of each year. The Campus Safety and Risk Manager compiles statistics from the Hot Springs Police Department and Garland County Sheriff. Also, reportable incidents in Campus Security Office files will be included if they have not been included in the police statistics.

Summary of Criminal Offenses 2008 Calendar Year National Park Community College

For the 2008 calendar year, for On Campus, Noncampus and Public Property, geographic locations there were:

- No murders/non-negligent manslaughters reported.
- No negligent manslaughters reported.
- No forcible sex offences reported.
- No non-forcible sex offenses reported.
- No hate crimes of any type reported.
- No robberies reported.
- One aggravated assault on public property within the campus or immediately adjacent to and accessible from the campus reported.
- No motor vehicle thefts reported.
- No arson reported.
- Two burglaries reported.
- No arrest or disciplinary action referral for illegal weapons possession, drug law violations, or liquor law violations reported.

Your Role

Personal and community safety begins with personal responsibility. Whether you are a student or an employee, you must assume an active role in your own safety and the safety of the campus community. Learn to be observant and aware of your surroundings. If you notice suspicious activity or observe a crime, make mental notes of circumstances, descriptions, and times. Do not hesitate to call Emergency Assistance 911 or Campus Security at (501) 760-4293. *Do not assume someone else has reported the incident.*

If you are a student....

1. Think about how you might respond to various situations. The less vulnerable you appear to be, the less likely you will be the victim of a crime.
2. Never leave wallets, purses, laptop computers, PDA devices, cell phones, backpacks or books unattended. If stolen, they are extremely difficult to recover.
3. Always lock your vehicle and never leave valuables inside the car in plain sight. If attending night classes, try to park in well lit areas. Have your car keys readily accessible when you return to your vehicle and check the front and back seats

- before entering. If you feel unsafe walking alone back to your car at night, walk with a group or call Security to ask for an escort to your vehicle.
4. If walking to school, avoid hitchhiking and accepting rides from strangers. Avoid deserted areas and always walk facing traffic.
 5. Check your campus email account at least weekly to see if there are any current safety incident reports to review. The College Web site and your campus e-mail account are the primary ways NPCC communicates safety related information to students.
 6. If you have children, never leave them unattended in College lounges, foyer areas, labs, or in your car when parked on campus. NPCC does not have child care facilities.
 7. Take a moment to report any unsafe conditions to the Vice President for Student Services Office, located on the third floor of the Fisher Campus Center, email at mpicking@npcc.edu, or by calling (501) 760-4203.

If you are an employee....

1. Know your co-workers and be familiar with the people that should be in your area. Don't be shy...question activity or behavior that seems unusual.
2. Be familiar with work safety policies and procedures.
3. Introduce yourself to the security personnel and know how to reach them.
4. Develop an office alert procedure (a simple signal) with co-workers to let each other know when one is in trouble.
5. Do not loan your office keys to anyone who is not an employee.
6. Be very cautious about providing personal information, such as your SSN over the telephone or internet.
7. If working late, lock your exterior office doors and be cautious about whom you let in after hours.
8. Leave your office blinds open so security and others can easily see inside as they make their rounds.

9. Report safety related issues, such as non-working lights right away.
10. If you are leaving late and you are concerned about personal safety, walk with a co-worker or ask security for an escort.
11. Get into the habit of locking valuables in your desk drawer.
12. Do not carry an unnecessary number of credit cards. For the cards you carry, keep the card information in another place should they be stolen.

NPCC Campus Map

Click here to view a map of NPCC Campus http://npcc.edu/About/campus_map.htm.

Reporting of Crimes

National Park Community College strongly encourages individuals and organizations to promptly report crimes and emergencies that occur either on campus or off-campus to the police department having jurisdiction. Crimes should also be reported to either Campus Security security@npcc.edu, telephone (501) 760-4293, or the Vice President for Student Services Office at (501) 760-4203. Campus Security personnel will ensure that crimes reported directly to the College are also reported to the police department having jurisdiction. Victims reporting crimes to the College are encouraged to file a police report of the incident where it will be assigned a case number and officially investigated. If a suspect is identified, the case can be referred to the District Attorney's Office and that office will decide if there is enough evidence to prosecute. Each criminal violation is considered one offense for statistical reporting.

Security and Access to Campus Buildings

National Park Community College is a state institution of higher education and as such, the campus is open to the public. However, the College reserves the right to

bar or evict individuals who are considered a threat to the well-being of the campus community, who cannot benefit from NPCC learning environment, or who have no legitimate purpose for being on campus. Generally, office hours are from 8:00am-4:30pm, Monday-Friday. Evening and weekend access is limited to facilities in which classrooms, computer labs, library services, or other resources are open to students. Building hours vary by facility depending on the services provides but most facilities close by 9:00pm on weekdays and 6:00pm on weekends. College officials and Campus Security have the authority to ask for identification. Students and employees must cooperate and present their photo ID if asked. Individuals who do not have a legitimate purpose for being on campus can be asked to leave and if they do not cooperate, may be subject to trespassing. Campus Security locks all entrances after normal building closure hours.

Timely Warning, Notice and Access to Information

The College will provide timely warnings to the campus community about crimes that pose an ongoing threat to students and employees. When there is knowledge of an ongoing threat, an informational notice will be reported to students and employees. When there is knowledge of an ongoing threat, an informational notice will be reported to students and employees. Electronic mail is the primary method of College communication and each employee and currently enrolled student has a College assigned e-mail account. For this reason, students and employees are reminded and strongly encouraged to check their College e-mail account at least once weekly for news or notices.

The College also maintains a public crime log, which contains a record of all incidents reported to Campus Security or to the VP for Student Services Office. This log includes a record of all crimes and reports of other safety or risk related incident, not just those required in this annual report. For example, crimes like theft would be included in this public crime log. Minimally, the public crime log is required to include the “nature, date, time, and general location of each crime” as well as its disposition if known. Incidents are required to be recorded within two business days but certain

information may be withheld to protect victim privacy or to ensure the integrity of ongoing investigations. The NPCC public crime log is available in the Business Services Department.

Voluntary, Confidential Reporting of Crimes

The College’s policy regarding the confidential reporting of crimes is to protect the identity of those reporting crimes to the extent that the law allows. Anonymous reports may not be accepted unless the information can be substantiated by means other than the caller’s statement.

Enforcement Authority of Campus Security Officers

NPCC has a campus security office staffed by a Campus Security Officer. Campus Security staff has a working relationship with local law enforcement agencies. The Garland County Sherriff’s Office will respond to calls for emergency assistance. Campus Security personnel at the College campus will summon local law enforcement, emergency response personnel or College officials as warranted by the situation. Security Officers have the right to require identification of any person on the property. Also, in accordance with state law, no person may refuse or fail to leave a building under the control of the College during those hours when the building is regularly closed to the public. Comments concerning Campus Security at NPCC should be directed to the VP for Financial Affairs at (501) 760-4215.

Monitoring & Recording Off-Campus Student Activities

The College strongly encourages students and the general public to promptly report crimes that occur at non-campus sites to the law enforcement agency having jurisdiction as well as Campus Security for the purpose of warning the College community and for inclusion in the annual security report. Should assistance be necessary concerning safety or security matters, contact the Security Officer on duty or request assistance from Administrative personnel. In an emergency situation,

the College recommends that 911 emergency assistance be called immediately and then notify the Security Officer or Administrative personnel as soon as possible.

Security Considerations in the Maintenance of Facilities and Grounds

At NPCC, the Maintenance Department is the service unit primarily responsible for maintaining facilities and grounds. Students and employees are encouraged to report maintenance concerns or issues such as non-operational lights, improperly locking doors, elevator problems, etc. as well as other safety hazards. Maintenance concerns may be reported several ways: (1) email Campus Security at security@npcc.edu and Security will forward the request; or, (2) contact the Director of Physical Plant at 501-760-4161 or bhopper@npcc.edu. Contact the Vice President for Financial Affairs at 501-760-4215 or jsawyer@npcc.edu if your maintenance concern is not resolved in a timely manner.

Sexual Assault

The College is committed to providing a safe and secure campus environment and it is important to note that there have been no known reports of sexual assault at NPCC. However, if you are the victim of rape, acquaintance rape, or other forcible or non-forcible sex offenses:

Get medical care...

As soon as possible, get medical care from the Campus Nurse, located in the Student Center on the first floor of the Fisher Campus Center, a hospital emergency room or your primary physician. Do not bathe, shower, douche or change clothes prior to your medical examination. Doing so could destroy evidence which may not be legally acceptable if collected later than 72 hours after the assault. If you have already removed clothes worn at the time of the assault, put them in a

plastic bag and take them with you to the ER. An examination by a rape/sexual assault nurse will usually be advised to collect information for documentation of evidence should the case be prosecuted. The examination may also include testing and treatment to help prevent sexually transmitted diseases.

Report the assault...

It is your decision whether to report the sexual assault to law enforcement; however, consider that your report may prevent assaults to others. If you plan to file a police report, do not clean up the area or alter it in any way prior to police arrival. All information and reports of sexual assault can be kept confidential to the extent allowed by law. The case files will be closed to the public as long as the case is active. The College will consider, at the victim's request, changing the victim's academic situation, if reasonable.

Seek counseling...

- Consider talking to the Campus Nurse, ext. 4131, a friend or a confidant who can offer support;
- Talk with NPCC Advisors, 501-760-4232, about counseling referrals or other assistance that might be available
- Call or visit the Baptist Collegiate Ministry, 501-767-9389, which offers multi-denominational pastoral counseling for any student in need.

Disciplinary Procedures and Sanctions

If the offender is a student, he or she will be subject to the due processes of NPCC policy regardless of any civil or criminal action that may be pending as a result of the violation. All disciplinary hearings will adhere to the procedures for notification, evidence, counsel/advisors, burden of proof, records, findings, and appeals as outlined in the NPCC Student Handbook. College sanctions may include but are not limited to probation,

mandatory participation in specific awareness or rehabilitation programs and/or suspension of expulsion from the College. In all hearings, both the accused and accuser will have the same opportunities to present their version of the facts. They can also present other evidence in support of the case including witnesses, and they may question evidence presented. A student's right to privacy is lost when accused of sexual assault on campus and both the victim and the accused will be informed of the outcome of any disciplinary proceedings. Again, the outcome of a hearing is NPCC's final determination with respect to the alleged sex offense and sanctions that are imposed and does not address other civil or criminal actions against the accused.

For complete information involving disciplinary procedures and sanctions, refer to the NPCC Student Handbook.

College Response to Crime Reports

If a violent crime or any other crime that poses an ongoing danger to the College community occurs, efforts will be made to report the information immediately to appropriate administrators, employees, and all currently enrolled students. An annual summary of safety and risk related incidents from the NPCC Campus are reported to all employees and students by email. Criminal offenses are also brought to the attention of the NPCC's Crisis Communication Committee, which meets quarterly.

Educational Programs

Throughout the academic year, the College may offer a variety of educational sessions on topics such as sexual assault prevention, campus security, dealing with aggressive behavior, sexual harassment and other safety related programs. Safety related programs are posted on campus bulletin boards in academic and student services buildings. Most programs are offered at no cost. To request a program specific to the needs of

your department, student group or organization, contact the NPCC Campus VP for Student Services at 501-760-4203.

NPCC is dedicated to maintaining an environment which is safe and supportive of its students and employees where relationships are built on honesty, integrity, and trust. Accordingly, NPCC prohibits sexual assault and rape as defined by state law. Actions which result in charges of sexual assault or rape under this policy will be subject to College disciplinary action. They may also subject a student to criminal and/or civil liability under state law. In an effort to prevent as well as to deal with the aftermath of sexual violence, NPCC has partnered with the Arkansas Coalition Against Domestic Violence to bring the Clothesline Project to our campus. The project displays shirts designed by woman survivors of violence and families/friends of woman victims of violence. The shirts hang side-by-side to *"Break the Silence"* and to bear witness to violence against women. The project focuses on providing healing for survivors of violence, educating the public about violence, and providing solutions through individual action to prevent violence. Another program offered on campus for educational purposes is the NPCC BACCHUS (Boost Alcohol Consciousness Concerning the Health of University Students) Student Club. The purpose of this club is to provide education on healthy living and safety through a variety of programs. These programs consist of BACCHUS led campus events, cooperation and integration of prevention and awareness during other campus events. The primary focus is to educate students on the effects of alcohol, drug, and tobacco abuse, safe sex education and STD prevention, and violence prevention and awareness.

The College also uses Freshman Orientation (required for all first time, full time students in the fall and spring semesters) as a tool for educating students on the following topics:

- Date Rape Drugs
- Security and Building Access
- General Procedures for Reporting a Crime or Emergency
- Security Awareness Programs
- Crime Prevention Programs
- Alcohol and Substance Abuse Prevention
- Sexual Assault Prevention and Response

Drug and Alcohol

It is NPCC's policy that illegal drug and alcohol use, including the manufacture, sale, distribution, dispensation, possession, or use of illegal drugs and/or alcohol is prohibited. The illegal use of drugs and alcohol is inconsistent with the behavior expected of members of the College community. The College is committed to the development and maintenance of an environment free of alcohol and drug abuse and in compliance with the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act of 1989. These laws and their accompanying regulations provide a proper framework for the anti-drug and anti-alcohol policies of the College.

The College and local community provide a variety of educational programs and services to respond to the problems associated with alcohol and drug abuse. The Counseling Center, located in the Student Services office, on the second floor of the Fisher Campus Center, offers limited assistance through personal counseling services for students who are experiencing alcohol and drug abuse problems. Counselors and advisors utilize community resources through professional referrals when appropriate. Additionally, administrators and counselors in the Counseling Center offer educational programs about alcohol and drug abuse for college student organizations, such as the NPCC BACCHUS Student Club, described in the *Educational Programs* section. The NPCC Counseling Center is available to all students requiring counseling and referral services. During orientation, students receive a copy of the College's alcohol policy.

Eligible employees may participate in the statewide Employee Assistance Program to receive consultation and referral for alcoholism or substance abuse. All College employees are eligible for referral assistance through the NPCC Employee Assistance Program. The Office of Human Resources, located on the third floor of the Fisher Campus Center, 501-760-4211, maintains a list of campus and community agencies which provide referral information and/or counseling to students and employees.

Important Emergency Assistance and Campus Security Information

NPCC Emergency Assistance and Campus Security:

Emergency Assistance	911
NPCC Security Office	760-4293
NPCC Campus Operator	"0" or 760-4222
VP for Financial Affairs	760-4215
VP for Student Services	760-4203
Garland County Sheriff	622-3660
Arkansas State Police	767-8550

Information of Registered Sex Offenders

The Clery Act requires colleges and universities to inform the campus community where public information about registered sex offenders can be found. The College does not have its own campus-based police force and therefore, this information is available from the Garland County Sheriff's Web Site at www.garlandcountysheriff.com, and the Arkansas Crime Information Center Web Site at www.acic.org/soff/index.php. The information provided through this web site is open record. It may be used by anyone for any purpose. However, it is your responsibility to make sure the records you access through this site pertain to the person about whom you are seeking information. Extreme care should be exercised in using any information obtained from this web site. Neither the Garland County Sheriff's Office nor the State of Arkansas shall be responsible for any errors or omissions produced by secondary dissemination of this information.