



**BROWN MACKIE COLLEGE**  
ALBUQUERQUE<sup>SM</sup>

**Brown Mackie College- Albuquerque**  
**10500 Copper Ave, NE**  
**Albuquerque, NM 87123**

**Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report**  
**October 1, 2011**

The Brown Mackie College- Albuquerque is providing the following information to all of its employees and students as part of the Brown Mackie College- Albuquerque commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. If you should have questions about any of the information provided in this Report, please contact the Campus President, Eric Rudie by phone/mail:

(505) 559-5200  
10500 Copper Ave, NE  
Albuquerque, NM 87123

## **CAMPUS SECURITY AND CRIME PREVENTION POLICY**

Brown Mackie College- Albuquerque Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report is distributed to every student and employee on an annual basis and is available to prospective employees and students at their request. A copy of the Campus Security and Crime Prevention Policy is placed in each employee's mailbox and a copy is mailed to all students during the annual distribution.

### **REPORTING CRIMES AND EMERGENCIES**

A safe environment is everyone's responsibility. Students and employees are encouraged to report all criminal acts, suspicious activities or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident. Reports can be filed on a voluntary and confidential basis for inclusion in the annual disclosure of crime statistics by contacting the Receptionist (Day Receptionist: Christyna Garcia/ Evening Receptionist: Stephanie Chavez). Reports are kept in a secure location in the Campus President's office, Eric Rudie. Names of victims or witnesses are not disclosed in the crime report. It is the policy of Brown Mackie College- Albuquerque that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law.

Students and employees should promptly report all criminal actions and emergencies occurring on or around Brown Mackie College- Albuquerque facilities to the either in person or by calling (505) 559-5200. If the Receptionist is not available you may contact the Campus President, Eric Rudie at (505) 559-5200 and the Albuquerque Police Department by dialing 911 or (505) 242-2677.

All criminal activity is documented by the completion of an Incident Report and is reported to local police agencies and to the Receptionist. Criminal activity might include, but is not limited to, burglary, motor vehicle theft, aggravated assault, robbery, sexual offense, hate crimes, gender crimes or murder.

In the event of fire or medical emergencies, staff and employees should contact the Albuquerque Police by dialing 911 and then notify the Campus President, Eric Rudie.

### **POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIMINAL STATISTICS**

All incidents are reported and documented on the Incident Report, which is sent to the Campus President, Eric Rudie. Reports are kept in a secure location, in the Campus President's office. The annual crime report is prepared by gathering campus crime statistics and data from the local police department and other relevant information by the Campus President.

### **SECURITY AND ACCESS TO THE INSTITUTION**

It is the policy of Brown Mackie College- Albuquerque that access to Institution's facilities be limited to authorized personnel, students and invited visitors. Visitors are at all times subject to Brown Mackie College- Albuquerque policies and conduct codes. Students and employees are responsible for the conduct of their guests at all times.

#### **In pursuit of this policy all employees shall be required to:**

1. Keep all unsupervised and unoccupied areas locked at all times
2. Routinely check the alarm systems and security lighting to ensure their operational effectiveness
3. Ensure that the security contacts are on site during all hours that the building is open to the students and to the public. The campus hours are Monday, Tuesday, Thursday 8:00 a.m. to 10:00 p.m., Wednesday 8:00a.m. to 8:00 p.m., Friday 8:00 a.m. to 5:00 p.m., and Saturday 9:00 a.m. to 1:00 p.m.

4. Report immediately to the Receptionist any suspicious activities that relate to the Institution or of its Properties, regardless of how minor these may seem. If the Receptionist is not available, you may contact the Campus President, Eric Rudie and the Albuquerque Police Department by dialing 911 or (505) 242-2677
5. Be familiar with all the Institution's procedures regarding the handling of any accidents or criminal activities. The procedures are highlighted below:
  - a. Immediately determine the condition of any injured employees, students, or other parties
  - b. In the case of an automobile accident, secure the accident scene and set warning devices
  - c. Notify the appropriate authorities by calling 911
  - d. Complete an Incident Report
  - e. Obtain a copy of the police report
  - f. Obtain information from witnesses
  - g. Investigate property damage or theft, following steps **c, d, e, and f** above
  - h. Should an alleged sex offense on campus be reported, the parties involved are permitted, if applicable, to change their academic schedule, depending on the availability of classes
  - i. Ensure that entrance to the building in the evening is restricted to the front doors, or to doors where entry is continuously monitored. All other doors are locked to prevent entry, but they may be used to exit.

**All Students are required to:**

1. Notify the Receptionist or any other staff member if a student becomes ill or is injured while at the campus.
2. Upon enrollment, report to the Receptionist any physical condition that may require immediate medical attention. A copy of this notification is maintained in the student's permanent confidential file
3. Gain knowledge of any announcements, newsletter, etc., missed because of absence. These communications contain information important to students. This may also contain information regarding the change criminal/emergency contact information.

**CAMPUS SECURITY ENFORCEMENTS**

Brown Mackie College- Albuquerque does not have Campus Security Enforcement officers. The Campus President, Eric Rudie (day), or the Receptionist, will notify the police department as warranted. Someone is on duty during the hours the building is occupied. They are responsible for ensuring that persons entering the building are employees, students, and their families or invited guests. They are authorized to request identification from those individuals, who are unfamiliar to them, and identification is required of all individuals arriving or leaving after the building is secured. They have the authority to evict unauthorized persons from the premises. Students are required to display their School Photo ID card at all times. The Evening Receptionist may not make arrests, but is instructed to promptly contact the Campus President, Eric Rudie, if any illegal activity occurs along with notifying local police.

**RELATIONSHIPS WITH LOCAL AND STATE POLICE**

Brown Mackie College- Albuquerque is located in Albuquerque, NM. Brown Mackie College- Albuquerque maintains a close working relationship with the Albuquerque Police Department with periodic contact initiated by Brown Mackie College- Albuquerque personnel to ensure that Brown Mackie College- Albuquerque is aware of

criminal offenses and arrests occurring on or near the campus so that they can be properly reported, and if necessary, provide for timely warning reports on crimes that represent a continuing threat. Timely warning reports are placed in employee mailboxes and students are notified by posting bulletins around the Institution.

## **EMERGENCY NOTIFICATION POLICY**

Procedure used to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving the immediate threat to the health or safety of student or staff occurring on the campus, unless issuing a notification will compromise efforts to contain the emergency:

In the event of a campus emergency requiring immediate evacuation of the campus, after informing the local police department of the nature of the emergency via 911, the college will utilize its Senior Staff and Executive Committee members to inform all students on campus of the need to immediately evacuate the premises to a safe location. If the situation allows, the college's receptionist will also immediately send out an "all student/staff" email notification of the need to evacuate the campus to the email addresses on file. Depending upon the nature of the emergency, the college President, another Executive Committee member or the senior staff member on campus will determine if the notification would compromise the ability to contain the emergency or endanger additional students or staff members.

In addition, in the event of an emergency requiring the college to close temporarily, the college President will contact the Corporate Public Relations Department who will cause an announcement of the duration of the closure to be listed on the college's national website.

Process used to confirm that there is a significant emergency or dangerous situation:

In the event of a report of a dangerous or emergency situation to any staff member, the staff member will contact the campus President or any other Executive Committee member (Dean of Academic Affairs or Senior Director of Admissions) to report the situation. The President or Executive Committee member will then review the report to confirm the issue(s) involved and determine if activation of the Emergency Notification system is warranted.

Process used to determine the appropriate segment(s) of the campus community to receive notification:

In the event of a confirmed emergency situation, the Campus President or Executive Committee member will determine the appropriate segments of the campus population to receive notification and determine the content of the notification which will then be passed on to the staff members for dissemination to the campus community via blast email and/or verbally to all students/staff present on campus providing the notification would not compromise the ability to contain the emergency or endanger additional students or staff members.

The following individuals are responsible for determining the validity of an emergency or dangerous situation and initiation of the Emergency Notification system in order of priority:

1. Campus President
2. Dean of Academic Affairs
3. Senior Director of Admissions
4. Registrar
5. Student Accounting Advisor
6. Senior Financial Aid Officer
7. Staff and/or Faculty members

The emergency response and evacuation procedures are publicized on an annual basis to all students and faculty through dissemination of this report via USPS to the address of record of all students, faculty and staff.

The campus emergency notification protocols and procedure are reviewed with each staff member at orientation and subsequently in staff and faculty meetings and practice drills are conducted at least annually to assure effectiveness of the plan. A description of the practice drill exercise along with a record of the date, time and whether it was announced or unannounced is maintained by the Campus President.

## **PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY**

All new Brown Mackie College- Albuquerque employees are instructed on crime awareness, prevention, and campus security during the hiring process. Employees are instructed on crime awareness, prevention and campus security during staff/faculty meetings, and are also encouraged to take responsibility for their own security, as well as their fellow co-workers and students.

All new Brown Mackie College- Albuquerque students are instructed on crime awareness, prevention and campus security during monthly orientation, and are encouraged to take responsibility for their own security, as well as their fellow classmates and the Brown Mackie College- Albuquerque employees. The monthly orientation includes a description of campus security policies and procedures, suggestions on how to avoid becoming a crime victim, evacuation plans at the institution, and procedures for reporting any criminal activity or emergency. Brown Mackie College- Albuquerque has no formal policy in place that allows victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. Note: Names of victims or witnesses that provide information on criminal offenses are not disclosed in the annual disclosure of crime statistics and are maintained by the Campus President in a secure location.

## **PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT THE PREVENTION OF CRIMES**

The Institution provides in-service programs designed to heighten awareness of crime and its prevention. These in-service programs are conducted by local law enforcement officials two times per year. Topics included in these informational programs are proper procedures for reporting Criminal Actions (as stated above- "Reporting Criminal Actions or Other Non-Emergencies", personal safety, living in a city, crime prevention, basic safety, and neighborhood watch programs. In addition to the annual campus security report, students and employees are notified of specific security concerns as they arise throughout the year.

In the event the Institution, with the assistance of the local police, determines that a particular criminal offense continues to be a threat to the campus community, it will notify the Institution's community by bulletin board notices, notices read by instructors in classrooms, and notices in the student newsletter.

Students are requested to review the Institution's School Catalog where sections discussing Student Conduct Policy can be found. Also, students are requested to read this *Campus Security and Crime Prevention Policy* handout that discusses procedures for reporting Crimes and Emergencies, Crime Awareness, and Campus Security. Employees are requested to review the Institution's *Employee Handbook* where information regarding Employee Conduct and the Safety policy can be found. Furthermore, employees are requested to read this *Campus Security and Crime Prevention Policy handout* that discusses procedures for reporting Crimes and Emergencies, Crime Awareness, and Campus Security.

## **OFF-CAMPUS STUDENT ORGANIZATIONS**

Should a student or employee be a victim of injury or crime during a School-sponsored activity, the student or employee should notify the appropriate agencies, (i.e. police, ambulance, or fire department). The student or employee should notify the appropriate person at the Institution as soon as possible.

## **DRUG AND ALCOHOL POLICIES**

In keeping with section 120(a) through (d) of The Higher Education Act of 1965, as amended, including the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226), a “Drug Free Schools and Campuses” publication, the Drug Prevention Policy, is provided to all Brown Mackie College- Albuquerque annually.

Pursuant to federal and state drug laws, students are prohibited from the unlawful manufacture, distribution, possession, sale or use of illicit/illegal drugs. Brown Mackie College- Albuquerque also enforces state laws regarding underage drinking. This prohibition applies while on the property of the school or when participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to, and including, expulsion from school or termination of employment.

## **PROGRAMS AND PROCEDURES REGARDING SEXUAL ASSAULT**

Educational programs promoting the awareness of rape, acquaintance rape, and other sex offenses are presented by the Institution with the assistance of guest speakers twice a year. Guest speakers present discussions on rape awareness, reducing the risk of being a rape victim, and what to do if you are attacked. Brochures on sexual assault issues are available in the student lounge. Should a student or employee be sexually assaulted, it is the student(s)/employee(s) option to notify the appropriate law enforcement authorities, including on-campus authorities and local police. At the student’s/employee’s request, security, the Dean of Academic Affairs, the Executive Committee or other Brown Mackie College- Albuquerque officials will assist in notifying the proper authorities. Victims of sexual assault or rape should follow these recommended steps:

Go to a safe place following the attack.

Do not shower, bathe or destroy any of the clothing you were wearing at the time of the attack.

Go to a hospital emergency room for medical care.

Make sure you are evaluated for the risk of pregnancy and venereal disease.

(A medical examination is the only way to ensure you are not injured and it could provide valuable evidence should you decide to prosecute.)

Call someone to be with you, you should not be alone.

It is also recommended that victims call the Rape Crisis Hotline at 1-800-656-4673. It is open 24 hours a day and their counselors can help answer medical and emotional questions at any hour and in complete confidence. Reporting the rape to the police is up to the victim, but it is important to remember that reporting a rape is not the same as prosecuting a rape. Victims are strongly encouraged to call the police and report the rape. If the victim requests, Brown Mackie College- Albuquerque will assist in identifying off-campus counseling or mental health services. After any campus sexual assaults are reported, the victims of such crimes have the right to request that Brown Mackie College- Albuquerque personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, if applicable or the transfer of classes.

Other rape crisis centers or mental health agencies available to assist a victim of sexual offenses include:

## **Albuquerque Area Crisis Centers**

<b>Name</b>	<b>Telephone</b>	<b>Notes</b>	<b>Internet</b>
Haven House	1.800.526.7157	1. Sandoval County  2. Servicios en español	<a href="http://www.havenhouseinc.org">http://www.havenhouseinc.org</a>
S.A.F.E House  (ABQ Shelter for Domestic Violence)	505.247.4219  800.773.3645	801 Encino Pl. NE ABQ 87102	<a href="http://www.safehousenm.org">http://www.safehousenm.org</a>
Albuquerque Rescue Mission	505.346.4673	2130 San Mateo Blvd. NE. Albuquerque, NM 87110  Christian	<a href="http://www.abqrescue.org">http://www.abqrescue.org</a>
New Mexico Coalition Against Domestic Violence	505.246.9240	201 Coal Ave, S. W. 87102	<a href="http://www.nmcadv.org">http://www.nmcadv.org</a>
Rape Crisis Center of Central New Mexico	505.266.7711  info@rapecrisiscnm.org	9741 Candelaria NE ABQ 87112	<a href="http://www.rapecrisiscnm.org">http://www.rapecrisiscnm.org</a>
Agora Crisis Center	1.866.435.7166 (866-HELP-1-NM)  1.505.277.3013	1820 Sgima Chi Rd. ABQ 87131	<a href="http://unm.edu/~agora/">http://unm.edu/~agora/</a>
New Mexico Suicide and Crisis Hotlines	1.800.784.2433  1.800.273.8255		<a href="http://www.suicidehotlines.com/newmexico.html">http://www.suicidehotlines.com/newmexico.html</a>

## **Disciplinary Action and Sanctions**

On-campus disciplinary procedures against students will be in accordance with Brown Mackie College-Albuquerque published Student Conduct Policy. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both will be informed of the outcome of any campus disciplinary proceeding. For this purpose, the outcome of a disciplinary proceeding means only Brown Mackie College-Albuquerque final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused. Sanctions, which may be imposed following a final determination of a disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, may include warning, probation, suspension or dismissal.

## **INFORMATION REGARDING REGISTERED SEX OFFENDERS**

Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is available with the Albuquerque Police Department, located at:

400 Marquette NW  
Albuquerque NM 87102

Additional information can be obtained by calling the police department at 311 or (505) 242-2677.

OR:

Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is available on-line at: <http://www.cabq.gov/police>

On-campus computer labs with internet access are available for you to view the above website at the library from:

Mon, Tues, Thurs: 8:00 a.m. to 10:00 p.m.  
Wed: 8:00 a.m. to 9:00 p.m.  
Fri: 8:00 a.m. to 5:00 p.m.  
Sat: 9:00 a.m. to 1:00 p.m.

## **CRIME STATISTICS**

The following statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Act and Campus Crime Statistics Act. Brown Mackie College- Albuquerque prepares the crime statistic policies annually(\*\*) by gathering all reported data and updating the report. The report will then be forwarded to Lia Miller at EDMC for final approval. Moreover, local police agencies are contacted by the Campus President and Dean of Academic Affairs to maintain a working relationship and formulate statistics for the annual crime statistics report. Set forth in the first box below are statistics available to the Institution concerning the occurrence on the Institution's campus which were reported to local police agencies. The second box below sets forth available statistics concerning the number of criminal offenses in relation to hate crimes on the Institution's campus, non-campus buildings and property, and public property. Finally, in the third box arrests and "referrals for campus disciplinary action" for liquor law violations, drug law violations, and illegal weapons possession are listed. Victims or witnesses may report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

\*\* Brown Mackie College – Albuquerque was opened on April 5, 2010. As such there are no statistics to report for 2008 or 2009. Statistical reporting began with the 2010 year.

