

CAMPUS SECURITY & FIRE SAFETY REPORT

Clery Act (Campus Security) – 668.46(b)

October 1, 2018 (Revised 7/1/19)

The Higher Education Opportunity Act of 2008 reauthorizes and extends the Higher Education Act of 1965. The Higher Education Act (HEA) provides the statutory authority for most of the programs and activities administered or conducted by the Office of Postsecondary Education, including requirements related to campus security and safety.

The Campus Security Act requires all institutions to:

- Publish an annual report every year by October 1 that contains three years of campus crime statistics
- Disclose crime statistics for the campus and certain public areas
- Provide “timely warning” notices of crimes that have occurred and pose an ongoing threat to students and employees
- Disclose a public crime log

Timely Warnings

In the event of a potential emergency, a timely warning will be issued to each student and staff member. The School Director will be responsible to alert the campus.

Disclosure of Crime Statistics

The School Director or Director of Financial Aid is responsible for disclosing all crime statistics and criminal offenses to the Department of Education no later than October 1st of each year.

Statistical data regarding the on-campus occurrence of crimes are available to students prior to enrollment. This information is also available to staff members prior to employment, and is updated yearly by September 1st. The most current Campus Safety and Security Report may be found at:
<https://surveys.ope.ed.gov/security/>

A paper copy is also available from the School Director.

Crime Categories

The Clery Act requires the institution to report the following nine categories of crime:

- Murder (including non-negligent and negligent manslaughter)
- Sex Offenses (forcible/non-forcible, domestic violence, dating violence, and stalking)
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Arrest and disciplinary referrals for violation of drug, liquor and weapons laws
- Hate Crimes

Crimes are classified based on the Federal Bureau of Investigation’s **Uniform Crime Reporting Handbook**. There is no differentiation over attempted and completed crimes. When multiple offenses occur in the same time and place, the most serious offense is given precedence. A

copy of the Uniform Crime Reporting Handbook may be found at: <http://www.fbi.gov/about->

[us/cjis/ucr/additional-ucr-publications/ucr_handbook.pdf/view](https://www.cjis.ucr.edu/additional-ucr-publications/ucr_handbook.pdf/view)

Campus Geography

On-campus geography includes all buildings and property that the institution owns or controls. The buildings and property are close to one another and directly support the institution's educational purpose. On-campus geography also includes building and property owned by the institution, but not controlled by the institution. The buildings and property are reasonably close to the campus, frequently used by students and are used to support the institution's educational purpose.

All public property, including thoroughfares, streets, sidewalks, and parking facilities within the campus or immediately adjacent to and accessible from the campus are included in the campus geography.

Campus Security Notification

An orientation is held at the beginning of school for each new class. New students are informed at this time about security measures and the need to be aware of potential problems. They are encouraged to report any situations they feel should be investigated. The employees receive similar information at the time of hire and once a year by October 1st. Also, if a criminal action has taken place, the staff is informed so they may become more aware and observant and prevent the same condition from occurring in the future.

Access to Campus Facilities

Access to campus facilities by students is permitted only during normally scheduled hours and always under staff supervision. There is no "on campus" housing available to students. Monitoring and recording of student off-campus activities and off-campus housing facilities is non-applicable for the institution. Access to campus facilities by students is permitted only during normally scheduled hours and always under staff supervision. During non-business hours, the campus buildings are monitored by a security system. Only designated employees have access to the security codes. Maintenance of facilities is conducted before or after class hours, minimizing the likelihood of any accident or injury. There are no "on-campus" housing facilities available to students.

Emergency Response and Evacuation Procedure

All students and staff are urged to notify authorities of any situation or incident that involves a significant emergency or dangerous situation. In the event of an actual emergency, the following methods may be utilized to alert the campus:

- Fire Alarms
- Emergency Text Messages
- Announcements over the Public Address System

Upon receiving information regarding an emergency or dangerous situation that poses an immediate or on-going threat to the health and safety of students and employees on campus, the institution will immediately contact local authorities.

Reporting Criminal Offenses

The institution does not have an established Campus Security Office. All students and employees should promptly report criminal incidents, accidents, and other emergencies to the local Police Department by dialing 911. A student may also contact any staff member who will immediately contact the Campus School Director or the Director of Financial Aid who will investigate and determine appropriate action.

The Campus School Director and the Director of Financial Aid may choose to implement a "citizen's arrest" of an individual, but rely primarily on local law enforcement agencies. Campus forms are used when a law

enforcement agency has been called in on a criminal offense. The responding officer must document the incident and deliver a Police Report (if applicable) to the School Director.

Crime Documentation

In the event that a crime is reported, the Campus Security Authority will determine if the local authorities need contacted immediately or may proceed in the following manner:

As much information as possible will be gathered – this will include speaking privately to each individual involved. All incidents will be documented and given to the School Director for inclusion in the annual crime report.

Confidential Reporting

The disclosure from the victim or witness is strictly confidential at the individual’s request. While accounts may be submitted verbally, they need to be documented in a written report. Crimes and incidents to be reported include, but are not limited to:

Homicide	Motor vehicle theft	Intimidation
Manslaughter	Arson	Destruction of property
Forcible sex offenses	Hate crimes	Violation of alcohol & drug policies
Robbery	Weapons	
Assault burglary	Larceny-theft	

Campus Law Enforcement Offices

Tucson Campus

TPD Headquarters
(520)791-4441
270 S. Stone Avenue
Tucson, AZ 85701

Phoenix Campus

Phoenix Police Department
(602) 262-6151
620 W Washington St.
Phoenix, AZ 85003

Yuma Campus

Yuma Police Department
(928) 373-4656
1500 South 1st Avenue
Yuma, Arizona 85364

Additional Crime Statistics

- **Tucson Campus** <http://cms3.tucsonaz.gov/police/stats>
- **Yuma Campus** <http://www.yumaaz.gov/5923.htm>
- **Phoenix Campus** www.neighborhoodscout.com/az/phoenix/crime

Security Awareness and Crime Prevention Programs

Students and employees who wish to learn more about how to protect themselves against crime may contact one of the following locations to inquire about local programs available.

Tucson Campus

TPD Headquarters

(520) 791-4441

270 S. Stone Avenue

Tucson, AZ 85701

<http://cms3.tucsonaz.gov/police/crime-prevention>

Phoenix Campus

Phoenix Police Department

(602) 262-7626

620 West Washington Street

Phoenix, Arizona 85003

<http://phoenix.gov/publicsafety/safecomm/index.html>

Yuma Campus

Yuma Police Department

(928) 373-4656

1500 South 1st Avenue

Yuma, Arizona 85364

http://www.yumacountysheriff.org/services-crime_prevention.html

Sexual Misconduct Policies, Procedures, and Training

HDS prohibits all forms of sexual misconduct, including but not limited to, sexual assault, sexual exploitation, stalking, dating or domestic violence, and sexual harassment. Such conduct violates our community values and the principles of our institution and disrupts the living, learning, and working environment for students, faculty, staff, and other community members. The [Policy on Sexual Misconduct](#), which applies to all members of our community—students, faculty, and staff, as well as Institution vendors, contractors, visitors, guests, volunteers, interns, and third parties. This [Policy](#) applies equally to all regardless of the sex, gender, sexual orientation, gender identity, or gender expression of any of the individuals involved.

The Institution encourages reporting of sexual misconduct. Members of the community who believe they have experienced sexual misconduct have the right to choose whether to report the incident to the Institution or law enforcement and have the right to choose whether to engage with the Institution once the Institution receives a report.

The staff are trained to provide individuals who report or are accused of sexual misconduct and have knowledge about on- and off-campus resources, services, and options—including the availability of interim measures.

Interim Measures and Support Services

Interim measures are individualized services offered, as appropriate, to either or both the reporting and responding parties involved in an incident of sexual misconduct, prior to an investigation or while an investigation is pending. Interim measures include counseling, extensions of time or other course-related adjustments, modifications of work or class schedules, restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of campus, and other similar accommodations. It may be appropriate for the Institution to take interim measures during the investigation of a complaint.

Interim measures will be individualized and appropriate based on the information gathered while making every effort to avoid depriving any student of their education.

For additional details, please refer to the [HDS Sexual Misconduct Policy](#).

Sex Offenses

If a sex offense occurs on campus, the trainee should immediately notify the School Director.

- Any evidence should be preserved
- Appropriate authorities will be contacted at the student's request
- Information regarding counseling services is available if needed
- After allegations are claimed academic schedules will be adjusted during any investigation

In the event of an alleged sex offense, the accused and the accuser will be entitled to the same opportunities during any disciplinary proceedings. The accused and the accuser will be informed as to the outcome of any such proceedings. If it has been determined that a crime has occurred, the institution will impose disciplinary action as needed.

Sex Offender Registration Policy

The Federal Campus Sex Crimes Prevention Act requires institutions to issue a statement advising the campus community how to access information concerning registered sex offenders.

Arizona www.azdps.gov/Services/Sex_Offender/

It also requires sex offenders already required to register in a state to provide notice to the appropriate state agency, as required under State Law, of each institution at which that person is employed, or is a student.

Drug and Alcohol Policy

The institution complies with the Drug Free Workplace Act of 1990. The institution enforces laws regulating the use of alcoholic beverages and illegal drugs. The institution is committed to maintaining a safe and healthy environment for its campuses. Additional information may be found in the Drug and Alcohol Prevention section.

Missing Student Notification

The institution does not have a missing student notification since none of the campuses offer on-campus housing. If any student or employee has reason to believe that a student may be missing, he or she should immediately notify the institution and contact the local authorities.

Fire Safety Report

HDS Truck Driving Institute is subject to numerous codes and standards which regulate the design, construction, and use of buildings with the intent of preventing fires and protecting life and property. Copies of applicable inspections are available by contacting the Human Resources Department.

Always call 9-1-1 or 9-9-1-1 from a campus phone to report a fire to the fire department, even if it has already been extinguished.

HDS does not offer student housing and has no incidents to report.

Crime Statistics

CRIMINAL OFFENSES – PUBLIC PROPERTY	2015	2016	2017
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses - Forcible			
Rape	0	0	0
Fondling	0	0	0
Sex Offenses – Non-forcible			
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

CRIMINAL OFFENSES – ON CAMPUS	2015	2016	2017
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses - Forcible			
Rape	0	0	0
Fondling	0	0	0
Sex Offenses – Non-forcible			
Incest	0	0	0
Statutory rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	1
Arson	0	0	0
ARRESTS - PUBLIC PROPERTY	2015	2016	2017
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse Violations	0	0	0
Liquor Law Violations	0	0	0
ARRESTS – ON CAMPUS	2015	2016	2017
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse Violations	0	0	0
Liquor Law Violations	0	0	0
DISCIPLINARY ACTIONS – PUBLIC PROPERTY	2015	2016	2017
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse Violations	0	0	0
Liquor Law Violations	0	0	0
DISCIPLINARY ACTIONS – ON CAMPUS	2015	2016	2017
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse Violations	0	0	0
Liquor Law Violations	0	0	0
DRUG, ALCOHOL OR FIREARMS POSSESSION	2015	2016	2017
Liquor Law Violations	0	0	0
Drug-Abuse Violations	0	0	0
Weapons Possession	0	0	0
HATE CRIMES – PUBLIC PROPERTY	2015	2016	2017
Murder/Non-Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft (Do not include theft <i>from</i> a motor vehicle)	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny/Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of property	0	0	0

HATE CRIMES - ON CAMPUS	2015	2016	2017
Murder/Non-Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft (Do not include theft <i>from</i> a motor vehicle)	0	0	0
Arson	0	0	0
Simple Assault	0	0	0
Larceny/Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of property	0	0	0
VAWA OFFENSES - PUBLIC PROPERTY	2015	2016	2017
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
VAWA OFFENSES - ON CAMPUS	2015	2016	2017
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
UNFOUNDED CRIMES	2015	2016	2017
Total Unfounded Crimes	0	0	0