

**Cochise College
Administrative Policy**

**Category: Health and Safety
Policy Number: 5005
Title: Campus Security**

Cochise College employs a private security company, which provides campus security district-wide. The Director of Security reports directly to the Dean of Student Services who also serves as the College's designated official responsible for communication with law enforcement units. The personal safety and well-being of the students, faculty, staff and visitors at Cochise College are of the highest concern. All individuals are encouraged to take responsibility for their own safety and security and assist with the safety and security of others.

**Procedure 5005.1
Functions**

College Security is responsible for a full range of public safety services, including:

1. Conducting incident investigations, and assisting with medical and fire emergencies, and traffic accidents.
2. Completing and submitting security and incident reports, to include all activities requiring police assistance, such as alcohol consumption, the use of controlled substances, weapons, etc. The Annual Campus Crime report and Daily Log Crime report are made available to the public through the College's Campus Security website.
3. Complying with the Sex Offender Notification and the Cleary Act:
 - a. Arizona Revised Statute 13-3826 requires student notification regarding sex offenders assessed as Level 3 or High Risk who are attending the College. This information is available on the College's campus security website. Each campus security office and College center administrative office will have a flyer with a photograph and exact address of the offender as well as a summary of the offender's status and criminal background.
 - b. Information concerning registered sex offenders may be obtained by contacting the Department of Public Safety Sex Offender Compliance Unit or checking its website at <http://www.dps.state.az.us>. Information on the identity and residential addresses of all levels of registered sex offenders is available at the Arizona Sex Offenders website.
4. Assisting with implementing the College's emergency and disaster notification plan.
5. Providing security for all student administrative hearings.
6. Providing personal escorts for Cochise College students, faculty, staff and visitors who are concerned about their safety.
 - a. An escort is generally provided by a campus security officer. However, the escort may also be provided by a trained, radio-equipped student employee.
 - b. The college security department on the respective campus/center should be contacted to request an escort.

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7. Providing information for the college campus security website concerning campus safety, resident housing safety, theft, vehicle theft, strangers and campus visitors, crime reporting mechanisms, use of alcohol and other drugs, sexual assault, bomb threats, identity theft, cyber stalking and online relationships, etc.
8. Handling lost and found items for disposition to the maintenance department.
9. Checking in, securing, and storing firearms and hazardous material belonging to college students in the residence hall and on other college sites. Possession of firearms on campus is prohibited, along with flammable, combustible or explosive materials.
10. Maintaining on-duty presence 24 hours a day, seven days a week, on most college sites.