

Western Dakota Tech Policy Number: 5004

CRIME STATISTICS, ANNUAL SECURITY REPORT, AND ALCOHOL AND OTHER DRUG FEDERAL COMPLIANCE

**I. Purpose**

Campus security and safety are vital in maintaining a positive learning environment for students and working environment for employees. It is important for the College to keep students, parents, and employees informed about campus safety and security.

**II. General Statement of Policy**

- A. The policy of Western Dakota Tech (WDT) is to comply with federal reporting and notification requirements for campus safety and security. WDT will comply with federal regulations regarding reporting and notification of campus crime statistics, preparation and publication of an annual security report, and through implementation and notification of an effective drug and alcohol abuse prevention program.
- B. It shall be a violation of this policy to not prepare, publish, and submit required reports and notifications to the parties and by the deadlines established by the federal government. Further, it will be a violation of this policy to not implement an effective drug and alcohol abuse prevention program.

**III. Definitions**

- A. ASR means Annual Security Report
- B. DAAPP means Drug and Alcohol Abuse Prevention Program
- C. AOD means Alcohol and Other Drug Taskforce

**IV. Reporting Procedures**

- A. Campus Crime Statistics  
WDT, through the office of Institutional Effectiveness, annually prepares and submits crime statistics to the U.S. Department of Education in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act") by the timelines published in the Federal Register *34 C.F.R. §668.41(e)(5)*. The crime statistics are submitted through the Department's annual Campus Safety and Security Survey for inclusion in the Office of Postsecondary Education's Campus Safety and Security Data Analysis Cutting Tool. Campus crime statistics are also available at <http://ope.ed.gov/security>.

B. Annual Security Report

WDT, through the office of Institutional Effectiveness, prepares an annual security report (ASR) with all required elements as stated in the Clery Act and in *34 C.F.R. §668.46(b)* and publishes the single document report as a safety service to the WDT community. Each employee and student receives an electronic notification of the report by October 1 of each year through email. The electronic notification includes notice of the report's availability, a link to its exact electronic address, a description of its contents, and a notice that a paper copy will be provided upon request. Prospective employees and prospective students are also notified of the report's availability, a link to its exact electronic address, a description of its contents, and a notice that a paper copy will be provided upon request. Prospective employees are notified via job postings, and prospective students are notified via the student application. The report can also be accessed electronically through the WDT consumer information website at <http://www.wdt.edu/about-wdt/student-consumer-information/>.

C. Drug and Alcohol Abuse Prevention Program (DAAPP)

WDT complies with the Drug-Free Schools and Communities Act (DFSCA) and part 86 of the Department of Education's General Administrative Regulations through the Student Success Director/Registrar and the Alcohol and Other Drug (AOD) Taskforce. The director and the AOD Taskforce are responsible for developing, implementing, and reviewing the effectiveness of drug and alcohol abuse policies, the biennial review which measures the effectiveness of the AOD programs and ensures consistent application of disciplinary sanctions, and the education and prevention programs designed to prevent the unlawful possession, use, and distribution of drugs and alcohol on campus and at recognized activities.

Each student and employee receives an electronic notification of the DAAPP through an email on an annual basis. The DAAPP is also distributed to all students and employees who start or who are hired after the initial annual distribution date in a timely manner through email, U.S. mail, or orientation. The notification includes standards of conduct that prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees, legal sanctions under Federal, state, and local laws, a description of the health risks, a description of drug and alcohol counseling, treatment, rehabilitation programs, and a statement that WDT will impose disciplinary sanctions on students and employees for violations and a description of those sanctions.

The biennial review and supporting documents are also available to any interested party upon request to the Student Success Director/Registrar.

**V. Dissemination of Policy and Training**

- A. This policy shall appear on the WDT website.
- B. The College will share information regarding this policy in its Campus Safety and Security Handbook which is distributed to all new employees and students through the Human Resources Director or the Student Success Director/Registrar and to all current students and employees through the VP for Institutional Effectiveness and Student Success via annual email notifications.

Legal References:     Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act); *34 C.F.R. §668.41(e)(5)*; *34 C.F.R. §668.46(b)*  
  
                              Drug-Free Schools and Communities Act (DFSCA) and part 86 of the Department of Education’s General Administrative Regulations

Board Approved 9/11/2017; 2-year Review – No substantive change 09/20/2019