

**Northern New Mexico College
STUDENT POLICY**

Subject:	Student Right-to-Know and Campus Security Act
File Reference:	6.1
Date Approved By Board of Regents:	December 13, 1991
Replaces Policy Approved On:	August 23, 1991

Purpose:

Policy: It is the policy of Northern New Mexico Community College that all students, faculty and staff report any criminal activity occurring within the campus facilities or during any college sponsored activity. Any type of criminal activity within the campus or during college activities will not be tolerated. Criminal activities include, but are not limited to murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, liquor law violation, drug abuse and weapons possession.

- Procedures:**
1. Students will report any knowledge of criminal activity or other emergencies to the Dean of Student Services during duty hours and to Security after hours.
 2. Dean of Student Services will notify the President or designee who in turn will notify the local police department.
 3. Dean of Student Services, with the assistance of the Director of Human Resources, will conduct a thorough investigation and report the findings to the President. College students will cooperate with the college staff and the local police department to whatever extent possible, it requested to do so.
 4. Faculty and staff employees will report any knowledge of criminal activity or other emergencies to their supervisor during duty hours and to Security after duty hours.
 5. Security personnel will report the incident to the appropriate Dean and police who in turn will notify the President or designee.
 6. College employees will cooperate with the local police department to whatever extent possible, if requested to do so.
 7. The appropriate Dean, with the assistance of the Director of Human Resources will ensure that a thorough investigation is completed and submitted to the President for appropriate action. Faculty or staff will assist with the internal investigation and/or the investigation conducted by the local police department.
 8. It is the intent of the college to participate and/or cooperate with the local police department in their investigation of any criminal activity occurring within the campus facilities or campus sponsored activities.
 9. Students will be briefed on this policy and a copy of the policy will be made available it requested.
 10. Faculty and staff will be briefed on this policy upon the employee signing a new contract and the supervisor will provide the employee with a copy of the policy if requested.
 11. Students who are found, after a thorough investigation, to have committed or participated in a criminal activity within campus facilities or college sponsored activities, may be expelled and not allowed into campus facilities or college sponsored activities.

12. Faculty or staff employees who are found, after a thorough investigation, to have committed or participated in a criminal activity within campus facilities or college sponsored activities, may be disciplined up to and including termination.

Cross Reference: