

Campus Safety

The Southwest University of Visual Arts publishes an annual security report to inform the community about security policies, initiatives to respond to crime and emergencies as well as the occurrence of crime on campus. SUVA's annual security report and campus safety policies are provided to the SUVA community on a regular basis.

On beginning employment, SUVA provides the link to SUVA's Annual Security report during new employee orientation. SUVA provides a link to the security report to current employees through our human resource portal.

SUVA provides the link to the Annual Security Report to new and continuing students. During the admissions process new students are given the link to the Annual Security Report prior to completing the admissions process. The link to the report is provided to current students and staff on each semester's schedule of classes.

2014 Security Report:

http://suva.edu/Pdfs/consumerinformation/2014_Annual_Security_Report.pdf

Reporting Crimes and Emergencies

SUVA is located in relatively safe communities in Tucson, Arizona and Albuquerque, New Mexico and yet is it important for each student to be aware of their surroundings at all time. Please report if you believe someone or something is suspicious and immediately request the police or someone in the Administration to investigate your suspicions.

Please consider how dangerous it could be to hitch hike or accept rides from strangers.

Never leave possessions unattended on or off campus.

SUVA depends upon our Maintenance team, members of the Administration, Faculty Staff and Students to develop a community aware of potential danger and expects all students to be aware of any potential danger to themselves or other members or visitors to our community.

The university has a number of ways for campus community members and visitors to report crimes, serious incidents and other emergencies to appropriate university officials. It is important that you immediately report crimes so we can assess the incident and issue an emergency warning if necessary.

Voluntary Confidential Reporting

We encourage all university community members to report crimes promptly and to participate in and support crime prevention efforts. If you are a victim of a crime, or are aware of a crime but do not want to pursue action within the criminal justice system we strongly encourage you to file a voluntary

confidential report. We will publish the statistics of your confidential report in our annual security report. Please note due to the nature of some crimes, the university may need to break confidentiality and will inform you in those cases

Reporting a Crime or Emergency

The university encourages all campus community members to promptly, report all crimes and emergencies directly by calling 911. Each classroom is equipped with a phone for emergencies. In case of emergency, please call 911 and then contact the Administration office to report the emergency.

During school hours, should any student witness a crime in process or become the victim of a crime, Southwest University of Visual Arts requests notification to one of the following university offices immediately:

**Office of Student Services or
The Office of Administrative Resources**

Tucson:

2525 N. Country Club
Tucson, AZ 85712
520-325-0123

Albuquerque:

5000 Marble NE
Albuquerque, NM 87110
505-254-7575

SUVA has a zero tolerance policy for any form of sexual harassment and all assaults and rapes are serious crimes, whether committed by a stranger or someone the victim knows. If you know of any such incidences, contact the Administration and/or your Student Services representative immediately.

After school hours or off-campus, students should contact local police authorities if they witness or become the victim of a crime.

If you have been attacked or know someone who was attacked please take the name of any other witnesses, remember exactly what the attacker looked like, any of the circumstances surrounding the situation.

Please contact your Student Services Representative, who can help you file a police report. Police stations have specially trained officers to help with assault and rape crimes and to minimize the trauma victims experience.

If you witness, or are aware of, a potential risk to another student, faculty or staff member you may file a report through our Administration Office.

Timely Warning Reports and Crime Alerts

SUVA will notify our community through our Emergency Alert System as soon as we have confirmed that a significant emergency or dangerous situation exists, we will:

- Take into account the safety of the campus community,
- Determine what information to release about the situation, and
- Begin the notification process.

The only reason we would not immediately issue a notification for a confirmed emergency or dangerous situation is if doing so will compromise efforts to:

- Assist a victim
- Contain the emergency
- Respond to the emergency, or
- Otherwise, mitigate the emergency

An example of not compromising efforts to mitigate the emergency might be agreeing to a request of local law enforcement or fire department officials.

The SUVA Organizations responsible for notifying our university community of emergencies is Student Services and/or Administrative Resources.

About the SUVA Alert Notification System:

SUVA Alert Notification System is a mass notification system powered by Omnilert Network e2Campus that enables University students, faculty and staff to receive alerts and updates as text messages on cell phones and via e-mails. Participation by the University community is voluntary. No advertisements or non-emergency alerts will be sent to the registered phones.

Personal information is not shared with or sold to third parties.

University students and staff must sign up for the service in order to receive alerts. Since this is a voluntary service, you may choose to opt-out of the service at any time. You **MUST** choose an Opt-Out Date that is reasonable to you in order for your registration to stay active until then. There is no charge for this service; however, you are responsible for any text messaging charges from your wireless service provider.

This system is used for safety and security events the university administration deems significant and for conditions that delay or close classes and offices. SUVA will make every effort to use this Emergency Notification system effectively and efficiently, but cannot guarantee subscribers will receive every message due to factors beyond the control of the University (i.e. cell phone powered off, out of cell phone service area, etc.). The University cannot be held responsible for any delays in receiving text messages. Please contact your cellular provider with any of these issues.

ALL USERS MUST FIRST CREATE AN e2Campus ACCOUNT to register their cell phone/e-Mail. If you attempt to login to your SUVA Emergency Notification account **BEFORE** you create an account, it will not work.

http://suva.edu/SUVA_emergency_alert.html

Access to Facilities

Southwest University of Visual Arts operates on a closed campus system. All visitors must check in at the reception desk and obtain a visitor's pass to remain on campus. Current students who wish to bring a visitor to class must receive authorization from the administration and their instructors 24 hours prior to the visitation date. Unauthorized visitors should be reported to the administration and will be asked to leave the premises immediately.

Southwest University of Visual Arts issues ID cards for each student enrolled. Students also receive a key card giving them access to the 24/7 computer labs available for use at both campuses.

SUVA requires students to be able to demonstrate they are affiliated with the university by providing a valid ID card when asked by any University authority. SUVA requires all students to protect their ID card and be ready to prove they are affiliated with the university by maintaining the ID card as it is issued. SUVA expects all students to refrain from punching holes, using stickers, pins or other items affixed to the ID card at any time during their tenure at SUVA.

SUVA expects no one other than the student to whom the card is issued to use the ID card and the card is the property of SUVA. Students are required to present their card upon the request of an appropriate university official and may be revoked at any time the university deems fit.

Policies for Preparing Annual Disclosure of Crime Statistics

Under the Federal Student Right-to-Know and Campus Security Act (Public Law 10-542), Southwest University of Visual Arts is obligated to publish its statistics regarding on-campus crimes. Campus crime statistics are recorded and distributed to students, faculty and employees annually. Prospective students wishing to obtain Southwest University of Visual Arts' most recent report may request a copy from their Admissions Representative.

Drug and Alcohol Abuse Prevention Information

It is the goal of Southwest University of Visual Arts (SUVA) to provide a drug-free environment for all university students and employees. Under the Drug-Free Workplace Act and the Drug-Free Communities Act, the university must maintain a drug-free campus and workplace or risk the loss of financial aid assistance and grants. The Drug-Free Campus and Workplace Policy is required by law to make you aware of the dangers of drugs and alcohol in the workplace, along with drug and alcohol counseling services that may be available.

All faculty and staff are expected and required to report to work on time and in an appropriate physical and mental condition for work. The university is committed to maintaining a safe, healthy and secure work environment, free of unauthorized drugs and alcohol.

The sale, offer to sell, purchase, use, transfer, possession and/or manufacture of illegal drugs including marijuana (medical or otherwise) and alcohol are strictly prohibited on university premises, including parking lots, and other non-work areas. Employees who report to work impaired by illegal drugs (or their metabolites), marijuana (including for medical use) or alcohol are in violation of this policy. Impairment means symptoms that include diminished capacity of speech, walking, standing, physical dexterity, agility, coordination, actions and movement, as well as an employee's demeanor, appearance, clothing, body odor, irrational or unusual behavior, negligence or carelessness in operation equipment or property, disregard for the safety of the employees or others, involvement in an accident that results in serious damage to equipment or property, any injury to the employee or others or other symptoms causing a reasonable suspicion of the use of drugs or alcohol.

Employees who use over-the-counter and prescribed medications are expected to remain fit for duty. All such medications should be used in accordance with instructions. Whenever there are prescribed medications, employees should discuss their job functions with their physician and verify that the medications will not threaten safety.

Employees may not possess, consume or be under the influence of alcohol while working, participation in SUVA events or present on university premises (including parking lots, and other non-work areas), unless pre-authorized by senior management.

Any employee who is convicted of a criminal drug violation in the workplace must notify Human Resources within five calendar days of the conviction. The university will take appropriate action within 30 days of notification. Failure to inform the university subjects the employee to disciplinary action, up to and including termination.

Drug & Alcohol Testing

There are definite health risks associated with the use of alcohol and illegal substances. Alcohol or any other drug used in excess over time can cause illness, disability and death. The health consequences of substance abuse may be immediate and unpredictable, such as cardiac arrest with cocaine use, or more subtle and long-term, such as liver deterioration associated with the prolonged use of alcohol. In addition to health-related problems, other concerns relating to substance abuse include the following:

- Regular users of alcohol and other drugs often have erratic life styles which interfere with sleep, nutrition and exercise.
- Alcohol and substance use and abuse may lead to financial difficulties, domestic violence, deterioration of the family structure, motor vehicle accident injuries and reduced job performance.
- Repeated use of alcohol can lead to dependence.

Drug or Alcohol abuse education program

SUVA hosts an annual Health and Safety Event to promote well being, safety and healthy lifestyles.

Drug & Alcohol Counseling

More information about alcohol, drugs, and the risks they pose to health is available in the SUVA administrative offices and through your health care provider. Outside counseling services and support groups are available. Services are available through the university benefits program to assist employees who are experiencing problems with chemical dependency. Individuals can speak with their own physician or contact the university's insurance carrier to access those resources. Other community resources may be found online at Community Information and Referral (cir.org) or Alcoholics Anonymous (aa.org).

Drug & Alcohol Testing

The use, possession, sale, transfer, manufacture, distribution and dispensation of alcohol and illegal drugs and in certain circumstances, even the use of legal drugs in the workplace can pose unacceptable risks to employees, facilities and property and is strictly prohibited. Employees will be subject to reasonable suspicion drug testing while on duty or on the property of Southwest University of Visual Arts.

"Illegal drugs" means any drug that:

1. Is not legally obtainable; or
2. Is legally obtainable, but is not legally obtained.

The term includes all controlled substances as defined in Schedules I through V of Section 202 of the Controlled Substances Act 21 U.S.C § 812 and as further defined by regulation at 21 C.F.R. §§ 1308.11 through 1308.15. It also includes prescription drugs that are not being used for prescribed purposes, or in prescribed amounts, or by the person to whom it is prescribed. While state law may allow the use of marijuana for medicinal purposes, marijuana use remains illegal under federal law and it's use resulting in impairment while on duty is prohibited by university policy.

For the purposes of this policy, the following is a non-exhaustive list of illegal drugs that are prohibited:

- Amphetamines
- Barbiturates
- Benzodiazepines
- Cannabinoids
- Cocaine
- Methadone
- Opiates
- Phencyclidine (PCP)
- Propoxyphene

"Legal drugs" means prescribed or over-the-counter drugs that are legally obtained by the employee and being used for the purpose(s) for which the manufacturer intended them in prescribed amounts.

When an employee intends to use a legal drug while working whose instructions for use indicate the drug may affect or impair judgment, coordination, motor skills or other senses, or may adversely affect the ability to perform job duties in a safe manner, the employee must first consult his or her health care provider, describe the duties of his or her job and report to work only if the health care provider certifies that it is safe to do so while using the drug. If the health care provider indicates the legal drug use may adversely affect the employee's ability to work safely, the employee must notify Human Resources before working while using the legal drug so that the university may take appropriate action, which may include modified duty or a leave of absence. A legal drug is a "prohibited legal drug: when the instructions for its use indicate the drug may affect or impair judgment, coordination, motor skills or other senses, or may adversely affect the ability to perform job duties in a safe manner and the employee has failed to take the steps described in this provision. A written certification from the health care provider may be required.

The university may enforce reasonable suspicion drug testing as outlined in this policy in order to conduct university activities and to provide safe and effective service to our constituents. Therefore, the university may require that employees provide urine, blood, breath, saliva and/or other samples for drug and alcohol testing for reasonable suspicion testing. Any employee who violates this policy by refusing to be tested, falsifying or tampering with samples or testing positive for drug or alcohol use, will be subject to disciplinary action, up to and including immediate termination.

Policy to prevent dating violence, domestic violence, sexual assault, and stalking

At Southwest University of Visual Arts, we are committed to maintain an academic environment that is free from gender or sexual discrimination and where members of our university community can fully access and benefit from the university's programs and activities.

SUVA has a zero tolerance policy for any form of sexual harassment and all assaults and rapes are serious crimes, whether committed by a stranger or someone the victim knows.

The University educates the student community about sexual assaults and date rape through our annual health and safety event.

If you know of any such incidences, contact the Office of Administrative Resources and/or your Student Services representative immediately.

If you have been attacked or know someone who was attacked please take the name of any other witnesses, remember exactly what the attacker looked like, any of the circumstances surrounding the situation.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The University strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. Report an assault directly to Student Services or Administrative Resources,

who can help you, file a police report. Police stations have specially trained officers to help with assault and rape crimes and to minimize the trauma victim's experience

Student Services or Administrative Resources can assist you, if you desire in filing a police report with local law enforcement. Filing a police report will provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally, a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam).

When a sexual assault victim contacts the Police Department, the Police Sex Crimes Unit is notified as well. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the through the universities disciplinary process. A University representative from Student Services or Administrative Resources will guide the victim through the available options and support the victim in his or her decision. Various counseling options are available from outside of the University:

Tucson:

Southern Arizona Against Sexual Assault
24-hr Sexual Assault Crisis Lines
(520) 327-7273 or (800) 400-1001
www.sacasa.org

Tucson Police Department VINE Program
<http://www.tucsonaz.gov/police/victim-rights-information-vine>

Sexual Violence Prevention and Education Program in Arizona
<http://www.azrapeprevention.org>

Albuquerque:

Rape Crisis Center of Central New Mexico
Hotline: 505-266-7711
<http://rapecrisiscnm.org/>

City of Albuquerque Victim's Rights and Assistance Unit
505- 841-7020

Albuquerque Rape Crisis
505-266-7711

National Hotlines:

National Sexual Violence Resource Center: (877) 739-3895
Information, statistics, and resources related to sexual violence

University disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, are detailed in the *Student Handbook* under Penalties for Misconduct. In addition to the *The Handbook*, the accused and the victim will each be allowed to choose one person who has had no formal legal training to accompany them throughout the hearing. Both the victim and accused will be informed of the outcome of the hearing. A student found guilty of violating the University sexual misconduct policy

could be criminally prosecuted in the state courts and may be suspended or expelled from the University for the first offense. Student victims have the option to change their academic situations after an alleged sexual assault, if such changes are reasonably available.

Registered Sex Offenders Information

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne *Clery Act* and the Family Educational Rights and Privacy Act of 1974, Southwest University of Visual Arts is providing links to Tucson and Albuquerque State Police Sex Offender Registries. **Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable as a Class 1 misdemeanor.**

The **Tucson** State Police are responsible for maintaining this registry:

http://www.communitynotification.com/cap_main.php?office=55138

The **Albuquerque** State Police are responsible for maintaining this registry:

<http://www.cabq.gov/police/online-services/sex-offender-lookup/>

Emergency Response and Evacuation Procedures

All classrooms are equipped with a telephone to make emergency phone calls. Evacuation plans and procedures are located in each building and classroom and detail how to exit the buildings in the case of an emergency. SUVA also has an emergency alert system and notification process in place to identify the campus community of emergencies on campus.

Timely Warnings and Emergency Notification

In an effort to provide timely notice to the campus community in the event of a Clery Act crime that may pose a serious or ongoing threat to members of the community. Administrative Resources and Student Services issue crime alerts. We will issue crime alerts to the university community through SUVA's Alert Notification System for the following crimes: arson, aggravated assault, criminal homicide, robbery, burglary, sex assaults and hate crimes. We will issue alerts when the following criteria are met: (1) a crime is committed, (2) the perpetrator is at large, (3) there is a substantial risk to the physical safety of other members of the university community.

