

POLICY

RCHS - CA - 311 Federal Regulatory Compliance Policy: Campus Security		rPolicies#409
Riverside College of Health Sciences – Education Campus		
Campus Affairs: Campus Safety Policies	All College Employees	
Policy Approver/Content Owner: RCHS Policy Committee Chair		
Effective Date: 10/23/2024		Page 1 of 4

*This policy meets the Jeanne Clery Disclosure of Campus Security Policy & Crime Statistics Act
and the Drug-Free Schools & Communities Act.*

Revision Description
Policy reviewed. No changes.

PURPOSE:

The purpose of this policy is to define the compliance requirements of these regulations and to identify campus personnel responsible for implementation, evaluation, and reporting.

POLICY STATEMENT:

It is the policy of the Riverside College of Health Sciences to provide for the safety and well-being of all members of the campus community. Compliance with the Higher Education Act of 1965, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the Higher Education Opportunity Act (HEOA), and the Drug-Free Schools and Communities Act (EDGAR Part 86) requires ongoing monitoring and reporting crime statistics, including violations of drug and alcohol policies. Safety-related education of employees and students in compliance with these Federal regulations is essential for ensuring a campus culture of safety.

PROCEDURE:

ANNUAL CAMPUS SECURITY REPORT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires institutions of higher education to produce and distribute an annual report containing information on their campus crime statistics and campus security policies. (Annual Campus Safety & Security Report) The Deans of Institutional Effectiveness and Student Success, will compile, submit, and publish a Campus Security Report on October 1st of each year.

Information about crimes and criminal activity on campus and in the surrounding geographic area will be obtained from Campus Security Authorities (CSAs), Riverside Health Protection, local police, and others on an ongoing basis. The Dean of Student Success is responsible for maintaining Crime Logs and Crime Statistics for all reported crimes that occurred on campus and in the surrounding geographic area. The Annual Campus Security Report will include crime statistics for the prior three academic years, policy statements regarding various safety and security measures, descriptions of campus crime prevention programs, and procedures to be followed in the investigation and prosecution of alleged sexual offenses. In accordance with Federal requirements, crime logs and annual campus security reports will be maintained for seven years; crime statistics will be maintained for eight years.

The Annual Campus Security Report will be made available to all current and prospective students and employees and will be accessible on the College website.

CAMPUS SECURITY AUTHORITIES (CSAs) AND RESPONSIBLE EMPLOYEES (REs)

The Dean of Student Success will maintain an up-to-date list of all designated campus CSAs and REs. The following campus personnel, who have responsibilities for student and/or campus activities, will be designated as CSAs: all full-time and part-time faculty; select staff members; Title IX Coordinators; College Administrators; and RCHS Protection Officers, as assigned. The following campus personnel will also be designated as REs: the Title IX Coordinators, and the Deans of Student Success and Institutional Effectiveness. All designated CSAs and REs will maintain certification by completing comprehensive annual mandatory training. The Dean of Student Success will assign and monitor all CSA and RE training activities.

THREAT ASSESSMENT AND EMERGENCY RESPONSE/CRISIS INTERVENTION TEAM

The Dean of Student Success, the Director and/or Manager of RCHS Protection, and the Facilities and Campus Safety Coordinator will meet annually to assess the security and safety of the campus. Identified opportunities to improve campus safety and security are identified and acted upon expeditiously.

When a situation is reported that constitutes a threat or potential threat to the safety of students and employees on campus, The Dean of Student Success may activate the Emergency Response/Crisis Intervention Team. The Team consists of the Dean of Student Success, the Director and Manager of RCHS Protection, the Facilities and Campus Safety Coordinator, and appropriate members of the College Leadership Team. Local police/sheriff department personnel may also be included. The team is responsible for evaluating the situation and determining appropriate steps to take to ensure the safety of all on campus. In response to an emergency, the Team may issue an emergency notification and/or timely warning.

TIMELY WARNINGS AND EMERGENCY NOTIFICATIONS

Information about criminal incidents is reviewed on a case-by-case basis to determine whether those incidents represent a serious or continuing threat to students and employees. Incidents will be reviewed based on the nature of the crime, the facts of the case and the information known to the College.

Emergency Notifications

In the event that a situation arises, either on or off campus, that, in the judgment of the College Leadership and/or local law enforcement, constitutes a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus, a campus-wide Emergency Notification will be issued unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The Emergency Notification will be issued by the Dean of Student Success or designee, through the student information system emergency alert system in the form of email and cell phone messaging to students and employees. Information may also be disseminated through the College's learning management system and through announcements on the call-in Emergency Notification and Announcement Phone Line (Policy 301 Campus Emergency Notification & Response).

Timely Warnings

Timely Warnings, distinct from Emergency Notifications, provide information about crimes that have already occurred but still pose a serious or continuing threat. Timely Warnings will be issued to heighten awareness that a crime or series of crimes has occurred and to be more vigilant of potential dangers on or near campus. Timely Warnings will be issued by the Dean of Student Success, or designee, through the student information system (SIS) emergency alert system in the form of email and cell phone messaging. Information may also be disseminated through the learning management system.

Anyone with information warranting a Timely Warning should report the circumstances to any of the following designated campus officials: Dean of Student Success; Facilities Coordinator; Dean of Institutional Effectiveness; Deans of Education Programs, and the College President.

BIENNIAL ALCOHOL and OTHER DRUGS REPORT and ANNUAL NOTIFICATIONS

The Drug-Free Schools and Communities Act (EDGAR Part 86) requires institutions of higher education to conduct a Biennial Review of their Alcohol and Other Drugs (AOD) programs and policies to determine program effectiveness and consistency of policy enforcement and to identify and implement any changes needed to either. The Deans of Student Success and Institutional Effectiveness, in collaboration with other College personnel, will complete a written report that compiles information required by the regulations. The Drug-Free Schools and Campus Biennial Review will be conducted at the end of odd-numbered years and will cover the previous two academic years. The review will include a description of AOD programs offered, a statement of the AOD program goals and a discussion of goal achievement, a summary of the AOD program strengths and weaknesses, and procedures for distributing annual notifications to students and employees. The Dean will maintain the biennial reports for a period of eight years from date of publication.

The Registrar will be responsible for disseminating the Annual Notification of Alcohol and Drug Health Risks (Attachment 240.Q). The annual notifications will include Standards of Conduct; possible Virginia state and Federal sanctions and penalties; statements of the health risks associated with AOD abuse; the College's AOD programs available to students and employees; and disciplinary sanctions for violations of the Standards of Conduct. Annual Notification of Alcohol and Drug Health Risks will be provided to students and employees at the beginning of each academic year through email notification sent via the College online student information system and will be posted on the College's website.

Students enrolled after the notification has been sent will receive a copy of the notification at New Student Orientation; new employees will receive a copy of the notification during orientation and onboarding.

STUDENT AND EMPLOYEE EDUCATION PROGRAMS

Campus Safety, Security, and Crime Prevention Training

Students receive training on campus safety and crime prevention, campus emergency procedures, emergency preparedness, and prevention of sexual violence at the beginning of each semester. Employees receive annual training on these topics. Information is available to students and employees about on-campus and off-campus resources via the College learning management system.

Alcohol and Other Drugs Education

Students are informed of College policies related to alcohol and illegal substance use and abuse during New Student Orientation. Drug and alcohol abuse education and prevention programs are available to students and employees through the RCHS contracted employee assistance program, VITAL Worklife which provides services include substance abuse counseling and prevention programs.

Health risks associated with use/abuse of alcohol and other drugs and available community resources are contained in the Annual Notification sent to students and employees.

RELATED INFORMATION:

<i>Attachments</i>	RCHS-SA-240.Q Annual Notification of Alcohol & Drug Health Risks
<i>Policies</i>	RCHS-CA-301 Campus Emergency Notification & Response

POLICY DATES:

Last Date Reviewed:	10/23/2024
Last Date Revised:	2/28/2022
Date Created:	1/22/2016

PORTIONS OF THIS POLICY ARE PUBLISHED IN: The Annual Campus Safety & Security Report;
The Biennial Review Report: Drug-Free Schools & Campuses