



CHANDLER-GILBERT  
COMMUNITY COLLEGE  
A MARICOPA COMMUNITY COLLEGE



# 2017 ANNUAL CAMPUS SAFETY, FIRE & CRIME REPORT



**Chandler Gilbert Community College is part of the Maricopa County Community College District. The 2017 Annual Campus Safety, Fire and Crime Report is a three-year snapshot of fire and crime reported on campus and is provided to increase awareness of programs that exist to protect your safety and well-being at Chandler Gilbert Community College. Many students also attend other Maricopa Community Colleges and comparable reports are available for those institutions.**



# Maricopa County Community College District

## Department of Public Safety

Welcome to Chandler Gilbert Community College:

On behalf of the men and women of the Maricopa Community Colleges Department of Public Safety, it is my pleasure to welcome you to Chandler Gilbert Community College.

The Maricopa County Community College District (MCCCD) Department of Public Safety is a law enforcement agency that operates on site, 24 hours a day, 7 days a week, 365 days a year. Public Safety personnel assigned to Chandler Gilbert Community College (CGCC) are available on campus every day to provide assistance or information, either in person or by phone. The CGCC Pecos Public Safety Office is located in the Public Safety Building (PSB) on the southeast portion of campus, adjacent to parking lot #3. The phone number for CGCC Pecos Public Safety is (480) 732-7280. The phone number for CGCC Williams Public Safety is (480) 988--8888. The telephone number for the District Office Department of Public Safety phone number is (480) 784-0900. The emergency phone number is (480) 784-0911.

Chandler-Gilbert Community College has multiple locations with campuses located in the City of Chandler, the City of Mesa, at the Phoenix-Mesa Gateway Airport and in Sun Lakes, Arizona, a census-designated place (CDP) in Maricopa County, Arizona. The MCCCD Department of Public Safety maintains an excellent working relationship with the Chandler, Gilbert, Mesa, Arizona State University and Maricopa County Sheriff's Office Police Departments.

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

Please take a few minutes to review the following information. I invite you to contact Public Safety 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 Public Safety website at [www.maricopa.edu/safety](http://www.maricopa.edu/safety) for links to their Annual Security Reports.

Please feel free to contact me at **(480) 732-7281** or by email at [Donald.keane.jr@cgc.edu](mailto:Donald.keane.jr@cgc.edu).

Sincerely,  
Donald V. Keane Jr., Commander  
Department of Public Safety  
Chandler Gilbert Community College

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## **Campus Safety, Fire 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 2017 Campus Security Policy, and Fire and Crime Statistics Report is prepared to inform you of Chandler Gilbert Community College's campus crime statistics, fire and security policies and steps you can take to enhance your personal safety. Chandler Gilbert Community College and the Department of Public Safety are committed to providing the highest level of professional service to the college community. CGCC is committed to maintaining a safe and secure environment to learn, work and study. You may obtain a paper copy of the report at the CGCC Public Safety office, or by calling (480) 732-7280, or you can download a copy by going to:

<http://www.cgc.maricopa.edu/services/safety/Documents/2016%20CGCC%20final%20Clery%20Report.pdf>

## **Chandler Gilbert Community College - Department of Public Safety**

The CGCC Public Safety office is a division of the Maricopa County Community College District (MCCCD) Department of Public Safety. 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 CGCC Public Safety Department and reports directly to the District Chief of Police.

The Department of Public Safety is vested with the authority and responsibility to enforce all applicable local, state and federal laws, as well as MCCCDD policies. MCCCDD 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 Department of Public Safety has primary jurisdiction on all MCCCDD owned properties.

The MCCCDD Department of Public Safety also employs unarmed, non-certified Public Safety Aides, to provide public assistance, enforce college parking regulations and assist with security around the campus. The college also contracts with Securitas, an independent security firm, to oversee safety and security of the absence of Public Safety personnel. They typically provide security during the hours the campus is closed. Public Safety Officers, Public Safety Aides and Securitas staff, have distinct uniforms and photo IDs which allow them to be identified by members of the college and surrounding community

## **State and Local Law Enforcement Agencies**

The MCCCDC Department of Public Safety works closely with the Chandler Police Department, and the Mesa Police Department, Arizona State University Department of Public Safety and the Maricopa County Sheriff's Department. The MCCCDC Department of Public Safety does not have a written Mutual Aid Agreement or Memorandum of Understanding with those agencies.

On-duty Public Safety 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 MCCCDC 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.

## **CGCC Public Safety Office Locations**

The CGCC Pecos Department of Public Safety Office is located in the Public Safety Building (PSB) on the southeast portion of campus, adjacent to parking lot #3. The CGCC Williams Campus Department of Public Safety is located in Bluford Hall.

## **Preparing the Annual Security Report**

The Department of Public Safety, under direction of the CGCC 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 Department of Public Safety, the Chandler Police Department, and the Mesa Police Department, Arizona State University Police Department, the Maricopa County Sheriff's Department, Campus Security Authorities and other campus personnel. Data that is obtained from the MCCCDC, Chandler, Mesa, ASU, and MCSO 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 Chandler Police Department, the Mesa Police Department, Arizona State University Department of Public Safety, the Maricopa County Sheriff's Office websites to see crime statistics for the general area around the main CGCC campus.

Chandler Police Department: <http://www.chandlerpd.com/>

Mesa Police Department: <http://www.mesaaz.gov/residents/police>

ASU Police Department: <https://cfo.asu.edu/police>

Maricopa County Sheriff's Office: <https://www.mcso.org/>

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 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 CGCC Public Safety office by anyone, Monday through Friday during regular business hours. This report represents a general description of Chandler Gilbert 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 Department of Public Safety 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, Campus Security Authorities**

While the college encourages the campus community to promptly report all crimes and other emergencies directly to the Department of Public Safety, 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.

## **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 Public Safety 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 Chandler Police Department, the Mesa Police Department, Arizona State University Police Department, or the Maricopa County Sheriff’s Department. Advise them that you are at CGCC and they will connect you directly with the MCCCDC Department of Public Safety or the Police Department with jurisdiction at your location. Whenever possible, the actual victim or witness of the crime should call the MCCCDC Department of Public Safety. 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.

### **Where to file a report on campus:**

CGCC Pecos Department of Public Safety (480) 732-7280  
PSB Building

CGCC Williams Department of Public Safety (480) 988-8888  
Bluford Hall

CGCC V.P. of Student Services (480) 732-7309  
Mesquite (MSQ) 163

Title IX Coordinator (480) 732-7309  
Mesquite (MSQ) 163

If an arrest is made by MCCCDC Police Officers assigned to CGCC, or a report has been taken that will require additional investigation off campus, the Chandler Police Department, the Mesa Police Department, Arizona State University Police Department, the Maricopa County Sheriff's Department, or other police agency may be called to the campus to take a report, assist with investigation or process an arrest.

All CGCC incident reports involving students are forwarded to the Dean of Students for review for potential violations of the MCCCDC Student Code of Conduct. The Dean of Students 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 CGCC Public Safety office at **(480) 732-7280**. Our office handles both emergency and non-emergency calls for service. A member of Public Safety 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 MCCCDC 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 Public Safety 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 MCCCCD 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 MCCCCD FERPA statement go to MCCCCD Administrative Regulation: 2.5.3 Student Records, or click on the link below:

[http://www.maricopa.edu/publicstewardship/governance/adminregs/students/2\\_5.php#records](http://www.maricopa.edu/publicstewardship/governance/adminregs/students/2_5.php#records)

## **Services to Help You Stay Safe and Prevent Crime**

The Maricopa Community Colleges Department of Public Safety 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

Chandler Gilbert Community College and the Department of Public Safety have the following services in place to assist you with your personal safety:

**Emergency Call Boxes:** There are emergency call boxes located throughout the campus. They are easily identifiable as a tall red poles with "EMERGENCY" printed on it. At night, look for the blue light mounted to the top of the box. To operate the call box, simply press the call button and a Public Safety dispatcher will answer immediately and provide assistance. If the area remains unsafe, you may move to the next call box location and activate it until help arrives. Your location is identified upon activation.

**Safety Escorts:** The CGCC Public Safety office provides on-campus escort services between buildings and parking lots. Call Public Safety Dispatch at **(480) 784-0900**. Depending on the current calls for service, someone from public safety will respond to your location and accompany you to your vehicle.

**Dead Batteries:** Public Safety personnel have the ability to jump start vehicles.

## **Additional Services Available**

- Lost and Found
- Visitor Information
- First Aid

## **Crime Prevention Programs**

The MCCCCD Department of Public Safety 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

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

## **How to Protect Yourself**

- 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 Public Safety.
- 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 Public Safety 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. Public Safety's 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 member of the College community can assist Public Safety 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 Public Safety 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 Public Safety Offices.

## Timely Warnings

The Clery Act requires institutions of higher education to give accurate and timely warnings to the campus community, of crimes or incidents which represent an on-going and significant threat to the safety of students, employees and property. The alert may also seek information which may lead to an arrest and conviction of the offender. Information for alerts may also come from other law enforcement agencies.

Whether to issue a Timely Warning Notice is determined on a case by case basis for Clery Act reportable crimes: homicide, aggravated assault, sexual offenses, arson, robbery, motor vehicle theft, domestic violence, dating violence, stalking and hate crimes, as defined by the Clery Act. Other crimes are considered on a case by case basis, depending on the facts of the case and whether there is a continuing threat to the campus community. Alerts may also be issued for other situations and/or non-criminal incidents as deemed necessary. A Timely Warning Notice may be issued even if insufficient information is available that there is an ongoing threat to the campus community.

Information included in Campus Crime Alerts/Warnings will include, at minimum:

- A succinct description of the incident and type of crime, including location, date and time of occurrence.
- A physical description of the suspect if available.
- Composite drawing of the suspect if available.
- Apparent connection to previous incidents, if applicable.
- Actual or perceived protected class status of the victim (i.e. race, gender, religion, sexual orientation, ethnicity or disability), but only if there was an apparent bias motive.
- Injury sustained by the victim.
- Date & time the campus alert was released.
- A notice to the campus community to exercise caution.

Timely warnings will be updated as new information become available.

The decision to issue an alert and the writing of the notice, will be made by the CGCC Public Safety Commander or designee, in consultation with the District Police Chief, Deputy Chief and Campus Administration. The alert may be distributed by the Department of Public Safety, the District or campus Marketing Department, or other District or campus office as designated by the Police Chief, campus President or designee.

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

Timely Warnings and Emergency Notifications shall be provided to students and employees in a manner that is timely and that will aid in the prevention of similar occurrences. The method of distribution is dependent on the nature of the incident and the threat to the community.

The MCCCDC Department of Public Safety 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.

## **CGCC Emergency Preparedness Plan**

Chandler Gilbert 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 Public Safety 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 Public Safety communications structure, which outlines the communications hierarchy and the succession procedures if individuals are unavailable. Public Safety 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 Response Center. 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 CGCC Public Safety Website:

<http://www.cgc.maricopa.edu/Services/Safety/Pages/Home.aspx>

## **Emergency Notification, Response and Evacuation Procedures**

CGCC is committed to ensuring that the campus community receives timely, accurate and useful information in the event of a significant emergency or dangerous situation on campus, or in the local area that poses an immediate threat to the safety and well-being of the campus community. The information may be obtained from a variety of sources including campus employees, other governmental agencies and even broadcast news.

Generally, Public Safety becomes aware of situations that pose a threat to some or all of the campus community. Once Public Safety or other first responders confirm that there is an emergency or dangerous situation, they will contact the Public Safety Communications Center and then the CGCC Commander or designee. If time permits, the Commander will consult with the MCCC Police Chief or designee, and other authorized college officials about issuing an emergency notification. If time is critical, the Commander or designee may immediately issue the notification. If in the professional judgment of the Public Safety Commander or designee, that the notification will compromise efforts to assist the victim or mitigate the emergency, Public Safety may elect to delay issuing the emergency notification. As soon as the condition that compromised efforts is no longer present, the college will issue the notification.

If time permits, the Public Safety Commander, along with the MCCCDCD Police Chief, or designee and college administration will determine what segment of the campus community will receive the emergency notification. Typically, due to the size of the campus and the close proximity of all of the campus buildings, the entire campus community will be notified. Depending on the nature of the emergency, it may also become necessary to notify the local community of the emergency. If this is necessary, notification will be made to the Chandler Police Department, the Mesa Police Department, Arizona State University Department of Public Safety, or the Maricopa County Sheriff's Department. Notification may also be made to local broadcast news.

The office responsible for issuing the emergency notification (usually Public Safety) will, in concert with the Chief or designee, college administration, campus and District media relations and possibly local first responders, determine the content of the notification and provide specific safety instructions.

The notification may be distributed to the campus community through the campus emergency call box system, email, text message system, the Public Safety website, emergency bulletins and local news broadcasts. It is critically important that students and employees provide a current cell phone number in order to receive emergency text messages at <https://my.maricopa.edu/>. As more information about the emergency becomes available, follow up broadcasts and or notifications will be made using the same notification systems.

### **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 CGCC Police, college employees, or other authorities utilizing the Campus’s emergency communications tools. Examples are door-to-door notifications, CGCC Police patrol vehicle public address system, crime alerts, text messages, CGCC 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 public safety 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. CGCC’s Department of Public Safety, in consultation with other campus offices, will decide if a limited evacuation is warranted.

### **Campus-wide Evacuation**

For any event that significantly threatens Chandler Gilbert Community College, CGCC’s Department of Public Safety, in consultation with the College Administration 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 Public Safety 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 reenter 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 broadcasted through email, text alert, web, local radio and television stations.

For more information on what to do in an emergency, go to:

<https://www.maricopa.edu/erp/emergency-preparedness-systems>

### **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**

#### **Chandler Gilbert Community College**

2626 Pecos Road, Chandler AZ 85225

(480) 857-5188

Bradshaw Hall 101

Director Dawn Gruichich

[dawn.gruichich@gmail.com](mailto:dawn.gruichich@gmail.com)

- 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 CGCC Public Safety web site at: <http://www.cgcc.maricopa.edu/Services/Safety/Pages/Home.aspx>

## **Emergency Drills and Exercises**

All emergency tests, drills and exercises shall be coordinated by the MCCCCD Department of Public Safety 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.

CGCC conducted tabletop exercises of the emergency management response and recovery plans with the college leadership team and other key personnel at the Emergency Operations Center in the Administration Building. The scenarios tested various components of the MCCCCD Emergency Response Plan. Participants included were members of the Public Safety, CGCC Senior Leadership, and representatives from Facilities, Student Services, Faculty and Administration.

04-22-2016    Tabletop Exercise Water main break  
08-2-2016     Tabletop Exercise Fire  
08-2-2016     Tabletop Exercise Active Shooter  
09-19-2016    Tabletop Exercise Monsoon

## **Security and Access to Campus Buildings and Grounds**

The CGCC community is comprised of a student, faculty and staff population of approximately 16,000 individuals, with the college's many special events and programs attracting additional guests on a daily basis. As a public college, CGCC is accessible to the general public during regular business hours. The Pecos Campus is considered closed from 12PM until 5AM seven days a week and all day on holidays. The Williams Campus is considered closed from 11PM until 5AM seven days a week and all day on holidays. The Sun Lakes Center Campus is considered closed from 5PM until 8AM seven days a week and all day on 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. Remember, if your campus keys/access cards are lost or stolen, report the loss immediately to the Public Safety office.

## **Security Maintenance**

Facilities and landscaping are maintained in manner that minimizes hazardous conditions. Public Safety at CGCC regularly patrols the campus and reports 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 Public Safety or Maintenance and Operations.

## **Workplace Violence**

### **MCCCD Governing Board Policy**

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.

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.

### **Purpose**

To define behavior which constitutes workplace violence and to define procedures for reporting and resolving incidents of workplace violence.

### **District Policies**

Workplace is defined as any location where MCCCD 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 MCCCD 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 MCCCD Personnel Policy Statement for College Employees and Student Rights and Responsibilities.)

Contractors and their agents conducting business with MCCCD 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 are:**

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 Public Safety 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 Public Safety.
- The Public Safety 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 Public Safety 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 Public Safety, EEO and/or Employee Relations Office about appropriate resolution of such instances.

## **Sexual Violence Prevention and Response**

The Maricopa County Community College District and Chandler Gilbert 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 MCCCDC Student Code of Conduct, along with Arizona state law. Maricopa County Community College District and Chandler Gilbert 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, Chandler Gilbert Community College must include statistics on incidents of Sexual Assault, Domestic Violence, Dating Violence, and Stalking. CGCC 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.

Chandler Gilbert 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 CGCC experience without fear of sexual violence or sexual harassment. Through college policies, awareness efforts, education and training programs, and advocacy, every member of the CGCC 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 MCCCDC/CGCC policies go to:

<https://chancellor.maricopa.edu/public-stewardship/governance/administrative-regulations/2-students/2.4-college-environment/2.4.4-sexual-harassment-policy-for-students>  
<http://www.cgc.maricopa.edu/Academics/Catalog/Documents/2017-2018-cgcc-catalog-student-handbook.pdf>. <https://www.maricopa.edu/compliance/title-ix-and-preventing-sexual-harassment>

Cases involving allegations of sexual misconduct that are reported at CGCC are promptly, fairly, and thoroughly investigated, in accordance with the Maricopa County Community College District Student Code of Conduct. CGCC 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://www.maricopa.edu/compliance/title-ix-and-preventing-sexual-harassment> and/or <http://www.cgc.maricopa.edu/Students/Complaints/Pages/Home.aspx>.

### **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.

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 CGCC 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:**

CGCC Pecos Department of Public Safety PSB Building	(480) 732-7280
CGCC Williams Department of Public Safety Bluford Hall	(480) 988-8888
CGCC V.P. of Student Services Mesquite (MSQ) 163	(480) 732-7309
Title IX Coordinator Mesquite (MSQ) 163	(480) 732-7309

Victims of sexual assault, domestic violence, dating violence, or stalking are encouraged to report the incident to the campus police. The CGCC Department of Public Safety 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.

**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 Public Safety 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 receive 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:

Arizona Child & Family Advocacy Centers

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

10,005 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. PebbleCreek 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

<http://www.assaultservicesknowledge.org/az/get-help-in-the-metropolitan-phoenix-area/maricopa-county-resources>

- Empact: 24 hrs 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)

## **Personal Safety Prevention Programs**

MCCCD Public Safety Officers conduct presentations relating to crime prevention and safety policies during student orientations and at other times, when requested by staff or students. The following are ways to reduce the risk of sexual assault or violence:

- When you go to a party, go with a group of friends.
- Arrive together, watch out for each other, and leave together.
- Don't leave your beverage unattended or accept a drink from an open container.
- Don't allow yourself to be isolated with someone you don't know or trust.
- Be aware of your surroundings at all times.
- Trust your instincts.
- Think about the level of intimacy you want in a relationship, and clearly state your limits.

## **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.

### **CGCC Title IX Coordinator**

Dr. William Crawford

480-732-7309

Vice-President of Student Affairs

Email: [bill.crawford.iii@cgc.edu](mailto:bill.crawford.iii@cgc.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/CGCC 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 an CGCC 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 Chandler Gilbert Community College Student Handbook, under Campus Policies: <http://www.e-digitaleditions.com/i/843486-2017-2018-cgcc-catalog-student-handbook>
- 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 other present 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**

CGCC 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 CGCC 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://chancellor.maricopa.edu/public-stewardship/governance/administrative-regulations/2-students/2.5-student-rights-and-responsibilities/2.5.2-student-conduct-code>

## **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, Chandler Gilbert 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 CGCC Department of Public Safety 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 Public Safety, 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 public safety departments 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:

<b>San Tan Justice Court</b>	<b>(602-372-3400</b>
<b>West Mesa Justice Court</b>	<b>(480) 964-2958</b>
<b>Gilbert Justice Court</b>	<b>(602) 373-8300</b>

### **Bystander Intervention**

Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking.

A bystander witnessing the interaction between two or more people, who suspects imminent danger to one of the individuals, may have the power to intervene but may hesitate to get involved. They may feel uncomfortable, embarrassed, fearful of negative social consequences, or intimidated by the prospect of getting hurt.

### **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 (New as of 2014)**

The Campus SaVE Act requires CGCC 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 CGCC Department of Public Safety. 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 Department of Public Safety

#### **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/CGCC policy on sexual harassment can be found at: <http://www.e-digitaleditions.com/t/134390-2014-15-CGCC-college-catalog>

### **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/](http://www.azdps.gov/Services/Sex_Offender/)

The Public Safety office at CGCC may notify the campus community of a registered sex offender as required by law. The notification process could be through safety alerts on the CGCC Public Safety 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 campus Public Safety office to ascertain who may have authority to carry a firearm on campus. To view the District weapons policy, go to MCCCCD Administrative Regulation: 4.6 Weapons policy, or click on the link below.

[https://www.maricopa.edu/publicstewardship/governance/adminregs/auxiliary/4\\_6.php](https://www.maricopa.edu/publicstewardship/governance/adminregs/auxiliary/4_6.php)

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 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 MCCCCD Public Safety 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. MCCCCD and Chandler Gilbert 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 MCCCCD 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 MCCCCD Department of Public Safety.**

## **MCCCD 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://chancellor.maricopa.edu/public-stewardship/governance/administrative-regulations/2-students/2.4-college-environment/2.4.7-abuse-free-environment>

**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 MCCCD 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://chancellor.maricopa.edu/public-stewardship/governance/administrative-regulations/appendices/students/s-16-statement-on-the-arizona-medical-marijuana> 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 Student Handbook. <http://www.cgc.maricopa.edu/Academics/Catalog/Pages/Catalog.aspx>

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**

## Student Code of Conduct

The Maricopa County Community College District Governing Board has established a Student Code of Conduct that applies to students at all MCCCDC campuses. The Code of Conduct balances the rights of the student with their obligation to act in an ethical, considerate and responsible manner.

At CGCC, the Dean of Students is responsible for reviewing allegations of student misconduct, determining whether a violation has occurred and if applicable, imposing appropriate sanctions. Reports of student misconduct may be made directly to the Dean of Students, or the MCCCDC Department of Public Safety.

The CGCC Student Code of Conduct and Student Disciplinary Procedures can be found at:

<http://www.cgc.maricopa.edu/Academics/Catalog/Pages/Catalog.aspx>

## Fire Safety

In compliance with the Higher Education Opportunity Act, the college has provided fire statistics and a fire log with details of each fire that occurs on campus. To view the ASU Annual Security and Fire Safety Report go to: [www.asu.edu/police/PDFs/Campus\\_Security\\_Policy\\_edited.pdf](http://www.asu.edu/police/PDFs/Campus_Security_Policy_edited.pdf). To view the ASU daily fire log go to:

<https://cfo.asu.edu/crime-logs> and select the "Fire Logs" tab.

								
Police Log								
Arizona State University Police Department								
Fire Log 2016								
Incident #	Date Reported	Time Reported	Occurred				Nature of Fire	Location
			From		Thru			
			Date	Time	Date	Time		
16-102808T	12/1	2100 hrs	12/1	2100 hrs	12/1	2100 hrs	Unintentional Fire	Vista Del Sol

- All Incident Numbers ending with **T** are located on the Tempe Campus.
- All Incident Numbers ending with **P** are located on the Polytechnic Campus.

**Note:** CGCC-Williams Campus possesses residential housing available for use by CGCC students.

\* **By contract, management of these facilities and compliance with applicable fire codes is the responsibility of Arizona State University (ASU)** <https://cfo.asu.edu/fire-prevention-safety>. No fires were reported for 2016 for residential properties within the ASU Polytechnic Campus or the CGCC Williams Campus.

The ASU Environmental Health and Safety Department completes audits to ensure fire safety code compliance of all college facilities. In the event of a fire or a hazardous material situation, the surrounding municipal fire department will respond and handle the situation.

### **Annual Fire Safety Report**

If a fire occurs in a Chandler-Gilbert residential building, immediately call 911. ASU Police can summon the fire department quickly through a direct dial phone communication link to the Tempe, Mesa and Phoenix Unified Communications Center.

If a member of the CGCC/ASU community finds evidence of a fire that has been extinguished, and the person isn't sure whether ASU Police has already responded, the community member should immediately notify ASU Police to investigate and document the incident. For example, if a Community Assistant finds evidence of a fire in a trashcan in the hallway of a residence hall, he/she should not touch the trashcan and should report the incident to ASU Police immediately and wait for an officer's response. The officer will document the incident prior to removing the trashcan. Fire alarms alert community members of potential hazards and community members are required to heed their warning and evacuate buildings immediately upon hearing a fire alarm in a facility. Use the exit to leave the building immediately. Do not use the elevator. Community members should familiarize themselves with the exits in each building. The Police Department may arrest those who fail to evacuate a building promptly – but a more important reason for evacuating is for safety! When a fire alarm is activated, the elevators in most buildings will stop automatically. Occupants should use the stairs to evacuate the building. If you are caught in the elevator, push the emergency phone button. CGCC Police publishes this fire safety information as part of its annual Clery Act compliance document which contains information with respect to the fire safety practices and standards for CGCC. This report includes statistics concerning the number of fires, the cause of each fire, the number of injuries and deaths related to a fire, and the value of the property damage caused by a fire. The Chandler Gilbert Community College Annual Security and Fire Safety Report is available for review 24 hours a day on the CGCC Police website at <http://www.cgc.maricopa.edu/services/safety/Pages/Home.aspx> and a physical copy may be obtained by making a request to the CGCC Department of Public Safety **(480-732-7280)**. The ASU Annual Security and Fire Safety Report is available for review 24 hours a day on the ASU Police website at [www.asu.edu/police/PDFs/Campus\\_Security\\_Policy\\_edited.pdf](http://www.asu.edu/police/PDFs/Campus_Security_Policy_edited.pdf) and a physical copy may be obtained by making a request to the ASU Department of Public Safety **(480-965-3456)**.

### **Fire Protection Equipment/Systems**

A majority of college buildings are equipped with automatic fire detection and alarm systems that are constantly monitored by staff at ASU Police, or by a third party monitoring company. Refer to the ASU Fire Safety Amenities chart for information about fire detection, notification, and suppression systems in each residential facility.

### **Procedures for Students and Employees in the Event of a Fire**

Find the nearest pull station, and sound the central alarm. Shut all doors and windows in the vicinity of the fire. If the fire is small, consider using fire extinguishers to put it out. Exit by the nearest safe stairway. Do not use the elevators. Do not run.

## **Fire Safety Education and Training**

Fire safety education and training for residential life students and support personnel is provided quarterly, in person, in the form of fire drills. The drills include announced and unannounced drills and are conducted by the ASU Fire Marshal's Office. Additionally, all ASU employees are required to attend Fire Safety Training conducted by Environmental Health & Safety personnel upon hire and to take an online refresher training annually.

## **UNIVERSITY DOCUMENTATION AND MANUALS**

Arizona State University Fire Prevention and Safety Plan

This guideline is provided as a general guideline for residential life facilities and does not cover all code compliance issues. If you have any questions or concerns, or need additional information, contact the ASU Fire Marshal at 480.965.1823 or email at [asufire@asu.edu](mailto:asufire@asu.edu) .

## **RESIDENTIAL LIFE GUIDELINES – FIRE SAFETY INTRODUCTION AND SCOPE**

Arizona State University's residential life supports the student population with living quarters on the university's various campuses. ASU must ensure all operations and living quarters are safe and compliant with all applicable federal, state, and local codes, standards, and ordinances, e.g., Building Codes, Fire Codes, and Occupational Safety and Health.

ASU Environmental Health & Safety is responsible for inspecting and coordinating with each unit representative within Residential Life to ensure a safe environment and operation. The following guidelines have been prepared for university personnel to facilitate proper use and operation of congregated residential facilities on university/college property.

## **REQUIREMENTS**

**General Safety** State and federal regulations specifically require the university to maintain facilities in a manner that promotes a safe environment for occupants to enter and exit a facility as well as operations and use of the facility. The following guidelines will assist residential life in assuring each facility's exit system is appropriately utilized and maintained:

1. Any material used in lobbies, corridors, stairwells, or other common areas shall not obstruct the exit passageway and must be of non-combustible material, made of fire resistive material, or is fire retardant treated.
2. Exit signs must be operational and visually unobstructed (illuminate appropriately).
3. Decorations are prohibited near any heat source. Distance from heat sources can only be determined by evaluating the area, decorative materials, and determining the heat source's capabilities.
4. Follow the manufacturer's recommendations for installation and use when utilizing authorized equipment, installing equipment, or any temporary structure, display, or device.
5. Contact ASU Environmental Health & Safety (480-965-1823) prior to initiating any project related to construction, remodel, special event, and anything that involves the use of the exit system other than normal traffic ingress and egress. (Exit system includes—lobbies, corridors, hallways, exit doors, stairways, and exit passageways).
6. Maintain clear unobstructed view and operation of any fire protection device (smoke detectors, heat detectors, manual fire pull stations, audible visual devices, fire sprinkler heads,

fire panels, and special fire suppression systems/apparatus).

7. Refuse (garbage) should be disposed (removed from the building) on a daily basis at a minimum.

**Electrical Safety** The following guidelines must be assured whenever electrical equipment, lighting, or any electrical wiring is utilized or affected by decorative materials or displays:

1. All electrical equipment and lighting must be tested and approved by a recognized testing laboratory, e.g., Underwriters Laboratory (UL).
2. All appliances and lighting must be inspected for damage and operability prior to use.
3. Use appliances and lighting only as approved and recommended by the manufacturer. Lighting must be mounted in a manner that will not damage the wiring or be damaged by other equipment. Use of adhesive transparent tape to adhere wiring to walls or the use of hooks to drape wiring is acceptable for temporary conditions and if approved by EH&S or the ASU Fire Marshal.
4. Running electrical cords through doorways or any openings through walls, ceilings, or floors is prohibited.
5. Extension cords must be at least a minimum of 16 gauge or heavier with a ground (three prong) and cannot run in series.
6. The use of multi-plug adapters is prohibited. (Exception: any adapter or cord that has an operational circuit breaker is acceptable for more than one appliance as long as used within the recommended use, design, and load capacities of the manufacturer.)

### **Christmas Trees and Other Plant Life**

Below are State Fire Marshal and other code requirements to follow whenever decorating or displaying materials utilizing any plant life for the interior or exterior of a facility:

1. Cut Christmas trees are prohibited—only fire retardant artificial trees or "live" trees are acceptable (root type in soil). Live rooted trees must be checked daily and watered as needed.
2. Trees shall not be located in any manner that will block or obstruct an exit or passageway. Only approved lighting shall be used on trees. Ensure that all electrical wiring is in good condition and connections are secure.
3. Any decorations on or around the tree must be non-combustible or properly treated with fire retardant material.
4. Palm fronds and any other cut vegetation are prohibited unless approved by EH&S for specific temporary use and verified all vegetation is fire retardant treated. (Exception: cut flowers are acceptable for temporary display in a personal area as long as it does not create a fire hazard.)

### **Candles/Open Flames and other Heat Sources**

Any item utilized for decoration, display, or personal use that generates or emits heat must comply with the following guidelines:

1. Use of candles, open flames, and burning are prohibited in all university buildings. (Exception: Authorized "hot work" by qualified maintenance personnel and only if temporary approval is granted by the ASU Fire Marshal --Temporary approval is granted on a one-time individual case-by-case basis.)
2. Portable heaters and other portable heat generating equipment must have appropriate safety features to automatically shutoff power to equipment whenever tipped over or the temperature of the device exceeds the manufacturer's pre-determined heat exposure limit, (must be U.L. listed).

3. Use of any type of heat generating product or equipment must be utilized as recommended by the manufacturer.

## **Temporary Structures**

Temporary structures are any facility that is designed for temporary use or defined as temporary construction, e.g., trailers and tents. Each temporary structure must comply with the following:

1. Trailer, tents, temporary walls or ceilings constructed of any materials must be approved by the ASU Fire Marshal.
2. From any point, a minimum of a 2-A:10-B:C rated fire extinguisher must be within a 75 feet travel distance for light to moderate hazard areas, 50 feet for high hazard areas. (Travel distance cannot include steps, through secured doors, or any special conditions that restrict the user in obtaining the fire extinguisher and returning to fight the fire.)
3. Special fire protection measures may be necessary for events to meet requirements of the International Building and Fire Codes.

## **Emergency Planning and Execution**

Emergency plans and drills are necessary for all facilities to help ensure a safe, effective, and efficient evacuation. Residential Life facilities where the occupants live require an emergency plan for each facility which includes quarterly fire drills (one will be an unannounced—no notice fire drill).

Each staff working and/or residing in residential halls must be aware of the emergency plans, how to execute an evacuation, and proper notification procedures for prompt emergency response. The plan includes floor plans indicating exit locations, telephone numbers for emergency contact of occupants and responders, all egress notification procedures, evacuation procedures, and assembly area for accountability.

## **Evacuation of Persons with Physical Disabilities**

Faculty, Staff and Student Responsibilities:

- You are responsible to plan for your own emergency evacuation. Familiarize yourself with the Fire evacuation routes and plans for every floor where you live, work, and the classroom you are attending. Know where the available exits, pull stations, evacuation routes and areas of refuge are.
- If you will need assistance with evacuation, identify the areas of refuge on the floor of your living space, office, or classroom. Staff should connect with a co-worker; and students with another student, residence hall community assistant, and their instructor, if assistance will be required during an emergency evacuation. Inform them of what your needs are. We refer to this as a “buddy system.” Your buddy” will be responsible for notifying emergency personnel of the exact location where you are waiting for rescue. Everyone should notify emergency personnel of any known students or staff with disabilities whom they believe are still in the building.

## **Procedures on evacuation:**

1. During an emergency, i.e., fire alarm, all persons should proceed toward the nearest safe emergency exit.
2. On the ground floor, persons with physical disabilities, if able, should exit the building along with other building occupants.
3. On floors above or below ground level: a. *Visually Impaired/Blind* Tell the person with the visual

impairment the nature of the emergency and offer to guide the person to the nearest exit. Have the person take your elbow and escort him/her out of the building. As you walk, advise the person of any obstacles. When you reach safety, orient the person to where he/she is and ask if any further assistance is necessary.

- b. *Hard of Hearing/Deaf* Alert the person that there is an emergency situation by using hand gestures or by turning the light switch on and off. Verbalize or mouth instructions or provide the individual with a short note containing instructions. Offer assistance as you leave the building.
- c. *Mobility Impaired* Since elevators should not be used for evacuation during most emergencies, persons with mobility impairments (any impairment which renders an individual unable to exit the building on their own) will need assistance evacuating. Individuals who can walk may be able to evacuate themselves. Walk with the person to provide assistance if necessary.

If you can, accompany the individual to a safe place (i.e., Emergency Evacuation Rescue Area, which is a corridor near an exit stairwell or inside the stairwell). Whenever possible, someone should remain with the person while another individual exits the building and notifies emergency personnel of the exact location of the person needing assistance. If you cannot accompany or remain with the individual, you should proceed directly out of the building and to emergency personnel to notify them of the exact location of the person needing assistance. DO NOT attempt to carry an individual out of a building. You could hurt that individual and yourself.

Evacuating individuals who cannot exit the building due to any condition, for example if the individual uses a wheelchair or walker, will require that the individual go to an Emergency Evacuation Rescue Area.

- 4. Emergency Evacuation Rescue Area: Unless otherwise designated, this will be at the top of the stairwell landings on every level above or below exit grade level in any building.

Note: It is important for persons with disabilities to work with the instructor, professor, teaching assistant, facilitator, director, supervisor, co-worker, co-student, residence hall staff to pre-plan for any special considerations required for evacuation that are not included in this guideline.

## **APPLICABLE REGULATIONS**

International Fire Code (2012 edition) 29 CFR § 1910 Subpart E, L. Arizona Admin. Code R-4-36-201 et seq.

## **Health and Safety Inspections**

The University continues to assess and upgrade fire and life safety equipment/systems as an ongoing process to ensure that all equipment meets applicable codes and standards. The Office of Environmental Health & Safety (EH&S) performs Residence Hall Health and Safety Inspections and fire drills at least four times a year, at least one each quarter. Inspections will be announced only during the first round of the fall semester. All other inspections are unannounced. The EH&S inspections are primarily designed to find and eliminate safety violations. The inspections include, but are not limited to, a visual examination of electrical cords, sprinkler heads, smoke detectors, fire extinguishers and other life safety systems. In addition, each room will be examined for the presence of prohibited items (e.g., sources of open flames such as candles; non surge protected extension cords; halogen lamps; portable cooking appliances in non-kitchen areas; etc.) or prohibited activity (e.g., smoking in

the room, tampering with life safety equipment; unlawful possession of pets; etc.). This health and safety inspection will also include a general assessment of food and waste storage and other sanitary considerations of the room. Prohibited items will be immediately disabled with a locking device or a confiscated and donated/discarded if found, without reimbursement.

## **Fire Safety Tips**

Buildings are equipped with a variety of features that are designed to detect, stop, and/or suppress the spread of a fire. A door can be the first line of defense against the spread of smoke or fire from one area to another. Some doors, such as fire doors in the corridors or stairwells of residence halls, are designed to stand up to the fire longer than those of an individual room. It is important that these doors are CLOSED for them to work. Additionally, if a door has a device that automatically closes the door, it should NOT be propped open. Sprinklers are 98% effective in preventing the spread of fire when operating properly. DO NOT obstruct the sprinkler heads with material like clothing hanging from the piping. Smoke detectors cannot do their job if they are disabled or covered by the occupant, which is a violation of University Policy.

A daily fire log is available for review 24 hours a day on the ASU PD website: <http://police.asu.edu>. Or at the ASU Police lobby at the Tempe Campus. The information in the fire log typically includes information about fires that occur in residential facilities, including the nature, date, time, and general location.

Tobacco use is prohibited on University property, facilities, grounds, parking structures, University owned vehicles and structures owned or leased by the University. Almost three-fourths of all fires that are caused by smoking material are the result of a cigarette being abandoned or disposed of carelessly.

## **Missing Student Notification Policy**

In compliance with the Higher Education Opportunity Act, the college has established a Missing Student Notification Policy which describes the formal notification procedure to be followed when a student residing in on-campus housing has been reported missing for more than 24 hours. Report any student missing for more than 24 hours, sooner if suspicious circumstances exist, to the ASU Police (480) 965-3456. (An on-campus student housing facility is defined as any dormitory or other residential facility for students located on an institution's campus even if the building is owned or maintained by a student organization or another party.)

Each college student residing on-campus may identify an individual to be contacted by the college in the event that the student is determined to be missing for at least 24 hours. The contact person will be notified within 24 hours of the report. The contact person will be confidential and utilized only for this purpose and only by authorized officials or police. Unless otherwise specified by the student to University Housing, the university will consider the parent/guardian or other primary emergency contact provided to the university by the student to be the person to be contacted in the event the student is determined to be missing. For students under the age of 18 and not emancipated, the university is required to notify the custodial parent or guardian not later than 24 hours after a student is deemed missing. The Missing Student Notification Policy is available at <https://www.asu.edu/aad/manuals/ssm/ssm1001-07.html>.

To register an emergency contact, visit

[https://asu.secure.force.com/kb/articles/FAQ/Submit-your-Emergency-Contact-Information-for-University-Housing/?l=en\\_US&fs=RelatedArticle](https://asu.secure.force.com/kb/articles/FAQ/Submit-your-Emergency-Contact-Information-for-University-Housing/?l=en_US&fs=RelatedArticle).

## Chandler Gilbert 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 CGCC 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 (new statistic as of 2014):** 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 (new statistic as of 2014):** 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 (new statistic as of 2014):** 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 CGCC’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. CGCC does have residence halls or housing facilities at the Williams Campus. CGCC also does have 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.

**CGCC Pecos Campus, 2626 Pecos Rd. Chandler, AZ 85225**

Offense	Location	2014	2015	2016
Murder/Non-negligent Manslaughter	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Manslaughter by Negligence	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	0	0	1
	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	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	1
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	1
	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

Burglary	On Campus	1	1	1
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Motor Vehicle Theft	On Campus	0	0	0
	Non-Campus	0	1	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	0	0	7
	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	1
	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	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0

Hate Crimes:

2014 – 0

2015 – 0

2016 – 0

**CGCC Williams Campus 7360 East Tahoe Ave, Mesa AZ 85212**  
**(Includes Residence Hall data)**

Offense	Location	2014	2015	2016
Murder/Non-negligent Manslaughter	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Manslaughter by Negligence	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Rape	On Campus	1	1	1
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Fondling	On Campus	0	0	1
	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	0	0	5
	Non-Campus	1	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Dating Violence	On Campus	1	0	2
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Stalking	On Campus	0	1	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Robbery	On Campus	0	0	1
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Aggravated Assault	On Campus	1	1	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0

Burglary	On Campus	2	2	3
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Motor Vehicle Theft	On Campus	1	0	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	0	0	2
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Liquor Law Arrests	On Campus	2	1	13
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Liquor Law Violation Referral	On Campus	4	29	9
	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	2
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Drug Law Arrest	On Campus	2	5	9
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Drug Law Violation Referral	On Campus	14	9	9
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0

Hate Crimes:

2014 – 0

2015 – 0

2016 – 0

**CGCC Sun Lakes Campus 25105 South Alma School Road  
Sun Lakes, AZ 85248**

Offense	Location	2014	2015	2016
Murder/Non-negligent Manslaughter	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Manslaughter by Negligence	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	0	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	0	0	0
	Non-Campus	0	0	0
	Public Property	0	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

Burglary	On Campus	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0
Motor Vehicle Theft	On Campus	0	0	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	0	0	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	0	0	0
	Non-Campus	0	0	0
	Public Property	0	0	0
	Unfounded	0	0	0

Hate Crimes:

2014 – 0

2015 – 0

2016 – 0