

**HDS TRUCK DRIVING INSTITUTE**  
**CAMPUS SECURITY & FIRE SAFETY REPORT**  
**Clery Act (Campus Security) – 668.46(b)**  
October 1, 2023

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 1, 2023.

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.opc.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-ucrpublications/ucr\\_handbook.pdf/view](http://www.fbi.gov/about-us/cjis/ucr/additional-ucrpublications/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:

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

**Campus Law Enforcement Offices**

**Tucson Campus**

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

**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>

**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>

**Yuma Campus**

Yuma Police Department  
(928) 373-4656  
1500 South 1st Avenue  
Yuma, Arizona 85364  
[http://www.yumacountysheriff.org/services-crime\\_prevention.html](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/](http://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.

### **How to Be an Active Bystander and Risk Reduction**

Bystanders play a critical role in the prevention of sexual and relationship violence. We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. Further information regarding bystander intervention may be found. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
- Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take sexual advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

## **Bystander Intervention Techniques (the 4D's)**

Please remember that your safety is of the utmost importance. When a situation that threaten physical harm to yourself or another student, ask someone for help or contact the police.

### Direct

Step in and address the situation directly. This might look like saying, "That's not cool. Please stop." or "Hey, leave them alone." This technique tends to work better when the person that you're trying to stop is someone that knows and trusts you. It does not work well when drugs or alcohol are being used because someone's ability to have a conversation with you about what is going on may be impaired, and they are more likely to become defensive.

### Distract

Distract either person in the situation to intervene. This might look like saying, "Hey, aren't you in my Spanish class?" or "Who wants to go get pizza?" This technique is especially useful when drugs or alcohol are being used because people under the influence are more easily distracted than those that are sober.

### Delegate

Find others who can help you to intervene in the situation. This might look like asking a friend to distract one person in the situation while you distract the other ("splitting" or "defensive split"), asking someone to go sit with them and talk, or going and starting a dance party right in the middle of their conversation. If you didn't know either person in the situation, you could also ask around to see if someone else does and check in with them. See if they can go talk to their friend, text their friend to check in, or intervene.

### Delay

For many reasons, you may not be able to do something right in the moment. For example, if you're feeling unsafe or if you're unsure whether or not someone in the situation is feeling unsafe, you may just want to check in with the person. In this case, you can combine a distraction technique by asking the person to use the bathroom with you or go get a drink with you to separate them from the person that they are talking with. Then, this might look like asking them, "Are you okay?" or "How can I help you get out of this situation?" This could also look like texting the person, either in the situation or after you see them leave and asking, "Are you okay?" or "Do you need help?"

**Active Bystander Intervention to help the victim has the following components and can be used to help prevent sexual assaults:**

1. Assess the situation- Ensure that all parties are safe, and gauge whether the situation requires calling authorities. When deciding to intervene, your personal safety should be the #1 priority. When in doubt, call for help.
2. Decide whether to use direct or indirect action to resolve the problem.
3. Know your options. Once you’ve decided whether you want to handle the situation directly or indirectly, think of all the possible options for doing so.
4. Intervene – with reinforcements. If safe to intervene, you’re likely to have a greater influence on the parties involved when you work together with someone or several people. Your safety is increased when you stay with a group of friends that you know well.

**Be cognizant and recognize potential warning signs of abusive behavior. These can include:**

- Past abuse
- Threats of violence or abuse
- Breaking objects
- Use of force during an argument
- Others such as jealousy, controlling behavior, isolation, blaming others and more.

**Crime Statistics**

<b>CRIMINAL OFFENSES – PUBLIC PROPERTY</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
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

<b>CRIMINAL OFFENSES – ON CAMPUS</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses - Forcible			
<b>CRIMINAL OFFENSES – ON CAMPUS</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Rape	0	0	0
Fondling	0	0	0

<b>CRIMINAL OFFENSES – ON CAMPUS</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
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
<b>ARRESTS - PUBLIC PROPERTY</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse Violations	0	0	0
Liquor Law Violations	0	0	0
<b>ARRESTS – ON CAMPUS</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse Violations	0	0	0
Liquor Law Violations	0	0	0
<b>DISCIPLINARY ACTIONS – PUBLIC PROPERTY</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse Violations	0	0	0
Liquor Law Violations	0	0	0
<b>DISCIPLINARY ACTIONS – ON CAMPUS</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Weapons: carrying, possessing, etc.	0	0	0
Drug abuse Violations	0	0	0
Liquor Law Violations	0	0	0
<b>DRUG, ALCOHOL OR FIREARMS POSSESSION</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Liquor Law Violations	0	0	0
Drug-Abuse Violations	0	0	0
Weapons Possession	0	0	0
<b>HATE CRIMES – PUBLIC PROPERTY</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
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

<b>HATE CRIMES – PUBLIC PROPERTY</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Simple Assault	0	0	0
Larceny/Theft	0	0	0
Intimidation	0	0	0
Destruction/Damage/Vandalism of property	0	0	0
<b>HATE CRIMES - ON CAMPUS</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
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
<b>VAWA OFFENSES - PUBLIC PROPERTY</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
<b>VAWA OFFENSES - ON CAMPUS</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
<b>UNFOUNDED CRIMES</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Total Unfounded Crimes	0	0	0