

# **NASH COMMUNITY COLLEGE**

## **Campus Security Report 2016**

**Annual Report, October 1, 2017**

### **STATEMENT OF INTENT**

Nash Community College (NCC) recognizes the importance of a person's right to know about matters that could impact their safety while at the college. The college further recognizes the necessity of providing information about campus crime and security to current and prospective students as well as to current and prospective employees of the college. Therefore, in accordance with the *Campus Security Act of 1990* and the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1998* (referred to as the "*Clery Act*"), and the Higher Education Opportunity Act of 2008, NCC publishes a *Campus Security Report* in October of each year. Notification of the report is distributed to all current and prospective students, as well as to all current and prospective employees through the College *Catalog*, website, and employment application. (Note: The College Safety Committee reviews of all campus security policies and procedures. This review is coordinated through the Campus Security and Safety Office.)

NCC is committed to maintaining a safe, healthy, positive work and learning environment. The following policies, procedures, and statements have been adopted by the college in compliance with federal and state mandates and in a good faith effort to ensure the health and safety of all members of the campus community.

Since NCC is a public institution, all behavior which is prohibited by federal, state, and local laws is prohibited on the campus or off the campus during an institutional activity, function, or event and will be referred to the proper authorities for action. Students and employees may be suspended for disposition of court action for any violation of a criminal law committed on campus or off campus at an institutionally sponsored function. Additionally, students may be removed from classes and employees removed from duty pending action on charges during an investigation or appeal for reasons relating to his/her physical or emotional safety and well-being of other students, faculty, employees, or college property.

The reputation of the College rests upon the shoulders of students, as well as on the administration, staff, and faculty, and it is hoped that each member of the college community will maintain high standards of citizenship. The campus and college will not be a place of refuge or sanctuary for illegal or irresponsible behavior. Students and employees, as all citizens, are subject to civil authority on and off the campus.

### **ACCESS TO CAMPUS FACILITIES**

The college campus is closed from 10 p.m. until 7:00 a.m., unless special classes are scheduled. Electronic security systems are located throughout the campus. Students using classrooms and laboratories after scheduled class hours must obtain prior approval from the appropriate faculty/staff member.

### **COLLEGE POLICY ON CAMPUS CRIME**

In accordance with the Student Right-to-Know and Campus Security Act of 1990, the Clery Act of 1998, and the Higher Education Act of 2008, NCC has zero tolerance toward violence on campus, including sexual assault, aggravated assault, physical confrontations of any kind, verbal threats of intent to cause harm, harassment designed to intimidate another, hate crimes, robbery, burglary, and property crimes such as destruction, theft, and sabotage. No distinction shall be made between violence caused by students, employees, and that precipitated by visitors to campus.

A Campus Crime Statistics Report shall be generated from data for the most recent calendar year, as well as the two preceding calendar years. The following criminal offenses are to be reported: criminal homicide; murder; negligent and non-negligent manslaughter; sex offenses, forcible (rape, sodomy, fondling, and sexual assault with an object) and non-forcible (incest, and statutory rape); robbery, aggravated assault; burglary; motor vehicle theft;; arson; arrests or persons referred for campus disciplinary actions for liquor law violations, drug abuse violations, and weapons law violations; hate crimes; commission of all crimes previously listed as well as larceny-theft, simple assault, intimidation, and destruction, damage or vandalism of property and of other crimes involving bodily injury to any person that manifests evidence that the victim was intentionally selected because of the perpetrator's bias of race, gender, religion, sexual orientation, ethnicity/national origin, or disability.. This report is updated annually and reported to the U.S. Department of Education, in accordance with the law, in October of each year.

### **CAMPUS LAW ENFORCEMENT AUTHORITY & JURISDICTION**

NCC has an eight officer police department with full powers of arrests and employs sworn Nash County Deputy Sheriffs that have complete law enforcement authority to apprehend and arrest anyone involved in illegal acts on-campus and areas immediately adjacent to the campus. The Nash Community College Police Chief also serves as the Campus Security and Safety Director to oversee safety on campus. If minor offenses involving college rules and regulations are committed by a college student, campus security officers may also refer the individual to the Student and Enrollment Services department for disciplinary actions. NCC security officers provide campus security and law enforcement authority during normal business hours, during special events and as needed during college peak times. The college maintains a strong, positive working relationship with the Nash County Sheriff's Office, as well as all other law enforcement agencies in surrounding cities and counties and across the state. The college strives to provide an educational and working environment that is safe for all through its reliance on existing policies, emergency procedures, internal vigilance, local and county law enforcement agencies, and the 911 System.

### **EMERGENCY SERVICES**

Some NCC employees are members of emergency response teams and often respond to campus emergencies such as injury, illness, fire, etc. In the event of an emergency, all persons on campus should follow instructions of college officials or members of emergency response teams. Additionally, copies of the NCC *Emergency Procedures* are posted in every classroom and office on the campus.

### **EMERGENCY TELEPHONE SYSTEM ZONES**

Nash Community College utilizes its existing telephone system as a voice notification speaker system in the event of an emergency. Zones have been established to send notifications to faculty and staff. Each zone is represented by a Safety Committee member that has access to activate emergency notifications as needed. In addition, each safety committee member as well as each campus administrator has been assigned a hand held radio to be used as a notification tool in the event of power outages.

### **REPORTING CRIMINAL ACTIONS OR EMERGENCIES**

Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents in a timely manner as outlined in the college's Employee Policy and Procedure Manual, Academic Catalog, electronic message boards and bulletin boards. Crime victims not wanting to pursue action within the college or the criminal justice system may consider making a confidential report. With the victim's permission, a report on the details of the incident can be filed without revealing their identity. The purpose of a confidential report is to comply with the victim's wish to keep the matter confidential while taking steps to ensure the future safety of them self and others. With such information, the college can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the college.

**Main Campus.** During the hours of operation, individuals may voluntarily report a crime/emergency by notifying the switchboard operator at the Information Desk in the B&I (Business & Industry) building (open Monday – Friday 8:00 a.m. – 9:00 p.m.) or any college official who shall immediately contact campus security and begin following the appropriate procedures outlined in the NCC Emergency Plan flipchart. From 9 p.m. until the college closes the on-duty deputy will have an emergency cell phone so they can be contacted in an emergency. The emergency cell phone number is 252-903-5969. After hours, individuals may call "911." College officials encourage accurate and prompt reporting of incidents. (GP 1.95)

**Off-Campus.** Persons in classes or college sponsored activities located off-campus should follow the same procedures outlined above for reporting criminal actions. College administrators are to be notified of the details of the incident as soon as possible. (Immured students are encouraged to review and follow emergency procedures specific to their institution of residence.)

NOTE: Campus crimes should be reported to Campus Security to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

#### **INVESTIGATION**

All reasonable efforts shall be made to maintain confidentiality. Upon receiving a report, an investigation into an incident will begin. In consultation with the college administration, it shall be determined if local law enforcement authorities should be involved and if a campus and/or community alert should be issued in the interest of public safety.

The college shall take whatever legal steps are necessary in the investigation to resolve the issue and reach restitution. Employees involved in campus violence shall be subject to disciplinary action up to and including dismissal.

Students who participate in campus violence shall be subject to disciplinary actions up to and including expulsion. Visitors who engage in disruptive activities or crime shall be removed from the scene and may be denied admission, readmission, or entry onto college property. Any person found to have committed criminal acts shall be prosecuted.

#### **ACCIDENT/INCIDENT LOG**

The college's Campus Security and Safety Director maintains an accident/incident log, documenting all accidents/incidents that occur on campus, in a non-campus building or property, on public property, or within NCC security's jurisdiction. The information found in this log is open for public inspection at the college's Receptionist Desk in the B & I facility. The accident/incident log includes nature, case # (if any), date reporting and occurrence time, general location of each incident/crime, and disposition of the complaint, if known at the time it is entered into the log. The Campus Security and Safety Director oversees the entry of incidents into the log and reserves the right to exclude reports from the log in certain circumstances.

#### **SECURITY MAINTENANCE OF CAMPUS FACILITIES**

Nash Community College maintains a strong commitment to campus safety and security. Exterior lighting and landscape control is a critical part of that commitment. NCC's Maintenance Department, Evening Administrators, Safety Director and Safety Committee conduct routine checks of lighting on campus. If lights are discovered to be out or dim, an immediate work order is initiated, which is acted upon by the Safety and Security Director. Community members are encouraged to report any deficiency in lighting to the switchboard operator at the Receptionist Desk in the B&I facility or any college official.

NCC's Maintenance Department, Evening Administrators and Safety Committee work together to identify inoperative locking mechanisms. Employees are encouraged to promptly report any locking mechanism deficiency to the switchboard operator at the Information Desk, any college official, or to a representative of the Maintenance Department.

Maintenance staff is available to respond to calls for service regarding unsafe facility conditions or those raising concerns for personal safety and property protection. These conditions also may include unsafe steps or handrails, unsafe roadways on campus, and unsecured equipment.

#### **CRIME STATISTICS**

In accordance with the Student Right-to-Know, the Campus Security Act of 1990, and the Clery Act of 1998, and the Higher Education Opportunity Act of 2008, the College is required to provide information about *serious* crimes on campus, as defined by the acts, which have occurred during the last three (3) years. Additionally, a log of minor infractions or incidents is maintained on file in the Security Office which is located in Building B.

This Crime Statistics Report is updated annually and reported to the U.S. Department of Education, in accordance with the law, in October of each year. Copies of the Campus Crime Statistics Report and Campus Security Report (CSR) may be obtained by contacting the Campus Security and Safety office at 252-451-8313. Information can also be found on the college's website at [www.nashcc.edu/safety](http://www.nashcc.edu/safety).

Criminal Offense/ Hate Crime	Crimes on Campus			Non-Campus Crimes			Public Property		
	2014	2015	2016	2014	2015	2016	2014	2015	2016
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Forcible Sex offense	0	0	0	0	0	0	0	0	0
Non-Forcible Sex offense	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Other crimes involving bodily injury	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/Damage Vandalism of property	0	0	0	0	0	0	0	0	0
<b>Arrests For:</b>									
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	2	4	0	0	0	0	0	0	0
Illegal Weapons Possession	0	0	1	0	0	0	0	0	0
<b>Disciplinary Action For:</b>									
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0

Hate Crimes 2016	Race			Gender			Religion			Sexual Orientation			Ethnicity			Disability		
	OC*	NC*	PP*	OC	NC	PP	OC	NC	PP	OC	NC	PP	OC	NC	PP	OC	NC	PP
Type of Offense																		
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offense	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Crimes Involving Bodily Injury	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

\*OC=on campus; NC=non-campus; PP=private property

Hate Crimes 2015	Race			Gender			Religion			Sexual Orientation			Ethnicity			Disability		
	OC	NC	PP	OC	NC	PP	OC	NC	PP	OC	NC	PP	OC	NC	PP	OC	NC	PP
Type of Offense																		
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offense	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Crimes Involving Bodily Injury	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Hate Crimes 2014	Race			Gender			Religion			Sexual Orientation			Ethnicity			Disability		
	OC	NC	PP	OC	NC	PP	OC	NC	PP	OC	NC	PP	OC	NC	PP	OC	NC	PP
Type of Offense																		
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offense	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Crimes Involving Bodily Injury	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**TIMELY WARNING POLICY**

Nash Community College's President or designee is responsible for issuing timely warnings in compliance with the Jeanne Clery Act, 20 U.S.C. § 1092(f) et seq.

Anyone with information warranting a timely warning should report the circumstances to Campus Safety. In the event that a situation arises that requires issuance of a warning, the proper timely warning procedure should be followed. These warnings are provided in order to keep the campus community informed about safety and security matters on an ongoing basis and in an effort to prevent similar crimes from occurring.

The decision to issue a timely warning shall be decided on a case-by-case basis in compliance with the Act and considering all available facts surrounding the campus community, whether the crime is considered a

serious or continuing threat to students or employees and the possible risk of compromising law enforcement efforts.

The campus community is to be immediately notified upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees, and visitors on or off campus, unless issuing a notification will compromise efforts to contain the emergency.

**Timely warnings are usually issued for the following classifications:**

- arson
- burglary
- robbery
- aggravated assault
- criminal homicide
- motor vehicle theft
- sex offenses
- any other crimes as deemed necessary

Upon receipt of all relevant information, such warnings will typically be issued within twenty-four hours.

**Timely Warning Procedure**

When a determination has been made that a timely warning should be issued, including emergency response and evacuation, the college President or designee will inform the campus community by distributing notification to all faculty, staff, and the Student Government Association by immediately posting the announcement on the college's website ([www.nashcc.edu](http://www.nashcc.edu)) and using ReGroup emergency notification system. In addition, notification will be sent verbally through the college's telephone zone alert messaging system and through hand held radios. The warning may include, but is not limited to, the following information: type of crime, location of occurrence, and available suspect information. In the event evacuation is required, safety committee zone leaders will assist the evacuation of faculty, staff and students to the designated zones outlined in the college catalog and the NCC Emergency Plan flipchart located in each classroom.

**EMERGENCY RESPONSE AND EVACUATION PROCEDURE**

In the event an Emergency Response and Evacuation is needed faculty, staff and students will be notified by immediately posting the announcement on the college's website ([www.nashcc.edu](http://www.nashcc.edu)) and using ReGroup Emergency notification system. In addition, notification will be sent verbally through the college's telephone zone alert messaging system and through hand held radios. The Campus Security and Safety Director reserves the right to delay the Emergency Response notification if in his/her professional judgment it would compromise the safety of the victims involved or otherwise mitigate the emergency.

When emergency situations arise or are reported the college President or his designee will evaluate the information and investigate as needed to determine validity. Based on the findings the President or his designee will determine what response is needed, who to notify, and how much information to release.

The President, Executive Vice President and Chief Financial Officer, Vice President for Instruction and Chief Academic Officer, and Vice President of Institutional Advancement form the President's Executive Council and will make decisions on Emergency Response and Evacuations of the campus. If the determination is made to release information outside of the campus area a statement will be released to the local press by the President's Executive Council.

The college will hold at least one "mock" disaster drill annually to test the process. Fire, police and Emergency Medical personnel will be included as need for the exercise. The press will be notified prior to the event to prevent false reporting and confusion. Following the exercise a debriefing will be held to determine better ways to handle an Emergency Response and Evacuation. Documentation of date, time and scenario will be recorded for future reference.

## **DRUG & ALCOHOL POLICY**

In accordance with the Drug Free Workplace Act of 1998 and the Drug Free Schools and Communities' Act of 1989 (Public Law 101-226) as well as Underage Drinking Laws and the laws of the state of North Carolina, the college has endorsed the following drug and alcohol policy: The unlawful manufacture, distribution, dispensation, sale, possession, or use of drugs, controlled and/or illegal substances or use of alcoholic beverages, is prohibited on College premises and workplaces except at specifically authorized events and campus facilities. Procedures governing the use of alcoholic beverages at specifically authorized events are available from the Brown Auditorium Manager. No alcoholic beverages shall be allowed during any student sponsored events. An employee who violates any of these prohibited acts is subject to disciplinary action up to and including dismissal. It is the goal of the College to support employees who are affected by problems of addiction.

Any employee who voluntarily comes forward and acknowledges a drug and/or alcohol abuse problem will be immediately and confidentially referred to the Employee Assistance Program (EAP). The employee will be monitored and tested for EAP compliance. Failure to meet these requirements will result in termination of the employee.

No employee shall report to the campus or any work site or remain at the campus or any work site unable to perform adequately their duties because of the effect of any alcoholic beverage and/or controlled substances and/or drugs whether illegal, prescribed or over-the-counter.

Any employee found in violation of this policy shall be subject to disciplinary action including suspension, termination, or dismissal, at the discretion of the President. Administrative response to such situations shall be in accordance with the following requirements and other procedures established in support of this policy:

a. Any employee determined to be involved in the manufacture, distribution, dispensing, possession, or selling of alcoholic beverages and/or illegal and/or controlled substances at the work site or on the College premises shall be terminated.

b. Any employee determined to be using and/or impaired by alcohol at the campus or work site shall receive a written warning, be placed on probation, and referred to the Employee Assistance Program as a condition of continued employment. If the employee fails to meet the scheduled Employee Assistance Program conference, and/or fails to be cleared through the Employee Assistance Program as having met recommended action, he/she may be dismissed.

c. Any employee suspected to be using and/or impaired by an illegal drug or controlled substance on campus or at the work site shall be subject to drug screening tests. Such determination shall be based upon reasonable suspicion, and such test shall be authorized by the President or designee. The employee shall be suspended pending the outcome of the test results. If the test results are positive, the employee shall be placed on permanent probation and referred to the Employee Assistance Program as in "b" above under the same conditions. Refusal to submit to such test shall result in disciplinary action up to, and including, dismissal. Periodic drug testing will be a required component of continuing employment. Any "second positive" test outcome will result in immediate dismissal. The employee shall bear the cost of all such testing and shall have the right to request a back-up test.

The College shall report illegal drug and/or alcoholic use activity prescribed by this policy to the appropriate law enforcement authority.

Any employee convicted of any criminal drug and/or alcoholic beverage law, statute or regulation occurring on campus or at the work site shall notify the President or designee no later than five (5) calendar days after such conviction. Failure to report such information shall be grounds for automatic dismissal. When required by Federal Law, the College administration shall notify the appropriate Federal contracting agency of such a conviction within ten (10) days.

Applicants, as a condition of employment, may be required to submit to blood and/or urine tests to determine the presence or use of alcohol and/or illegal drugs or controlled substances. The results of such tests shall be treated as confidential and their distribution shall be limited to the applicant and administrators with a legitimate need to know such results.

Any employee who intentionally tampers with a sample provided for drug screening violates a chain-of-custody or identification procedure, or falsifies a test result shall be subject to dismissal.

All employees, as a condition of employment, shall be required, upon the request of administrative personnel, based on reasonable suspicion of a violation of this policy, to submit to: searches of College and personal vehicles brought on or parked on College premises or work site; reasonable searches of all clothing, packages, purses, briefcases, tool boxes, lunch boxes or other containers on College premises; searches of desks, file cabinets, lockers, or other office or shop equipment in or on College premises or work site. Failure to comply with such a request as part of an administrative investigation shall be deemed grounds for administering disciplinary action. If the employee has reason to believe that an error was made, an appeal may be made utilizing the Due Process Policy set forth in Sections 3.12 and 3.14 of the *Board Policy Manual*.

The College shall develop and maintain an awareness program to inform employees about the dangers of alcohol and drug abuse in the workplace. Every employee shall be given a copy of the College alcohol and drug free work site policy. All employees have an obligation to report observed and suspected violations of this policy to their supervisor.

The Board of Trustees has a responsibility to establish supplemental policies necessary to implement and administer this policy.

The administration is responsible for informing all employees of this policy and any supplemental procedures promulgated hereunder and of their rights and obligations there under. (GP 1.73)

Note: Educational programs/courses that require the use of alcohol or display of controlled substances as part of course content are exempt from the *Drug and Alcohol Policy*. However, this exclusion does not apply to minors who could not otherwise consume alcoholic beverages.

#### **SEXUAL OFFENSE/HARASSMENT POLICY**

In accordance with the Campus Sex Crimes Prevention Act (CSCPA) of 2000 and the U.S. Department of Education requirements of Section 485 of the Higher Education Act (also known as the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (20 U.S.C. Section 1092), Nash Community College (NCC) recognizes that sexual offenses and harassment, forcible and non-forcible, are violent, demeaning crimes and will not be tolerated at the institution or at any site or function controlled by the College. The act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. The acts also require sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. NCC will support this policy and increase awareness through educational brochures, handouts, special literature, information sessions, and counseling, as well as providing services and resources for victims. Note: The State Bureau of Investigation (SBI) maintains a registry of convicted sex offenders and makes it available to the public via the Sex Offender and Public Protection Registry website. The website for North Carolina and websites for other state registries are listed below:

- State websites: <http://www.fbi.gov/hq/cid/cac/registry.htm>
- National Sex Offender Public Registry: <http://www.nsopw.gov>
- NC Sex Offender and Public Protection Registry: <http://www.ncfindoffender.gov>

NCC encourages all victims of sexual offenses to report the incident as soon as possible. Victims have the right to report sexual offenses without fear of harassment or reprisal. The College also emphasizes the importance of preserving all evidence for the proof of a criminal offense. College officials understand the sensitive issues involved with this type of crime; therefore, contact should be made with the Campus Security and Safety Director (252-451-8313), Associate Vice President of Student and Enrollment Services (252-451-8307), Associate Dean of Student and Enrollment Services (919-451-8224) the Executive Vice President and Chief Financial Officer (252-451-8240), the Receptionist (252-443-4011), or other college official as soon as possible. If the offense occurs outside of the College's operating hours, victims should call "911" and contact college officials as soon as possible, if assistance is needed. College personnel will assist the victim with all appropriate and available services to help the victim to receive private and confidential treatment and emotional and psychological support. NCC has counselors available to assist victims with their immediate needs. The President will be apprised of all developments and will determine if a potential danger to the college community exists and what appropriate actions should be taken.



Additionally, it is the policy of the College to encourage the reporting of any incident of sexual harassment and to provide just procedure for the presentation, consideration and disposition of sexual harassment grievances. The College further prohibits internal interference, coercion, restraint or reprisal against any student or employee who files a grievance concerning an occurrence of alleged sexual harassment.

### **Disciplinary Action for Sexual Offense(s)/Harassment**

All *persons* found in violation of this policy shall be subject to disciplinary action up to and including suspension or expulsion from the College. Any college *employee* found in violation of this policy shall be subject to disciplinary action up to and including termination. Disciplinary procedures against the alleged assailant will begin in accordance with the College's disciplinary procedures as outlined for students in the *Student Handbook* and for employees in this policy as outlined below. An investigation will be conducted in a timely manner. All parties will be treated with confidentiality and respect; will be given equal opportunity to present their views of the incident; and will be allowed to have others present during campus disciplinary proceedings. All parties will be informed of the determination or outcome and will have the right to appeal. Upon final determination, corrective actions will be implemented. The College will assist either party in making changes to their academic situation if deemed necessary and if the request is a reasonable option. The College will retain as *confidential* all documentation of allegations, investigations, and determinations. In addition, both parties must maintain the *confidentiality* of all aspects of the incident, disclosing no information whatsoever without the written consent of the other party.

If an employee has reason to believe that he/she has been the victim of sexual offense/harassment, the employee should express their grievance in writing to Vice President for Instruction and Chief Academic Officer. The Vice President will utilize the services of the Director of Human Resources and/or the ADA Counselor as needed.

The Vice President for Instruction and CAO will review and investigate the complaint and respond in writing to the employee or student within two working days from receipt of the request by the employee or student. The Vice President's response shall determine an appropriate time, within seven working days from date of response, and place for the hearing and shall indicate that the employee or student shall name the individual (employee or student) chosen to sit in on the hearing within two working days, the Vice President shall notify all parties in writing by regular mail of the hearing date and time, and shall preside over the hearing.

The employee or student shall be given the opportunity to relate the alleged incident of harassment to the panel and present any information pertinent to the incident. Panel members may ask questions; however, shall not give opinion regarding the incident. Following the hearing, the panel shall review the entire account of the incident and the totality of the circumstances, and compare the account to the definition of harassment as stated in the Employee Procedure Manual to determine whether the alleged conduct constitutes harassment. If findings indicate a violation of the harassment policy or statutes therein, it shall be the responsibility of the panel to recommend to the President to take immediate action and, if appropriate, disciplinary action. Development of appropriate disciplinary actions for conduct determined to constitute harassment shall be implemented on a case-by-case basis on the facts of the complaint.

The President shall notify the employee or student in writing by regular mail within seven (7) working days from the date of the hearing regarding the recommendation of the panel and any action taken.

### **WEAPONS AND DANGEROUS INSTRUMENTS POLICY**

The College prohibits the possession of firearms/handguns on campus or at off-campus sites unless the individual is participating in an instructional offering of the College which requires the individual to furnish a firearm. Course outlines for any course requiring the use of firearms shall incorporate statements to the effect (1) that firearms shall be kept unloaded unless directed otherwise by the instructor, and (2) that students shall not brandish firearms at any time in or out of the classroom, and (3) that firearms shall not be concealed at any time. Individuals exempt from item 3 shall be sworn or commissioned law enforcement officers authorized to carry a firearm. It shall be the responsibility of every College employee and student to report to the administrator of record any violation of this policy. (GP 1.96)

A student shall not knowingly possess, handle or transmit an object that can reasonably be considered a weapon on campus or off campus at an institutional activity, function, or event.

In compliance with N.C.G.S. 14-269.2 The College generally prohibits the carrying of a “weapon” either openly or concealed on community college property or at off-campus sites unless the individual is participating in an instructional offering of the College which requires the individual to furnish a firearm. Course outlines for any course requiring the use of firearms shall incorporate statements to the effect that: (1) firearms shall be kept unloaded unless directed otherwise by the instructor (2) students shall not brandish firearms at any time in or out of the classroom, and (3) firearms shall not be concealed at any time. Individuals exempt from item 3 shall be sworn or commissioned law enforcement officers authorized to carry a firearm.

Per current law N.C.G.S. 14-269.2 (k) The provisions of this section shall not apply to a person who has a concealed handgun permit that is valid under Article 54B of this Chapter, or who is exempt from obtaining a permit pursuant to that Article, who has a handgun in a closed compartment or container within the person’s locked vehicle or in a locked container securely affixed to the person’s vehicle. A person may unlock the vehicle to enter or exit the vehicle provided the firearm remains in the closed compartment at all times and the vehicle is locked immediately following the entrance or exit.

It shall be the responsibility of every College employee and student to report to the administrator of record any violation of this policy.

Any person violating the provision of this section shall be guilty of a misdemeanor and upon conviction shall be punished in the discretion of the court by fine or imprisonment or by both such fine and imprisonment, not to exceed five hundred dollars (\$500.00) fine or six months imprisonment.

#### **PREVENTION AND AWARENESS ACTIVITIES**

- Participation in an assistance program with the local mental health center
- Referrals to local agencies such as hospitals, social services, self-help groups, etc.
- Counseling through Student and Enrollment Services
- Literature available in Career Center on various health and safety issues including alcohol prevention, drug abuse, sexual offense, etc.

#### **RESOURCES**

NCC has counselors to assist victims with their immediate needs. For counseling services, contact Counseling Services in Student and Enrollment Services. Additional resources listed below include medical, emotional, or psychological support services.

##### **Nash Community Service Area Crisis/Counseling Resources:**

Coastal Plain Hospital  
2301 Medpark Dr.  
Rocky Mount, NC 27804  
(252) 443-9500

EAP Partnerships  
848 Country Club Square  
Rocky Mount, NC 27804  
(252) 937-5477

Eastpointe  
(800) 913-6109  
(888) 819-5112

My Sisters House  
301 S. Church Street, Suite 239 (Station Square)  
Rocky Mount, NC 27803  
(252) 316-8444 office (252) 459-3094 24 hour Crisis Hotline

Tar River Mental Health Association (Serving Nash & Edgecombe Counties)  
P. O. Box 8773  
Rocky Mount, NC 27804  
252-937-8820

Mental Health Association of North Carolina  
1331 Sunday Dr.  
Raleigh, NC 27607  
(888) 399-8021

Alcoholics Anonymous  
(252) 977-7744

Alcohol/Drug Council of North Carolina  
1-800-688-4232

**National Crisis/Counseling Resources:**

National Suicide Hotline  
1-800-SUICIDE

National Runaway Switchboard  
1-800-621-4000

RAINN (Rape, Abuse and Incest National Network)  
1-800-656-HOPE

Child Abuse Hotline  
1-800-4-A-CHILD

Boys Town  
1-800-448-3000

National Domestic Violence/Child Abuse/Sexual Abuse  
1-800-799-SAFE

Elder Abuse Hotline  
1-800-252-8966

Missing & Exploited Children  
1-800-843-5678

Multiple choices of Free Hotline Calls within the United States  
<http://www.coolnurse.com/hotline.htm>

*Note: All policies included in this document must receive approval from the NCC Board of Trustees.*