

## **Additional Jeanne Clery Act Information**

The Imperial Valley College Campus Safety Department currently works in conjunction with the Imperial Valley College Parking Control Office. The department currently has security guards patrolling at the main campus as well as the extended campuses.

Security guards handle all patrol, investigation, crime prevention, assisting with emergency preparedness, and related law enforcement duties for all the campuses. The department works closely with the local law enforcement agencies in order to provide a safe environment for the campus community.

Our department offers many services which include crime and accident prevention, lost and found property control, emergency/disaster management, parking enforcement, security escort services, and building security.

Currently, our security officers and staff are updating their training as first responders for medical emergencies; as well as obtaining other certifications to make certain that we maintain a safe and healthy environment for the IVC community. Furthermore, to provide meaningful and effective services, the Campus Safety Department is committed to building collaborative partnerships with the campus community and surrounding neighborhood organizations, as well as local, state and federal agencies for the betterment of our entire community.

For injuries or illnesses involving an employee, contact the Human Resources Office to obtain an Injury and Illness Report form.

When an incident does occur, the person who is first aware of the incident needs to do the following:

- Notify the Parking Control Office at (760) 355-6308 or Campus Security at (760) 996-4614. If it is an emergency, contact 911 and inform the Parking Control Office of the location and gravity of the matter.
- Include in the incident report any losses or damaged property, along with estimated costs. For college property, include state tag number(s) and serial number(s).
- If the incident was reported to law enforcement, be sure to include the case number and Officer's name.
- Submit completed Incident Report to the following: IVC Parking Control/Security Office (Building 500, Office 517)
- To contact campus security or to report a campus crime please call Parking Control at (760) 355-6308 or (760) 355-6306 (Monday through Friday 7:30 am to 8:00 pm) or by calling the Director of Campus Safety and Security by calling (760) 355-6295 (Monday through Friday evenings 5:00 p.m. to 10:00 pm).
- Security may also be contacted via cell phone at (760) 996-4614

An "incident" refers to loss/damage to college property, loss/damage to personal property, criminal activity or an injury involving a student or visitor (occurring on campus or participating in a college activity).

An incident report form can be printed from IVC'S website and turned in to the parking office. You can remain anonymous when reporting a crime. When possible all personal/identifying information will stay confidential.

The Campus Safety Department must be notified of all crimes occurring on campus or in conjunction with a college activity or location. If you are a Pastoral Counselor or Professional Counselor and a crime has been reported to you, you are encouraged when appropriate to inform the person to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

In compliance with the Jeanne Clery Act, September is National Campus Safety Awareness month. IVC in conjunction with the local police department and other agencies in the month of September set up an informative booth as well as host a day where activities such as basic self defense, crime prevention, etc are offered to all students and staff. Crime information and safety tips are available upon request.

The college encourages all persons on campus, to practice low-risk defensive behavior, and to be especially alert at night. Students and others are advised to park in well-lit and trafficked areas and to always lock their vehicle. Students should not pick up strangers or accept rides from people they do not know.