



Clery

2018 ANNUAL SECURITY REPORT

Maricopa County Community College District

Police Department



**SOUTH MOUNTAIN
COMMUNITY COLLEGE**

A MARICOPA COMMUNITY COLLEGE



South Mountain Community College is part of the Maricopa County Community College District. The 2018 Annual Campus Safety and Crime Report is a three-year snapshot of crime reported on campus and is provided to increase awareness of programs that exist to protect your safety and well-being at South Mountain Community College. Many students also attend other Maricopa Community Colleges and comparable reports are available for those institutions.



Welcome to South Mountain Community College

On behalf of the men and women of the Maricopa County Community College's Police Department, it is my pleasure to welcome you to South Mountain Community College (SMCC).

The Maricopa County Community College District (MCCCD) Police Department is a law enforcement agency that operates on site, 24 hours a day, 7 days a week, 365 days a year. Police personnel assigned to South Mountain Community College (SMCC) are available on campus every day to provide assistance or information, either in person or by phone. The MCCCD Police Department office at SMCC Washington Campus is located in the Office Annex Building (OA) located on the northeast side of campus north of the Business Education (BE) building. South Mountain operates the satellite campus of Guadalupe Center. The Guadalupe Center office is located at 9233 S. Priest Drive. The phone number (602) 243-8217. MCCCD Police Central Dispatch Center phone number is (480) 784-0900 and the emergency phone number is (480) 784-0911.

South Mountain is located in Phoenix and Guadalupe is in the city of Guadalupe. The MCCCD Police maintains an excellent working relationship with the Phoenix Police Department.

The men and women of the Maricopa Community College Police Department are dedicated individuals who are committed to making a difference and supporting the educational mission of South Mountain Community College. If you are the victim of a crime I encourage you to report it, in addition to any suspicious activity you observe on campus to the MCCCD Police. I am confident that you will find members of MCCCD Police approachable, knowledgeable, and highly professional.

Please take a few minutes to review the following information. I invite you to contact MCCCD Police if you need further information or simply wish to speak with one of our officers. We are constantly seeking ways to improve the quality of our services and welcome your comments, suggestions, compliments and complaints. Since many of our students also attend other Maricopa Community Colleges I refer you to the District Police website at <https://police.maricopa.edu> for links to their Annual Security Reports.

Please feel free to contact me at (602)286-8911 or by email at kyran.brennan@gatewaycc.edu
Sincerely,

Kyran Brennan
Kyran Brennan, Commander
Maricopa County Community College Police Department



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Campus Security and Crime Statistics Report

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. In 1990, Congress enacted the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542), which amended the Higher Education Act of 1965 (HEA). This act required all postsecondary institutions participating in HEA's Title IV student financial assistance programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998 and 2000. The 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of Jeanne Clery, a student who was slain in her dorm room in 1986. It is generally referred to as the Clery Act.

The 2018 Campus Security Policy and Crime Statistics Report is prepared to inform you of South Mountain Community College's campus crime statistics, security policies and steps you can take to enhance your personal safety. South Mountain Community College and the District Police Department are committed to providing the highest level of professional service to the college community. SMCC is committed to maintaining a safe and secure environment to learn, work and study. Many students also attend other Maricopa Community Colleges and comparable reports are available for those institutions.

South Mountain Community College – College Police

The SMCC Police Department is a division of the Maricopa County Community College District (MCCCD) Police Department. The Communications/Dispatch Center is staffed 24-hours a day, monitors security and fire alarms for the District, and serves as a primary point-of-contact for department services. A Police Commander supervises the SMCC Police Department and reports directly to the District Chief of Police.

The MCCCD Police Department is vested with the authority and responsibility to enforce all applicable local, state and federal laws, as well as MCCCD policies. MCCCD Police Officers are duly sworn peace officers under state law (A.R.S Title 13-3871), are certified by the Arizona Peace Officers Standards and Training Board (AZPOST) and have full police officer authority anywhere within the State of Arizona. They are authorized to carry firearms, conduct criminal investigations and arrest violators. The MCCCD Police Department has primary jurisdiction on all SMCC owned property.

The college also contracts with an independent security firm, to oversee safety and security of the absence of Police/Public Safety personnel. They typically provide security during the hours the campus is closed. Police Officers and Securitas staff, have distinct uniforms and photo IDs, which allow them to be identified by members of the college and surrounding community. Their radios make them easily accessible for any type of call.

State and Local Law Enforcement Agencies

The MCCC Police Department works closely with the Phoenix Police Department and Maricopa County Sheriff's Office. The MCCC Police Department does not have Mutual Aid Agreements or Memorandums of Understanding with this agency.

On-duty MCCC Police Officers traveling outside routine patrol areas on official College business may take appropriate law enforcement actions as necessary in the absence of available Local, County or State officers up to and including investigation and final criminal disposition.

If an outside law enforcement agency contacts MCCC regarding a student organization which is officially recognized by the institution, the Student Code of Conduct would dictate the appropriate intervention for the college. The Student Code of Conduct governs all conduct that: (a) occurs on College property; (b) occurs at a College sponsored, sanctioned or supervised event or activity, regardless of the location of the event or activity and inclusive of travel, lodging, and unscheduled time in between sessions of the event or activity; and/or (c) adversely affects the operation of the College, regardless of when or where the conduct occurs. The Student Code of Conduct addresses violations of college policy as well as any state or federal law.

SMCC Police Department Office Location

The SMCC Main Campus Police Department office is located in the Public Safety Building (PS) located on the east side of campus just north of the Business Education (BE).

MCCC POLICE DEPARTMENT CONTACT INFORMATION

- Chandler-Gilbert: 2626 E. Pecos Rd, Chandler, AZ 85225 – **(480)-784-0900**
- Chandler- Gilbert Williams: 7360 E. Tahoe Av, Mesa, AZ 85212-**(480)-784-0900**
- Estrella Mountain: 3000 N. Dysart Rd, Avondale, AZ 85232-**(480)-784-0900**
- GateWay: 108 N. 40th Street, Phoenix, AZ 85034-**(480)-784-0900**
- Glendale: 6000 W. Olive Ave, Glendale, AZ 85302-**(480)-784-0900**
- Glendale North: 5727 W. Happy Valley Rd, Phoenix, AZ 85310-**(480)-784-0900**
- Mesa: 1833 W. Southern, Mesa, AZ 85202-**(480)-784-0900**
- Mesa Red Mountain: 7110 E. McKellips Rd, Mesa AZ 85207-**(480)-784-0900**
- Paradise Valley: 18401 N. 32nd Street, Phoenix, AZ 85032– **(480)-784-0900**
- Phoenix: 1202 W. Thomas RD, Phoenix, AZ 85013-**(480)-784-0900**



- Rio Salado: 2323 W. 14th Street, Tempe, AZ 85281-(480)-784-0900
- Scottsdale: 9000 E. Chaparral Rd, Scottsdale, AZ 85256-(480)-784-0900
- South Mountain:7050 S. 24th Street, Phoenix, AZ 85042-(480)-784-0900

Preparing the Annual Security Report

The MCCCDC Police Department, under direction of the Police Commander, has the responsibility of gathering the data used to prepare the Annual Security Report. The data is obtained from reports made to the MCCCDC Police Department, the South Mountain Police Department, the Phoenix Police Department and Campus Security Authorities and other campus personnel. Data that is obtained from the South Mountain and Phoenix Police Departments is compared with the data gathered by the college. The resulting data is used to prepare the Annual Security Report.

You may view the Phoenix and Maricopa County Sheriff’s Office websites to see crime statistics for the general area around the SMCC, Laveen, and Guadalupe Campuses.

Phoenix Police Department: <https://www.phoenix.gov/police>

Maricopa County Sheriff’s Office: <https://www.guadalupeaz.org/index.asp?SEC=3E9082FC-A96C-4382-97BE-FA554462EBE3&DE=CCBE4281-A864-414B-809D-77FB73BA682E>

The Clery Act requires that crime data is collected, reported and disseminated to the campus community and also submitted to the U.S. Department of Education. The act is intended to provide students and their families, as higher education consumers, with accurate, complete, and timely information about safety on campus so they can make informed decisions.

Disclosure of Safety Policies and the Annual Crime Statistics

The information contained in this document was prepared under the guidelines established by 20 United States Code, section 1092(f), known as the “Jeanne Clery, Disclosure of Campus Security Policy and Campus Crime Statistics Act,” (The Clery Act) and also in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and relevant Federal law. The statistical information gathered by the Department of Education (ED) is available to the public through the ED website. In addition, a daily crime log is available for review in the SMCC Police Department office by anyone, Monday through Friday during regular business hours. This report represents a general description of South Mountain Community College’s security/safety policies, programs, and the crime statistics for the most recent calendar year and the two preceding calendar years.

Reporting Crimes and Incidents

Whether you are a victim, a witness or designated Campus Security Authority (CSA), you have the responsibility to promptly and accurately report all crimes to campus or local law enforcement in a timely fashion. The MCCCDC Communications Center is staffed 24 hours a day, 7 days a week. When a call is received, the Communications Specialist will dispatch the appropriate police, fire or EMS to handle the call. When calling to report a crime or incident, please be ready to give information such as: a brief description of the incident, when and where it occurred, weapons the suspect(s) carried, where and when



the suspect(s) was last seen, a description of the suspect(s) and any other relevant information. In addition to the importance of reporting, timely information assists responders and in developing a Timely Warning for the campus community.

Reporting Crimes to Campus Security Authorities

While the college encourages the campus community to promptly report all crimes and other emergencies directly to the MCCCDCD Police Department, we also recognize that some may prefer to report the incident to other individuals and offices. The Clery Act recognizes certain college officials, and employees and offices as Campus Security Authorities (CSA). The act defines these individuals as “officials of an institution who have significant responsibility for student and campus activities,” including but not limited to, student discipline, student activities, student club advisors and coaches. An example of individuals or college departments are: Dean of Students, Disability Services, Veteran’s Services and Athletic Coaches.

The function of a campus security authority at SMCC is to report to the MCCCDCD Police those allegations of Clery Act crimes that he or she receives. CSAs are responsible for reporting allegations of Clery Act crimes that are reported to them in their capacity as a CSA. This means that CSAs are not responsible for investigating or reporting incidents that they overhear students talking about in a hallway conversation; that a classmate or student mentions during an in-class discussion; that a victim mentions during a speech, workshop, or any other form of a group presentation; or that the CSA otherwise learns about in an indirect manner.

When the District Contracted Security Company personnel are working at South Mountain Community College, they are considered Campus Security Authorities by a Federal Law, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. As such, any employee of the company who works at any location that is owned, leased or controlled by South Mountain Community College is required to immediately report any crime reported to him/her to the reporting structure of the institution, which is the Maricopa County Community College Police Department. The District Contracted Security Company must add this requirement to the Standard Operating Procedures that are read by the officers and supervisors who work on site on South Mountain Community College owned, leased or controlled properties.

To Report a Crime or Non-Emergency

From any on campus phone, dial **40900** (for a non-emergency), or **40911** for an emergency. From a cell phone or an off-campus phone, dial **480-784-0900** (for a non-emergency), or **480-784-0911** for an emergency.

To Report Emergencies and Crimes in Progress

Emergencies, crimes in progress and serious crimes which have just occurred, should be reported by calling the **District Police Communications Center at: (480) 784-0911 (40911 from a campus phone)** or 9-1-1 from any phone. Calling 9-1-1 from a cell phone, on or near the campus may connect you with the Phoenix Police Departments. Advise them of your location and they will connect you directly with the MCCCDCD Police Department or Phoenix Police Department. Whenever possible, the actual victim or witness of the crime should call the MCCCDCD Police Department. If you have knowledge of a crime or suspected



crime, you may report it by telephone or in person. You may also report a crime if someone merely gives you the information and leaves, but please include this fact when reporting.

The following locations are places where campus community members should report crimes:

Official	Campus Location	Phone Number
SMCC COLLEGE POLICE	Public Safety Building	480-784-0900 480-784-0911 (emergency)
Dean of Enrollment	Student Services Building	602-243-8036
Title IX Coordinator	Student Services Building	602-243-8036

If an arrest is made by MCCC Police Officers assigned to SMCC, or a report has been taken that will require additional investigation off campus, the South Mountain Police Department or other police agency may be called to the campus to take a report, assist with investigation or process an arrest.

All SMCC incident reports involving students are forwarded to the Dean of Student Life for review for potential violations of the MCCC Student Code of Conduct. The Dean of Student Life will initiate disciplinary proceedings for any conduct violations as warranted. In particular, bias or hate crimes, harassment, stalking, and violence of any kind is not tolerated at Maricopa Community Colleges, and along with potential criminal charges students are subject to disciplinary action up to and including suspension and expulsion. Similarly, employees are subject to criminal charges for violations of the law, along with disciplinary action up to and including suspension and termination.

Non-Emergency Calls for Assistance

For non-emergency assistance on campus, please call the SMCC Police office at **602-243-8100** or **MCCC District Police Communications Center at 480-784-0900**. MCCC office handles emergency and non-emergency calls for service. A member of the Police Department will provide assistance or you will be directed to the appropriate campus department.

Confidential or Anonymous Reporting

If you are the victim of a crime and do not want to pursue action within the college disciplinary system or the criminal justice system, you may want to consider making a confidential report. A MCCC Police Officer can file a report on the incident without revealing the identity of the victim. The purpose of the report is to maintain confidentiality, while taking steps to ensure the future safety of yourself and others. With such information, the college can keep accurate records of the number of incidents involving students, employees and visitors, determine where there may be a pattern of crime with regard to a particular location, method or assailant, and alert the campus community to potential dangers. Reports filed in this manner are disclosed in the Annual Security Report for the institution for statistical purposes.



When the report involves allegations of sexual harassment (including sexual violence), it is made available to the campus Title IX Coordinator. You can request MCCC Police Department to ask that the information remain confidential.

Educational Records

Access to student educational records is protected under the Family Educational Rights and Privacy Act (FERPA). Per MCCC policy student records may be used without the student's permission for on campus education purposes such as; student registration, financial aid, student discipline, law enforcement and other narrowly defined reasons, which are permitted by Federal law. To view the MCCC FERPA statement go to MCCC Administrative Regulation: 2.5.3 Student Records, or click on the link below:

<https://district.maricopa.edu/consumer-information/family-educational-rights-privacy-act-ferpa>

Services to Help You Stay Safe and Prevent Crime

The MCCC Police Department believes that preventing crime is a shared responsibility. While you cannot control another person's ability or intent to commit a crime, you can reduce the risk of you, or someone else from becoming the victim of crime by doing the following:

- Always remain alert and aware of your surroundings
- Report any unusual or suspicious activity you witness
- Do not walk alone at night
- Never leave valuable items unattended for any amount of time
- Always secure valuables with a lock
- Record the make, model and serial number of your valuables

South Mountain Community College and the MCCC Police Department have the following services in place to assist you with your personal safety:

Safety Escorts: The SMCC Police office provides on-campus escort services between buildings and parking lots. Call College Police at **480-784-0900**. Depending on the current calls for service, someone from College Police will respond to your location and accompany you to your vehicle or class.

Dead Batteries: College Police personnel have the ability to jump start vehicles

Additional Services Available

- Lost and Found
- Visitor Information
- First Aid



Crime Prevention Programs

The MCCCDCD Police Department, in conjunction with the South Mountain and **Phoenix Police** Department conducts programs throughout the year to inform students and employees of safety and security policies, procedures, and practices. Additional crime prevention presentations are available by special request. Some of the presentations that are available are:

- Personal Safety
- Workplace Violence
- Drinking and Driving
- Active Shooter

SMCC is committed to maintaining an environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. The College provides training, education and resources to promote a safe environment and to help prevent instances of work place violence. Violence, threats, harassment, intimidation, and any other disruptive behavior, which carries an expressed, implied or perceived intent to cause harm to a person or property at any Maricopa County Community College facility or sponsored event will not be tolerated. It is the responsibility of every employee, student, or visitor at SMCC to report any occurrence of such conduct. The College will investigate all reports; deal with all violations in accordance with the College Personnel Policy Statement for College Employees and/or the Student Rights and Responsibilities and report to legal authorities, as appropriate, for criminal prosecution.

Safety Tips: Protecting Yourself & Your Property

- Contact the MCCCDCD Police at 480-784-0900.
- Dial 911 for all life-threatening emergencies.
- Report suspicious people to MCCCDCD Police.
- Do not hesitate to call MCCCDCD Police or 911 when strangers confront you.
- Report all criminal incidents and losses to Campus Police immediately.

How to Protect Yourself

- Avoid distracted walking. Be aware of your surroundings.
- Avoid dark vacant places on campus.
- Be alert. If you are being followed, head quickly for a lighted area or to a group of people.
- Avoid places where you are vulnerable and there are no exits.
- When walking:
 - Avoid shortcuts.

- Walk where there is plenty of light and traffic.
- Never walk alone at night unless absolutely necessary.
- Report any suspicious activity or misconduct to MCCCDC Police.
- Give your car the quick "once over" before entering with a critical eye for possible break-ins or persons in the rear seat or floor area.

How to Protect Your Textbooks

Textbooks are an expensive and necessary part of your college education. Year after year they increase in cost. It is necessary for you to take steps to protect your investment:

- Write your name and ID number in several places in your text books to help deter thieves who would attempt to resell the book.
- Do not leave your textbooks, calculators or book-bags unattended in study rooms, hallways, libraries, cafeterias or unsecured lockers. Record the serial numbers of calculators and computers.
- Thieves know where students leave their belongings unattended and watch for opportunities to take your property. Be suspicious of persons hanging around storage areas, i.e. outside bookstores, with no apparent purpose. If you see someone suspicious or you discover that you have been victimized, contact the MCCCDC Police at 480-784-0900.

How to Protect Your Property

Members of the College community are vulnerable to the same problems encountered by residents of any major metropolitan area. The MCCCDC College Police mission is to protect the College community by patrolling the campuses and surrounding areas; however, the opportunity for crime still exists and the College community can still be victimized by criminal acts.

Each person of the College community can assist College Police in its effort to apprehend criminals by utilizing preventive measures to reduce the opportunity for criminal acts and by taking the following precautions:

- The campuses are well-lighted at night. Walk only on lighted sidewalks after dark.
- Employ the "buddy system" when walking to your car at night or traveling to other points in the area. On campus, you can call (480) 784-0900 for a Campus Safety escort.
- Personal property, purses, brief cases, etc., should never be left unattended. Take such items with you if you are leaving the office, classroom, or library study area for any length of time.
- Try not to carry large amounts of cash on your person or display large amounts of money.
- Make a record of the serial numbers of both college and personal property in your office.
- Maintain a record of your personal credit cards and other valuables in your wallet.



- When leaving your office or room for the day, make sure:
- All windows are closed and locked.
- All valuable items are removed from the top of desks (radios, clocks, pens, etc.).
- All desks and files are locked.
- All doors are closed and locked.
- Never loan equipment or keys to strangers.
- Require identification and authorization from any "repair person" wanting to remove a computer or other office equipment from the room.
- Keep your auto locked. Never leave the keys in the ignition and avoid leaving property where it is visible on the seats; store it in the trunk instead.
- Lock your bike to a bicycle rack using a high-quality, U-shaped lock.

Daily Crime Log

The College Police office maintains a daily crime log of crimes reported to the Department. The log includes the nature, date, time, and general location of each crime. This daily crime log is available for viewing by the public during normal business hours at all College Police Offices.

Immediate Notifications

The College will initiate and provide, without delay, immediate notifications to the appropriate segment(s) of the College community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees and visitors.

Maricopa County Community College Police are responsible for confirming emergencies, in conjunction with College administrators, local first responders, and/or the National Weather Service, that may warrant the distribution of an immediate notification to the College community.

Immediate notification for incidents that may pose an immediate threat to health and safety will be made unless issuing a notification will, in the professional judgment of responsible authorities and considering the safety of the College community, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Notification will be made by using some or all of the following methods depending on the type of emergency:

In Person, Fire Alarm

- For fires, smoke condition, Chemical Hazard
- Permitted by any witness to emergency, or on scene with direct knowledge of emergency.



- Will also require 911 notification to authorities for further notification to all law enforcement and emergency responders.
- Maricopa County Community College Police Dispatch monitors fire alarm system throughout the college district and makes notification to first responders internal and external.
- Alarms are Building specific.

VOIP Phone Announcement

- For follow up to confirmed incidents of fires, smoke condition, chemical hazard, natural disaster, any threat to student, employees, or visitors.
- To direct campus community to safe areas, shelter in place, or any message based on situation to further safety and security of campus community.
- Authorized by Campus President, Administrator in Charge
- Sent by trained personnel.
- Building or Campus specific

Internal/External Speaker/ALERTUS (where available)

- For follow up to confirmed incidents of fires, smoke condition, chemical hazard, natural disaster, any threat to student, employees, or visitors.
- To direct campus community to safe areas, shelter in place, or any message based on situation to further safety and security of campus community.
- Authorized by Chief of Police and is sent by authorized police department personnel.
- Sent by designated trained personnel.
- Internal/External Speakers/ALERTUS are Campus specific.

RAVE Alert/E-Mail alert system

- For emergency information distribution effecting more than one campus, or ongoing threat at a campus requiring college-wide notification to keep others away for safety purposes.
 - Ongoing criminal threats (active shooter)
- Determined by on scene MCCCDCD Police Commander or designate, Campus Administrator
 - Approved by Chancellor or MCCCDCD Police Chief



- In absence of above, MCCC CD Police Supervisor on duty.
- RAVE Alert and E-Mail Alert systems are College wide.

Blast email, digital signage, local media, and webpage

- Ongoing emergencies that may require temporary shutdown of one of more campuses, cancellation of classes, follow up instructions for campus community.
- Message determined by Chancellor, MCCC CD Police Chief, or designees.
- Message sent by Marketing and Public Relations, District IT Web Services, designees.
- College and local community wide

The content of the message will vary depending on the situation. At a minimum, the messages will describe the emergency, provide basic instructions to the community and will direct them to where they can receive additional information.

Follow-up information will be distributed using some or all of the identified communication systems (except fire alarm).

The local news media may be utilized to disseminate emergency information to members of the larger community, including neighbors, parents and other interested parties. The larger community can also access emergency information via the College website.

System to use	Primary Message Creator	Backup Message Creator	Authority for approving & sending messages	Primary Message Sender	Backup Message Sender
PRIMARY					
Rave system (text message / e-mail system)	MCCCD Police or Designee	MCCCD Police or Designee	MCCCD Police or Designee	MCCCD Police or Designee	MCCCD Police or Designee
Blast Email	MCCCD Police or Designee	MCCCD Police or Designee	MCCCD Police or Designee	MCCCD Police or Designee	MCCCD Police or Designee
SECONDARY					
Telephone	MCCCD Police or Designee	MCCCD Police or Designee	MCCCD Police or Designee	MCCCD Police or Designee	MCCCD Police or Designee
Fire Alarm	<u>Dispatch center monitors fire alarm system throughout the college district and makes notification to first responders internal and external.</u>				
Digital Signage	MCCCD Police or Designee	MCCCD Police or Designee	MCCCD Police or Designee	MCCCD Police or Designee	MCCCD Police or Designee
Local Media	MCCCD Police or Designee	MCCCD Police or Designee	MCCCD Police or Designee	MCCCD Police or Designee	MCCCD Police or Designee
Webpages – https://police.maricopa.edu https://www.maricopa.edu	MCCCD Police or Designee	MCCCD Police or Designee	MCCCD Police or Designee	MCCCD Police or Designee	MCCCD Police or Designee

If systems fail or the College deems it appropriate, in person communication may be used to communicate an emergency.



Rave Alert - Emergency Messaging

MCCCD has activated the Rave Alert notification system to provide accurate information and guidance via text message and email to the SMCC community about emergencies. Anyone can sign up for Rave Alerts: students, employees.

Email

- o All SMCC e-mail addresses will automatically receive these messages.
- o You will receive a confirmation email. It will contain information on how to opt-out of future messages.

<https://police.maricopa.edu/emergency-preparedness/community-alerts>

When might an emergency text message be sent?

- Violent activity: active shooter; immediate threat to the SMCC community, including off-campus events.
- Hazards: major fires, hazardous materials leaks or spills that threaten health and safety
- Major disruptions to the College: building closures, campus closures, severe weather,

Information Technology emergencies

MCCCD Rave Alerts enforces a zero-spam policy that clearly prohibits unsolicited messages. MCCCD Rave Alerts does not sell contact information to third-parties.

Timely Warning Notices

Timely Warning Notices shall be distributed to students and employees for any of the 15 Clery Act crimes that pose a serious or continuing threat to the College community. Timely Warning will be distributed as soon as pertinent information is available, in a manner that withholds the names of victims as confidential, and with the intention of trying to aid in the prevention of similar occurrences.

In the event a crime is reported to have occurred within the SMCC Clery Geography, that in the judgment of the Chief of Police or designee and in consultation with other College Administrators (when time permits), constitutes a serious or continuing threat to the community, a campus-wide "Timely Warning" will be issued. Timely Warning will be issued to the campus community via RAVE Alert and/or blast email. All members of the SMCC community are provided an email address to facilitate communication. The Clery Geography is defined as: the core campus boundaries (which includes on college owned or controlled property on campus and public property that is within or immediately adjacent to the campus) and in non-campus properties.

Crime Alerts are typically issued for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) crime classifications:

- **Murder/Non-Negligent Manslaughter**

- **Aggravated Assault**

- **Robbery** -involving force or violence (cases including pick pocketing and purse snatching will typically not result in the issuance of a Timely Warning but will be addressed on a case-by-case basis.

- **Sexual Assault** (considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount information known by the MCCCDCD Police Department). In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a “timely” warning notice to the community. All cases of sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed for potential issuance of a Timely Warning Notice.

- **Major incidents of Arson**

- **Other Clergy crimes** as determined necessary by the Chief of Police, or his or her designee in his or her absence.

Timely Warning Notices are typically written by the MCCCDCD Police Department employees or designee in MCCCDCD Police and are distributed via email by the Commander or designee in MCCCDCD Police.

A Timely Warning Notice will typically include the following, unless issuing any of this information would risk compromising law enforcement efforts:

- Date and time or time frame of the incident
- A brief description of the incident
- Information that will promote safety and potentially aid in the prevention of similar crimes (crime prevention or safety tips).
- Suspect description(s) when deemed appropriate and if there is sufficient detail (see below)
- Police/Public Safety agency contact information
- Other information as deemed appropriate by the Chief or his/her designee

The description of subjects in a case will only be included in the alert if there is a sufficient amount of detail to describe the individual. If the only known descriptors are sex and race, that will not be included in the alert. Updates will be provided when deemed necessary.



MCCCD Police does not issue Crime Alerts for a Clery crime if:

1. Law enforcement quickly apprehended the subject(s) following the reported incident, he/she is in custody, and thus the threat of a serious or continuing threat for members of the SMCC College community has been mitigated. MCCCD Police will reassess for the threat of serious or continuing threat to members of the community if it becomes aware of the offender making bail or otherwise released. If the institution believes that threat now exists, a timely warning shall be distributed.
2. If a report was not filed with MCCCD Police or a local Police agency in a manner that would allow the department to post a “timely” warning for the community. A general guideline will include a report that is filed more than ten days after the date of the alleged incident may not allow MCCCD Police to distribute a “timely” warning to the community. This type of situation will be evaluated on a case-by-case basis.

The MCCCD Police Department works closely with individuals reporting serious crimes to protect the victim’s rights and privacy, while also ensuring the community has adequate information regarding potential risks. The name and identifying information of the victim is considered confidential and **will not** be included in the alert.

The warning may be issued using any or all of the following: RAVE, email, information bulletins, local media, text, and/or webpages: <https://www.maricopa.edu/public-safety> and <https://www.maricopa.edu/>.

SMCC Emergency Preparedness Plan

South Mountain Community College has an Emergency Preparedness Plan that is intended to establish procedures and provide the organizational structure for responding to events that disrupt or threaten to disrupt normal College operations. The plan describes the roles and responsibilities of College personnel during these situations. The basic emergency procedures are designed to protect lives and property through effective use of College and community resources. Since an emergency may be sudden and without warning, the procedures are designed to be flexible in order to accommodate incidents of various types and magnitudes. This plan outlines emergency preparation, response, and recovery of College personnel and resources. The Emergency Response Plan is consistent with established practices relating to the coordination of emergency response actions and incorporates the use of National Incident Management System (NIMS) practices to facilitate cooperation between responding agencies.

In any type of emergency, the MCCCD Police Dispatcher is trained to follow standard operating procedures and will route information to the appropriate responders based on the level of emergency. If the emergency incident warrants, the Dispatcher will communicate immediately by following the Police communications structure, which outlines the communications hierarchy and the succession procedures if individuals are unavailable. College Police Department has the responsibility for responding to and summoning any immediate necessary resources. The confirmation may be made in consultation with College Administration, and outside governmental agencies, i.e. Maricopa County Emergency Management.

<https://www.maricopa.gov/999/Emergency-Management>.



The Emergency Response Plan is drafted under the authority of the District Chancellor and all decisions concerning the discontinuation of College functions, cancellation of classes, or cessation of operations, rest with the Chancellor (or designee).

Divisions, departments and offices should familiarize themselves with information in this plan. Individuals should familiarize themselves with the Emergency Operations Plan and other preparedness resources available on the SMCC Police website.

<http://www.southmountaincc.edu/public-safety/emergency-preparedness/>

Community Notifications

Community Notifications are developed and distributed to the community for security and safety related incidents that do not meet the legal standards or requirements for the distribution of an Emergency Notification or Timely Warning Notice per the Clery Act. Examples of such incidents and situations include:

- A crime or pattern of crimes that are not one of the 15 reportable Clery crimes.
- A crime that occurs outside of the SMCC Clery Geography (the decision to issue a Community Notification for an off-campus crime will be made on a case by case basis depending on an assessment of various factors which include but are not limited to: the nature of the crime, the exact location, the time of the incident, the local police response, and guidance to campus officials and the potential direct effect on the campus community).
- A minor security or safety issue.
- Facilities-related issues that may cause a disruption to one or more campuses.

Community Notifications are typically written by the Chief of Police or designee and are distributed via email.

Community Notifications may be distributed to the entire campus community or to a segment(s) of the community that are affected, as deemed appropriate by MCCC Police.

Shelter-in-Place Procedures – What it means to “Shelter-in-Place”

If an incident occurs and the building(s) or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it may be safer to stay indoors. Leaving the area may expose you to that danger caused by high winds, limited visibility, and respiratory related issues to name a few. Thus, to “shelter-in-place” means to “make a shelter” using the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

Basic “Shelter-in-Place” Guidance

During an incident, if the building you are in is not damaged and still affords protection, stay inside. If possible, move to an interior room and away from glass or items that might become dangerous flying objects. Stay inside until you are told the area is safe by designated staff or it is obvious the incident has passed and no longer poses a danger to your well-being. If the building you are in is damaged and no longer affords protection from the incident, take your belongings needed for personal care (purse, wallet, medications) as long as it does not slow your exit. Follow the evacuation protocols for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators, etc.) Do not remove

personal items (i.e. pictures, computer, etc.) Once evacuated, seek shelter at the nearest safe building. Follow all instructions given by first responders if they are already on scene.

How You Will Know to “Shelter-in-Place”

A shelter-in-place notification may come from several sources, including SMCC Police, college employees, or other authorities utilizing the Campus’s emergency communications tools. Examples are door-to-door notifications, College Police patrol vehicle public address system, crime alerts, text messages, SMCC home page messages, mass e-mail, media alert (TV, print, radio, Internet), Facebook postings, Twitter messages and RSS feed.

How to “Shelter-in-Place”

No matter where you are, these basic steps should assist and should be considered unless instructed otherwise by emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies you may need if you must evacuate immediately. Supplies will also include any items you may need if utilities are severed and you must remain inside for a prolonged period of time (i.e. a flashlight, extra batteries, etc.) If you are caught outdoors, move quickly to the nearest undamaged building and take shelter.
2. If possible, your shelter area should be:
 - An interior room.
 - Without windows or with the least number of windows possible.
3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems if able. (Staff will turn off the ventilation as quickly as possible.)
6. Turn on a radio or TV (if power is still available) and listen for more information about the incident.

Evacuation Procedures

Limited Evacuation

District policy requires immediate evacuation when any fire alarm sounds within a building. All students, faculty, staff and any other individuals within the building must immediately depart the building using available exit routes if safe. All building occupants will follow instructions issued by MCCC Police personnel.

Conditions for temporary evacuation of a building or area also include, but are not limited to, incidents of mechanical, electrical or other facility-related failures; health, safety and/or environmental issues such as hazardous spills; and other emergency conditions. MCCC Police Department, in consultation with other campus offices, will decide if a limited evacuation is warranted.

Campus-wide Evacuation

For any event that significantly threatens South Mountain Community College, MCCC Police Department, in consultation with the College President will determine if a campus-wide evacuation is warranted.

If a decision is made to evacuate a campus building, you will be notified by activation of the **ALERTUS** System, audible/visual fire alarm system, (horns and/or white strobe lights), a phone call; text alert, verbally or by VOIP (some phones can be used as a speaker system) announcement. Once you are notified, evacuation is required.

- If possible, take the most important personal items with you, e.g. medications, keys, purse, and jacket).
- Close doors behind you but do not lock them.
- Do not use elevators.
- Evacuate the area by using the exits, follow directions and go to the assigned outdoor assembly area.
- If you are unable to leave the building or there is no ground floor access notify College Police of your situation and tell them what type of assistance you require (e.g. wheelchair user, breathing difficulties, visual impairment).

Once the campus is evacuated, it will be secured and no one will be allowed to re-enter without proper authorization.

The campus will remain closed until the decision to reopen is made by emergency responders and College Administration. Campus re-opening will be broadcast through email, text alert, web, and local radio and television stations.

For more information on what to do in an emergency, go to <http://www.southmountaincc.edu/public-safety/>

Special Assistance

- Individuals with disabilities are encouraged to prepare for emergencies ahead of time by discussing their need with appropriate personnel. Employees should discuss questions or concerns about emergencies with their supervisor and/or the EEO/ADA office. Students should discuss questions or concerns about emergencies with the Disability Resources (ADR) office on any campus:

DISABILITY RESOURCES AND SERVICES CONTACTS

South Mountain Community College

7050 S. 24th Street, Phoenix, AZ 85042

Catherine Pettet • catherine.pettet@southmountaincc.edu • (602) 243-8027

<http://www.southmountaincc.edu/disability-resources/>

- Plan ahead – know the areas where you work, attend class, or visit on campus.



- Identify at least two exits.
- Is there ground floor access? If there is not, and you normally use an elevator to enter and leave a building, you will need evacuation assistance. Do not use elevators during an emergency unless instructed by emergency responders.
- Find a friend or co-worker and ask if they would be willing to assist during an emergency. It is suggested that you find more than one friend or co-worker in the event that person is unavailable.
- Know the location of a telephone for each area you frequent.
- Once you have a plan, practice that plan.
- To learn more about emergency notification and evacuations procedures, go to the SMCC Police Department web site at: <http://www.southmountaincc.edu/public-safety/>.

Emergency Drills and Exercises

All emergency tests, drills and exercises shall be coordinated by the MCCCCD Police Department and conducted on a regular basis. The drills may be announced or unannounced to building occupants. In the case of an unannounced drill, only the Campus President or designee will be notified of the drill prior to the event to ensure proper participation. All employees, students, contractors and visitors on campus during a drill will participate and comply with orders or directions given by those in charge of the drill as if it were an actual incident. MCCCCD College Police at South Mountain conducted 2 Public Safety Presentations to Campus Security Authority. (CSA).

Security and Access to Campus Buildings and Grounds

The SMCC community is comprised of a student, faculty and staff population of approximately 4,058 individuals, with the college's many special events and programs attracting additional guests on a daily basis. As a public college, SMCC is accessible to the general public during regular business hours. Campus operating hours are 6a to 10p, Monday through Friday. Saturday 6a to 4p. The campus is closed Sundays and all holidays.

Most campus buildings and facilities are open to the public during the day and evening hours, when classes are in session and events are occurring. At other times campus buildings are generally locked and only faculty, staff and authorized individuals are admitted. Do not leave doors propped open or unlocked after hours.

Security Maintenance

Facilities and landscaping are maintained in manner that minimizes hazardous conditions. College Police at SMCCC regularly patrol the campus and report malfunctioning lights and other unsafe conditions to Facilities Maintenance and Operations for repair. Other members of the campus community should promptly report hazardous or unsafe conditions to either College Police or Maintenance and Operations.



Behavioral Intervention Team

Purpose

The South Mountain Community College Behavioral Intervention Team is committed to maintaining and improving College and community safety through a proactive, collaborative, objective and thoughtful approach to the identification and management of situations that pose, or may reasonably pose, a threat to the safety and well-being of the campus community.

Formation

The Behavioral Intervention Team is comprised of the following representatives: College Police, faculty, counseling, disability resources, code of conduct representative and is chaired by the Dean of Student Affairs.

Referrals

Anytime a safety concern arises that could impact the community a BIT referral form can be forwarded through college channels for review. These channels can be formal (college police, code of conduct process) or informal in nature.

Behavior Intervention Team May Consult with Others

The Behavior Intervention Team may gather information about a given case and may consult and meet with such other persons as it deems appropriate. Such persons may include, but are not limited to, the College's legal counsel and/or a representative of the College's EEO Office, with outside agencies such as the Phoenix Police Departments and Maricopa Behavior Mental Health- MISH (Maricopa Integrated Health Systems), and Arizona Counter-Terrorism Information Center (ACTIC).

Authority of Behavior Intervention Team

The Student Behavior Intervention Committee is authorized to make the following recommendations to human resources or student code staff:

- Require a student/employee to provide a mental health clearance. Recommend that a student/employee be restricted from being on campus and/or attending College events or activities pending the receipt of a mental health clearance. If a Review Process has not been initiated and the student/employee has not received a notice of an alleged Code of Conduct/employee conduct violation, the Committee must consult with legal counsel and obtain the authorization of the Chancellor or the Chancellor's designee prior to requiring the

student/employee to provide a mental health clearance or restricting the student/employee from campus and/or attending College events.

- A mental health clearance is an opinion issued by a mental health professional indicating whether, in the opinion of the mental health professional, the student's/employee's presence on a College campus presents a danger to the student/employee himself/herself or others.
- Recommend to a college official involved in a Review or Appeal Process: (a) what sanctions may be appropriate to impose if a student/employee is found to have engaged in a Code/policy violation; (b) whether to allow a student to withdraw and provide a mental health clearance as a condition of returning to the College, and/or (c) whether to require a student/employee to comply with other conditions recommended by the Committee.

Student Code of Conduct

The purpose of this Code is to help ensure a healthy, comfortable and educationally productive environment for students, employees and visitors.

Article I: Definitions

The following are definitions of terms or phrases contained within this Code:

1. "**Accused student**" means any student accused of violating this Student Conduct Code.
2. "**Appellate boards**" means any person or persons authorized by the college president to consider an appeal from a Student Conduct Board's determination that a student has violated this Student Conduct Code or from the sanctions imposed by the Student Conduct Administrator. The college president may act as the appellate board.
3. "**College**" means a Maricopa Community College or center.
4. "**College premises**" means all land, buildings, facilities and other property in the possession of or owned, used or controlled by the college or District.
5. "**College official**" means any person employed by the college or District, performing assigned administrative or professional responsibilities pursuant to this Student Conduct Code. The college president shall designate the college or center official to be responsible for the administration of the Student Conduct Code.
6. "**Complainant**" means any person who submits a charge alleging that a student violated this Student Conduct Code. When a student believes that s/he has been a victim of another student's misconduct, the student who believes s/he has been a victim will have the same rights under this Student Conduct Code as are provided to the complainant, even if another member of the college community submitted the charge itself.
7. "**Day**" means calendar day at a time when college is in session and shall exclude weekends and holidays.

8. "**Disruptive behavior**" means conduct that materially and substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting.
9. "**District**" means the Maricopa County Community College District.
10. "**Faculty member**" means any person hired by the college or District to conduct classroom or teaching activities or who is otherwise considered by the college to be a member of faculty.
11. "**May**" is used in the permissive sense.
12. "**Member of the college community**" means any person who is a student, faculty member, college official or any other person employed by the college or center. A person's status in a particular situation shall be determined by the college president.
13. "**Organization**" means any number of persons who have complied with the formal requirements for college recognition.
14. "**Policy**" is defined as the written regulations of the college and/or District as found in, but not limited to, this Student Conduct Code and Governing Board policy.
15. "**Shall**" is used in the imperative sense.
16. "**Student**" means any person taking courses at the college whether full-time or part-time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the college are considered "students".
17. "**Student Conduct Administrator**" means a college official authorized on a case by case basis by the college official responsible for administration of the Student Conduct Code to impose sanctions upon students found to have violated this Student Conduct Code. A Student Conduct Administrator may serve simultaneously as a Student Conduct Administrator and the sole member or one of the members of a Student Conduct Board. The college official responsible for administration of the Student Conduct Code may authorize the same Student Conduct Administrator to impose sanctions in all cases.
18. "**Student Conduct Board**" means any person or persons authorized by the college president to determine whether a student has violated this Student Conduct Code and to recommend sanctions that may be imposed when a violation has been committed.
19. "**Threatening behavior**" means any written or oral statement, communication, conduct or gesture directed toward any member of the college community, which causes a reasonable apprehension of physical harm to self, others or property. It does not matter whether the person communicating the threat has the ability to carry it out, or whether the threat is made on a present, conditional or future basis.

Article II: Judicial Authority

1. The college official responsible for administration of the Student Conduct Code shall determine the composition of Student Conduct Board and determine which Student Conduct Administrator, Student Conduct Board, and appellate board shall be authorized to hear each case.
2. The college official responsible for administration of the Student Conduct Code shall develop procedures for the administration of the judicial program and rules for the conduct of hearings that are consistent with provisions of this Student Conduct Code.



3. Decisions made by a Student Conduct Board and/or Student Conduct Administrator shall be final, pending the normal appeal process.

Article III: Prohibited Conduct

1. Jurisdiction of the College

The Student Conduct Code shall apply to conduct that occurs on college or District premises, or at college- or District-sponsored activities that adversely affects the college community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of admission through the actual awarding of a degree, certificate, or similar indicator of completion of a course of study, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Conduct Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

2. Temporary Removal of Student

Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to a faculty member's appropriate classroom rules or instructions, or interferes with the normal operations of the college. Students who engage in disruptive behavior or threatening behavior may be directed by the faculty member to leave the classroom or by the college official responsible for administration of the Student Conduct Code to leave the college premises. If the student refuses to leave after being requested to do so, college safety may be summoned. For involuntary removal from more than one class period, the faculty member should invoke the procedures prescribed in the Student Conduct Code.

3. Conduct - Rules and Regulations

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

A. Acts of dishonesty, including but not limited to the following:

- i. Furnishing false information to any college official or office.
- ii. Forgery, alteration or misuse of any college document, record or instrument of identification.
- iii. Tampering with the election of any college- recognized student organization.

B. Obstruction of teaching, research, administration, disciplinary proceedings or other college activities, including its public service functions on campus, in clinical settings or other authorized non-college activities, when the conduct occurs on college premises a faculty member may remove a student from a class meeting for disciplinary reasons. If a faculty member removes a student for more than one class period, the faculty member shall notify the college official responsible for administration of the Student Conduct Code in writing of the problem, action taken by the faculty member, and the faculty member's recommendation. If a resolution of the problem is not reached, the student may be removed permanently pursuant to appropriate due process procedures.

- C. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, conduct which threatens or endangers the health or safety of any person, and/or disruptive behavior as defined in Article II.B above.
- D. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property.
- E. Failure to comply with direction of college officials or law enforcement officers in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- F. Unauthorized possession, duplication or use of keys to any college premises, or unauthorized entry to or use of college premises.
- G. Violation of any college or District policy, rule or regulation published in hard copy such as a college catalog, handbook, etc. or available electronically on the college's or District's website.
- H. Violation of federal, state or local law.
- I. Use, possession, manufacturing or distribution of illegal or other controlled substances except as expressly permitted by law.
- J. Illegal use, possession, manufacturing or distribution of alcoholic beverages or public intoxication.
- K. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises, or use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others, or property damage.
- L. Participation in a demonstration, riot or activity that disrupts the normal operations of the college and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any college building or area.
- M. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or supervised functions.
- N. Conduct that is disorderly, lewd or indecent; breach of the peace; or aiding, abetting or procuring another person to breach the peace on college premises or at functions sponsored by or participated in by the college or members of the academic community. Disorderly conduct includes but is not limited to: any unauthorized use of electronic or other devices or to make an audio or video record of any person while on college or District premises without his/her prior knowledge, or without his/her effective consent or when such a recording is likely to cause injury or distress. This includes, but is not limited to, secretly taking pictures of another person in a gym, locker room, or restroom.
- O. Attempted or actual theft or other abuse of technology facilities or resources, including but not limited to:
 - i. Unauthorized entry into a file, to use, read or change the contents or for any other purpose.
 - ii. Unauthorized transfer of a file.



- iii. Unauthorized use of another individual's identification and/or password.
 - iv. Use of technology facilities or resources to interfere with the work of another student, faculty member or college official.
 - v. Use of technology facilities or resources to send obscene or abusive messages.
 - vi. Use of technology facilities or resources to interfere with normal operation of the college technology system or network.
 - vii. Use of technology facilities or resources in violation of copyright laws.
 - viii. Any violation of the District's technology resource standards.
 - ix. Use of technology facilities or resources to illegally download files.
- P. Abuse of the Student Conduct system, including but not limited to:
- i. Falsification, distortion or misrepresentation of information before a Student Conduct Board.
 - ii. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.
 - iii. Invoking a Student Conduct Code proceeding with malicious intent or under false pretenses.
 - iv. Attempting to discourage an individual's proper participation in, or use of, the Student Conduct system.
 - v. Attempting to influence the impartiality of the member of a judicial body prior to, and/or during the course of, the Student Conduct Board proceeding.
 - vi. Harassment, either verbal or physical, and/or intimidation of a member of a Student Conduct Board prior to, during and/or after a Student Conduct Board proceeding.
 - vii. Failure to comply with the sanctions imposed under this Student Conduct Code.
 - viii. Influence or attempting to influence another person to commit an abuse of the Student Conduct Code system.
 - ix. Failure to obey the notice from a Student Conduct Board or college official to appear for a meeting or hearing as part of the Student Conduct system.
- Q. Engaging in irresponsible social conduct.
- R. Attempt to bribe a college or District employee.
- S. Stalking behavior, which occurs if a student intentionally or knowingly maintains visual or physical proximity toward another person on two or more occasions over a period of time and such conduct would cause a reasonable person to fear for his or her safety.

4. Violation of Law and College Discipline

- A. Disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Conduct Code (that is, if both possible violations result from the same factual situation) without regard to pending of

civil or criminal litigation. Proceedings under this Student Conduct Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the college official responsible for administration of the Student Conduct Code. Determinations made or sanctions imposed under this Student Conduct Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of college rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

- B. When a student is charged by federal, state or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under this Student Conduct Code, however, the college may advise off campus authorities of the existence of this Student Conduct Code and of how such matters will be handled internally within the college community. The college will cooperate fully with the law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting within their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Article IV: Student Conduct Code Procedures

1. Charges and Student Conduct Board Hearings

- A. Any member of the college community may file charges against a student for violations of this Student Conduct Code. A charge shall be prepared in writing and directed to the Student Conduct Administrator. Any charge should be submitted as soon as possible after the event takes place, preferably within thirty (30) days following the incident. Misconduct charges of a sexual nature, including sexual harassment and sexual assault, should be sent to the vice president of student affairs who is the designated Title IX Coordinator at each MCCCDC college. Title IX protects students from sexual misconduct and other forms of discrimination in connection with all academic, extracurricular, athletic, and other programs sponsored by the college at any college facility or other location. The Title IX Coordinator (or designee) will conduct an investigation that is prompt, thorough, and impartial according to the MCCCDC sexual harassment complaint process.
- B. The Student Conduct Administrator may conduct a prompt, thorough, and impartial investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Student Conduct Administrator. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the Student Conduct Administrator will convene the student conduct board. If the student admits violating institutional rules, but sanctions are not agreed to, the hearing shall be limited to determining the appropriate sanction(s).
- C. All charges shall be presented to the accused student in written form. The Student Conduct Administrator will provide written notice of the time, date, and location of the student conduct hearing. The notice will describe the evidence of alleged misconduct, the code provisions violated, and the possible sanctions. The student conduct hearing notice,



plus a copy of this code, shall be provided to the student accused of misconduct no less than five (5) workdays before the hearing date. The hearing will be held no more than fifteen (15) workdays after the student has been notified unless the Student Conduct Administrator extends the deadline for good cause in his or her sole discretion.

- D. Hearings shall be conducted by a Student Conduct Board according to the following guidelines, except as provided by Article IV 1.G below:
- i. Student Conduct Board hearings normally shall be conducted in private.
 - ii. The complainant, accused student and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board hearing at which information is received (excluding deliberations). Admission of any person to the hearing shall be at the discretion of the Student Conduct Board and/or its Student Conduct Administrator.
 - iii. In Student Conduct Board hearings involving more than one accused student, the Student Conduct Administrator, in his or her discretion, may permit the Student Conduct Board hearing concerning each student to be conducted either separately or jointly.
 - iv. The complainant and the accused shall have the right to be assisted by any advisor they choose, at their own expense. A party who elects to be assisted by an advisor must notify the student conduct administrator of the name and contact information of the advisor not less than two (2) days before the scheduled hearing. The advisor must be a member of the college community and may not be an attorney. Both the complainant and the accused are responsible for presenting their own information and, therefore, advisors are not permitted to speak or participate directly in any Student Conduct Board hearing before a Student Conduct Board.
 - v. The complainant, the accused student, and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board. The Student Conduct Administrator will try to arrange the attendance of possible witnesses who are members of the college community, if reasonably possible, and who are identified by the complainant and/or accused student at least two days prior to the Student Conduct Board hearing. Witnesses will provide information to and answer questions from the Student Conduct Board. Questions may be suggested by the accused student and/or complainant to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Board with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved in the discretion of the chairperson of the Student Conduct Board.
 - vi. The Student Conduct Administrator will present the information he or she received.
 - vii. Pertinent records, exhibits, and written statements may be accepted as information for consideration by a Student Conduct Board at the discretion of the chairperson.
 - viii. All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.

- ix. After the portion of the Student Conduct Board hearing concludes in which all pertinent information has been received, the Student Conduct Board shall determine (by majority vote if the Student Conduct Board consists of more than one person) whether the accused student violated the section of this Student Conduct Code which the student is charged with violating.
 - x. The Student Conduct Board's determination shall be made on the basis of whether it is more likely than not that the accused student violated this Student Conduct Code.
- E. There shall be a single verbatim record, such as a tape recording, of all Student Conduct Board hearings before a Student Conduct Board (not including deliberations). The record shall be the property of the District.
 - F. No student may be found to have violated this Student Conduct Code because the student failed to appear before a Student Conduct Board. In all cases, the evidence and support of the charges shall be presented and considered.
 - G. The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the college official responsible for administration of the Student Conduct Code.

2. Sanctions

- A. The following sanctions may be imposed upon any student found to have violated the Student Conduct Code:
 - i. **Warning** - a written notice to the student that the student is violating or has violated institutional rules or regulations.
 - ii. **Probation** - a written reprimand for violation of specified rules or regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional rules or regulation(s) during the probationary period.
 - iii. **Loss of Privileges** - denial of specified privileges for a designated period of time.
 - iv. **Restitution** - compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - v. **Discretionary Sanctions** - work assignments, essays, service to the college, or other related discretionary assignments. (Such assignments must have the prior approval of the Student Conduct Administrator.)
 - vi. **College Suspension** - separation of the student from all the colleges in the District for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

vii. **College Expulsion** - permanent separation of the student from all the colleges in the District.

- B. More than one of the sanctions listed above may be imposed for any single violation.
- C. Other than college expulsion, disciplinary sanction shall not be made part of the student's academic record but shall become part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions upon the student's application to the Student Conduct Administrator. Cases involving the imposition of sanctions other than suspension or expulsion shall be expunged from the student's confidential record seven (7) years after final disposition of the case.

In situations involving both an accused student(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the accused student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the college community of each may be impacted.

- D. The following sanctions may be imposed upon groups or organizations:
 - i. Those sanctions listed above in Article IV 2. A. 1 through 4.
 - ii. Loss of selected rights and privileges for a specified period of time.
 - iii. Deactivation - loss of all privileges, including college recognition for a designated period of time.
- E. In each case in which a Student Conduct Board determines that a student and/or group or organization has violated the Student Conduct Code, the sanction(s) shall be determined and imposed by the Student Conduct Administrator. In cases in which persons other than, or in addition to, the Student Conduct Administrator have been authorized to serve as the Student Conduct Board, the recommendation of the Student Conduct Board shall be considered by the Student Conduct Administrator in determining and imposing sanctions. The Student Conduct Administrator is not limited to sanctions recommended by members of the Student Conduct Board. Following the Student Conduct Board hearing, the Student Conduct Board and the Student Conduct Administrator shall advise the accused student, group and/or organization (and a complaining student who believes s/he was the victim of another student's conduct) in writing of its determination and of the sanction(s) imposed, if any.

3. **Emergency Suspension**

If a student's actions pose an immediate threat or danger to any member of the college community or the educational processes, a college official responsible for administering the Student Conduct Code may immediately suspend or alter the rights of a student pending a Student Conduct Board hearing. Scheduling the hearing shall not preclude resolution of the matter through mediation or any other dispute resolution process. The decision will be based on whether the continued presence of the student on the college campus reasonably poses a threat to the physical or emotional condition and well-being of any individual, including the student, or for reasons relating to the safety and welfare of any college property, or any college function. When an emergency suspension is imposed, the student conduct administrator will seek to resolve the complaint at the earliest possible date.

This suspension is not a sanction but an effort to protect people and property and prevent disruption of college operations.

In imposing an emergency suspension, the college official responsible for administration of the Student Conduct Code may direct that the student immediately leaves the college premises and may further direct the student not to return until contacted by that official. An accused student shall be in violation of this policy regardless of whether the person who is the object of the threat observes or receives it, as long as a reasonable person would interpret the communication, conduct or gesture as a serious expression of intent to harm.

4. **Administrative Hold**

The Student Conduct Administrator may place a temporary administrative hold preventing an accused student's registration, financial aid award, transcript release, or graduation if it is necessary to secure the student's cooperation in the investigation or compliance with a direction. This hold is not a sanction but a necessary step to resolve the complaint promptly.

5. **Academic Consequences**

Violations of the student conduct code can have academic consequences if the violation also constitutes failure to meet standards of performance or professionalism set by the instructor or the program, or if it constitutes cheating, plagiarism, falsification of data, or other forms of academic dishonesty. The instructor may award a failing grade for the assignment or the course in such cases, and the program faculty may decide that the student is ineligible to continue in the program. Academic consequences are determined by the faculty and academic administration and are not dependent on the decisions of the student conduct board, the appeals board, or the student conduct administrator.

6. **Appeals Regarding Student Code of Conduct**

- A. A decision reached by the Student Conduct Board judicial body or a sanction imposed by the Student Conduct Administrator may be appealed by accused students or complainants to an Appellate Board within five (5) days of receipt of the decision. Such appeals shall be in writing and shall be delivered to the Student Conduct Administrator.
- B. Except as required to explain on the basis of new information, an appeal shall be limited to the review of the verbatim record of the Student Conduct Board hearing and supporting documents for one or more of the following purposes:
 - i. To determine whether the Student Conduct Board hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complainant a reasonable opportunity to prepare and present information that the Student Conduct Code was violated and giving the accused student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
 - ii. To determine whether the decision reached regarding the accused student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Conduct Code occurred.

- iii. To determine whether the sanction(s) imposed was appropriate to the violation of the Student Conduct Code which the student was found to have committed.
 - iv. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Board hearing.
- C. If an appeal is upheld by the appellate board, the matter shall be returned to the original Student Conduct Board and Student Conduct Administrator for reopening of the Student Conduct Board hearing to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld, the matter shall be considered final and binding upon all concerned.

Article V: Interpretation and Revision

Any question of interpretation regarding the Student Conduct Code shall be referred to the college official responsible for administration of the Student Conduct Code for final determination. The SMCC Student Code of Conduct and Student Disciplinary Procedures can be found at: <https://district.maricopa.edu/regulations/admin-regs/section-2/2-5#2.5.2>

EMPLOYMENT STANDARDS PURPOSE

To set out the rules of performance and conduct applicable to certain MCCCCD employees.

APPLICABILITY

All appointed, classified, and non-classified MCCCCD employees.

POLICY

1. Rules. All covered employees shall to adhere to the following rules of performance and conduct. These rules include the employment standards established by the Governing Board in Administrative Regulation 6.7 in addition to other rules as described below. These rules are examples of expected performance and conduct and are not all-inclusive. Other rules are contained in applicable laws or specific college/division/department policies. MCCCCD reserves the right to amend these rules and establish additional rules as necessary. There are three separate categories of rules divided by type of conduct. There are two separate groups divided by seriousness in each type.



Conduct

1. Willful and intentional violation of any state or federal law, applicable ordinance, MCCCDC Governing Board policy, or MCCCDC administrative regulation that affects the employee's ability to perform his or her job.
2. Making a false statement of or failing to disclose a material fact in the course of seeking employment or re-assignment of position at MCCCDC.
3. Willful and intentional commitment of acts of fraud, theft, embezzlement, misappropriation, falsification of records or misuse of MCCCDC funds, goods, property, services, technology or other resources.
4. Conviction of a felony or misdemeanor that adversely affects an employee's ability to perform job duties or has an adverse effect on MCCCDC if employment is continued.
5. Fighting with a fellow employee, visitor, or student, except in self-defense. Committing acts of intimidation, harassment or violence, including (but not limited to) oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm, or other violations of MCCCDC Administrative Regulation 6.21 - Workplace Violence Prevention policy.
6. Reporting to work under the influence of alcohol and/or illegal drugs or narcotics; the use, sale, dispensing, or possession of alcohol and/or illegal drugs or narcotics on MCCCDC premises, while conducting MCCCDC business, or at any time which would interfere with the effective conduct of the employee's work for the MCCCDC; the use of illegal drugs; or testing positive for illegal drugs. The exception would include the consumption of alcohol at a reception or similar event at which the employee's presence is clearly within the scope of employment.
7. Possessing firearms or other weapons on MCCCDC property, except as may be required by the job or as otherwise permitted by law.
8. Knowing failure of an employee who is authorized to drive MCCCDC vehicles to report to the supervisor, the district Risk Manager, and the manager responsible for authorizing the use of college vehicles, within 48 hours or when reasonable in the event of vacation, sick leave, or other approved time away, any conviction for driving under the influence of alcohol or drugs, moving traffic violations, or drivers' license suspension or revocation that occurs, regardless of whether or not the driver was operating a college or district owned, privately owned, rented or borrowed vehicle, or other violation of Administration Regulation 4.14 – Motor Vehicle Usage.
9. Knowing failure of an employee to maintain an acceptable conditional driving record.
10. Engaging in sexual harassment or other illegal discrimination based on race, color, religion, gender, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information, or other violation of MCCCDC Administrative Regulation 5 – Non-Discrimination Policy.

11. Dishonesty or dishonest actions, including but not limited to lying, deceitfulness, or making false statements.

12. Soliciting or accepting a gift, gratuity, bribe, or reward for the private use of the employee, or otherwise using one's position, identification, name, photograph or title for personal gain, or otherwise violating the State of Arizona's conflict of interest laws for public employees or MCCCDC Administrative Regulation 1.18 – Gifts, Gratuities and Unrelated Compensation.

13. Unauthorized possession, use, neglect, misuse, abuse, or destruction of the private property or assets of or another employee that occurs during work time.

14. Willful and intentional violation of MCCCDC's Hiring of Relatives policy or Administrative Regulation 4.18 - Consensual Relationships policy. <https://district.maricopa.edu/regulations/admin-regs/section-4/4-18>

Penalties for Violations

Violations of these standards may result in corrective action as provided in Policy C-4 –Progressive Discipline Policy.

Not Eligible for Rehire Provision

Employees who are terminated or non-renewed due to a determination that the employee has violated Maricopa Employment Standards set forth in Administrative Regulation 6.7, or who resign in lieu of such termination or nonrenewal by agreement or otherwise, are not eligible for rehire within the Maricopa Community College District. Employees will be afforded notice of such a determination and an opportunity to be heard pursuant to the applicable employee policy or administrative regulation.

Recommendations

The Vice Chancellor for Human Resources or designee is responsible for reviewing documented violations of employment standards, establishing procedures for the review of recommended disciplinary action to be taken, and determining whether the recommended disciplinary action is consistent with the documented violations of the employment standards. The Vice Chancellor for Human Resources or designee shall have final authority to recommend disciplinary action under this policy and shall document the rationale for all decisions. To the extent that the recommendation for disciplinary action by the Vice Chancellor for Human Resources or designee differs from the recommendation of the employee's College President or Vice Chancellor or other Chancellor's Executive Council Member, the Chancellor shall be misuse, or abuse of the property or assets of MCCCDC, including but not limited to: MCCCDC vehicles, tools, equipment, supplies, e-mail, telephones, television, internet services; seal, logo, name, and other intellectual property of MCCCDC.

Whistleblower Protection

1. Pursuant to ARS §38-532, no adverse personnel action will be taken against an employee of the Maricopa County Community College District in retaliation or reprisal for written disclosure of information of a public concern to a public body concerning an alleged violation of law,



mismanagement, gross waste of monies or abuse of authority (collectively referred to herein as "alleged wrongful conduct").

2. "Public Body" is defined as the Arizona Attorney General, the Arizona Legislature, the Governor of Arizona, the Maricopa County Attorney, a federal, state or local law enforcement agency, or the Maricopa County Community College District Governing Board.
3. It is prohibited personnel practice for an employee who has control over personnel actions, to knowingly take an adverse personnel action against an employee in retaliation for disclosing alleged wrongful conduct to a public body. Any District employee found to have so retaliated is subject to dismissal subject to termination procedures as set forth in District policy and a civil penalty of up to five thousand dollars (\$5,000).
4. This policy may not be used as a defense by an employee who is being or has been disciplined for legitimate reasons or cause under District policy, and it shall not be a violation of this policy to take an adverse personnel action towards an employee whose conduct or performance warrants discipline.
5. Any District employee who knowingly makes false allegations of alleged wrongful conduct to a public body shall be subject to discipline, up to and including termination of employment subject to termination procedures as set forth in District policy and a civil penalty of up to twenty-five thousand dollars (\$25,000).
6. An adverse personnel action under this policy is defined as one of the following if the reason for the action was prior disclosure of alleged wrongful conduct to a public body:
 - A. Termination of employment
 - B. Demotion with salary reduction
 - C. Imposition of suspension without pay
 - D. Receipt of written reprimand
 - E. Failure to appoint, promote or reemploy
 - F. Negative performance evaluation
 - G. Withholding of appropriate salary adjustments
 - H. Involuntary transfer or reassignment
 - I. Elimination of the employee's position absent a reduction in force, reorganization or by reason of a decrease or lack of sufficient funding, monies or workload
 - J. Significant changes in duties or responsibilities which is inconsistent with the employee's salary or grade level
7. An employee or former employee (an employee who has been dismissed) who believes he or she has been subjected to an adverse personnel action based on prior disclosure of alleged wrongful conduct may protest the action by filing a claim of retaliation and having it considered in accordance with the following procedures:
 - A. A written complaint setting forth the basis for the claim or retaliation must be filed with the Chancellor or designee within 10 days of the effective date of the action taken against him/her.
 - B. The Chancellor or his/her designee shall name within five working days after receipt of a complaint described in paragraph (a), a Whistleblower Hearing Committee to hear the complaint.



- C. The committee shall be composed of three persons not associated with the incident or allegations. The make-up of the committee shall be as follows: one College President from a college not related to the alleged violation to be named by the Chancellor; one District employee named by the complainant; one District employee named by the individual who is accused of committing a prohibited personnel practice.
 - D. The committee shall make an initial determination of jurisdiction over the subject matter within 10 working days after receipt of the complaint by the Chancellor. This means that, based upon the contents of the written complaint and any additional information the parties desire to submit, the committee will decide whether (1) the complainant did, in fact, disclose information to a public body as defined by the law and policy and (2) whether an adverse personnel action as set forth in Paragraph 6 took place. If the answer to either (1) or (2) is "no," no further action will take place.
 - E. If the answers to (1) and (2) in Paragraph 7 (d) are yes, the committee will accept jurisdiction and set a hearing date no later than 30 calendar days after receipt of the complaint by the Chancellor.
 - F. At the hearing, a determination of whether the adverse personnel action was retaliation for the disclosure or whether it was based upon other supportable reasons will be determined. Also, the issue of whether the complainant knowingly made false allegations to a public agency as described in Paragraph 5 will be decided if raised.
 - G. All parties at the hearing may be represented by counsel.
 - H. The hearing will be open to the public except where the complainant requests a confidential hearing. The hearing will not be subject to the technical rules of evidence except the rule of privilege recognized by the court. Each side will have the opportunity to call witnesses, present evidence, and cross-examine the other party's witnesses. The hearing will be recorded and transcribed upon the request of either party. The requesting party will bear the cost of transcription.
 - I. The committee will issue findings of fact within 15 days after the conclusion of the hearing. The committee's findings are final. These findings will be forwarded to the Governing Board along with the committee's recommendation for appropriate discipline, if applicable. The Governing Board shall make the final decision with regard to imposition of discipline or fine.
 - J. Complaints against the Governing Board or an appeal of the decisions made in accordance with this policy must be filed in Superior Court.
8. The District shall have Ombudsperson Services that are available to the external (non-employees) community and internal employee community to address complaints and concerns relative to the operations of the Maricopa County Community College District. These services may be staffed by District employees or may be contracted or both. The District shall also maintain a 24-hour hotline for the submission of complaints and concerns (anonymous or otherwise). These services are not considered to be services of the "public body" as defined in section 2 of this policy; persons seeking whistleblower protection may avail the services of the public body as defined in section 2.

9. Among the concerns or complaints that may be reviewed by the Ombudsperson are unsolicited, derogatory and anonymous complaints or concerns about employees. These shall not be reviewed separately by the Governing Board.

10. Quarterly, the Chancellor shall submit to the Governing Board and District Audit and Finance Committee summary information on the number of Ombuds and 24-Hour Hotline complaints in the District. Such report shall protect the identity of Ombuds and 24-Hour Hotline reporters. Quarterly, the Chancellor also shall submit to the Governing Board and District Audit and Finance Committee summary information on complaints and concerns submitted to the external and internal Ombudsperson Services. Identities shall be protected.

<https://district.maricopa.edu/regulations/admin-regs/section-6/6-20>

Workplace Violence MCCCD Governing Board Policy

Purpose

Maricopa County Community College District promotes a safe environment for its employees, students and visitors. The College is committed to maintaining an environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. The College provides training, education and resources to promote a safe environment and to help prevent instances of work place violence.

GENERAL POLICY

Violence, threats, harassment, intimidation, and any other disruptive behavior, which carries an expressed, implied or perceived intent to cause harm to a person or property at any Maricopa County Community College facility or sponsored event will not be tolerated. It is the responsibility of every employee, student, or visitor to Maricopa County Community College to report any occurrence of such conduct. The College will investigate all reports; deal with all violations in accordance with the College Personnel Policy Statement for College Employees and/or the Student Rights and Responsibilities and report to legal authorities, as appropriate, for criminal prosecution.

Prohibited Behavior

For example, and without limiting the generality of the foregoing statement, this policy prohibits:

- a. Direct threats or physical intimidation.
- b. Implications or suggestions of violence.
- c. Stalking.



- d. Assault of any form.
- e. Physical restraint, confinement.
- f. Dangerous or threatening horseplay.
- g. Loud, disruptive, or angry behavior or language that is clearly not part of the typical work environment
- h. Blatant or intentional disregard for the safety or well-being of others.
- i. Commission of a violent felony or misdemeanor on MCCCCD property.
- j. Abuse.
- k. Violation of a protective order or restraining order.
- l. Any other act that a reasonable person would perceive as constituting a threat of violence.

This list is illustrative only and not exhaustive.

Future Violence

Employees, students, and visitors who have reason to believe they, or others, may be victimized by a violent act sometime in the future, at the workplace or as a direct result of their relationship with MCCCCD, shall inform a supervisor or manager as soon as possible. The supervisor or manager shall inform the MCCCCD College Police Department. Students, contractors, and visitors shall contact MCCCCD College Police Department as soon as possible.

Restraining Orders

Employees who have signed and filed a restraining order, temporary or permanent, against an individual due to a potential act of violence, who would be in violation of the order by coming near them at work, shall immediately supply a copy to the Department Director, Human Resources, and MCCCCD College Police.

Violations

Any employee who is found to have committed workplace violence will be subject to disciplinary action and may be directed to stay away from MCCCCD premises. Violators may also be subject to criminal prosecution.

District Policies

Workplace is defined as any location where MCCCCD business, programs, activities or services are provided, including classrooms, conference rooms, parking lots, etc. For purposes of this policy, “workplace violence” shall mean any behavior, act or statement that:

- Would be interpreted by a reasonable person to be aggressive, intimidating, or harassing, and



which carries an expressed, implied or perceived intent to cause harm to a person or property.

Workplace violence is considered a violation of MCCC CD employee and student codes of conduct and may subject an individual to discipline in accordance with the terms of the applicable policies and procedures (see MCCC CD Personnel Policy Statement for College Employees and Student Rights and Responsibilities.) Contractors and their agents conducting business with MCCC CD are expected to take appropriate corrective action to respond to incidents of workplace violence. Where appropriate, violators may be subject to legal action. Workplace violence may also constitute a violation of state law and could subject the offender to other legal measures up to and including arrest (ARS 13-1201 Endangerment, ARS 13-1202 Threatening or Intimidating, ARS 1301203 Assault, ARS 13-3601 Domestic Violence).

Procedures for Reporting Workplace Violence

Every member of the College community, including contractors and their agents, is responsible for reporting instances of workplace violence in accordance with College policy:

- In emergency situations, contact College Police at (480)784-0900. The student or employee should then report the incident to his/her appropriate supervisor, faculty member or administrator.
- In non-emergency situations, workplace violence should be reported first to an immediate supervisor, with subsequent notification by the supervisor to the College Police Department.
- The College Police Department should be contacted if there is a witnessed instance or report of workplace violence and the supervisor is unknown or unavailable.

Every supervisor, faculty member or administrator is responsible for responding promptly and thoroughly to allegations of workplace violence, in accordance with the terms of this provision. Reported instances of workplace violence should be addressed as follows:

- Students: the appropriate individual (i.e., faculty member, division dean, dean), in accordance with the Student Rights and Responsibilities, shall address reported instances of workplace violence; where appropriate, disciplinary action may be administered.
- Employees: the appropriate immediate supervisor, in accordance with the Personnel Policy Statement for College Employees, shall address reported instances of workplace violence. Supervisors will consult the Maricopa County Community College Police Department, EEOC and/or Employee Relations Office (Human Resources), and administrator about appropriate resolution of instances of workplace violence, including possible referral to the Employee Assistance Program. Where appropriate, disciplinary action may be administered in accordance with the Personnel Policy Statement for College Employees.
- Independent contractors and their agents, visitors and other non-employees doing business with Maricopa County Community College: parties involved in reported instances of workplace violence may be removed from the premises and may be subject to administrative action, criminal penalties, or both. College employees, in conjunction with the appropriate administrator, shall consult with College Police, EEO and/or Employee Relations Office about appropriate resolution of such instances.

Sexual Violence Prevention and Response

The Maricopa County Community College District and South Mountain Community College does not tolerate sexual misconduct, which includes: sexual assault, domestic violence, dating violence, stalking, sexual harassment, or any other forms of nonconsensual sexual activity. Sexual misconduct in any form violates the MCCC Student Code of Conduct, along with Arizona state law. Maricopa County Community College District and South Mountain Community College will respond administratively if the sexual violence, domestic violence and stalking or other crime is perpetrated by a student or employee. Students and employees are subject to college rules and policies regarding appropriate behavior including policies prohibiting sexual harassment. Sanctions may be imposed that range from suspension to expulsion for students, and discipline that may include termination for employees.

Campus SaVE Act – Sexual Assault, Domestic and Dating Violence, and Stalking

The Campus Sexual Violence Elimination Act (SaVE Act) was passed in March 2013 as part of the Violence Against Women Reauthorization Act (VAWA). As a result, South Mountain Community College must include statistics on incidents of Sexual Assault, Domestic Violence, Dating Violence, and Stalking. SMCC recognizes that sexual misconduct, including sexual violence, is a national problem, and college and university campuses certainly have not been immune. Such violence has a profound impact on a victim's academic, social, and personal life, and negatively affects the experiences of their friends and families, other students, and all members of the college community.

South Mountain Community College is committed to combatting this complex social problem and strives to foster a positive learning, working, and living environment that promotes every individual's ability to participate fully in the SMCC experience without fear of sexual violence or sexual harassment. Through college policies, awareness efforts, education and training programs, and advocacy, every member of the SMCC community should be prepared to actively contribute to a culture of respect and to work to keep our community free from sexual assault, sexual violence, domestic violence, dating violence, sexual harassment, stalking, exploitation, and intimidation. To view applicable MCCC/S MCC policies go to: <https://district.maricopa.edu/regulations/admin-regs/section-2/2-5>

Cases involving allegations of sexual misconduct that are reported at SMCC are promptly, fairly, and thoroughly investigated, in accordance with the Maricopa County Community College District Student Code of Conduct. SMCC provides victims with resources that let them know they are not alone including, but not limited to, providing guidance on filing a police report, talking with counselors and changing academic or campus work situations. To learn more, go to <https://district.maricopa.edu/consumer-information/title-ix/reporting>



Reporting a Sexual Assault

Victims often have difficulty reporting a sexual assault for numerous reasons, such as knowing the suspect, fear of retaliation, fear of parents knowing about the incident, or fear of getting trouble with law enforcement. Despite these concerns, it is vital to report such incidents in order to prevent the perpetrator from hurting anyone else.

Any student or employee who witnesses sexual violence or is informed about an alleged sexual offense shall, as soon as possible after such an event, contact the Maricopa County Community College POLICE Department at (480) 784-0900 or 911. Visitors are strongly encouraged to report any information they have regarding alleged sexual offenses to the MCCC CD Police. Further, any student, employee or visitor who is a victim of sexual violence on college-controlled premises or at any college sponsored or supervised activity is encouraged to report immediately such violence to MCCC CD Police and may obtain redress through college processes and the civil or criminal justice system.

We strongly encourage victims of sexual assault, domestic violence, dating violence, sexual harassment, or stalking to seek support and report the incident. The following reporting options are available to SMCC students, faculty and staff who have been victimized or who know someone who is being victimized. We understand individual circumstances may determine if and how a victim choose to make a report. A victim can choose to pursue one or more of these reporting options.

Where to File A Report on Campus

MCCC CD Police Office at SMCC (480) 784-0900
Public Safety Building

SMCC Dean of Student Life (602) 243-8321
Student Union

Title IX Coordinator (602) 243-8036
SES Building

Victims of sexual assault, domestic violence, dating violence, or stalking are encouraged to report the incident to the campus police. The MCCC CD Police Department can be contacted 24 hours a day, seven days a week at (480) 784-0900. If the incident occurred off campus, campus police officers will assist the victim in making a report to the appropriate law enforcement agency.

Sexual Violence

For the purpose of this procedure, the definition of sexual violence is any unwanted sexual contact or attention achieved by force, threats, bribes, manipulation, pressure, tricks or violence. Sexual violence may be physical or non-physical and includes sexual assault (rape), attempted sexual assault and acquaintance rape.

Sexual violence is committed by strangers and, more often, acquaintances, friends or relatives. Anyone can become a victim of sexual violence, regardless of age, race or income level. Maricopa County

Community College shall provide an environment that will, to the greatest extent possible, preclude the occurrence of and encourage the reporting of sexual violence.

If A Sexual Violence Offense Occurs, Victims Should Do the Following:

1. The victim should seek medical attention. It is important that the victim of sexual assault or domestic violence receive a medical examination for health and evidentiary reasons as soon as possible from any hospital emergency department.

2. In Arizona, evidence may be collected even if you choose not to make a report to law enforcement. Under the Violence Against Women and Department of Justice Reauthorization Act of 2005, starting in 2009, states must certify that they do not “require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, reimbursement for charges incurred on account of such an exam, or both.”

3. Preserve all evidence. A victim should not wash or bathe, use the toilet, douche, smoke or change clothes before seeking medical attention. If clothing is changed, all items worn during the assault should be placed into a paper bag and taken to the medical facility. Any bedding or linens associated with the assault should be preserved for evidentiary purposes if the assault occurred within the last 96-hours so that they can be used for prosecution or to obtain an order of protection. Even if the victim is unsure at the time regarding prosecution, it is important to gather as much evidence as possible allowing for future prosecution. It is important for victims to seek medical attention for the treatment of injuries as well as take steps to address concerns of pregnancy and/or sexually transmitted diseases.

4. If the victim does not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted diseases.

5. Preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to MCCCAD adjudicators/investigators or police.

6. As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with College Police or other law enforcement to preserve evidence in the event that the victim decides to report the incident to law enforcement or the College at a later date to assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order.

Effective January 2009, the Federal Government, under the Violence Against Women Act (VAWA), requires states which receives federal funding under VAWA, as Arizona does, to provide forensic sexual examinations to all patients regardless of whether police involvement is desired. The forensic sexual exam is always free of charge to the victim of sexual violence. To obtain a free exam, a victim should contact:

Sexual Assault Response Team (SART) Centers



The following Phoenix area family advocacy centers can perform this examination:

City of Phoenix Family Advocacy Center
2120 N Central Ave, #250
Phoenix, AZ 85004
602-534-2120

<http://acfan.net/centers/phoenix-family.htm>

Glendale Family Advocacy Center
6830 N. 57th Dr.
Glendale, AZ 85301
623-930-3720

<http://acfan.net/centers/glendale.htm>

Mesa Center Against Family Violence
130 N. Robson
Mesa, AZ 85201
480-644-4075

<http://acfan.net/centers/mesa-center.htm>

Salt River Pima Maricopa Indian Community Family Advocacy Center
10000 East Osborn Rd.
Building 10
Scottsdale, AZ 85256
480-362-5425

<http://acfan.net/centers/salt-river-center.htm>

Scottsdale Family Advocacy Center
10225 E Via Linda
Scottsdale, AZ 85258
480-312-6300

<http://acfan.net/centers/scottsdale-family.htm>

Southwest Family Advocacy Center
2333 N. Pebble Creek Pkwy, Suite A-200
Goodyear, AZ 85395
623.333.7900

<http://acfan.net/centers/southwest-family.htm>

Other Community Sexual Assault and Violence Support Services

- CASA (Center Against Sexual Abuse) **(602) 254-6400**



- Empact: 24-hour crisis intervention **(480) 784-1500, 480-784-1514**
- RAINN Sexual Assault Hotline (national) **1-800-656-4673**
- National Domestic Violence Hotline **1-800-799-7233**

Maricopa County Services

- Maricopa County Department of Corrections Victim Notification (602) 542-1853
- Maricopa County Attorney- Victim Assistance Program 602-506-8522
- Maricopa County Attorney's Office 602-506-4955
- Maricopa County Victim Restitution/Community Helpline 602-372-8286
- Terros - Help-On-Call, 24-Hour Crisis Line 602-685-6000
- Child Protective Services 1-888-767-2445 (1-888-SOS-CHILD)

Institutional Response to a Sexual Assault

If you or someone you know is the victim of a sexual crime, dating violence, domestic violence or stalking, the victim has specific rights, including:

- The right to report, or not to report, or seek assistance from law enforcement or campus authorities.
- If the victim chooses to report the incident, the college will assist victims in notifying either the campus police, or the local police if the incident occurred off of the campus. Filing a report does not mean the victim must pursue criminal charges. The victim maintains his or her rights throughout the process.
- If the victim of a sexual offense or relationship violence requests a change in his or her academic schedule, the Dean of Students and other offices at the college will assist the individual with making these changes, as long as they are reasonably available.

Role of the Title IX Coordinator

The President of the college has appointed a Title IX coordinator to oversee the college's central review, investigation, and resolution of reports of sexual harassment, sexual violence, intimate partner violence, and stalking under the College's Procedures for Resolution of complaints. The Title IX Coordinator also coordinates the College's compliance with Title IX.

SMCC Title IX Coordinator



Dr. Osaro Ighodaro
602-243-8036
Email: osaro.ighodaro@southmountaincc.edu

Title IX Investigator and Prompt Investigation a Proceedings

- If you have been the victim of a sexual crime, dating violence, domestic violence or stalking, several options are available for reporting the incident. You may wish first to discuss the incident privately with the Title IX Coordinator. The campus Police are always available to assist the victim with getting the support she/he requests.
- All proceedings will be conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault and stalking, and on how to conduct an investigation and hearing process that protects the safety of the victims and promotes accountability.
- Investigations will be completed promptly, generally within 45 to 60 calendar days of receipt of the report or complaint to allow time for due process. If the investigation cannot be concluded in the 45 to 60 calendar day timeframe, the Complainant, Respondent and appropriate Administrator(s) will be kept informed of the status of the investigation and anticipated date of conclusion.
- No adverse determination will be made against a Respondent prior to the Respondent being informed about the allegations contained within the report.
- The MCCC/SMCC Student Code of Conduct process is designed to afford a complainant (the person bringing the charge) and a respondent (the person who is answering the charge) a fair, prompt and appropriate resolution process. The process is designed to help people who need support as they address these incidents.

The Title IX Investigator manages the process when the alleged suspect is a SMCC Student. The full text of the protocol for how the college responds to sexual violence complaints through the campus conduct process can be found in the South Mountain Community College Student Handbook, under Campus Policies or visit the site of MCCC Student Rights and Responsibilities.

<http://www.southmountaincc.edu/public-safety/safety-policies/>
<https://district.maricopa.edu/regulations/admin-regs/section-2/2-5>

In determining whether the alleged conduct constitutes sexual harassment or sexual violence, stalking or domestic and dating violence, the full context in which the alleged incident occurred must be considered. In any case, both the accuser and the accused are entitled to the same opportunities to have their side presented during any disciplinary proceeding. Both the accuser and the accused will be informed of the outcome of any proceedings.

- During any complaint proceeding, the college has a range of sanctions available. Those sanctions may range from probation to suspension or expulsion from the college, depending upon the nature



and circumstances or the specific incident. Any sanction that the college may impose on the accused, is independent from any criminal or civil penalties that may be imposed by state or federal courts.

- If the alleged suspect is a campus employee, sanctions range from administrative discipline to suspension or termination of employment.

Disclosure to Alleged Victims of Crimes of Violence or Non-forcible Sex Offenses

SMCC will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense (i.e., incest or statutory rape) the report on the results of any disciplinary proceeding conducted by SMCC against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be provided with the results if so requested.

Appeal

Either or both the Complainant and/or the Respondent have the right to appeal the Title IX Coordinator decision to a designated Campus President. The appeal must be in writing, must be filed within ten (10) calendar days of the issuance of the Title IX Coordinator's decision, and must include all supporting materials and arguments that the person bringing the appeal believes support the appeal. Decisions not appealed within such time are deemed final.

In the Appeal Process, the President or his/her designee determines whether the student has violated the Code, and if so, determines the sanction(s) to be imposed as a result of the violation(s).

Students may refer to the current appeal process in the Student Code of Conduct, Article IV section 6 at: <https://district.maricopa.edu/regulations/admin-regs/section-2/2-5>

Assistance for Victims: Rights & Options

Regardless of whether the victim elects to pursue a criminal complaint, the college will assist victims of sexual assault, domestic violence, dating violence and stalking and will provide each victim with a written explanation of their rights. In Arizona, a victim of domestic violence, dating violence, sexual assault and stalking has the following rights:

Arizona Revised Statutes 13-4405. Information provided to victim by law enforcement agencies:

A. As soon after the detection of a criminal offense as the victim may be contacted without interfering with an investigation or arrest, the law enforcement agency that has responsibility for investigating the criminal offense shall provide the victim with a multi-copy form:

1. That allows the victim to request or waive applicable rights to which the victim is entitled, on request, under this article.
2. That provides the victim a method to designate a lawful representative if the victim chooses pursuant to section 13-4403, subsection A or section 13-4404.

3. That provides notice to the victim of all of the following information:

(a) The victim's right under the victims' bill of rights, article II, section 2.1, Constitution of Arizona, to be treated with fairness, respect and dignity and to be free of intimidation, harassment or abuse throughout the criminal or juvenile justice process.

(b) The availability, if any, of crisis intervention services and emergency and medical services and, where applicable, that medical expenses arising out of the need to secure evidence may be reimbursed pursuant to section 13-1414.

(c) In cases of domestic violence, the procedures and resources available for the protection of the victim pursuant to section 13-3601.

(d) The names and telephone numbers of public and private victim assistance programs, including the county victim compensation program and programs that provide counseling, treatment and other support services.

(e) The police report number, if available, other identifying case information and the following statement: If within thirty days you are not notified of an arrest in your case, you may call (the law enforcement agency's telephone number) for the status of the case.

(f) Whether the suspect is an adult or juvenile, a statement that the victim will be notified by the law enforcement agency at the earliest opportunity after the arrest of a suspect.

(g) If the suspect is an adult and has been arrested, the victim's right, on request, to be informed of the suspect's release, of the next regularly scheduled time, place and date for initial appearances in the jurisdiction and of the victim's right to be heard at the initial appearance and that, to exercise these rights, the victim is advised to contact the custodial agency regarding the suspect's release and to contact the court regarding any changes to the initial appearance schedule.

(h) If the victim chooses to exercise the right to be heard through a written statement, how that statement may be submitted to the court.

(i) That the victim or the immediate family member of the victim, if the victim is killed or incapacitated, has the right to receive one copy of the police report, including any supplements to the report, from the investigating law enforcement agency at no charge pursuant to section 39-127.

B. If at the time of contact with a law enforcement agency the victim is physically or emotionally unable to request or waive applicable rights, the law enforcement agency shall designate this on the multi-copy form and the entities that may be subsequently affected shall presume that the victim invoked the victim's right to request applicable rights to which the victim is entitled, on request, unless the victim later waives those rights.

C. The law enforcement agency shall submit a copy of the victim's request or waiver of pre-conviction rights form to the custodial agency and a copy to the prosecutor if a suspect is arrested, at the time the suspect is taken into custody. If there is no arrest, the form copies shall be submitted to the prosecutor at the time the case is otherwise presented to the prosecutor for review. The prosecutor shall submit a copy of the victim's request or waiver of pre-conviction rights form to the departments or sections of the prosecutor's office, if applicable, that are mandated by this article to provide victims' rights services on request.

D. If the suspected offender is cited and released, the law enforcement agency responsible for investigating the offense shall inform the victim of the court date and how to obtain additional information about the subsequent criminal proceedings.

E. Law enforcement agencies within a county may establish different procedures designed to efficiently and effectively provide notice of the victim's rights pursuant to this section and notice to affected entities of the victim request or waiver information. If different procedures are established, the procedures shall:

1. Be reported to the entities within a county affected by the procedures and reported to the attorney general.
2. Be designed so that custodial agencies and prosecutors within a county receive notice of the victim's request or waiver of the victim's pre-conviction rights at the same time that an adult suspect is arrested.
3. Be designed so that prosecutors within a county receive notice of the victim's request or waiver of the victim's pre-conviction rights, if there is no arrest, at the same time that the case is otherwise presented to the prosecutor for review.
4. Provide that the notice to affected entities of a victim's request or waiver of the victim's pre-conviction rights includes information that affords the affected entity the ability to contact the victim.
5. Be supported by use of brochures, forms or other written materials that are developed by the law enforcement agencies within a county and reviewed by the attorney general pursuant to section 13-4417, subsection B.

F. If a suspect has not been arrested at the time of contact with the victim pursuant to subsection A of this section, the law enforcement agency that is responsible for investigating the offense shall notify the victim of the arrest of a suspect at the earliest opportunity after the arrest and of the time, place and date for the initial appearance.

Further, South Mountain Community College complies with Arizona law in recognizing Orders of Protection and Restraining Orders. Employees or students that obtain an order from Arizona or any other state should provide a copy to the MCCCDCD Police office. A complainant may meet with the Campus Police to develop a Safety Action Plan, which is a plan for the campus police and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but not limited to: escorts, special parking arrangements, changing classroom location, allowing student to complete assignments from home etc. Orders may be obtained from the Justice Courts listed below.

To the extent of the victim's cooperation and consent, college offices, including College Police, the Dean of Students and Admissions and Records will work cooperatively to ensure that the complainant's health, physical safety, work (if employed on campus) and academic status are protected, pending the outcome of a formal college investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic or working situations in additions to counseling and assistance notifying appropriate law enforcement entities. To change academic or campus work situations contact the Dean of Students. Additionally, personally identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. The college does not publish the name of crime victims nor display identifiable information regarding victims in the MCCCDCD Police Department's Daily Crime Log.

Orders of Protection and Restraining Orders



A person who is being victimized may file a petition with a magistrate, justice of the peace, or superior court judge for an order of protection or restraining order. The petition must state the name of the plaintiff, name and address of the defendant, if known, specific statements of alleged incidents, relationship between the parties, and desired relief. A filing fee may be required. Go to <http://justicecourts.maricopa.gov/CaseTypes/domesticviolence.aspx> for further information on obtaining an order of protection or restraining order.

To obtain additional information on the forms necessary to file a petition please contact:

Downtown Justice Center
620 West Jackson #1044. Phoenix 85003
(602) 372-6300
Phoenix Municipal Court
300 West Washington St, Phoenix 85003
602-262-6421

Bystander Intervention

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.” We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. The following is a list of some ways to be an active bystander.

- Watch out for your friends and fellow students/employees.
- If you see someone who looks like they could be in trouble or need help, ask if they are ok.
- Confront people who seclude, hit on, and try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take sexual advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. Strategies to reduce one’s risk of sexual assault or harassment

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one’s risk of sexual assault or harassment.

The following tips may reduce your risk for many different types of crimes, including sexual violence.

- **Know your resources.** Who should you contact if you or a friend needs help? Where should you go? Locate resources such as the college police office, and a local sexual assault service provider. Program the MCCCDC College Police into your cell phone for easy access. 480.784.0911.
- **Stay alert.** When you're moving around on campus or in the surrounding neighborhood, be aware of your surroundings. Consider inviting a friend to join you or asking campus security for an escort. If you're alone, only use headphones in one ear to stay aware of your surroundings.
- **Be careful about posting your location.** Many social media sites, like Facebook and Foursquare, use geo-location to publicly share your location. Consider disabling this function and reviewing other **social media settings**.
- **Make others earn your trust.** A college environment can foster a false sense of security. They may feel like fast friends but give people time to earn your trust before relying on them.
- **Think about Plan B.** Spend some time thinking about back-up plans for potentially sticky situations. If your phone dies, do you have a few numbers memorized to get help? Do you have emergency cash in case you can't use a credit card? Do you have the address to your college memorized? If you drive, is there a spare key hidden, gas in your car, and a set of jumper cables?
- **Be secure.** Lock your door and windows when you're asleep and when you leave the room.

Safety in Social Settings

It's possible to relax and have a good time while still making safety a priority. Consider these tips for staying safe and looking out for your friends in social settings.

- **Make a plan.** If you're going to a party, go with people you trust. Agree to watch out for each other and plan to leave together. If your plans change, make sure to touch base with the other people in your group. Don't leave someone stranded in an unfamiliar or unsafe situation.
- **Protect your drink.** Don't leave your drink unattended and watch out for your friends' drinks if you can. If you go to the bathroom or step outside, take the drink with you or toss it out. Drink from unopened containers or drinks you watched being made and poured. It's not always possible to know if something has been added to someone's drink. In **drug-facilitated sexual assault**, a perpetrator could use a substance that has no color, taste, or odor.

- **Know your limits.** Keep track of how many drinks you've had and be aware of your friends' behavior. If one of you feels extremely tired or drunk than you should, you may have been drugged. Leave the party or situation and find help immediately.
- **It's okay to lie.** If you want to exit a situation immediately and are concerned about frightening or upsetting someone, it's okay to lie. You are never obligated to remain in a situation that makes you feel uncomfortable, **pressured**, or threatened. You can also lie to help a friend leave a situation that you think may be dangerous. Some excuses you could use are needing to take care of another friend or family member, an urgent phone call, not feeling well, and having to be somewhere else by a certain time.
- **Be a good friend.** Trust your instincts. If you notice something that doesn't feel right, it probably isn't.

Factors That Influence Intervention

- It's unclear that there is an emergency.
- Perceived personal cost is too high.
- Diffusion of responsibility ("Lots of people are around. Someone else will probably do something about it.")
- Similarities between the bystander and the potential offender (Someone who shares a lot in common with a potential offender will be less likely to act against them).
- Apathetic mood.
- The bystander's gender may influence their perception of whether it's appropriate to get involved.
- Perception that the prospective victim is inviting danger by being drunk, dressing provocatively, etc.
- Social norms (Intervening is easier when peers are nearby to approve of your actions).

Steps to Intervene

1) Assess the situation. Ensure that all parties are safe, and gauge whether the situation requires calling authorities. When deciding to intervene, your personal safety should be the #1 priority. When in doubt, call for help.

2) Decide whether to use direct or indirect action to resolve the problem. Examples of both types of action are below:

- **Direct Actions:** Point out someone's disrespectful behavior in a manner that will help de-escalate the situation, talk to a friend to ensure he/she is okay, call the police.
- **Indirect Action:** Recommend to a bartender or party host that someone has had too much to drink, make up an excuse to help someone get away from a potential offender, and call the local authorities.

3) Know your options. Once you've decided whether you want to handle the situation directly or indirectly (or a little of both), think of all the possible options for doing so. For instance, if you've decided to speak directly to the person displaying problematic behavior, do you want to do it right there in the moment, or take them aside later? If you want to deal with it indirectly, what resources can you access to help you handle the problem?

4) Intervene – with reinforcements. If safe to intervene, you’re likely to have a greater influence on the parties involved when you work together with someone or several people. Your safety is increased when you stay with a group of friends that you know well.

Campus SaVE Act Statistics

The Campus SaVE Act requires SMCC to compile statistics on Sexual Assault, Domestic Violence, Dating Violence, and Stalking in addition to the other enumerated crimes. The Campus SaVE Act defines Sexual Assault, Domestic Violence, Dating Violence and Stalking by referencing the applicable state laws. In Arizona, Sexual Assault is found in Arizona Revised Statutes (ARS) § 13-1406. Domestic Violence and Dating Violence are found in Arizona Revised Statutes (ARS) § 13-3601; both are consolidated under the Domestic Violence category. Stalking is A.R.S. § 13-2923.

The Arizona Revised Statutes and the Campus SaVE Act contain the following definitions:

Sexual Assault A.R.S. § 13-1406

Arizona state law defines Sexual Assault as: Intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person **without consent** of such person.

CONSENT

When both adult parties verbally agree to participate in a sexual act. Consent includes the following factors:

- Verbal agreement to engage in sexual activity; silence does not mean “yes”.
- Must be given by sober, conscious individual.
- Must be given freely, with no emotional or physical force.
- Consent to one act does not mean consent to all acts of sex.

WITHOUT CONSENT

In Arizona “without consent” includes any of the following:

- The victim is coerced by the immediate use or threatened use of force against a person or property.
- The victim is incapable of consent by reason of mental disorder, mental defect, drugs, alcohol, sleep or any other similar impairment of cognition and such condition is known or should have reasonably been known to the defendant.
- The victim is intentionally deceived as to the nature of the act.

The Campus SaVE Act further defines “Sexual Assault” as an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

Domestic Violence (Dating Violence) A.R.S. § 13-3601

A crime of violence or criminal damage, if any of the following apply:

- The relationship between the victim and the defendant is one of marriage or former marriage or of persons residing or having resided in the same household.
- The victim and the defendant have a child in common.
- The victim or the defendant is pregnant by the other party.
- The victim is related to the defendant or the defendant's spouse by blood or court order as a parent, grandparent, child, grandchild, brother or sister or by marriage as a parent-in-law, grandparent-in-law, stepparent, step-grandparent, stepchild, step-grandchild, brother-in-law or sister-in-law.
- The victim is a child who resides or has resided in the same household as the defendant and is related by blood to a former spouse of the defendant or to a person who resides or who has resided in the same household as the defendant.
- **[Dating Violence]** The relationship between the victim and the defendant is currently or was previously a romantic or sexual relationship. The following factors may be considered in determining whether the relationship between the victim and the defendant is currently or was previously a romantic or sexual relationship:
 - a) The type of relationship.
 - b) The length of the relationship.
 - c) The frequency of the interaction between the victim and the defendant.
 - d) If the relationship has terminated, the length of time since the termination.

The Campus SaVE Act provides specific parameters for determining what constitutes Dating Violence. These parameters match the qualifying parameters Arizona uses in A.R.S. § 13-3601(6) Domestic Violence.

Stalking A.R.S. § 13-2923

A. A person commits stalking if the person intentionally or knowingly engages in a course of conduct that is directed toward another person and if that conduct either:

- Would cause a reasonable person to fear for the person's safety or the safety of that person's immediate family member and that person in fact fears for the person's safety or the safety of that person's immediate family member.
- Would cause a reasonable person to fear death of that person or that person's immediate family member and that person in fact fears death of that person or that person's immediate family member.
- The Campus SaVE Act also considers stalking to include engaging in a course of conduct directed at a specific person that would cause a reasonable person to suffer substantial emotional distress.

Sexual Harassment (MCCCD Administrative Regulation 5.1.8)

The policy of the Maricopa County Community College District (MCCCD) is to provide an educational, employment, and business environment free of sexual violence, unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by state and federal law.

Each college has designated its Vice President for student affairs as the Title IX Coordinator, and student complaints of sexual harassment must be reported to him or her. Incidents of sexual harassment may also be reported to the MCCCD Police Department. Any form of sexual violence against employees or students is prohibited by state law and Title VII of the Civil Rights Act of 1964. Employee complaints of sexual harassment must be reported to the District Office of Equity, Opportunity, and Engagement. It may also be reported to the MCCCD Police Department.

Definition of Sexual Harassment

Sexual harassment is unwelcome, verbal, or physical conduct of a sexual nature that is sufficiently severe, persistent, or pervasive that it alters working conditions and creates a hostile environment for employees, or that it unreasonably interferes with, limits, or deprives a student of the ability to participate in or benefit from any MCCCD educational program or activity. The unwelcome behavior may be based on power differentials, the creation of a hostile environment, or retaliation for sexual harassment complaints. Sexual harassment by and between, employees, students, employees and students, and campus visitors and students or employees, is prohibited by this policy. Further information on the MCCCD/SMCC policy on sexual harassment can be found at: <https://district.maricopa.edu/regulations/admin-regs/section-2/2-4>

Campus Sex Crime Prevention Act (Arizona Sex offender notification law)

The Federal Campus Sex Crimes Prevention Act designates that information concerning registered sex offenders is public information and, as such, is exempted from provisions of the Family Education Rights and Privacy Act (FERPA) and other federal and state laws that might otherwise prohibit the disclosure of such information. The law further mandates that convicted sex offenders, required to register under state law, must also disclose their association with institutions of higher education when applicable. Specifically affected are those registered sex offenders who attend as students, are employed by or employed at, or volunteer at institutions of higher education.

The Arizona Department of Public Safety (DPS) has established the Arizona Sex Offender Information Center according to the requirements of ARS 13-3827. Arizona DPS is responsible for the maintaining the site and annually verifying the addresses of all registered sex offenders. For more information go to: http://www.azdps.gov/Services/Sex_Offender/

The Police Department office at SMCC may notify the campus community of a registered sex offender as required by law. The notification process could be through safety alerts on the SMCC Police Department web page and/or safety alerts posted around the campus.

Weapons Prohibited on Campus



Arizona State law ARS 13-2911 provides for the Maricopa County Community College District Governing Board to regulate deadly weapons, which includes firearms, on District campuses. The Maricopa County Community College District does not allow firearms or any deadly weapon on any of its campuses. Police officers do have exemptions from these laws. However, contact the College Police office to ascertain who may have authority to carry a firearm on campus. To view the District weapons policy, go to MCCCDC Administrative Regulation: 4.6 Weapons policy, or click on the link below.

<https://district.maricopa.edu/regulations/admin-regs/section-4/4-6>

Any person violating the policy shall be ordered to leave the campus. Any person, who refuses to leave, shall be subject to arrest under ARS 13-1502 Third Degree, Criminal Trespass. Any student/employee violating this policy is also subject to applicable college disciplinary procedures. If a person having a weapon appears dangerous, is acting suspicious, is threatening, or is behaving irrationally, stay away from the individual and call MCCCDC Police at **480-784-0911** or 9-1-1 immediately.

Reporting Hate Crimes & Incidents

Hate crimes manifest evidence that the victim was intentionally targeted because of the perpetrator's bias against the victim. The categories of bias include the victim's actual or perceived belief that the act was motivated by the victim's: race, religion, ethnicity, gender, gender identity, disability, sexual orientation and national origin. MCCCDC and South Mountain Community College takes a strong stance against hate crimes because of a person's perceived personal characteristics.

Although hate groups and individuals have the right to assemble and express their views, they do not have the right to break the law or violate other's civil rights. In Arizona, any speech that threatens violence or physical harm to specific persons or groups may constitute a crime. Most verbal and written expression is constitutionally protected, so racial slurs or derogatory speech is not enough to be considered a crime, although they may be in conflict with the MCCCDC Student Code of Conduct.

**Hate crimes will not be tolerated and will be prosecuted to the fullest extent of the law.
Hate crimes should be reported to the MCCCDC Police Department.**

MCCCDC Policy on Substance Abuse

District Policy

The Maricopa Community College District supports the Drug Free Schools and Communities Act Amendments of 1989, Public Law 101-226, and complies with all federal, state, and local laws pertaining to controlled substances (drugs), including alcohol. The possession, sale or consumption of an alcoholic beverage on any premises owned and/or leased/rented by the District for approved educational purposes is prohibited. The policy may be viewed at: <https://district.maricopa.edu/regulations/admin-regs/section-2/2-4>

College Response to Alcohol and Drug Violations

Besides the sanctions imposed by federal and state courts concerning controlled substance violation(s), the college will respond administratively when the offense involves a student or employee as the offender. Students and employees are subject to applicable District policies and disciplinary procedures.



Sanctions for students may include probation, suspension and expulsion. For employees it includes administrative discipline or termination.

Medical Marijuana

The possession or use of medical marijuana by any person is prohibited on MCCCCD property. Any non-student violating the policy shall be ordered to leave the campus. Any person, who refuses to leave, shall be subject to arrest under ARS 13-1502 Third Degree, Criminal Trespass. Any student violating this policy is subject to applicable college disciplinary procedures Go to:

<https://district.maricopa.edu/regulations/admin-regs/appendices/students/s-16> to view the policy regarding medical marijuana.

Alcohol and Drug Use Prevention

A variety of alcohol and other drug abuse prevention efforts occur at the college during each year, to educate students regarding the health risks associated with the use and abuse of drugs and alcohol. Intervention information and services are available both on-campus and off-campus, to help students in overcoming dependencies. Additional information about health risks, available programs, the college drug policy and legal sanctions/disciplinary action may be obtained through the Office of the Dean, the Counseling Department, and the District Admin Regulations link.

<https://district.maricopa.edu/regulations/admin-regs/section-2/2-5>

Campus community members who may have an alcohol or drug problem can also receive assistance by calling:

Al-Anon at **1-800-356-9996**

American Council on Alcoholism at **1-800-527-5344**

National Institute on Drug Abuse Hotline at **1-800-662-4357**

DRUGHELP at **1-800-378-4435**

South Mountain Community College's Annual Crime Statistics

The following statistics were gathered in accordance with the guidelines established under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. §1092(f)). The crime



definitions are outlined in the Federal Bureau of Investigation's Uniform Crime Reporting Handbook (UCR), and modified by the Hate Crime Statistics Act, were utilized in compiling the numbers.

The data relate to all reported crimes occurring on any SMCC property and any non-campus buildings or property owned by the college, or any public property within or adjacent to the campus.

UCR Crime Definitions

- **Murder and Non-negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.
- **Manslaughter by Negligence:** The killing of another person through gross negligence.
- **Sexual Assault:** "Sexual assault" means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting system. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
 - **Rape:** The carnal knowledge of a person, forcibly and/or against that persons will, or not forcibly or against the persons will where the victim is incapable of giving consent.
 - **Fondling:** The touching of private body parts of another person for the purpose of sexual gratification, forcibly and/or against that persons will, or not forcibly or against the persons will where the victim is incapable of giving consent.
 - **Incest:** Sexual intercourse between persons who are related to each other with the degrees wherein marriage is prohibited by law.
 - **Statutory Rape:** Sexual intercourse with a person who is under the age of consent.
- **Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person by force or threat of force or violence and/or by putting the victim in fear.
- **Aggravated Assault:** An unlawful attack by one person on 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.
- **Burglary:** The unlawful entry of a structure (excluding a vehicle) to commit a felony or a theft.
- **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.
- **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle.
- **Stalking:** A person commits stalking if the person intentionally or knowingly engages in a course of conduct that is directed toward another person and if that conduct would cause a reasonable person to fear for the person's safety or safety of that person's immediate family member and that person in fact fears for the person's safety or the safety of that person immediate family member. This also includes the fear of death for that person or immediate family member. Acts may include, but are not limited to:
 - Following
 - Observing
 - Monitoring
 - Threatening
 - Surveillance

- Communicating to or about a person
- Interfering with or damaging a person's property or pet
- Contact via electronic communication
- **Dating Violence:** Violence committed by a person who is or has been in an intimate or romantic relationship with the victim. This includes, but not limited to, sexual or physical abuse or the threat of such abuse.
- **Domestic Violence:** Any person who murders, kidnaps, physically assaults in any manner, threatens, harasses, damages the victim's property or interferes with the personal liberty of another. It includes:
 - Family Members including: spouse's family and step-family members
 - People who are married, or were married
 - Previously dated or are currently dating, or are or were in a sexual relationship
 - Have a child in common
 - Is pregnant by the other party
 - Share or have shared a household (ex: roommates)
- **Weapons Law Violations:** The violations of laws or ordinances dealing with weapons offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; alien possession of deadly weapons; and all attempts to commit any of the aforementioned.
- **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); and dangerous non-narcotic drugs (barbiturates, Benzedrine).
- **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).
- **Hate Crime:** is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias against a race, religion, disability, sexual orientation, ethnicity/national Origin or gender identity.
 - **Race:** A preformed negative attitude toward a group of persons who possess common physical characteristics, (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).
 - **Gender Bias:** A performed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender. e.g., male or female.
 - **Gender Identity Bias:** A performed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity. e.g., bias against transgender or gender non-conforming individuals.
 - **Religion:** A performed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and

the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).

- **Sexual orientation:** A performed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).
- **Ethnicity/national Origin Bias:** A performed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term race in that “race” refers to grouping based mostly upon biological criteria, while “ethnicity” also encompasses additional cultural factors.
- **Disability:** A performed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Clery Geography

For the purposes of collecting and reporting crimes listed in this report, for submission to the Department of Education and inclusion in the SMCC’s Annual Security Report, Clery geography includes:

- Buildings and property that are part of the institutions campus
- The institutions non-campus buildings and property
- Public property within or immediately adjacent to and accessible from the campus

For the purpose of maintaining the Daily Crime Log, Clery Geography includes, in addition to the locations listed above, areas within the patrol jurisdiction of the campus police.

Property Location Definitions

Clery statistics must be compiled under the following location categories: on-campus property, non-campus property and public property.

Campus Property

Any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution, in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls. **SMCC does not have residence halls or housing facilities. SMCC also does have any non-campus locations or buildings that are used by college student organization.**

Non-Campus Property

Any building or property owned or controlled by a student organization recognized by the institution; and 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 used by students and is not within the same reasonably contiguous geographic area of the institution.

Public Property

All public property that is within the same reasonably contiguous geographic area of the institution; such as a sidewalk, a street, other thoroughfare or parking facility, and is adjacent to a facility owned or controlled by the institution, if the facility is used by the institution in direct support of or in a manner related to the institution's educational purposes.

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South Mountain Community College 7050 S. 24th, Phoenix AZ 85042

Offense	Location	2015	2016	2017
Murder/Non-negligent Manslaughter	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Negligent Manslaughter	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Rape	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Fondling	On Campus	1	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Incest	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Statutory Rape	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Domestic Violence	On Campus	2	1	0
	Non-Campus	0	0	0
	Public Property	1	0	0
	Unfounded	0	0	0
Dating Violence	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Stalking	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Robbery	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Aggravated Assault	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0



SMCC Campus cont.				
Offense	Location	2015	2016	2017
Burglary	On Campus	1	2	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Motor Vehicle Theft	On Campus	2	1	1
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Arson	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Larceny/Theft	On Campus	17	10	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Liquor Law Arrests	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Liquor Law Violation Referral	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Weapons Possession Arrest	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Weapons Possession Violation Referral	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Drug Law Arrest	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Drug Law Violation Referral	On Campus	2	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0

Hate Crimes:

2015 – 0

2016 – 0

2017 -- 0



Laveen/Betty Fairfax High School 8225 S. 59th Ave, Laveen Village AZ 85042

Offense	Location	2015	2016	2017
Murder/Non-negligent Manslaughter	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Negligent Manslaughter	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Rape	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Fondling	On Campus	1	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Incest	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Statutory Rape	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Domestic Violence	On Campus	2	1	0
	Non-Campus	0	0	0
	Public Property	1	0	0
	Unfounded	0	0	0
Dating Violence	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Stalking	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Robbery	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Aggravated Assault	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0



Laveen Campus cont.				
Offense	Location	2015	2016	2017
Burglary	On Campus	1	2	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Motor Vehicle Theft	On Campus	2	1	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Arson	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Larceny/Theft	On Campus	17	10	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Liquor Law Arrests	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Liquor Law Violation Referral	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Weapons Possession Arrest	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Weapons Possession Violation Referral	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Drug Law Arrest	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Drug Law Violation Referral	On Campus	2	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0

Hate Crimes:
2015 – 0
2016 – 0
2017 -- 0



SMCC Guadalupe 9233 S. Avenida del Yaqui, Guadalupe AZ 85283

Offense	Location	2015	2016	2017
Murder/Non-negligent Manslaughter	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Negligent Manslaughter	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Rape	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Fondling	On Campus	1	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Incest	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Statutory Rape	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Domestic Violence	On Campus	2	1	0
	Non-Campus	0	0	0
	Public Property	1	0	0
	Unfounded	0	0	0
Dating Violence	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Stalking	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Robbery	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Aggravated Assault	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0



Guadalupe Campus cont.				
Offense	Location	2015	2016	2017
Burglary	On Campus	1	2	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Motor Vehicle Theft	On Campus	2	1	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Arson	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Larceny/Theft	On Campus	17	10	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Liquor Law Arrests	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Liquor Law Violation Referral	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Weapons Possession Arrest	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Weapons Possession Violation Referral	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Drug Law Arrest	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Drug Law Violation Referral	On Campus	2	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0

Hate Crimes:
2015 – 0
2016 – 0
2017 -- 0



Appendix A



7050 S. 24th Street Phoenix, AZ 85042



<p>A Amphitheatre</p> <p>AD Administration</p> <p>AAEC AZ Agribusiness & Equine Center Annex</p> <p>AR Art</p> <p>BE Business Education</p> <p>CB Classroom Building</p> <p>FS Facilities Services</p> <p>GYM Gymnasium Fitness Center</p> <p>IS Engineering Lab</p> <p>LA Liberal Arts</p> <p>LRC Learning Resource Center</p> <p>LS Life Sciences</p>	<p>MU Music</p> <p>NAU Northern Arizona University</p> <p>NCC North Campus Complex</p> <p>OA Office Annex</p> <p>PAC Performing Arts Center</p> <p>PAC-C PAC-Classrooms</p> <p>PS Physical Sciences</p> <p>SES Student Enrollment Services</p> <p>SMCL South Mountain Community Library</p> <p>SS Student Services</p> <p>SU Student Union</p> <p>TC Technology Center</p> <p>WAC West Annex Complex</p>	<p> Bookstore</p> <p> Cafeteria</p> <p> Fitness Center</p> <p> Police 602-243-8100</p> <p> AED (Automated, External, Defibrillator)</p> <p> Emergency Phone</p> <p> Restrooms All Genders</p> <p> Restrooms Gender Specific</p> <p> Accessible</p> <p> Family Restroom with Changing Table</p>	<p> Computer Lab</p> <p>Division Offices</p> <p>Language Arts (LA Building)</p> <p>Math and Science (PS Building)</p> <p>Counseling (SS Building)</p> <p>myCareer, Library & Center for Teaching & Learning (BE Building)</p> <p>Communication, Fine Arts & Social Sciences (PAC Building)</p> <p> Bike Rack</p> <p> Community Entrepreneurship Center</p> <p> International Ed. Services</p> <p> Lactation Room</p> <p> ATM Machine</p>
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The Maricopa County Community College District (MCCCD) is an EO/AAE institution and an equal opportunity employer of protected veterans and individuals with disabilities. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, age, or national origin. A lack of English language skills will not be a barrier to admission and participation in the career and technical education programs of the District. The Maricopa County Community College District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. For Title IX/SEA concerns, call the following number to reach the appointed coordinator: (602) 731-8400. For additional information, as well as a listing of all coordinators within the Maricopa College system, visit <http://www.maricopa.edu/diversity-and-inclusion>.



9233 S Avenida del Yaqui, Guadalupe, AZ 85283



9233 S Avenida del Yaqui
Tempe, AZ 85283

SAVE NEARBY SEND TO YOUR PHONE SHARE

927P+4Q Guadalupe, Arizona

- Add a missing place
- Add a label



At this location

South Mountain Community College Guadalupe Center
5.0 ★★★★★ (2)
University · 9233 S Avenida del Yaqui


