

Annual
Security &
Fire
Safety
Report

2013

Published in the Year of 2014

NORTHERN New Mexico College



Table of Contents:

Introduction.....	3
Letter from the Dean of Student Services	4
Northern New Mexico Resource Page.....	5
Northern New Mexico College Security Department	6
<i>Crime Prevention</i>	<i>6</i>
<i>Education Programs</i>	<i>6</i>
Crime Reporting and the College’s Response	7
<i>Campus Security Authorities</i>	<i>7</i>
<i>Daily Crime Log.....</i>	<i>8</i>
Emergency Response and Notification.....	8
Evacuation Drills	9
Safe Access to Campus Facilities	10
<i>Policies and Procedures for Safe Access to Campus Buildings:</i>	<i>10</i>
Drug and Alcohol Policy	11
Possession or Carrying of Weapons	12
Sexual Assault and Harassment	12
Educating Students and Staff About Sexual Offenses.....	13
Sexual Offender Registration	14
Hate Crimes and Incidents of Bias.....	14
Missing Student Notification Policy & Procedure.....	16
Campus Crime Statistics.....	17
Definitions:	21
Fire Safety.....	24
Smoking Policy	24

Resident Hall Fire Evacuation Procedures 25

Fire Safety Statistics..... 26

El Rito Campus Evacuation Map..... 27

Espanola Campus Evacuation Map 28

Introduction

The “**Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act of 1998**” Commonly referred to as the “**Clery Act**”, requires institutions of higher education receiving federal financial aid to report specified crime statistics on college campuses and to provide other safety and crime information to members of the campus community.

Prospective and enrolled students are entitled to request and receive a copy of the Security Report for the Northern New Mexico College Campus. The report includes statistics for the past three years concerning crimes and incidents (whether they occurred on campus, in-off campus buildings or property owned or controlled by the College, or on public property adjacent to campus) reported to the College Security Department. The Report also includes institutional Policies on Campus Security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters.

Full Text Report is available online at <http://www.nnmc.edu> This report is prepared in cooperation with local law enforcement agencies and Dean of Students. These entities provide updated information on their education efforts and programs to comply with the Jeanne Clery Act.

Campus crime, arrests, and referral statistics include those reported to the campus Security officials as defined under the Act, and local law enforcement agencies. Each year an email notification is sent to all enrolled students, faculty, and staff. The email provided information on how to access the Annual Security Report online.

The commitment of Northern New Mexico College is the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on individual merit, and be free from invidious discrimination in all its forms.

Northern New Mexico College will not engage in discrimination or harassment against any person because of race, color, religion, sex, national origin, ancestry, age, order of protection status, genetic information, marital status, disability, sexual orientation including gender identity, unfavorable discharge from the military or status as a protected veteran and will comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders and regulations. This nondiscrimination policy applies to admissions, employment, access to and treatment in the college programs and activities.

Northern New Mexico College complaint and grievant procedures provide employees and students with the means for the resolution of complaints that allege a violation of this statement. Members of the public should direct their inquiries or complaints to the Human Resources Department.



Letter from the Dean of Student Services

Dear Students, Faculty and Staff:

Your safety and security are of prime concern at Northern New Mexico College. Ensuring that we have a safe environment to live, work and learn in is of utmost importance and requires the active cooperation of all of us. We can all do our part in promoting campus safety by being observant, securing valuables, and by reporting all campus crimes to the Northern New Mexico College Security Office.

The intent of this report is to provide students, prospective students and their families, faculty and staff with accurate, timely and complete information about safety and security on campus so that informed decisions can be made.

Along with crime statistics the complete report also includes information about crime prevention; ways to report criminal activities and campus policies on sexual assault; drugs and alcohol and weapons. The accompanying table shows statistics for violations of alcohol, drug and weapons policies that resulted in referrals for disciplinary action by the Dean of Students Office.

If you require further information or have any ideas for ensuring a safe learning and working environment please do not hesitate to contact me.

Sincerely,

Kathleen Sena
ksena@nnmc.edu
Phone: 505.747.2115
Fax: 505.747.5449



Northern New Mexico Resource Page

Call any of the Following authorities, 24 hours a day:

Dial 911

To report Emergency criminal violations to Public Law Enforcement from a public phone or cell phone

505-753-5555

To report non-emergency requests for Public law enforcement from a public phone or cell phone

Blue Emergency Stations

Direct access to Local law enforcement

Push the red Panic button on any of the Blue emergency pull station located around campus.

1-800-656-4673

National Sexual Assault Hotline

505-747-4329

Tewa Women United: V.O.I.C.E.S. Program a culturally based response to sexual violence, Located in Espanola, N.M.,

See <http://tewawomenunited.org/programs/our-voices-program>

Northern New Mexico College Campus Resources:

Campus Security

Joseph Montoya (Admin) Building, Office

505-747-2158

Mental Health Services

Seledon Martinez (VE) Building, Office

505-747-2256

Title IX Coordinator

Joseph Montoya (Admin) Building, Office

505-747-2160

Dean of Students

Joseph Montoya (Admin) Building, Office

505-747-2115

Maintenance Department

Metal Trades Building, Office

505-747-2165

Northern New Mexico College Security Department

Northern New Mexico College Campus Security serves the campus and is responsible for all property owned by NNMC in the Espanola and El Rito campus's.

Campus Security can be contacted via telephone at 505-747-2158 or by dialing ext. 2158, and the office is located in the Montoya building.

NNMC Security has a close working relationship with local and state law enforcement. Although Security does not possess the power of arrest our relationship with law enforcement has allowed us to quell the crime committed on our campuses.

It is College policy to encourage the prompt reporting of all crimes committed on campus to Campus Security and other appropriate law enforcement agencies and to assist the victims of those crimes.

Crime Prevention

Ensuring the safety of the College community is a group effort. We all must do our part. When working, visiting, or attending classes on campus, keep in mind the following:

- ❖ Report any suspicious persons or activities to the Campus Security
- ❖ Do not leave valuables unattended or unsecure
- ❖ Do not prop open entrances to buildings
- ❖ Lock your work areas every time you leave
- ❖ Report any maintenance problems to Facilities
- ❖ Call the Campus Security if you would like an escort
- ❖ Be mindful of your surroundings
- ❖ Report lost keys immediately

Education Programs

Crime prevention and security awareness programs on personal safety and theft prevention are sponsored by various campus organizations throughout the year. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

Campus Security personnel facilitate programs for students, parents, faculty, staff, resident advisors and directors, student organizations, and community organizations. They provide a variety of educational strategies and tips on how to protect themselves from theft, sexual assault (stranger and familiar rape, and other forcible and non-forcible sex offenses) and other crimes.

Campus Security, Peer Health Educators, Student Counseling, and the Violence Prevention Awareness Program often collaborate in presenting crime prevention awareness sessions on sexual assault, relationship violence, stalking, alcohol and drug abuse, as well as educational sessions on personal safety.

Crime Reporting and the College's Response

Crime Reporting

Call security immediately if you witness a crime, are a victim of one, or observe suspicious activity. You can report a crime by calling campus security at 505-747-2158 or the local police at 505-753-5555. Any employee of the college will also assist you in notifying the appropriate law enforcement authorities.

If you witness or are a victim of a crime, write down as much information as you can remember. Try to obtain a description of the offender's clothing, age, gender, height, weight, and voice. Also try to describe details such as eye color, hair color, jaw and nose structure and distinguishing characteristics. Try to obtain a description and license number of any vehicles involved. Note the direction that is taken. Preserve the crime scene. Do not touch any items involved in the incident. Close off the area and don't let anyone in the crime area until security arrives.

Employees of Northern New Mexico College who become aware of Violation of College Policy, Student Conduct Code, or illegal activity are required to report the incident to their supervisor or to Campus Security.

The Campus Security Department encourages anyone who is the victim or witness to any crime to promptly report the incident to security. Because police reports are public records under state law, the Campus Security Department cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other NNMCC campus security authorities as identified below.

Campus Security Authorities

Crimes also may be reported to persons who have been designated as having significant responsibility for student and/or campus activities such as Campus Security, Human Resources, Dean of Students and Facilities staff. Each will be responsible for forwarding campus crime reports to NNMCC Campus Security for investigation and campus crime reporting in compliance with the Campus Security Act.

Campus Security is staffed by four full-time security guards, a security supervisor and a Security Director. Campus Security officers provide coverage 7 days/week, 16 to 18 hours a day when classes are in session and abbreviated schedules otherwise.

Note: The 1998 amendments to the Clery Act note that Student Counseling staff are not required to report or disclose privileged information as Campus Security Authorities. As a matter of policy, they are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

College Response to Crime Reports

Campus Security will investigate all criminal allegations. NNMCC Campus Security will classify reports in conjunction with the appropriate police agency according to the New Mexico State Law.

Students are both members of the College community and citizens of the state. As citizens, students are responsible to the community of which they are a part and the College neither substitutes for nor interferes with regular legal processes. Students are also responsible for offenses against the

academic community. Therefore, an action involving the student in a legal proceeding in a civil or criminal court does not necessarily free the student of responsibility for this conduct in a College proceeding, through the NNMC Student Behavior Committee, (see pg. 10 for Student Conduct Code). When a student is charged in both jurisdictions, the College will decide on the basis of its interest and the interest of the student whether or not to proceed with its internal review simultaneously or defer action.

Daily Crime Log

A daily crime log of Campus Security Act offenses is available for public viewing at the NNMC Campus Security Office.

Emergency Response and Notification

Campus Crisis/Emergency Response Team

When an emergency situation occurs on the campus, in consultation with the Dean of Student Services, identify a Campus Crisis/Emergency response team (typically four to six people) to coordinate campus emergency response. Specific team members will vary to meet the needs of the situation at hand.

Emergency Notification

In the event of a significant emergency or dangerous situation that poses an immediate threat to members of the NNMC community, the College will immediately notify the campus. The situation will dictate which of the following notification methods are used. These include information in the media; online at the NNMC home page at www.nnmc.edu; through TXT-U, the NNMC text message emergency notification system; and through e-mail; tone-alert radios; phone and fax trees; posted emergency notices on the entrances and exits to buildings; and on-the ground public safety personnel.

Timely Warning Notification System - In events where a Campus Crisis/Emergency response team determines that the situation represents a serious or continued threat to students and employees, the team will activate the Campus Notification System. A network of campus community members are trained to carry out the campus notification system, notifying the campus and surrounding community of emergency events as quickly as possible. Notification may be made by Tone Alert radio, phone and fax trees; text messaging; group email to all students, faculty and staff; campus homepage announcement, and area media as well as posted emergency notices on building entrances and exits and person to person when notification via electronic media is not possible.

The Campus Crisis Response Team will determine the best combination of notification strategies to use in each situation. The plan includes training for those designated to carry out notification responsibilities. Depending on the circumstances of the crime, especially in situations that could pose an immediate threat to the community and individuals, Campus Security may also post a notice on the NNMC web site to be electronically distributed to all NNMC's campus students, staff, and faculty via College email.

Activating the Emergency Notification System

Campus Security, working in collaboration with the Dean of Student Services will confirm the significance of an event and activate the appropriate level of the NNCM Alert emergency notification system. Activation of the NNCM Alert emergency notification system must be approved by College officials. As may be practical, without jeopardizing life safety, the following individuals or entities will be consulted prior to emergency message dissemination. If the preceding person or entity is not available or it is not feasible to contact them, the next available entity (person) will be contacted for approval.

The college will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, 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 College has set responses for different emergencies that could occur on campus. This includes which notification methods will be used in an emergency and at what point during an emergency they will be activated. These set responses allow for quick and consistent activation of the emergency notification system.

Dissemination of emergency information to the larger community (i.e., parents, the Northern community) will take place at the discretion of the College's Incident Response Team and as time allows. The Campus Security Department will work with the Emergency Response Team to determine how much information is appropriate to disseminate at different times. Depending on the nature of the incident, the College could utilize such avenues as the College home page www.nnmc.edu or the media. The first concern of the College will be to disseminate information to those people directly affected by the emergency.

Evacuation Drills

The Northern Campus Emergency Response Team (ERT) organizes and participates in several exercises throughout the year to prepare for emergencies. Campus Safety and Security, and Environmental Health and Safety work with other departments at the College to ensure that emergency evacuation and response procedures are up-to-date and effective. At least once a year, the Northern Campus conducts an exercise to test the emergency response and evacuation procedures of the Northern Campus. The College will be notified of this exercise, and the notification will summarize the emergency evacuation procedures. There are several safe zones located throughout the campus. These safe zones are there to give you a point to gather should you be ordered to evacuate. When the fire alarm sounds or ERT member (identified by blue vest) or a college staff member calls for an evacuation, vacate the premises immediately and head directly to one of the safe zones. Faculty and staff are to assist in evacuating those directly around them while ERT members will ensure that their individual buildings are cleared.

Although fire is the most common reason for evacuations there are many other reasons why an evacuation might become necessary. Some of these reasons are but are not limited to; bomb threat, chemical spill, gas leak, and active shooter.

Safe Access to Campus Facilities

The NNMC campus is for use by the students, faculty, staff and guests. Access is limited to normal business and building hours. Most campus facilities are accessible throughout the work day, Monday through Friday, and for limited hours on weekends. The NNMC Campus Safety and Security Department locks and secures campus buildings each evening.

Requests for access to facilities for events or others purposes should be directed to contacts noted in NNMC scheduling policies. NNMC reserves the right to deny access to facilities and services to those people or groups who do not meet campus guidelines and policies.

Policies and Procedures for Safe Access to Campus Buildings:

- Keys are issued only to authorized faculty, staff, students and approved contractors.
- Exterior doors should not be propped open when the doors are locked.
- Building evacuation is mandatory for all fire alarms.
- Individual academic buildings are normally open by 7:00 am. Employees and students in buildings after normal working hours should have College ID in possession.
- Only authorized individuals will be allowed to stay after building hours.
 - Employees and student may also be granted access to buildings for study, research, or other legitimate purposes by the security director. All doors with computers, projectors, research equipment, or any other high dollar items that could be stolen are locked at all times. Students that need access to these areas must have their instructor email security the names of the students, rooms, dates and times. Please email this info to john.eaters@nnmc.edu.

Campus Lighting and Maintenance

NNMC Campus Security completes weekly lighting surveys of all exterior campus lighting. Along with that campus security looks out for anything that might cause injury to anyone in the campus community and notifies maintenance so that the hazard can be eliminated as soon as possible. The College encourages everyone to notify maintenance if you notice lights out or hazards that might cause injury. Contact maintenance at 505.747.2165

Parking Facilities

Parking lots are well illuminated and checked frequently by Campus Security. Security cameras have been placed in locations around the campus and are monitored by Northern New Mexico College Security. Blue light emergency telephones are located near campus parking and outdoor activity areas. For emergency use push the red panic call button. You will be immediately connected to the Rio Arriba County 9-1-1 Dispatch Center. Wait until the emergency dispatch officer responds to your call and then provide the nature of the emergency to the officer. The phone will stay connected to the dispatch office after you have completed the call. It will take approximately 60 seconds for the phone to disconnect and reset. The blue light on top of the phone unit is activated and provides a flashing beacon signal.

Escorts

NNMC Campus Security provides walking escorts to students, faculty and staff from all campus locations to other on-campus or nearby locations. Call (505) 747-2158

Drug and Alcohol Policy

Northern New Mexico College is committed to a safe working and learning environment for its students, employees and the public. Northern is committed to the prevention of unlawful possession, use or distribution of illicit drugs and alcohol by all students and employees on school premises or as a part of any of its activities. Substance abuse affects an individual's performance, conduct and or reliability.

Alcohol and controlled substance abuse can lead to early behavioral and psycho social problems. Substance abuse is a non-discriminative progressive illness, which typically begins by experimentation, continues due to misinterpreted behavioral standards, and may result in addiction. Addiction to alcohol and/or illicit drugs will debilitate the total wellness of the individual and interfere with his or her ability to carry out even simple tasks.

Substance abuse in the workplace, on the campus or other college locations, or while on college business is prohibited. Substance abuse is defined as the unauthorized possession, distribution, dispensing, manufacture, sale or use or being under the influence of controlled substances that are identified in Schedules I through V of Section 202 of the Controlled Substance Act, 21 USC 812 (United States Code, Title XXI, Chapter 13) or its implementing regulations, where the use is neither authorized by law nor a valid prescription, or the misuse of a legal substance, including but not limited to alcohol or prescription drugs, that may affect an individual's ability to perform his or her job in a safe, adequate and secure manner.

All students and employees of the college are expected to cooperate fully with Northern's objective of maintaining a drug-free campus. Failure to do so is deemed to be a violation of College policy. Accordingly, in the event that a student or employee violates Northern's zero tolerance for illicit drugs and alcohol and refuses treatment and/or rehabilitation or after having received treatment continues to violate Northern's policies as per the Student/Employee Handbook, disciplinary sanctions will be imposed. Sanctions can include but not limited to warnings, academic probation, suspension from academic or extracurricular programs, suspension from the College, expulsion and referral to and satisfactory completion of rehabilitation programs or termination from employment. The College also reserves the right to make referrals to law enforcement agencies for investigation and prosecution. Northern strongly encourages students and employees of the college who engage in any form of substance abuse, including alcohol or other drug-related problems, to voluntarily refer themselves for assistance. The College will provide support or referral for assistance, rehabilitation, detox, and/or counseling.

Educational and Treatment Programs: Services for students and employees include: diagnosis and assessment, short- term counseling, referral, and support groups. Consultation also is available for supervisors whose staff members may have alcohol- and/ or drug-related problems. Federal law requires that any information obtained from clients or patients by doctors, psychologists, or drug treatment centers remain confidential. This makes it possible for people to receive help for drug problems without getting into trouble with the law. Current contact information for students and employees seeking professional help for a drug- and/or alcohol-abuse problem is included in the College's Drug-Free Campus Policy.

The following campus and community resources are available to assist you with issues involving the prevention of drug and alcohol abuse:

College Resources

College Offices Receiving a Sexual Assault Report Will:

Counseling and health care services:

- Maintain the contact as confidential
- Encourage, assist (as needed) and support the victim/survivor in reporting the incident to the police and/or campus security.
- Provide crisis intervention and advocacy, in some cases including assisting victims/survivors in seeking restraining orders.
- Encourages the victim/survivor to contact the Violence Prevention Awareness Program or the local victim/survivor services.
- Provide appropriate counseling and medical services.

The Title IX Coordinator:

- Contact the Counseling office and assist in obtaining medical care if needed.
- Encourage the victim/survivor to report the incident to the police, and assist in making the report if requested by the victim/survivor. Title IX Coordinator may be obligated to report to the police the fact that an assault was reported, but the name of the victim will only be provided with the victim/survivor's consent, except in extenuating circumstances.
- Allow the victim/survivor and the person accused to have a non-participating support person present for interviews.
- If the person accused is a student, the incident will be reported to the Dean of Student Services.
- If the person accused is an employee, investigate, and make recommendations for action, as appropriate (in many cases the police may conduct the investigation).

Dean of Student Services:

- Assist the victim/survivor in contacting the college Counseling office if desired.
- Encourage the victim/survivor to report the incident to the police and/or campus security and will assist in making the report if requested by the victim/survivor. Campus conduct offices may be obligated to report to the police the fact that an assault was reported, but the name of the victim/survivor will only be provided with the victim/survivor's consent, except in extenuating circumstances.
- Respond to the allegations and discipline if needed, consistent with the Student Conduct Code.
- Will assist the victim/survivor to change academic and/or living situations if those changes are requested and reasonably available.
- Permit the victim/survivor and the person to have a support person or advisor present at any interview or hearing, in a manner consistent with the governing student conduct procedures.

College Investigatory and Disciplinary Procedures Will:

- Proceed independently of any action taken in the criminal or civil courts, as determined on a case-by-case basis. College procedures are not a substitute for criminal court proceedings.
- Not require a victim/survivor to mediate directly with the person accused.
- Possible sanctions include, but are not limited to, dismissal, suspension, and warning as defined in the Student Handbook.
- Inform both victim/survivor and accused person of the outcome.

Educating Students and Staff About Sexual Offenses

Violence Education Programs

Northern New Mexico College has a Violence Prevention Awareness Program addressing sexual violence, relationship violence and mental violence. The Violence Prevention Awareness Program strengthens campus and community victim/survivor advocacy and services. The program provides staffing and resources to build a comprehensive education and prevention effort on the NNMC campus. Program leaders work collaboratively to create student awareness through activities and trainings. Title V sponsors the Mental Health Counseling Office.

Sexual Offender Registration

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The federal law requires state law enforcement agencies to provide NNMC with a list of registered sex offenders who have indicated that they are enrolled, employed or carrying on a vocation at NNMC.

NNMC is required to inform the campus community that a registration list of sex offenders is available by going to the NNMC Campus Safety and Security website, click on Campus Security Act, and then click on Sex Offender Registry.

The NNMC campus security department is charged with registering sex offenders, pursuant to the New Mexico Sex Offender Registration and Notification act (SORNA) effective July 1, 2005. The Act requires a person who is a sex offender convicted either in-state or out-of-state who is employed, enrolled, volunteering, or carrying on a vocation at an institution of higher education to register with the Registrar at that institution, the local campus police or county sheriff of the county in which the higher education institution is located and the county sheriff of the county in which the person resides.

You may view the New Mexico Department of Public Safety sex offender website at: <http://nmsexoffender.dps.state.nm.us/> to locate sex offenders in your neighborhood.

Hate Crimes and Incidents of Bias

Northern New Mexico College must report by category of prejudice the following crimes reported to campus security authority or local police agency that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability:

- **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.** A preformed negative opinion or attitude toward a group of persons because those persons are male or female

- **Religion.** A preformed 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 preformed 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.** A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions (e.g., Arabs, Hispanics)
- **Disability.** A preformed 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.

Additional Hate Crime categories: (Note: these crimes are only reported in the annual statistics if the crime is considered a hate crime.)

- **Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Constructive possession is where one does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.)
- **Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- **Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Destruction/Damage/Vandalism of Property (Except "Arson"):** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it. *Revised 02.2014*

Reporting a Possible Hate Crime or Bias Incident

If you, someone you know or a group within our college community has experienced bias, discrimination or hostility please report the incident to college authorities (Campus Security Officer, Dean of Student Services, Human Resource Director). We are concerned about incidents based on actual or perceived race, color, creed, religion, national origin, gender, gender identification, age, marital status, disability, public assistance status, veteran status and/or sexual orientation. Northern New Mexico College is ready and willing to provide support, and address disrespectful bias and discrimination within our community. We need to know what happens and how often so that we can respond and help those who are targeted. By reporting incidents, you become part of the solution. We encourage you to report potential crimes and incidents before removing any evidence of bias.

Reasons for reporting an incident:

- So you or someone you know can receive support
- So any damage to property can be repaired
- So we can follow-up with any alleged perpetrators
- So we can track campus climate and work towards improving it
- So we can try to prevent further acts of bias
- Because suffering in silence can be a suffocating experience

Missing Student Notification Policy & Procedure

Northern New Mexico College takes student safety very seriously. In compliance with the Higher Education Opportunity Act of 2008. The purpose of this policy is to provide procedures for reporting, investigating and making emergency notifications regarding any residential student of NNMC who has been determined to be missing.

This policy applies to all part time and full time students living in NNMC owned dorms on or off campus. Currently the only dormitories that are owned by NNMC are located on the El Rito Campus.

Student Contact Information

Residential students have the opportunity to register and list an individual who will be contacted by NNMC no later than 24 hours after the time that the student is determined to be missing. The contact person may be a parent, legal guardian or other person of the student's choosing, except if the student is under 18 years of age and is not emancipated, NNMC must notify a custodial parent or legal guardian no later than 24 hours after the time that the student is determined to be missing. Student contact information is held confidential and is accessible only to authorized NNMC officials and law enforcement involved in a missing person investigation.

Missing Student Notification Procedures

NNMC students, employees or other individuals who have reason to believe that a residential student is missing should immediately report their concerns to the NNMC security department. The NNMC security department will, as appropriate, engage staff and students throughout the campuses in an immediate effort to locate the student. These efforts may include but are not limited to:

- Contacting the student via his or her telephone and/or email.
- Checking the student's residence; determining if the student has been in class.
- Checking with roommates, friends and others who may have relevant information.

If these efforts are unsuccessful in locating the student, NNMC security will inform the Dean of Students that the student is missing and the following will occur:

- The Dean of Students, or designee, will notify the student's designated missing person contact within 24 hours of being informed by NNMC security that the student is missing.
- If the missing student is under the age of 18 and is not emancipated, the Dean of Students, or designee, will notify the student's custodial parent or legal guardian within 24 hours of being informed by NNMC security that the student is missing.
- NNMC security will notify any other law enforcement agencies, as appropriate, for purposes of coordinating the investigation and continuing efforts to locate the student.
- The Dean of Students will initiate actions deemed appropriate under the circumstances in the best interest of the missing student. For example, contacting the student's instructors may occur if necessary or beneficial in the situation to the student and/or instructors.

- Security cameras will be viewed in an attempt to determine the last time that the student was on campus and who they were with.

Notification of Missing Student Policy

Students will receive notification of this Policy annually in the Annual Security Report and as part of the housing registration process for residential students.

Campus Crime Statistics

In accordance with the Jeane Clery Act all colleges and universities are required to report statistics for the three most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and on public property of the following that are reported to local police agencies or to a campus security authority:

Criminal offenses on campus

Criminal Offenses	2011	2012	2013
Murder/ Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offense/ Forcible	0	0	0
Sex offense/ Non-Forcible	0	0	1
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	1	1	0
Aggravated Robbery	0	0	0
Burglary	8	7	0
Motor Vehicle Theft	2	0	0
Arson	0	0	0

Criminal Offenses on Public Property

Criminal Offenses	2011	2012	2013
Murder/ Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex offense/ Forcible	0	0	0
Sex offense/ Non-Forcible	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Robbery	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	2	0	0
Arson	0	0	0

Hate Crimes on Campus

Criminal Offenses	2011 totals	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity
Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0
Sex offense/ Forcible	0	0	0	0	0	0	0
Sex offense/ Non-Forcible	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Robbery	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0
Larceny theft	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Destruction of Property/Vandalism	0	0	0	0	0	0	0

Criminal Offenses	2012 totals	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity
Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0
Sex offense/ Forcible	0	0	0	0	0	0	0
Sex offense/ Non-Forcible	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Robbery	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0
Larceny theft	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Destruction of Property/Vandalism	0	0	0	0	0	0	0

Criminal Offenses	2013 totals	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity
Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0
Sex offense/ Forcible	0	0	0	0	0	0	0
Sex offense/ Non-Forcible	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Robbery	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0
Larceny theft	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Destruction of Property/Vandalism	0	0	0	0	0	0	0

Hate Crimes on Public Property

Criminal Offenses	2011 totals	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity
Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0
Sex offense/ Forcible	0	0	0	0	0	0	0
Sex offense/ Non-Forcible	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Robbery	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0
Larceny theft	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Destruction of Property/Vandalism	0	0	0	0	0	0	0

Criminal Offenses	2012 totals	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity
Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0
Sex offense/ Forcible	0	0	0	0	0	0	0
Sex offense/ Non-Forcible	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Robbery	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0
Larceny theft	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Destruction of Property/Vandalism	0	0	0	0	0	0	0

Criminal Offenses	2013 totals	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity
Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0
Sex offense/ Forcible	0	0	0	0	0	0	0
Sex offense/ Non-Forcible	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Robbery	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0
Larceny theft	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Destruction of Property/Vandalism	0	0	0	0	0	0	0

Definitions:

Aggravated Assault: The 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 result from aggravated assault when a gun, knife, or other weapon is used that could and probably would result in serious personal injury if the crime were successfully completed.)

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.

Bias Incident: Expressions of disrespectful bias, hate, harassment or hostility against an individual, group or their property because of the individual or group's actual or perceived race, color, creed, religion, national origin, gender, gender identification, age, marital status, disability, public assistance status, veteran status and/or sexual orientation can be forms of discrimination. Expressions vary, and can be in the form of language, words, signs, symbols, threats, or actions that could potentially cause alarm, anger, fear, or resentment in others, or that endanger the health, safety, and welfare of a member(s) of the College community, even when presented as a joke

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.

Consent: Consent is informed, freely and actively given, and mutually understood. If physical force, coercion, intimidation, and/or threats are used, there is no consent. If the victim/survivor is mentally or physically incapacitated or impaired so that the victim/ survivor cannot understand the fact, nature or extent of the sexual situation, and the condition was or would be known to a reasonable

person, there is no consent. This includes conditions due to alcohol or drug consumption, or being asleep or unconscious.

Drug Abuse Violations: Is the Violations of state and local laws relating to the unlawful possession, sale, use, growing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroine, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

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 temporary or permanent mental or physical incapacity.

Forcible Rape: The carnal knowledge of a 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 Sex Offenses: Any sexual act directed against another person, forcible and/or against the person's will; or not forcible or against the person's will where the victim is incapable of giving consent.

Forcible Sodomy: Oral or anal sexual intercourse with 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 temporary or permanent mental or physical incapacity.

Hate Crime: A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin.

Illegal Weapons Possession: 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.

Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Liquor Law Violations: The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, and/ or 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.)

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.)

Murder and Non-negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter: The killing of another person through gross negligence.

Non-Campus Property: Any building or property owned or controlled by a student organization that is officially recognized by the institution; or this is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. *Revised 02.2014*

Non-Forcible Sex Offenses: Unlawful, non-forcible sexual intercourse.

On Campus: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes. Also, any building or property that is within or reasonably contiguous to the area identified in the first part of this definition that is owned by the institution but controlled by another person, is frequently used by student, and supports institutional purposes (such as a food or other retail vendor).

Professional counselor: A person whose official responsibilities include providing mental health counseling to members of Northern community and who is functioning within the scope of his or her license or certification. (Note: professional counselors are not campus security authorities for reporting campus crime statistics when acting in their counseling capacities.)

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from campus

Referred for campus disciplinary action: The referral of a student to any campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction. (Note: These referrals do not include those students already counted in the arrest categories for liquor law violations, drug law violations, and arrests for weapons violations, but will include students referred for disciplinary action for a major crime (murder, sexual offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and manslaughter).

Relationship Violence: Relationship violence means causing physical harm or abuse, and threats of physical harm or abuse, arising out of a personal, intimate relationship. Relationship violence often is a criminal act that can be prosecuted under New Mexico state law, as well as under the Student Conduct Code and employee discipline procedures.

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 putting the victim in fear.

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 temporary or permanent mental or physical incapacity.

Sexual Assault: Sexual assault is actual, attempted or threatened sexual contact with another person without that person's consent. Sexual assault often is a criminal act that can be prosecuted under

New Mexico state law, as well as under the Student Conduct Code and employee discipline procedures.

Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Fire Safety

Fire safety at NNMC includes as assortment of measures directed at preventing fires and enhancing the safety of all visitors and members of the campus community. Fire safety is a cooperative endeavor reflecting the efforts of members of the Police, Fire, Security, Facilities and Housing Departments. This cooperative relationship includes testing of fire alarms and systems and fire drills.

In the event of a:

Small Fire

- Notify others nearby, call 911
- If safe, use fire extinguisher
- If fire remains after one minute, get out

Large fire/smoke

- Notify others, call 911
- Activate fire alarm
- Leave building quickly, using stairs
- If can't escape, use safe refuge area

NNMC Housing policies prohibit using electrical equipment requiring heavy electrical output or high fire potential such as cooking, electric heating devices and tampering with security and fire equipment. Failure to comply may subject the resident to sanctions, including contract termination, and removal from NNMC housing and/or possible disciplinary sanctions by the NNMC Dean of Students. In compliance with the New Mexico Clean Indoor Act, as amended, smoking of tobacco products is prohibited in NNMC buildings, facilities and vehicles. Smoking is allowed only in designated areas;

Smoking Policy

Northern New Mexico College is committed to wellness, prevention, and providing a Healthy environment in which to learn, work, and visit; therefore, smoking and the use of tobacco products are prohibited on College property with the exception of designated smoking areas. This policy applies to cigarettes, cigars, pipes, smokeless tobacco, all other tobacco products, and other legal smoking preparations, including but not limited to, hookahs, electronic cigarettes, and clove cigarettes. This policy applies to all vehicles on College property, including privately owned vehicles,

and all property owned, leased, operated, or under the control of Northern, including the El Rito Campus.

In 2013, the New Mexico Legislature passed Senate Memorial 63 which requests that the governing bodies of each public post-secondary educational institution in the state adopt a tobacco-free campus policy, effective July 2014

Compliance and Cooperation

The success of maintaining a tobacco-free campus requires thoughtfulness, consideration, and cooperation between smokers and nonsmokers. Members of our campus community are empowered to respectfully inform others about this policy in an ongoing effort to enhance awareness and encourage compliance. Enforcement of this policy will depend upon the cooperation of all faculty, staff, students, and visitors not only to comply with this policy, but also to encourage others to comply with the policy, in order to promote a healthy environment in which to work and study. Repeated and/or serious violations by students can be referred to the Dean of Students for review and action under the Student Code of Conduct. Repeated and/or serious violations by faculty and staff should be referred to the cognizant dean, director, or department head. Students, faculty, and staff violating this policy are subject to disciplinary action

Resident Hall Fire Evacuation Procedures

When noticing a fire-related emergency, such as the sight or smell of smoke, any electrical Equipment sparking, or the assumption that there may be a fire-related emergency, the individual noticing the emergency must evacuate the immediate area and initiate the following procedure(s).

- Locate and activate the nearest emergency pull station.
- Call 911 and advise dispatcher of emergency situation.
- Notify others nearby, this includes staff and/or residents who are designated to notify each room by knocking on the doors and calling out "FIRE, FIRE, FIRE!" This is to ensure that sleeping persons are awakened. This is done only when safety and time permit. These persons are not expected to enter a smoke-filled corridor or housing unit to attempt evacuation.
- Designated individuals in Blue Vests will ensure an accounting of all known residents, such duties would fall upon Resident Directors/Assistants, apartment managers, Housing maintenance/custodial staff, or in the case of married student housing, an adult member of the family.
- Due to the rapid spread of fire and smoke traditionally related to this type of occupancy, a selective evacuation is not permitted. The entire dormitory or connected buildings must be evacuated regardless of the size of fire. Anyone calling to report a fire must inform the dispatcher of the building name and/or street address, if known. Additional information should include:
 - Location of emergency within or near the facility
 - The extent of the emergency (one room, a vehicle, the first floor, etc.).
 - Whether or not the building is being, or has been evacuated.
 - If there are any known persons who cannot evacuate on their own for whatever reason
 - If the fire is spreading, contained or if it has been extinguished

- If the fire alarms are sounding or if the sprinkler system has activated.
- Any other notable information that would help emergency responders, such as
- Color of smoke
- What started the fire, if known?
- Any known injuries
- Any suspicious people or objects in the area of the emergency
- Any other information which you feel would be helpful
- An individual who is knowledgeable of the situation should be designated to stand outside and advise the first emergency responder, of the location and current situation
- When the building has been evacuated, do not allow anyone to re-enter until directed by the responding emergency personnel. The only agencies authorized to allow re-entry is the Senior Fire Officer, Campus Security or other authorized representative. Anyone wanting further information or training on fire evacuation procedures should contact the NNMC Safety Department at 505-747-2158

Fire Safety Statistics

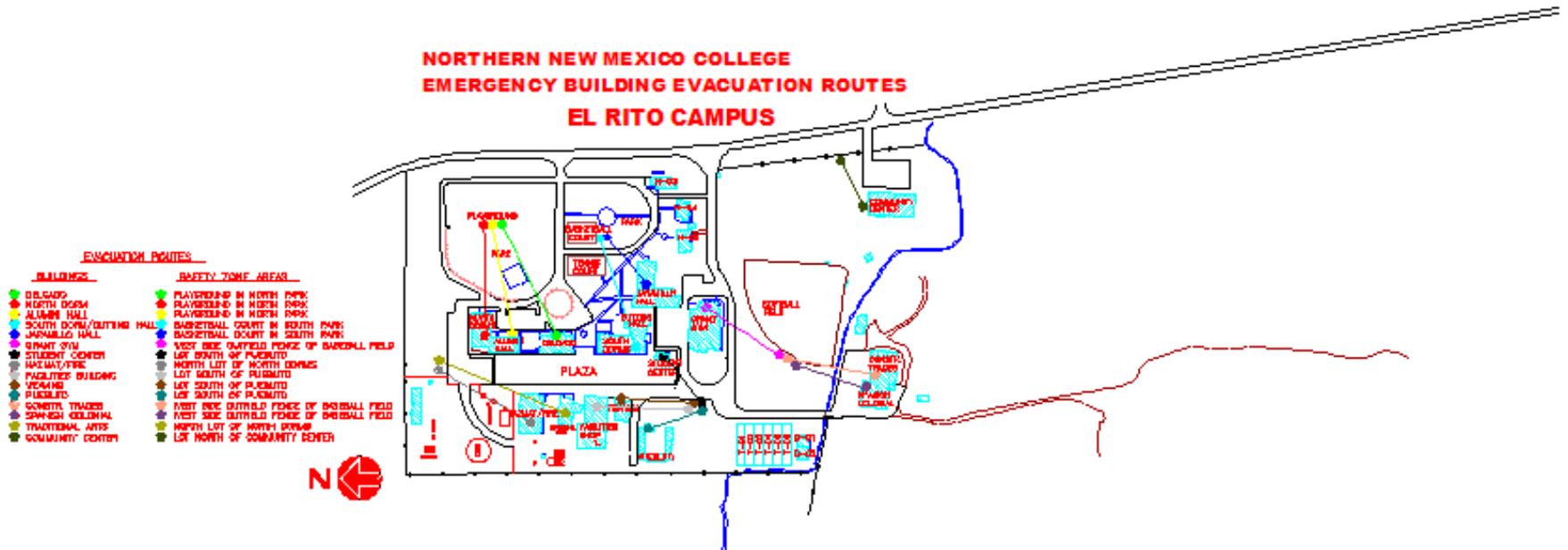
NNMC Fire Safety Report 2011	Number of Fires	Cause	Injuries	Deaths	Damage Value
North Dorm	0	0	0	0	0
South Dorm	0	0	0	0	0

NNMC Fire Safety Report 2012	Number of Fires	Cause	Injuries	Deaths	Damage Value
North Dorm	0	0	0	0	0
South Dorm	0	0	0	0	0

NNMC Fire Safety Report 2013	Number of Fires	Cause	Injuries	Deaths	Damage Value
North Dorm	0	0	0	0	0
South Dorm	0	0	0	0	0



El Rito Campus Evacuation Map



NORTHERN New Mexico College



Espanola Campus Evacuation Map

