

SAFETY AND SECURITY

The Nevada System of Higher Education puts forth the following Environmental Health and Safety Statement for all institutions in the system in accordance with federal, state and local laws and regulations.

The NSHE Board of Regents declares that the development, implementation and compliance monitoring of environmental health and safety programs is integral to the NSHE mission. The programs will be structured in such a way that they will become an essential part of campus life.

It is the intention of the NSHE Board of Regents that all CSN institutions be good neighbors in their communities in regard to environmental health and safety issues.

Environmental health and safety programs should be administered at the institutional level. The NSHE Board of Regents delegates the authority for the development, implementation and compliance monitoring of environmental health and safety programs to the Presidents of each institution. Each institution shall develop environmental health and safety programs that best address the problems specific to that institution.

Each institution shall develop an administrative structure to implement environmental health and safety programs in a manner that educates all employees and students to provide knowledge and understanding of the programs. These programs shall include but are not limited to:

- Biological safety
- Chemical safety
- Diving safety
- Disaster preparedness
- Fire protection
- Industrial hygiene
- Radiation protection
- Sanitation
- Occupational safety and accident prevention
- Environmental protection/hazardous materials management
- Relations with governmental agencies

Each institutional administrative structure shall establish oversight, advisory and compliance programs for monitoring institutional operations and activities. The NSHE Board of Regents recognizes the right of institutions to enter into cooperative agreements with each other in order to address all environmental health and safety concerns.

COVERT VIDEO SURVEILLANCE POLICY

The use of covert video surveillance for anything other than a criminal investigation on the campuses of the College of Southern Nevada is prohibited. If, in a criminal investigation, such video surveillance is used, it must be approved by the President. This policy shall not interfere with the legitimate use of video taping for academic purposes.

EMERGENCY PROCEDURES

Flip charts outlining all “Emergency Procedure Actions” are posted in classrooms, in offices and common areas on each campus. Instructors will ensure students are made aware of these procedures and, in the case of an emergency, take appropriate action to evacuate the classroom and/or building. Students should review this information on the first day of class and understand what actions they may be expected to take during an emergency. Public Safety and other staff members have been trained for specific evacuation actions. Emergency Assembly Points have been established on all second floor levels. Individuals with disabilities will be provided with information pertaining to this program from the Disability Resource Center. In case of a disaster situation, CSN will fall within the scope of the Clark County Emergency Operations Plan. Copies of this plan are on file in each campus Public Safety Office.

CSN POLICE DEPARTMENT

The CSN Police Department consists of a Chief of Police, Deputy Chief, Assistant to the Chief, 6 Police Sergeants, 9 Police Officers, and seventy contract public safety officers. The Chief of Police reports to the Vice President of Administrative Operations. All campus public safety officers are service-oriented security professionals trained to handle security and safety matters on campus.

All members of the public safety department are trained in first aid and cardiopulmonary resuscitation (CPR). All public safety personnel carry a two-way radio, flash light, and are in distinctive uniforms. The enforcement authority of the Department of Public Safety and its College Police Officers, as well as their working relationship with state and local police agencies, may be found Nevada Revised Statute 396.325. All college police officers are armed, have arrest powers, and are service-oriented law enforcement professionals trained to handle police and safety matters on campus.

Contract Security Officers are deployed throughout the campus at stationary posts, in a campus security vehicle, and on foot patrol. A public safety vehicle is used primarily for perimeter patrol. Officers work overlapping shift on the 7x3 and 3x11 tours. This type of deployment allows for optimum coverage during peak hours and also permits the officers to engage in community relations programs for public safety to better interact with students, faculty, staff and visitors. These officers are non-sworn officers and do not have arrest powers above that of a private citizen.

The CSN Police Department has an excellent working relationship with other law enforcement authorities.

STUDENT SAFETY AND HAZARDOUS MATERIALS

Certain courses may require that students work with potentially hazardous materials in laboratories, darkrooms or workshops as part of their course work. Instructors will provide information regarding the safe handling of all materials. Questions regarding the use of these materials should be directed to the specific academic department or the instructor.

THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT

The Federal Student Right-to-Know and Campus Security Act of 1990, recently renamed “The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act”, (Clery Report) was enacted by congress and signed into Law in November of 1990. In 1992, and most recently in 1998, Congress significantly amended the law, expanding the reporting criteria. It requires institutions of higher learning to prepare, publish, and distribute a report concerning campus crime statistics and security policies on an annual basis through appropriate publications, mailings, or computer network to all current students, and employees, and to all prospective students and prospective employees upon request. This report contains the annual report concerning specific campus crime and arrest statistics as well as information about campus policies and practices intended to promote crime awareness, campus safety and security.

In order to comply with provisions of this Federal Law, reports from the College and several local law enforcement agencies are compiled and published annually by the CSN Police Department.

As public safety professionals responsible for providing and maintaining a safe and secure environment, we have an obligation to provide an accurate and comprehensive report describing the services we provide to the college community and accurate accounting of any incidents of crime, which occurred on our premises.

Crime Statistics for the 2004, 2005, 2006 calendar years are also provided as is information regarding the number of arrests made for certain designated criminal offenses during these time periods. It should be noted that the crime statistics included in this report are organized by location that are identified as either owned or leased property belonging to the College of Southern Nevada. The statistics include incidents involving non-student, non-faculty and non-staff individuals.

Successful public safety is a campus-wide endeavor and requires the cooperation and support of the entire college community. For this reason, we have prepared this information. We hope that it will be informative and useful in maintaining the safety and well being of the College of Southern Nevada community and our guests.

The CSN Annual “Clery Notice” Compliance:

Copies of this report may be obtained in person at any of the CSN Police Department Offices located at our three main campus sites or on-line at the CSN Police Department website located at: <http://www.csn.nevada.edu/bsf/security-home.htm>. The CSN “Clery Notice” is made available to anyone upon request. It is also distributed (directly) via Internet email to all current employees in October each year.

In accordance with the Office of the President, and pursuant to federal law: “Jeanne Clery Disclosure of Campus Security and Policy and Campus Crime Statistics Act of 1998” all currently enrolled students, campus employees and all prospective students and prospective employees are entitled to request and receive a copy of the CSN Annual Campus Security Report.

The Report contains crime statistics about certain specified crimes/incidents that have been reported to Campus Public Safety Authorities over the past three years and that have occurred either on-campus, in off-campus buildings or property owned or controlled by the College, or on public property adjacent to the campus.

The report also contains policies and practices pertaining to campus security, crime reporting, alcohol and drugs, victims’ assistance programs, student discipline, campus resources, community safety alerts, crime prevention, access to campus facilities as well as personal safety tips.

The report encourages the reporting of all crime occurrences. The report tells how and to whom to report crimes, especially sexual assault crimes.

The CSN Clery Notice is printed and distributed via email, on numerous college department web pages posting, publication in various campus periodicals, to ensure campus-wide dissemination and to meet federal law mandates.

The College:

The College of Southern Nevada (CSN) is a comprehensive educational institution within the Nevada System of Higher Education (NSHE). Founded in 1971, the College serves diverse audiences in Southern Nevada that has consistently been among the fastest growing community in the nation, through five educational areas: occupational training, university transfer preparation, workforce and economic development programs, developmental education, and counseling and guidance. CSN serves the residents of Clark, Nye, Lincoln, and Esmeralda counties. Together, these counties cover over 42,000 square miles (an area roughly the size of the State of Virginia). CSN operates the following operational campuses and Urban and Rural Learning Centers:

Charleston Campus, is located at the corner of Torrey Pines Drive and West Charleston Boulevard, is an 80-acre Campus located approximately 6 miles (15 minutes) west of downtown Las Vegas.

Cheyenne Campus, is located in the City of North Las Vegas, is located approximately 5 miles (ten minutes) northeast of downtown Las Vegas.

Henderson Campus, is located on College Drive in Henderson, is located approximately 15 miles (25 minutes) southeast of downtown Las Vegas.

Green Valley Center, is located at 1560 West Warm Springs Road in Henderson, Nevada.

Summerlin Center, is located at 333 South Pavilion Center Drive in Las Vegas.

Nellis Center, is located at Nellis Air Force Base, 99th MSSQ/MSE in North Las Vegas.

Western Center, is located off the 95 Expressway and Decatur Boulevard on the Campus of Western High School.

A.D. Guy Center, is located at 817 N. "N" Street Las Vegas, Nevada.

Sahara West Center, is located at 2409 Las Verdes Street in Las Vegas, Nevada.

Boulder City Center, is located at 700 Wyoming Street Boulder City, Nevada.

Moapa Valley Center, is located at the Moapa High School located at 2400 North Saint Joseph Street in Logandale, Nevada.

Mesquite Center, is located at 50 South Arrowhead Lane, Suite A in Mesquite, Nevada.

Lincoln County Center, is located at City Hall 100 Depot Avenue, Room 10 in Caliente, Nevada.

Math and English Preparatory Center, is located at 1055 E. Tropicana, Suite 100 in Las Vegas, Nevada.

Neighborhood Learning Center at The Latin Chamber of Commerce, is located at 300 North 13th Street (corner of Stewart and 13th) in Las Vegas, Nevada. CSN has a current day and evening enrollment of approximately 35,000 and employs 2,736 full and part-time faculty, professional staff and classified support staff.

The College provides a variety of personal support services to students to assist them in becoming more aware of their potential and in planning and achieving their educational goals. Students are provided counseling, academic advisement, assessment, career planning, job placement and financial assistance.

A Message from the Chief of Police

The CSN Police Department is responsible for providing security and protection services on campus.

We will continuously strive to enhance the quality of life on campus by working together with the public and within the framework of the constitution to enforce the laws, preserve the peace, reduce fear and provide for a safe and secure environment for everyone.

We believe in the dignity and worth of all people, and place the highest value on preserving human life by practicing the principles of community-oriented public safety service.

We are accountable and responsive to the community we serve and believe that the strength of our department lies in our officers. We encourage open and constructive dialogue between our officers and the campus community in order to inspire confidence and trust in our department and profession. We are committed to providing high-quality, community-oriented, sensitive public safety services.

The CSN Police Department: Offices

The CSN Police Department has offices located at each of the three main campuses and individual officers are posted at all of the Urban and Rural Learning Centers. The Department takes proactive measures to create and maintain a safe environment for all members of the college community and our guests. While our contract security officers are trained to be alert for anything that might breach campus safety and security, it is important that any irregularity noticed by you be reported immediately.

The CSN Police Department: Staff

The CSN Police Department consists of a Chief of Police, Deputy Chief, Assistant to the Chief, 6 Police Sergeants 9 Police Officers, and seventy contract public safety officers. The Chief reports to the Vice President of Administrative Operations. The enforcement authority of the Department of Public Safety and its College Police Officers, as well as their working relationship with state and local police agencies, may be found Nevada Revised Statute 396.325. All college police officers are armed, have arrest powers, and are service-oriented law enforcement professionals trained to handle police and safety matters on campus.

All campus security officers are service-oriented security professionals trained to handle security and safety matters on campus. All members of the public safety department are trained in first aid and cardiopulmonary resuscitation (CPR). All security personnel carry a two-way radio, flash light, and are in distinctive uniforms.

These officers are non-sworn officers and do not have arrest powers above that of a private citizen. Contract security officers are deployed throughout the campus at stationary posts, in a campus security vehicle, bicycle patrol and on foot patrol. A public safety vehicle is used primarily for perimeter patrol. Officers work overlapping shift on the 7x3 and 3x11 tours. This type of deployment allows for optimum coverage during peak hours and also permits the officers to engage in community relations programs for public safety to better interact with students, faculty, staff and visitors.

The CSN Police Department has an excellent working relationship with other law enforcement authorities including The Las Vegas Metropolitan Police Department, The North Las Vegas Police Department, The Henderson Police Department, The Nevada Highway Patrol, The Clark County School District Police, The Nye County Sheriff's Office, The Boulder City Police Department, The Mesquite Police Department, The Lincoln County Sheriff's Office, as well as federal agencies such as the FBI.

**The CSN Department of Public Safety:
24-Hour Patrol Coverage**

Public safety personnel staff the office, 24 hours a day, 365 days a year, including holidays. While on patrol, the officers are instructed to be alert for anything that might breach campus safety and security on the campus. It is important that any irregularity noticed by you be reported immediately.

NON-Emergency:(702) 651-5613

Emergency:(702) 651-7911

**Campus Security Policies and
Crime Reporting Procedures:**

We encourage all students, faculty, staff and visitors of the college to report actual or suspected criminal behavior or other emergencies that occur on campus to The Department of Public Safety in a timely manner. To report a crime or emergency, call:

Charleston Campus(702) 651-5613

Cheyenne Campus(702) 651-4055

Henderson Campus(702) 651-3113

CSN Police Administrative Office(702) 651-2677

Site Operator/Main Number:

Western Center(702) 651-4800

Summerlin Center(702) 651-4900

Green Valley center(702) 651-2650

Sahara West Center(702) 651-4487

A.D. Guy Center(702) 651-4999

Boulder City Center(702) 651-4040

Moapa Valley Center(702) 398-7545

Mesquite Center(702) 346-2485

Lincoln County Center.....(775) 726-3870

Math and English Preparatory(702) 739-6170

Neighborhood Learning Center(702) 651-4949

You may also call the CSN Public Safety Emergency Telephone Number: (702) 651-7911. This number is manned 24 hours a day by a trained contract security officer. You may also use the emergency Red and Yellow call boxes located throughout the campus.

If a person is unable or unwilling to make such a report they may make a report to any official at the college. The CSN Police Department will accept for investigation a report of a crime from any member of the college community.

In cases of off-campus criminal activity, the complainant is encouraged to report the incident to the proper law enforcement authorities. CSN has always advocated prompt and accurate reporting of all crimes. Every report of a criminal incident received is recorded on a CSN Campus Security Incident Report and assigned a sequential number for that reporting period. All crimes that are reported are logged in the daily crime log and reports are filed with a unique identification number. This daily log contains the nature of the crime, date, time, general location, and disposition of the complaint. Also, crime information is exchanged between the College's Police

Department and local police authorities. In compliance with the Student Right To Know "Clery Act" our crime reporting statistics are published annually and are available at The CSN Police Department, Student Information Center, and on our CSN Police Department website at: <http://www.csn.nevada.edu/bsf/Forms/CSNCrimeStatistics2006.pdf>

**To Whom Can Employees & Students Report
Criminal Offenses For The Purposes Of
Making Timely Warning Reports and Annual
Statistical Disclosure?**

The CSN Police Department strongly encourages employees and students to report all criminal offenses to a member of the Public Safety Service. You may report incidents in person at any of the Public Safety Offices. CSN is committed to ensure that the rights and safety of every member of the college community are respected and that there exists a safe and secure environment conducive to the pursuit of educational objectives. Employees and students may also report criminal offenses to a college official who has significant responsibility for student and campus activities, including, but not limited to, student discipline, and campus judicial proceedings. Persons in these titles are usually referred to on campus as the Vice President of Student Affairs, Director of Student Activities, Director of Athletics, Coaches, or their Assistants.

Persons serving in these titles who receive a report of criminal activity must ensure that it is forwarded to the CSN Police Department or local police authorities. (It is strongly encouraged that reports be made immediately when ever possible to The CSN Police or Public Safety Department on campus for the purposes of making timely warning reports & annual statistical disclosure). The CSN Police Department and Office of the Vice President of Student Affairs, encourages professional counselors to inform individuals they are counseling, of procedures to report crimes on a voluntary and confidential basis. This information would be used for inclusion in the annual disclosure of crime statistics, if and when reported and deemed necessary by the counselors. Inclusion will only be made after substantiated evidence of an actual occurrence can be proven. Confidentiality of the persons reporting crimes can only be extended within the scope of the investigation and the law.

Confidential Reporting Procedures:

If you are a victim of a crime and do not want to pursue action within the College system or the criminal justice system, you may still want to consider making a confidential report. In certain instances, a crime victim may be reluctant to file a report fearing the "process" and/or loss of his/her anonymity. In such circumstances, crime victims are still encouraged to make a confidential report to one of the designated campus public safety authorities. With your permission, the Chief of Police or a designee of the department can file a report on the details of the incident without

revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. It also ensures that you receive important counseling and referral information. With such information, the college can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the college.

Individuals can also call anonymously to leave tips that may assist the department in preventing or solving crimes or disorder problems on campus. Calling parties may leave their names if they want someone to contact them regarding their complaint. These reports can be made to the Chief of Police at (702) 651-2677. However, inclusion will only be made after substantiated evidence of an actual occurrence can be proven. NOTE: The confidentiality of the persons reporting crimes can only be extended within the scope of the investigation and the law.

You may also dial 911 from any public phone on the campus to contact the Police Department to report a crime. The CSN Police Department, in cooperation with local law enforcement agencies, investigates all reported criminal activities.

Public Safety Incident Log:

The Department of Public Safety maintains a “Public Safety Incident Log-Book”, which is available to the public during the normal hours of operation. The Public Safety

Incident Log Book contains information on all crimes and arrests, which occur on campus property and its geographical area of responsibility in accordance with federal laws.

No community can be totally risk-free. Crime takes place in our society and does not abate as one enters the confines of a college community. CSN Police Department strongly recommends that you remain alert and aware of what is going on around you, and remain security conscious and involved. If you see or hear something suspicious, please report the situation immediately. Thefts and other violations do at times occur. However, all of us can reduce the risk by thinking about our personal safety and taking practical precautions.

Off-Campus Crime:

The CSN Police Department has an excellent working relationship with other law enforcement authorities and will provide the appropriate referral assistance as requested.

In cases of off-campus criminal activity, you are encouraged to report the incident to the proper law enforcement authorities.

Illegal Weapons:

In accordance with NRS 202.265, it is illegal to carry or possess a firearm on any NSHE property unless the owner has written permission from the College President.

No one within the college community, shall have in their control and possession a rifle, shotgun, firearm or any other dangerous instrument or material that can be used to inflict bodily harm on an individual or damage to a building or the grounds of a campus.

These items may include, but are not limited to; any firearm, deadly weapon, explosive device, fireworks, nunchakus, metal knuckles, shuriken, billy club, any other deadly weapon or prohibited knife, while on any the property owned or leased by the College of Southern Nevada.

Only sworn peace officers, pursuant to their official duties or as authorized in writing by the College President may have firearms in their possession. Violators will be prosecuted to the fullest extent of the law.

Public Safety Protection Services/ Escort Services:

To ensure additional safety after dark, the Department of Public Safety provides uniformed escort service, to bus stop or vehicles, depending upon the availability of resources.

Students, faculty and staff who need this service should call the appropriate Public Safety Offices at their campus location:

Charleston Campus	(702) 651-5613
Cheyenne Campus	(702) 651-4055
Henderson Campus	(702) 651-3113

We also recommend that you use the “buddy system”, organize groups and walk together to your destination.

These small measures can make a big difference in your personal safety.

Access to Facilities:

Access to campus buildings and grounds is a privilege extended to students, faculty, staff, and guests. The college encourages an open environment with limitations to assure adequate protection of all members of the college community.

The college is open Monday through Saturday, 6:30 A.M. to 10:30 P.M. At night and during times when the campus is officially closed, College buildings are locked.

Faculty, staff and students with proper authorization are permitted into the buildings. The general public can attend cultural and recreational events on campus with access limited to the facilities in which the events are held. The college is closed on Sundays. The college has attempted to provide campus safety in and around the buildings by installing closed circuit television cameras and exterior lighting. Additionally, Public Safety personnel make regular patrols throughout the buildings and the college perimeter.

Authorization for use of campus grounds for assembly purposes must be obtained in advance from the Chief Campus Administrator.

As with any urban setting, everyone is encouraged to remain alert for potential problems and dangerous situations. Security is everyone’s responsibility. Your assistance is needed. CSN does not have campus residences. The college facilities all have external locking devices. The facilities are locked whenever classes or events are not scheduled. The President

or Vice President of the College must authorize access to the college during non-regular hours. Faculty and staff members are issued keys for their respective offices with the approval of the Department Head. CSN Police and Public Safety Departments, facilities personnel and appropriate college administrators are the only persons issued keys for building entrances and exits.

Keys may not be loaned to other staff members or students. Public Safety personnel will confiscate any keys, which have not been specifically issued to a particular individual.

Unauthorized duplication and illegal possession of keys is a misdemeanor.

Off-Campus Officially Recognized Student Organizations:

There are no off-campus locations or student organizations officially recognized by CSN, including organizations with off-campus housing facility.

Dormitory/Residential:

There are no residential or dormitory premises on the CSN campus.

Maintenance of Campus Facilities:

Public Safety personnel and other college employees, routinely perform checks of lights on campus that need repair.

This information is submitted to the Facilities Management for maintenance and repair.

Public Safety personnel periodically take notice of shrubbery, doors, and locks that require maintenance and submit the information to the appropriate department.

ID Cards:

Every member of the college community is encouraged to carry a validated identification card while on campus.

Upon request of a CSN Police or Public Safety Officer, or college official, the I.D. card must be presented. Refusal to present the I.D. card will result in denial of access to the campus. I.D. cards are **NON-TRANSFERABLE** and may not be used by any other person, for any reason. The college will prosecute any unauthorized person who trespasses or loiters on college property. ID cards are required in order to pick up financial aid checks, borrow books from the school library and attend certain special events. Students, faculty and staff will need an ID card in order to gain access to buildings, or to gain access to offices when keys are forgotten. Student ID cards shall be validated and updated each semester. The Office of Student Government distributes ID cards at each of the main campuses.

Faculty & Staff:

In order to obtain an ID card newly hired faculty and staff must present a letter from the Human Resource Department stating that they are employed at the college. The Office of Student Government distributes ID cards at each of the main campuses.

Student ID:

Students must show a stamped Bursar's receipt in order to obtain their ID card.

Lost & Found:

Found property can be turned over to the nearest uniformed officer on duty or brought directly to the public safety office, inquiries about lost property should be made there. All lost articles will be kept for a period of at least 90 days depending on the value of the item. Useful articles of clothing left unclaimed will be donated to local charitable organizations.

Referral Services:

The CSN Police Department has an excellent working relationship with the local Police Departments, Las Vegas District Attorney's Office, the Criminal and Family Court systems, and various victim service agencies. If you are the victim of a crime on or off campus or if you need help in dealing with any aspect of the criminal justice system, the public safety office is available to refer you to the appropriate agency.

Crime Prevention Tips:

The CSN Police Department believes it is more beneficial to prevent crime than to react after the fact. All members of the college community are encouraged to take responsibility of his/her own security, and when possible assist other with their security needs. A primary vehicle for accomplishing this goal is the department's comprehensive crime prevention strategy. This strategy is based on a multi-layered approach that includes proactive area patrol of the campus and crime prevention education and training.

Crime Prevention/awareness programs begin with new student orientation presentations. Topics of discussion include the Student conduct code, academic dishonesty, sexual harassment, substance abuse, alcohol, and hate violence.

Additionally, the College of Southern Nevada Security Advisory Committee comprised of faculty, student, staff, administration and public safety representatives meet regularly throughout the year to ensure concerns, questions and recommendations are addressed. Public Safety personnel are available to provide seminars on a host of topics: workplace violence, sexual awareness and responsibility, crime prevention/personal safety, domestic violence and acquaintance rape. The college makes every effort to advise and update students about public safety procedures and security conditions on campus. Some of the media utilized to notify and inform students are:

1. Safety and Campus Security Booklet for students, faculty, and staff.
2. Campus Security related articles published in the college newspaper.
3. Notices in the college bulletin, student newsletter, and college website.
4. Information Booth.

Communications:

The CSN Police Department is responsible for maintaining and investigating crimes and incidents on campus and will provide timely reports to the campus community of crimes that concern public safety. The statistics are provided for the most recent 3-year period. The public safety report is updated annually and is provided to all students, employees and applicants for admission.

Timely Warnings Notice To The College Community:

CSN will make every effort to provide a safe and secure environment for everyone. In the event a serious crime occurs on the campus or notification by the local police department, the CSN Police Department will provide the college community with a timely notice (within 24-48 hours of the reported incident and subject to the availability of accurate information) via college-wide mailing, e-mail, and posting throughout the campus. The same protocol will be followed for emergency situations. The circumstances of any particular situation coupled with a police department's evaluation of the situation/threat potential will dictate the need, breath and manner for the issuance of a Timely Warning Notice. The notice will provide information about the incident and crime prevention/safety information.

The alert process typically entails a combination of 1) electronic mail postings, and 2) physical posting of bulletins at designated campus facilities. The identity of all victims will be kept confidential within the scope of the law and/or investigation.

Your safety on campus is vitally important. The key to a safe and secure environment is cooperation. By working together, students, faculty and staff members can learn more about safety awareness. By taking responsibility, we can all help each other. Information regarding campus security and personal safety including topics such as crime prevention, public safety, peace officer authority, crime reporting policies, crime statistics, for the most recent three year period and disciplinary procedures is available from the Chief of Police.

Fire Prevention and Safety:

Fire prevention is the shared responsibility of all members of the college community. We work closely with the State Fire Marshal and Fire Departments to provide fire prevention information to the college community.

Awareness is probably the best weapon in maintaining a safe, fire-free environment. You should take the following precautions to protect yourself and others while on campus.

1. Report any conditions, which create a fire hazard (trash in the corridors or stairwells, missing fire extinguishers, blocked floor exits or stairwells, etc.) to the Campus Police or Public Safety Offices.
2. Know where the fire extinguishers are located. CSN staff, have been trained to operate fire extinguishers.

3. Know the location of the fire alarms and how to activate them.
4. Know where the nearest fire exit is. Also, be prepared to use an alternate exit if necessary. Plan how you would escape in case of a fire.
5. Know the location of the fire stairwells.
6. Treat fire drills as real emergencies. Remember, practice becomes routine, which expedites evacuation, prevents confusion and minimizes panic.
7. During fire drills or a real fire, follow the instructions of security and public safety personnel. Faculty and staff who want to volunteer as fire wardens can do so by contacting the CSN Police Department.
8. **NEVER USE AN ELEVATOR WHEN A FIRE ALARM IS ACTIVATED TO EVACUATE THE BUILDING.**

IF YOU DISCOVER A FIRE:

Any person who discovers a fire, smoke or an unusual amount of heat should do the following:

1. Pull the nearest Fire Alarm pull station on the floor.
2. Notify those in the immediate area of the danger.
3. Assist in removing any disabled person from the immediate area.
4. Notify the CSN Police or Public Safety Departments.
5. Follow instructions given by campus public safety personnel.

False Alarms:

The malicious activation of Fire Alarm pull station is a violation of the law and is prohibited. They create a mood of apathy that results in a failure to react to actual fires.

The local Fire Departments can issue fines of \$500 per incident to an individual who maliciously or intentionally causes a false alarm. Additionally, no smoking is permitted inside any CSN building. Faculty members should inform their students of this regulation and the CSN Police or Public Safety Departments should be notified if violations of the smoking regulations are observed.

Safety Hints:

CSN is proud of its campus safety and security record. The CSN Police Department recommends the use of these simple common sense rules.

1. Walking on/off Campus

If possible avoid walking alone. Walk in well-lit areas, DO NOT take short cuts. When walking to your vehicle, have your keys ready in your hand. Do not carry large sums of money, conspicuous jewelry or other valuables. Keep purses tucked closely under your arm.

2. In the Office

If you are working alone during off-hours, keep your doors locked. Inform the public safety office where you are working so that our patrol officers can give that area special attention.

3. In the Classroom

Avoid studying or being alone in inactive areas such as empty classrooms or stairwells. **RIT**

Theft Prevention:

In the Office

- Handbags quite often are left unattended in the bottom desk drawer, a situation which thieves are well aware. Secure your handbag at all times.
- Retrieve keys from persons no longer affiliated with your office.
- Do not leave keys lying around. Report lost keys to the Public Safety Office immediately.
- Lock your door when leaving the office unattended.
- Small items such as calculators, radios and tape recorders should be locked up when not in use.
- Portable office equipment such as staplers, electronic pencil sharpeners, calculators, computer software, etc. should be permanently marked with name of the department and room number to which they belong (call the CSN Purchasing/Receiving Department or Public Safety Office for items that require marking with an electric engraver).
- Report all suspicious persons immediately to the Public Safety Office.

In the Classroom

- Never leave handbag or briefcase unattended.
- When taking a break, secure your valuables or take them with you.

In Parking Lots

- Park in well lit areas.
- Always lock your car and take your keys.
- Always set any alarms or security locks.
- Remove car radio if possible.
- Avoid leaving any packages or valuables in open view inside auto.

Drugs and Alcohol:

It is the policy of CSN that any action or situation, which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation or affiliation with any organization, is prohibited. CSN is a drug and alcohol free campus, except in cases of educational purposes authorized by the college.

Consumption of liquor or drugs for the purpose of initiation or affiliation with any organization is prohibited. CSN is a drug and alcohol free campus, except in cases of educational purposes authorized by the college.

The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or other controlled substance by the students or employees on the university/college premises or as part of any university/college activities is prohibited. Employees of the university must also notify

the college personnel director of any criminal drug statute conviction for a violation occurring in the work place not later than (5) days after such conviction.

The unlawful possession, use or distribution of alcohol by students or employees on university/college premises or as part of any university/college activities is prohibited. The legal age for drinking alcohol in the State of Nevada is 21, and state law deals harshly with underage drinking. It is also against the law in the State of Nevada to sell or give alcohol to anyone under the age of 21.

The possession or use of illegal drugs is a crime in the State of Nevada. Anyone found in possession of or using such drugs on college property will be severely dealt with and will face criminal charges.

Counselors:

Counselors are available in The Counseling Department.

They provide a comprehensive package of activities and professional services (including crisis intervention) that will assist students to achieve academic, personal and career development and aid in student retention and success.

Students may refer themselves for personal counseling. All discussions are confidential. A counselor is also an important college resource of information about agencies and services in the local community. The professional Counselors, when appropriate, will inform persons of any procedures for reporting crimes on a voluntary, confidential basis for the inclusion in the annual disclosure of crime statistics.

They can be contacted at:

- Cheyenne Campus:.....(702) 651-4049
- Charleston Campus:(702) 651-5670
- Henderson Campus:(702) 651-3165

Missing Persons and Violent Crimes:

It is the policy of CSN Police Department to accept all reports of missing persons without delay. The reporting party should be the spouse, family member, close friend, or roommate. Investigative priority will be given to investigating missing persons over the handling of property crimes.

Any case involving a missing person, violent crime, suspected foul play or someone who may be “at- risk” poses unique challenges. The need to employ sophisticated investigative resources required to properly investigate certain crimes will dictate who will have operational responsibilities and investigative authority. In these cases, consideration shall be given to asking the local police agency for assistance.

In cases that involve a missing adult student, the department shall consider notification of the person’s parent(s) or guardian. In cases involving a missing juvenile student, the parents(s) or guardian of the student shall be notified, as soon as practical to do so.

Sexual Harassment:

It is the policy of the CSN to prohibit sexual harassment of employees and students. It is a violation of policy for any member of the college community to engage in sexual harassment. It is a violation of policy for any member of the college community to take action against an individual for

reporting sexual harassment. This policy is related to and is in conformity with the equal employment opportunity policy of the university to recruit, employ, retain and promote employees without regard to sex, age, race, creed, disability or sexual orientation. To file a sexual harassment report you may call: (702) 651-4068. A prompt investigation of allegations will be made on a confidential basis to ascertain the veracity of complaints, and appropriate corrective action will be taken. Sexual harassment is a crime.

Training in sexual harassment issues is required for all supervisors and managers. Training is available for all campus employees and can be scheduled by calling the Human Resources at 651-5800.

Sexual Assault Information:

The circumstances surrounding sexual assaults on college campuses are often quite different from those that occur elsewhere. Many of the incidents occur under circumstances commonly referred to a DATE RAPE. Date rape is a sexual assault against a person that is committed by someone the victim knows. The perpetrator may be someone the victim knows well and who may have previously been in his or her company. Because of this familiarity, the victim often fails to see the incident as a serious crime and may, in fact, place some of the blame for the incident upon herself or himself.

Date rape in college surroundings quite often follows the use of alcohol or other drugs by the victim and the perpetrator.

Very often, the victims find that they have been placed in a vulnerable position by trying to make new acquaintances or fit in with a new crowd. All students should remember that date rape is another name for a very serious crime. Every person is an individual and should be able to assert his or her wishes in a relationship. Self-awareness and good common sense are your best weapons against date rape. Trust your instincts, and be firm in saying what you like and don't like, a forceful "NO" may help dissuade a date rapist.

Applicable Laws & Penalties Related to Sexual Assault Crimes: NRS 200.366

Rape:

When a person engages in sexual intercourse with another that is incapable of consent because of age or other factors or by forcible compulsion.

Sodomy:

When a person engages in deviant sexual intercourse with another who is incapable of consent because of age or other factors or by forcible compulsion.

Sexual Abuse:

When a person subjects another person to sexual contact without their consent.

Penalties:

A person who commits a sexual assault is guilty of a category "A Felony" and shall be punished when substantial bodily harm to the victim:

1. Life without the possibility of parole;

2. Life with the possibility of parole, when a minimum of 15 years has been served;
3. A definite term of 40 years with eligibility of parole beginning when a minimum of 15 years has been served.

If You Are The Victim of Sexual Assault: Get Help

If you are a victim of sexual assault, go to a safe place immediately. If the incident occurred on campus, contact the CSN Police Department at: (702) 651-7911 or 911. Officers from the department will assist you in seeking medical care or you may contact the 24-hour Rape Crisis Hotline at: (702) 385-2153.

The CSN Police Department has formulated guidelines to be followed when dealing with reports of sexual assault. The primary objective of these guidelines is to provide all possible assistance to the victim, apprehend the perpetrator and maintain the confidentiality of the victim.

These guidelines are as follows:

1. If you are the victim of sexual assault, we will not pre-judge you or your actions. Victims are not responsible for the actions of others. We will meet with you privately and you may be accompanied by a personal advocate. If requested, a female officer will assist you. Notify The CSN Police Department at (702) 651-7911 or 911 immediately. We will assist you in obtaining emergency medical treatment, police assistance or counseling if necessary.
2. We will treat your case with courtesy, sensitivity and understanding and we will not release your name to the public or the press.
3. We will discuss and explain the criminal justice process and you will be kept informed as to the progress of the investigation, which may include the arrest and prosecution of the offender.
4. You are encouraged to receive immediate medical attention. This is important to alleviate fears of sexually transmitted disease and pregnancy. It will also aid in the collecting and preserving of evidence that can be later used in prosecution. Do not wash, douche or remove clothing worn at the time of the attack before you seek medical attention. This evidence is critical for future criminal prosecution.
5. When calm, make note of the events involving the attack. Inform the Police of these details.
6. It may be necessary to seek the services of a counselor. College counselors are equipped to assist victims immediately and make referrals to community agencies. To speak to a counselor, you may call:

Cheyenne Campus	651-4049
West Charleston Campus	651-5670
Henderson Campus	651-3165

7. Whenever a report of sexual assault is received, the Chief of Police or his designee will be notified immediately.

As with all other reports of incidents taken on campus, the public safety officer taking the report will obtain as much information as possible about the circumstances of the incident.

Unlike other reports, the identity of the victim will be kept confidential. The name, address and other identifying information will not be included on the incident report.

If a student is found guilty of violating university rules, she/he shall be subjected to the following range of sanctions defined in the Chapter 6 of the NSHE Rules and Regulations for the Maintenance of Public Order: admonition, warning, censure, disciplinary probation, restitution, suspension, expulsion, ejection and/or arrest by the civil authorities.

Campus Disciplinary Procedure:

If a student, faculty, or staff member is accused of sexual assault, or other sexual offenses, the college will bring disciplinary charges against the individual involved. The accuser and the accused are entitled to the same opportunities to have others present during the campus disciplinary proceeding brought about by an allegation of sexual assault.

The Student Code of Conduct governs the disciplinary procedure as outlined in Chapter 6 of the NSHE of the university by-laws (copies may be obtained at the Office of the Chief of Police). Students found guilty of sexual assault may face sanctions including suspension and expulsion for the college.

College Support Services On-Campus:

The college is committed to offering educational and support services. Victims of sexual assault are encouraged to seek the assistance of the professional counselors on staff.

These counselors are equipped to immediately assist victims and make referrals to community agencies/programs where appropriate. The counseling professionals will also do all they can to assist victims of sexual assault including help in changing academic and life situations if requested by the victim, and if these changes are reasonably available.

You may also contact the 24-hour Rape Crisis Hotline at: (702) 385-2153.

Crime Codes and Definitions:

In Compliance with the federal law and in an effort to promote the personal safety of the college community, the following information has been prepared for campus review. This report focuses on the federal requirements under the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act." CSN must produce and distribute an annual report containing crime statistics and statements of security policy.

The following categories of crime for the campus, certain non-campus properties and certain public property areas that have been reported to the CSN Police Department, local police agencies and other campus officials with significant responsibility for students and campus activities, must

be disclosed for the most recent 3 years. The following definitions are to be used for reporting the crimes listed in 34 CFR sec. 668.46 (previously 668.47) in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting Program. The definitions for murder, robbery, aggravated assault, burglary, motor vehicle theft, weapon law violations, drug abuse violations and liquor law violations are excerpted from the Uniform Crime Reporting Handbook.

The definitions of forcible and nonforcible sex offenses are excerpted from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook.

Crime Definitions from the Uniform Crime Reporting Handbook

Arson, Homicide (Murder and Non-negligent manslaughter, negligent manslaughter), sex offenses (forcible and nonforcible), robbery, aggravated assault, burglary, motor vehicle theft.

1. 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.

2. Homicide

- Manslaughter by Negligence- The killing of another person through gross negligence.
- Murder and Non-negligent Manslaughter- The willful (non-negligent) killing of one human being by another.

3. Sex Offenses - Forcible

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

- Forcible Rape - The carnal knowledge of person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity, or because of his/her youth.
- Forcible Sodomy - Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim's incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- Sexual Assault with an object - The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

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

Sex Offenses - Non-Forcible

Unlawful, non-forcible sexual intercourse.

- Incest - Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape - Non-forcible sexual intercourse with a person who is under the statutory age of consent.

4. Robbery

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

5. Aggravated Assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury resulting from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

6. Burglary

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

7. Motor Vehicle Theft

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

The law also requires that colleges and universities provide statistics for the following categories of arrest or referrals for campus disciplinary action (if an arrest was not made): Liquor law violation, drug law violation and illegal weapons possession.

I Weapon Law Violations

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

II 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, but not limited to: opium or cocaine; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

III Liquor Law Violations

The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining an unlawful drinking place; 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 Crimes:

Must also be reported by category of prejudice based on the following: Race, gender, religion, sexual orientation, ethnicity or disability.

For the purpose of reporting the statistics with respect to the crime statistics that must be compiled in accordance under the categories of: On Campus, Non-Campus Building or Property; Public Property; and Dormitory/residential.

I On-campus:

- 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; and
- Property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).

II On-campus building or 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; and property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).direct support of, or in relation, to the institution's educational purposes, is used by students, and is not

III Public property:

- Means 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 or the facility is used by the institution in direct support of, or in a manner related to the institution’s educational purposes. **SAF**

- For the purpose of paragraph “I” above, CSN defines On-campus its reasonably contiguous geographic area of the institution as: the public pedestrian area adjacent to any of our main campuses and Urban and Rural Learning Centers.

Policies For Preparing the Annual Disclosure of Crime Statistics

As required by federal law, CSN’s yearly crime statistics for this report are compiled on a calendar-year basis in accordance with the definitions of crimes provided by the FBI for use in the Uniform Crime Reporting (UCR) system.

These statistics include the previous 3 years (2004, 2005, and 2006) concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by CSN; and on public property within, or immediately adjacent to and accessible from, the campus. In addition, these statistics are gathered from reported crimes to the public safety office/officers, crimes reported to other campus officials with significant responsibility for student and campus activities as well as those crimes reported to the local police agencies. These statistics also include persons referred for campus disciplinary action for categories required under the Clery Act including liquor law violations, drug law violations and illegal weapons possession.

The charts that follow for 2004, 2005, and 2006 are reflective of the changes mandated by federal law for compiling this report.

CRIME AWARENESS, CAMPUS SECURITY AND CRIME REPORTING

In compliance with the Campus Security Act of 1990, the following information is a result of reviewing valid incidents at CSN. These categories must be reported and distributed to current students and employees.

Crime Statistics

January 1, 2004 to December 31, 2004:

Category	Incidents
Criminal Homicide	
Murder & Non-negligent Manslaughter	0
Negligent Manslaughter	0
Sex Offenses	
Forcible Sex Offenses	0
Non-forcible Sex Offenses	0
Robbery	
Aggravated Assault	0
Burglary	19
Motor Vehicle Theft.....	34
Arson	3
Hate Crimes	0
Liquor Law Violations	
Arrest	0

Referred for Disciplinary Action.....	0
Drug Law Violations	
Arrest	0
Referred for Disciplinary Action.....	0
Illegal Weapons Possession	
Arrest	0
Referred for Disciplinary Action.....	3

Crime Statistics

January 1, 2005 to December 31, 2005:

Category	Incidents
Criminal Homicide	
Murder & Non-negligent Manslaughter	0
Negligent Manslaughter	0
Sex Offenses	
Forcible Sex Offenses	0
Non-forcible Sex Offenses	0
Robbery	
Aggravated Assault	0
Burglary	53
Motor Vehicle Theft.....	18
Arson	1
Hate Crimes	0
Liquor Law Violations	
Arrest	0
Referred for Disciplinary Action.....	0
Drug Law Violations	
Arrest	1
Referred for Disciplinary Action.....	1
Illegal Weapons Possession	
Arrest	1
Referred for Disciplinary Action.....	1

Crime Statistics

January 1, 2006 to December 31, 2006:

Category	Incidents
Criminal Homicide	
Murder & Non-negligent Manslaughter	0
Negligent Manslaughter	0
Sex Offenses	
Forcible Sex Offenses	0
Non-forcible Sex Offenses	0
Robbery	
Aggravated Assault	0
Burglary	4
Motor Vehicle Theft.....	22
Arson	1
Hate Crimes	0
Liquor Law Violations	
Arrest	0
Referred for Disciplinary Action.....	0
Drug Law Violations	
Arrest	3
Referred for Disciplinary Action.....	0
Illegal Weapons Possession	
Arrest	0
Referred for Disciplinary Action.....	0