

2018

Clery Annual Security & Fire Safety Report Shorter College



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2018

Prepared by the Shorter College Police Department

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Clery Annual Security & Fire Safety Report 1

Chief's Welcome

On behalf of the members of the Shorter College Police Department, I would like to extend to you our greetings. The safety and well-being of our students, staff, faculty, and visitors are our top priority. Each year, we publish this guide to provide you with essential information regarding the college's police and public safety services, programs, and policies as well as statistics about the occurrence of crime on and around our campus. Along with the support of other departments, the men and women of the Shorter College Police Department (SCPD) are dedicated to maintaining a safe and pleasant environment to live, work, and learn. A truly safe campus, however, can only be achieved through the cooperation of all students, faculty and, staff. This police-citizen partnership is vital to our overall community policing philosophy.

This publication is but a small part of our effort to keep our campus community informed. We encourage you to review it carefully and, in particular, the crime prevention tips that we have included. Personal safety is a responsibility of each and every one of us and we very much need your assistance to help keep our campus a safe environment. The SCPD is committed to providing the highest level of professional law enforcement and public safety services possible to our community. Your feedback will assist us in ensuring that this level of service is consistently attained. Your comments and suggestions are always welcome. Please contact me or any member of my senior staff, listed below, if we can be of service to you. You may contact us at (501) 492-8456

Dwayne Hines

Director of Public safety

and with friends, and report suspicious behaviors to appropriate staff. We can work together to promote a safe environment, and make your stay an enjoyable one.

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The Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, more commonly known as the Clery Act, requires institutions of higher education to distribute to all current and prospective students and employees two types of information: (1) Descriptions of policies related to campus security, and (2) Statistics concerning specific types of crimes. Amendments enacted in 1998 renamed Title II, which is now known as the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act”. The amendments require the disclosure of crimes that are reported to police and campus officials other than police, along with a breakdown of locations of criminal activity to be specified as on-campus, non-campus, residence hall, or public property.

Shorter College Police Department

The Shorter College Police Department (SCPD) is committed to providing quality service and protection to students, faculty, staff, and visitors of Shorter College. Shorter police officers are law enforcement officers of the State of Arkansas and are professionally trained and certified by the Arkansas Commission on Law Enforcement Standards and Training. The Department employs 3 fulltime employees including 3 sworn part-time police officers who have full investigative and arrest authority on the campus, contiguous streets and highways, and throughout the state of Arkansas when conducting official business of the College pursuant to A.C.A. 25-17-305.

The SCPD is a service-oriented agency employing the philosophy of community policing within its jurisdiction. This philosophy is based upon the concept that police officers and the campus community as a whole can work together in creative ways to solve problems related to crime prevention. The primary focus of community policing is to foster positive interactions between the police, students, and staff. SCPD maintains and promotes respect for the individual rights and dignity of all persons and is dedicated to excellence in all of the services that are offered on a year-round basis. Shorter College officers are trained to understand the needs of students, faculty, staff and visitors. Police officers, equipped with two-way radios, patrol the campus by foot. Comments or suggestions are always welcome by contacting The SCPD Chief of Police at (501) 612-3967. Arkansas law permits SCPD officers to stop individuals suspected of criminal activity and question their identity, business, and destination. In addition, Shorter College Police may make arrests or issue a summons for traffic or criminal violations which are referred to the City or County Prosecutor. All members of the campus community are encouraged to cooperate fully with police personnel for the safety and convenience of everyone involved. Resistance to detention or arrest may result in a more serious charge. The SCPD maintains close working relationships with other local law enforcement agencies including the Little Rock Police Department, Pulaski County Sheriff’s Office, and the Arkansas State Police community outreach initiatives.

Clery Notification Methods

The *Clery Annual Security Report* is prepared and distributed by the SCPD and is the college's "student right to know" report. An updated hard copy is printed each year in September.

Institutional Response to Crime Reports

Upon receipt of a call or other notification of a crime, a Shorter College police officer will be dispatched to handle the complaint. The officer will investigate each reported incident and prepare an initial report. Follow-up investigation will also be conducted by the SCPD's Criminal Investigations Division. The initial and follow-up police reports will be prepared Clery Annual Security & Fire Safety Report 5 for use by Shorter College's authorities, city, county or federal prosecutors, and other law enforcement agencies. Members of the community are reminded that it is important to report incidents promptly so that an investigation can be conducted promptly and evidence preserved. Offenses committed by students, faculty members, staff members, or visitors may be referred for criminal prosecution. Students, faculty members, and staff members also may be dealt with by the College through student or employee disciplinary proceedings which may impose sanctions up to and including expulsion of students and/or termination of employment. Both accusers and accused have the same opportunities to have others (advisor, attorney, witness) present during disciplinary proceedings.

Reporting Crime and Other Emergencies

On campus general assistance can be obtained by calling (501) 374-6305. The web address for the SCPD is www.ShortercollegePD.com. Contact information for each member of the SCPD is located on the website. SCPD will respond as quickly as possible to any request for assistance, whether it is an emergency or not. Response time is based on current activity and the severity of the call. Crimes in progress, traffic accidents, and medical assists have a higher priority than other types of calls. It cannot be stated enough how important it is to promptly and accurately report crime, no matter where it occurs. If a crime is not promptly reported, evidence can be lost and/or a suspect could elude arrest. If a crime is not accurately reported, leads could be missed and an investigation could head the wrong direction. If you see a crime or emergency, promptly report it to SCPD and answer questions as accurately as you can. The investigation can only be as good as the information received. If you have knowledge of criminal activity or other emergencies, or if you are the victim of such, please contact SCPD or any campus official. Additionally, it is imperative that Shorter College community members who become aware of a crime or other safety hazard to immediately report such to the Shorter College Police Department for the purpose of a timely warning notice being made if necessary and for inclusion in annual crime statistics disclosures.

Crime Tips Hotline

Members of the Shorter College community who wish to anonymously report a crime may do so by calling and leaving a message on the Shorter College Police Department's at (501) 374-6305. Crime tips may also be submitted by email to Security@shortercollege.net. To report a crime in progress or an emergency please, call the SCPD immediately by dialing (501) 492-8456

Reporting Offenses to Other Campus Officials

Victims of crime are encouraged to report the incident immediately to the Shorter Police Department. Victims of crimes are to report the incident immediately to the SCPD. Other campus offices/administrators to which offenses may be reported include:

- Dean of Students – Rev. Mary Williams (501) 374-6305 Ext. 107
- Director of Institutional Advancement – Dr. Keiona Middleton (501) 374-6305 ext. 114
- Office of the President – (501) 374-6305 Ext. 100

Voluntary Confidential Reporting

If you are the 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. With your permission, the Chief or a designee of SCPD 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. With such information, the university can keep an accurate record of the number of incidents involving students, employees and visitors; 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. While there are no policies in place concerning confidential reports of offense, reports field in this manner are counted and disclosed in the annual crime statistics for the institution as required by the Clery Act.

Daily Crime Log

SCPD. The log includes the nature of the crime, the date reported, the date and time of occurrence, the general location of the crime

<i>Incident #</i>	<i>Date</i>	<i>Time</i>	<i>Nature of Incident</i>	<i>Location</i>	<i>Officer #</i>
<i>2017-013</i>	<i>10-4-17</i>	<i>0948</i>	<i>Med. Emergency</i>	<i>Tyree Building</i>	<i>Hines</i>
<i>2018-001</i>	<i>10-3-18</i>	<i>0815</i>	<i>Med. Emergency</i>	<i>Tyree Building</i>	<i>Swygart</i>
<i>2018-002</i>	<i>10-3-18</i>	<i>1608</i>	<i>Sexual Misconduct</i>	<i>Morris Building</i>	<i>Swygart</i>
<i>2018-003</i>	<i>4-11-18</i>	<i>1258</i>	<i>Info report</i>	<i>Morris Building</i>	<i>Swygart</i>
<i>2018-004</i>	<i>7-12-18</i>	<i>1930</i>	<i>Info report</i>	<i>Daycare</i>	<i>Murphy</i>
<i>2018-005</i>	<i>7-19-18</i>	<i>1130</i>	<i>Vech. Accident</i>	<i>Gym Parking lot</i>	<i>Fenton</i>
<i>2018-006</i>	<i>8-24-18</i>	<i>1105</i>	<i>Info report</i>	<i>Sidewalk</i>	<i>Swygart</i>
<i>2018-007</i>	<i>9-13-18</i>	<i>1521</i>	<i>Med. Emergency</i>	<i>Daycare</i>	<i>Swygart</i>

Daily Fire Log

A public log, as required by the Clery Act, is maintained at the SCPD Communications Center that summarizes reported fires that have occurred on campus or on property owned or controlled by the college. The log includes the nature of the fire, the date and time the fire occurred, and the general location of the fire.

<i>Date</i>	<i>Time</i>	<i>Location</i>	<i>Last Name</i>
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<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>

Timely Warning Notice

In an effort to provide timely notice in the event of a serious crime or event which may create a future concern for the safety and security of persons or property a blast email will be sent to all students, staff, and faculty indicating the nature of the emergency and any necessary action to be taken. In addition, it will also be released to the campus newspaper, radio station and other medias appropriate, and depending on the circumstances.

Emergency Response

SCPD police officers and supervisors have received training in compliance with the National Incident Management System (NIMS)

Theft Prevention Tips

- Always keep your door locked.
- In group residences, ask strangers to wait in the common areas while other friends are summoned.
- Lock your room door and windows when you leave (even if only for a minute) and take your keys with you.
- When moving in or out of the building, keep your room locked when you are out. Do not leave your car unlocked.
- Do not leave coats, books, or other valuable items in common areas.
- If you see or hear something suspicious, call the police immediately. Dial 911 or (501) 374-6305.
- Never keep large sums of money, jewelry, or other valuables.

Crime Prevention Tips For Your Personal Safety

SHORTER COLLEGE wishes you a safe and enjoyable experience while on campus. The following is a review of programs, services, staff, facilities, and policies made available to promote a safe and secure environment in the Shorter College community. Safety is the primary responsibility of each community member. In order to promote a safe environment, it is important that students and staff lock their doors, not prop open doors, walk at night in well-lighted areas

- After dark, avoid unlighted, vacant or deserted areas. If you are being followed or see suspicious activity, move to a lighted building or area and attract the attention of other people. Dial 911 or use a blue light or elevator emergency phone to contact the Shorter College Police Department.

- Avoid walking alone after dark. Call the Shorter College Police Department to request an escort on the campus or adjacent areas. Walk with a friend or in a group.
- Avoid jogging alone – day or night.
- Never hitch a ride from a stranger.
- Be aware of your surroundings.
- Consider carrying a noise-making device (such as a whistle) with you.
- Always have your keys in your hand and ready for use when you approach a locked door or vehicle.
- Look around your vehicle and in the back seat before getting in.
- Drive on well-traveled streets; keep your doors locked. Make it a habit to lock your doors as soon as you get into your vehicle.
- If your vehicle breaks down, stay inside and open your window only slightly. If someone stops to help, stay inside and speak to them through the window – ask them to call for help.

Obscene and Annoying Telephone Calls

- Hang up as soon as you realize the nature of the call.
- Use caller ID, your answering machine or voice mail to screen calls. Also, use an answering machine or voice mail to record an obscene or annoying caller for possible evidence.
- If you receive repeated calls, keep a log of the time and contents of the call(s). Listen for background noise that might help identify the location from which the call was initiated.
- Call the Shorter College Police Department for more assistance.

What to Do In the Event You Are Assaulted

- Although your personal safety is maximized when you take precautions, you may still someday be the victim of a crime. Your reaction can affect whether or not you are physically harmed. You should think NOW about how you might react under a variety of circumstances. Are you prepared to scream and yell? Are you prepared to use physical force to resist?
- If you are faced with an armed criminal, cooperating with his or her demands may minimize the risk of injury. Avoid sudden movements and do what he or she demands.
- If you believe your life is in danger, use any defense you can think of (screaming, kicking, biting, and running). Your objective should be to get away.

If you have been the victim of a sexual assault or rape, CALL THE SHORTER COLLEGE POLICE IMMEDIATELY

Fire Protection Equipment/Systems

The majority of college buildings are equipped with automatic fire detection and alarm systems that are constantly monitored by staff at SCPD.

College Statement on Alcohol and Drugs

The college is committed to the maintenance of a drug and alcohol free work place and the encouragement of a standard of conduct for employees and students that discourages the unlawful possession, use or distribution of controlled substances and alcohol on its property or as a part of any of its activities. Therefore, the unauthorized or unlawful possession, use, manufacture, or distribution of controlled substances or alcohol on property of Shorter College or as a part of any of the college's activities is expressly prohibited. Off-campus activities sponsored by recognized student organizations must abide by all local and state laws.

Campus Sex Crimes Prevention Act

The “Campus Sex Crimes Prevention Act” (amends 42 United States Code 14071), requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in the State at which the person is employed, carries on a vocation, volunteer’s services or is a student. Information that is relevant and necessary to protect the public and to counteract the danger created by a particular offender will be released by Shorter College Police Department to persons deemed appropriate by the Chief of the Shorter College Police Department. This information will be available at the Shorter College Police Department. Individuals wishing to learn additional information about registered sex offenders may go to the Arkansas Crime Information Center Sex Offender Registry web site at www.acic.org.

Disciplinary Action

Students committing sex offenses, whether on or off campus, are subject to Shorter College disciplinary action as well as criminal action. The accused student and victim shall be notified in writing of a hearing. The hearing may be conducted by the President’s Cabinet, as determined by the College. Both accusers and accused have the same opportunities to have others (advisor, attorney, witness) present during disciplinary proceedings. Disciplinary sanctions are commensurate with severity of the offense. Sanctions range from disciplinary warning to expulsion (permanent removal) from Shorter College. Other possible sanctions include (but are not limited to) probation, ban from campus or from specific campus facilities, suspension, loss of privileges, denial of participation in activities, counseling, education projects, and/or community service. Faculty and staff members committing sex offenses are subject to appropriate disciplinary measures, up to and including termination.

IMPORTANT PHONE NUMBERS

On Campus Numbers:

- Main: (501) 492-8456

- Police Department: Ext. 115
- Dean of Students: Ext. 107
- President's Office: Ext. 100
- North Little Rock Police Department: (501) 758-1234
- Pulaski County Sherriff's Department: (501) 340-7060
- Arkansas State Police: (501) 618-8100
- MEMS Ambulance 501-301-1407
- Rape Crisis, Inc.(located in Little Rock): (501) 663-3334

In case you want to make a report or leave a message, e-mail us at Security@shotercollege.net.

Shorter College
604 North Locust
North Little Rock, AR 72114

Chief of Police: (501) 492-8456

Emergency: 9-1-1