

2019 Annual Security and Safety Report  
Vance-Granville Community College  
Campus Police Department



Vance-Granville Community College

# Contents

|  |    |
|--|----|
| From the Chief of Police .....   | 4  |
| The Clery Act – Legal Requirements .....                                     | 5  |
| VGCC CAMPUS POLICE.....  | 5  |
| Interagency Cooperation .....  | 6  |
| Reporting Procedures .....   | 6  |
| Response to Reports.....   | 7  |
| Confidential Reporting.....  | 7  |
| Student Housing.....   | 8  |
| Annual Fire Safety Report and Missing Student Policy .....                   | 8  |
| Access to Campus Facilities .....  | 8  |
| Security of Campus Facilities .....  | 8  |
| Security Considerations in the Maintenance of Campus Facilities.....         | 8  |
| Timely Warning Notice (Applicable to all campus locations) .....             | 8  |
| Campus Emergency Response and Immediate Warning Procedures.....              | 9  |
| Evacuation Procedures .....  | 10 |
| Mass Notification and Warning Messages .....                                 | 10 |
| Clery Act Requirements in an Emergency .....                                 | 11 |
| Crime Log .....  | 12 |
| Security Awareness, Crime Prevention and Other Educational Information ..... | 12 |
| Responsibilities of the VGCC Community .....                                 | 12 |
| Crime Prevention and Safety Initiatives .....                                | 12 |
| Campus Escort Program.....   | 13 |
| Fire Prevention.....   | 13 |
| Emergency Information for Fire and Medical.....                              | 13 |
| First Aid .....  | 13 |
| Personal Accident .....  | 13 |
| Traffic Accidents.....   | 13 |
| NC Statute on Weapons.....   | 13 |
| No Responsibility for Damage .....   | 14 |
| Lost and Found.....  | 14 |
| Drug and Alcohol Policy .....  | 14 |
| Sexual Harassment Policy .....   | 16 |
| Reporting Violent or Threatening Behavior.....                               | 21 |
| Preparing the Annual Crime Statistics .....                                  | 21 |
| Definitions of Reportable Crimes.....  | 22 |
| Hate Crimes.....   | 23 |

|  |    |
|--|----|
| VAWA crimes .....                        | 23 |
| Main Campus Crime Statistics .....       | 25 |
| Main Campus Arrests.....                 | 26 |
| Main Campus Judicial Referrals .....     | 27 |
| Franklin Campus Crime Statistics.....    | 27 |
| Franklin Campus Arrests .....            | 29 |
| Franklin Campus Judicial Referrals ..... | 29 |
| South Campus Crime Statistics .....      | 30 |
| South Campus Arrests.....                | 31 |
| South Campus Judicial Referrals .....    | 32 |
| Warren Campus Crime Statistics .....     | 32 |
| Warren Campus Arrests.....               | 34 |
| Warren Campus Judicial Referrals .....   | 34 |

## From the Chief of Police

Thank you for taking the time to read this year's Annual Security Report. This document will assist you in attaining the knowledge necessary to develop and maintain a sense of situational awareness. Our goal is to educate you and the rest of the community by sharing information on crime and safety.

The Vance-Granville Campus Police Department prepares this report in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act* (Clery Act). More information on the Clery Act can be found on our website.

By reading this report we hope that you will gain a better understanding of our campus community. This report is designed to give you important information regarding safety and security procedures at VGCC, and to provide you with statistics regarding crimes that occur on our campuses. The statistical data that is shared in this report details incidents of the previous three years that occurred on our campuses.

VGCC Campus police officers have full powers of arrest pursuant to North Carolina General Statute 115D-21.1 and are tasked to enforce federal, state, and local laws along with certain college policies.

The men and women of the VGCC Campus Police Department ask that you help us with our mission by adhering to the following:

- Do not leave valuables in your car. Leave them at home or lock them in your trunk.
- Lock your car and take your keys with you.
- Do not leave valuables items visible in or around your workspace.
- Take responsibility for your own safety.
- Walk in groups; there is safety in numbers.
- Call in suspicious behavior as soon as possible.

Thank you for your support and assistance. Please remember that a safe college experience is everyone's responsibility.

Sean G. Newton

Chief of Police  
VGCC Campus Police Department

## **The Clery Act – Legal Requirements**

- Publish an annual report every year by October 1 that contains three years of campus crime statistics and certain police policy statements.
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other VGCC officials who have “significant responsibility for student and campus activities.”
- Provide “timely warning” notices of those crimes that have occurred and pose an ongoing threat to students and employees.
- Disclose in a public crime log “any crime that occurred on campus or within the patrol jurisdiction of the campus police or in the campus security department and is reported to the campus police or security department.”
- Prohibit the institution, or an officer, employee, or agent of the institution, participating in any program under this title from retaliating, intimidating, threatening, coercing, or otherwise discriminating against any individual with respect to the implementation of any provision of the Clery Act.

The Vance-Granville Community College Campus Police Department is responsible for preparing and distributing this report. We work with many other departments and agencies, such as the Dean of Student Services, the VGCC Clery Compliance Committee and local law enforcement agencies to complete the information. We encourage members of the VGCC community to use this report as a guide for safe practices on and off campus.

The Annual Security Report is available on the web:

<https://www.vgcc.edu/ops/annual-security-report/>

## **VGCC CAMPUS POLICE**

North Carolina General Statute 115D-21.1 allows the establishment of a campus law enforcement agency at a community college. On January 23<sup>rd</sup> 2012 the Vance-Granville Community College Board of Trustees passed a resolution establishing the Vance-Granville Campus Police Department as the designated campus law enforcement agency for VGCC.

The college still maintains a non-sworn security department to assist the campus police department. Both departments fall under the Office of Public Safety and report to the Chief of Police. The Office of Public Safety is a division of Finance and Operations and reports to the Vice President of Finance and Operations.

The mission of the VGCC Campus Police is to provide a safe educational environment for faculty, staff, students and visitors on the property of Vance-Granville Community College. The department consists of one chief, one sergeant, one officer, and one tele-communicator. The department also uses part-time, non-sworn security officers to augment the department and provide relief on the weekends.

Sworn personnel are certified police officers within the State of North Carolina who have the power of arrest and are certified through the N.C. Criminal Justice Education and Training Standards Commission within the Department of Justice. Officers enforce college, state and federal regulations. They can arrest for any offense committed within their jurisdiction. Their jurisdiction consists of college property and all roads that pass through or are adjacent to the campus.

The VGCC Campus Police Department is a full service department handling the enforcement and investigation of all crimes committed on campus property. Personnel within VGCC Campus Police wear many different hats as they handle parking, traffic control and enforcement, ticketing and towing of vehicles, building security through the locking and unlocking of campus buildings, response to burglar and fire alarms on campus and serve as emergency first responders. In addition, VGCC Campus Police key buildings, issue institutional keys, complete and file personal injury reports on all injuries on campus, provide motorist assistance (opening locked vehicles and starting those with dead batteries) and handle the issuance of temporary disability parking.

VGCC Campus Police can be contacted by dialing **252-738-3373**, or **3373** from any Cisco IP phone. They can also be reached by picking up any **red** phone found throughout the Main Campus.

In case of an emergency, dial **911** first and then contact VGCC Campus Police.

**VGCC Campus Police offices are located at:**

Main Campus – Building 8, Room 8225

Franklin Campus- Building 1, Administrative Suite

South campus-Building 1

Warren Campus – Building 1, Administrative Offices

## **Interagency Cooperation**

The VGCC Campus Police Department maintains a close working relationship with the police agencies whose jurisdictions overlap ours. This includes the Vance County Sheriff's Office, Granville County Sheriff's Office, Franklin County Sheriff's Office, Warren County Sheriff's Office, Oxford Police Department, Butner Public Safety, Warrenton Police Department, and the North Carolina State Highway Patrol. The VGCC Campus Police Department has access to the North Carolina State Bureau of Investigation (NC SBI) for assistance with investigations that fall within the SBI's jurisdiction.

## **Reporting Procedures**

Community members, students, faculty, staff and visitors are encouraged to report all crimes and public safety related incidents to VGCC Campus Police in a timely manner. To report a crime or an emergency on any of our campuses, call VGCC Campus Police at extension 3373, or from outside the VGCC phone system dial (252) 738-3373. The same numbers may be used to report a non-emergency security or public safety-related matter. In an extreme emergency, including medical emergency, please call **911**, then VGCC Campus Police. VGCC Campus Police urges all students, faculty, staff and visitors to accurately and promptly report any and all crimes to Campus Police or to the appropriate police agency. When deemed necessary, VGCC Campus Police will investigate reported crimes. Crime prevention is everyone's responsibility, and it cannot be contained if it is not reported. Crimes should be reported to VGCC Campus Police to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

The Clery Act requires VGCC to provide an annual safety and security report. In addition to input from law enforcement, certain staff positions are designated as Campus Security Authorities (CSA's) for the purpose of providing information for this report. CSA's are a vital part of data collection for the annual safety and security report. CSA's are usually found in departments responsible for, but not limited to: student and campus activities, safety/security, discipline, athletics, human resources or judicial proceedings. This designation also includes any individual who has been specified by VGCC to receive any report offenses. CSA's are responsible for reporting the number of crimes and incidents as described in the Clery Act that occur in their department to VGCC Campus Police. These numbers are then included in the federally mandated Clery Report, which is distributed every year in the beginning of October.

The Department of Education Handbook for Campus Safety and Security Reporting provides examples of individuals who meet the criteria for being campus security authorities. These include:

- A Disciplinary Officer who oversees student housing, a student center or student extracurricular activities.
- A Director of Athletics, a team coach or a faculty advisor to a student group.
- A Student Resident Advisor or assistant or a student who monitors access to dormitories.
- A coordinator of Greek Affairs.
- A physician in a campus health center, a counselor in a campus counseling center or a victim advocate or sexual assault response team in a campus rape crisis center if they are identified by your school as someone to whom crimes should be reported or if they have significant responsibility for student and campus activities. However, if these individuals are not identified as people to whom crimes should be reported or do not have significant responsibility for student and campus activities, they would not be considered CSAs.

**Examples of individuals who would not meet the criteria for being Campus Security Authorities include:**

- A faculty member who does not have any responsibility for student and campus activity beyond the classroom.
- Clerical or cafeteria staff.

An incident should be reported to any college official so the incident can be investigated to determine if the event or activity is in fact a crime. The VGCC official would then refer this information to VGCC Campus Police.

Note: If in doubt, call the VGCC Campus Police Department at 3373 so that an officer can be dispatched to the area.

## **Response to Reports**

Dispatchers or officers are available at the police number, 252-738-3373, during normal operating hours 7 days a week. In response to a call, VGCC Campus Police will take the required action, either dispatching an officer or asking the victim to report to the VGCC Campus Police location at their campus to file an incident report. VGCC Campus Police will investigate a report when it is deemed appropriate. If assistance is required from a local police department or the Fire Department, VGCC will contact the appropriate agency. If a sexual assault or rape should occur, staff on the scene, including VGCC Campus Police, will offer the victim a wide variety of services. Reports that substantiate a need for disciplinary action will be forwarded to the Dean of Student Retention and Success for review.

## **Confidential Reporting**

The VGCC Campus Police Department has a procedure for the confidential reporting of crimes for inclusion in the annual disclosure of crime statistics. Confidential reports may be made to VGCC Campus Police excluding the name of the victim in the report. The victim may also make confidential reports to the Title IX Coordinator, Counseling Services, or any CSA. When receiving a confidential report, VGCC will take all precautions feasible to protect the confidentiality of both the complainant and the accused. However, individuals should understand that under conditions of imminent harm to the community, VGCC is required by federal law to inform the community of the possible occurrence of a crime for the protection of all members of the community. Title IX requires VGCC to investigate and take reasonable action in response to the complaint. Statistics from

confidential reports are included in the Annual Security Report. Counseling is encouraged through VGCC's Counseling Services.

## **Student Housing**

VGCC does not maintain any student housing, either owned or controlled by the College. On-campus student housing facility is defined by Clery as "any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus. This includes a dormitory or other residential facility for students that are located on an institution's campus."

## **Annual Fire Safety Report and Missing Student Policy**

As a nonresidential institution of higher education, VGCC is not required by the Campus Safety and Security Reporting Act to maintain a fire safety report or to have a missing student policy.

## **Access to Campus Facilities**

VGCC encourages an open environment with limited constraints to ensure the reasonable protection of all members of the community. Most campus facilities are normally open during business hours or for special events. All VGCC Campus locations are closed between the hours of 11:00 p.m. and 7:00 a.m. VGCC Campus Police/Security division personnel are not on-duty during non-business hours. Campus Police/Security officers are not on-duty at the satellite campuses on the weekends.

## **Security of Campus Facilities**

VGCC Campus Police officers conduct routine security patrols of campus facilities to identify any potential safety concerns. These officers are on foot patrol and motor vehicle patrol. Our security efforts are supplemented through CCTV cameras located around all campus locations.

## **Security Considerations in the Maintenance of Campus Facilities**

VGCC is committed to campus safety and security. Exterior lighting and landscape control is a critical part of that commitment. The VGCC Campus Police/Security department and Plant Operations staff continually conduct security surveys to ensure campus lighting is adequate and that the landscape is appropriately controlled. Campus Police/Security officers conduct routine inspections of lighting on campus during regularly assigned patrol duties. If lights are out or dim, officers will initiate an immediate helpdesk request, which is acted upon by Plant Operations staff. We encourage students, faculty and staff to report any deficiency in lighting as well.

## **Timely Warning Notice (Applicable to all campus locations)**

In accordance with the Clery Act, Vance-Granville Community College (VGCC) will keep the campus community informed by providing timely warning of crimes occurring on or near campus that represent a serious or continued threat to students and employees, once such crimes are reported to VGCC Police or Security. All members of the College community are encouraged to report any crime or hazard to the VGCC Police department as soon as possible. Timely warnings may be made about any serious crimes whether reportable under the provisions of the Clery Act or not.



Under the direction of the President, the Vice President of Finance and Operations shall ensure compliance with this policy. The Police Chief or a designee shall implement the policy in compliance with in the College Emergency Management Plan.

*Definitions used in this policy are as follows:*

**Clery Act:** Federal law with associated regulations administered by the U.S. Department of Education which requires that institutions of higher education provide students, employees and requesting applicants with an Annual Security Report. The Annual Security Report must contain crime statistics concerning specified reportable offenses and other security related information.

**Campus Security Authority (CSA)** are individuals at the college who, because of their function for the college, have an obligation under the Clery Act to notify the college of alleged Clery Crimes that are reported to them in good faith or alleged Clery Crimes that they may personally witness.

For the purposes of this policy, “crimes” means offenses enumerated in the Clery Act and associated regulations, which have been reported to Vance-Granville Community College or a local police agency, and which occur on or near campus.

Clery Act reportable crimes are defined by the Clery Act as any of the following:

- Criminal Homicide
- Aggravated Assault
- Sex Offense, Forcible
- Sex Offense, Non-forcible
- Burglary
- Robbery
- Motor Vehicle Theft
- Arson
- Hate Crimes, including Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property if the victim was intentionally selected because of the victim’s actual or perceived race, gender, religion, sexual orientation, ethnicity or disability
- Dating Violence
- Domestic Violence
- Stalking
- Illegal weapons possession
- Drug abuse violations
- Liquor law violations

## **Campus Emergency Response and Immediate Warning Procedures**

VGCC will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or faculty/staff occurring on the campus. VGCC will immediately without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. When necessary, the VGCC Campus Police with the assistance from key administrators on campus, such as the Vice President of Finance and Operations, and assistance from

outside resources, including local police, the fire department or the National Weather Service, will confirm that there is a significant emergency or dangerous situation that warrants an immediate notification to some or all of the VGCC community. The Chief of VGCC Campus Police or designee will determine the content of the notification, determine the segment(s) of the community to receive the notification, and initiate the notification process. Some or all methods of emergency communication may be utilized should such an event arise. VGCC Campus Police will use some or all of the systems defined below under the Mass Notification section to notify students, faculty and staff about a threat to their health or safety and the college may subsequently post information on the VGCC website for all students, faculty and staff. Follow up information will be sent using some or all of the methods of emergency communication listed in the Mass Notification section and will be posted on the college website. VGCC has a standing Emergency Management Team comprised of members of the College to assess situations or emergencies affecting the health and safety of the VGCC community. VGCC also has a written Emergency Management Plan to provide guidelines for response to emergency situations on all campuses. The Emergency Response Plan can be viewed at;

<https://www.vgcc.edu/web/wpc/uploads/2019/06/APPENDIX-B-What-to-do-in-case-of-an-emergency.pdf>

## **Evacuation Procedures**

At the sound of a fire alarm or if you are instructed to evacuate, leave your work area immediately and proceed to the nearest exit and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, and notify VGCC Campus Police.

1. Remain calm.
2. DO NOT use elevators. Use the stairs.
3. Assist the physically impaired. If he/she is unable to exit without using the elevator, secure a safe location near a stairwell and immediately inform VGCC Campus Police or the responding fire department of the individual's location.
4. Proceed to a clear area at least 300 feet from the building. Keep all walkways clear for emergency vehicles.
5. Make sure all people are out of the building.
6. DO NOT re-enter the building.

### Head Count:

Individuals in leadership positions should attempt to account for students, faculty, staff, and visitors who are under their supervision at the time of the evacuation. Those positions may include:

- Supervisors
- Program Heads
- Deans
- Faculty/Instructors in the classroom
- Administrative Assistants

Once you have assembled at your designated meeting place, conduct a reasonable accounting of people. Inform VGCC Campus Police officials or the responding fire department if someone is unaccounted for, or if you suspect someone did not exit the building, and inform them of the missing person's last known whereabouts.

## **Mass Notification and Warning Messages**

Mass notification is used to notify faculty, staff, and students on all or some of the campuses (depending on the nature and location of the emergency) during situations of an emergency where it is necessary to alert the college community to the situation at hand. While it is impossible to predict every significant or dangerous situation that may occur on campus, the following identified situations are examples which may warrant an emergency (immediate) notification after confirmation: armed/hostile intruder; bomb/explosives (threat); communicable disease outbreak; severe weather; terrorist incident; civil unrest; natural disaster; hazardous materials incident, and structural fire.

VGCC has a notification system in place to notify students, faculty and staff in the event of an emergency which may pose a threat to the health or safety of the VGCC community. A notification may be sent out using some or all of the below listed systems:

1. **VGAlert.** This is a messaging system that sends a text to faculty, staff, and students cellular telephone or to their email address provided they have signed up to receive the messages. This service is not mandatory. You may sign up by going to :  
<https://www.vgcc.edu/vgalert/>
2. **CISCO IP Mass Notification System.** This allows VGCC personnel to communicate a message to students, faculty and staff through hallway, phone and exterior speakers. This system is selectable so that a specific campus can be reached or every campus at one time.
3. **Wall mounted TV's-monitors.** These are located in buildings throughout all of the campuses and the college has the ability to display messages across the bottom of the screens to indicate an emergency situation.
4. **VGCC email distribution list.** This system allows VGCC to send an email to all students, faculty, and staff email accounts.
5. **Facebook and Twitter/Social media.** VGCC's Communications division operates the college's social media accounts, and can utilize them to display emergency messages.

## **Clery Act Requirements in an Emergency**

The Clery Act requires that in the event of an emergency, emergency notifications will be issued "without delay, and will take into account the safety of the community." The only exception is if doing so would "compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency." The first priority is containing the emergency. The next priority is issuing a notification and that, after confirmation, must be done before anything else unless it is necessary to contain the emergency. This determination will be made "in the professional judgment of responsible authorities" and not personnel without emergency response expertise. Only an emergency notification will be issued immediately. However, more adequate follow-up information will be forthcoming as the situation allows and the circumstances dictate.

### **Testing**

VGCC annually tests its emergency response and evacuation procedures by conducting a tabletop, functional or full-scale exercise to test the emergency response plans. VGCC will also conduct fire drills every semester to test the emergency systems available to the campus. VGCC may also participate in scheduled statewide drills, such as the statewide tornado drill. The Clery Act defines regularly scheduled drills, exercises and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities. Such testing may be announced or unannounced. The test will be documented and the results of

at least one test will be publicized. A real world response cannot be counted as VGCC's annual test.

## **Crime Log**

The VGCC Campus Police Department maintains a crime log that records, by the date the incident occurred, all crimes and other serious incidents that occur on campus, in a non-campus building or property, on public property, or within the Campus Police patrol jurisdiction. The Crime Log is available for public inspection in the Campus Police offices and on-line at: <https://www.vgcc.edu/ops/daily-incident-report/>. The Daily Crime Log includes the nature, date, time, and general location of each crime reported to the department, as well as the disposition of the complaint, if this information is known at the time the log is created. VGCC Campus Police posts specific incidents in the Crime Log immediately after receiving the Campus Police Officer's incident report and reserves the right to exclude reports from the log in certain circumstances.

## **Security Awareness, Crime Prevention and Other Educational Information**

Crime prevention and security awareness is a top priority of VGCC the Campus Police Department. Together with other campus offices, VGCC Campus Police provide programs to enhance security awareness, educate the community about crime prevention methods, teach proactive crime-reduction strategies, and help community members develop self-esteem, which contributes to a healthy community. The campus's crime prevention strategy rests on a multi-layered foundation of a proactive area patrol of campus buildings and parking lots, crime prevention education and identification of potential criminal activity. This approach relies on the dual concepts of eliminating or minimizing criminal opportunities, and encouraging community members to take responsibility for their own security and safety and that of others on campus. The VGCC Campus Police Chief or his/her designee is available to assist any individual or group in planning, presenting, and coordinating programs of interest.

## **Responsibilities of the VGCC Community**

Members of the VGCC community must assume responsibility for their own personal safety and the security of their personal property. The following precautions provide guidance:

- Report all suspicious activity to VGCC Campus Police immediately.
- Never take personal safety and security for granted.
- Avoid walking alone at night.
- Carry only small amounts of cash.
- Never leave valuables (wallets, purses, books, phones, etc.) unattended.
- Close windows and lock car doors when leaving your car.
- Do not leave valuables in your car, especially if they can be easily noticed.
- Engrave serial numbers or owner applied numbers, such as driver's license numbers, on items of value.
- Keep a record of serial numbers for laptops, iPads, etc.

## **Crime Prevention and Safety Initiatives**

The VGCC Campus Police department offers a number of programs intended to prevent crime and encourage safety. Presentations on safety are included in the orientation of incoming students and are held frequently during each semester for the benefit of students, faculty, and staff members referred to as New Student Orientation. We encourage everyone to take an active role in crime prevention and to help us make VGCC a safer place. The VGCC Campus Police department partners with Crime Stoppers of Henderson and Vance

County to reduce and prevent crime.

## **Campus Escort Program**

If you must walk alone on campus at night, the VGCC Campus Police/Security department will provide an escort upon request. A request may be made by calling VGCC Campus Police/Security at 252-738-3373 or 3373 from any Cisco IP phone.

## **Fire Prevention**

All campus buildings have smoke detectors and building 4 on the Warren campus is equipped with a sprinkler system. All buildings have a fire alarm control panel that identifies the area of the building that is in alarm. VGCC Campus Police officers respond to all alarms, assist in the evacuation of the building and direct responding emergency services personnel to the scene. VGCC Campus Police conducts periodic fire drills (evacuations) on all campuses during the academic year. VGCC requires complete evacuation of buildings during a fire alarm. Ignoring fire alarms is a violation of fire codes and could result in appropriate action against the responsible person. Since false alarms may lower the evacuation response from the VGCC community, VGCC Campus Police, with the help of facilities staff will investigate the cause or causes of false alarms and work to reduce their occurrence.

## **Emergency Information for Fire and Medical**

Fire: VGCC has a fire alarm system. Upon hearing an alarm, students, faculty, and staff will evacuate classrooms and office areas. Students, faculty, and staff should move outside in an orderly manner, away from the building and out of the way of responding emergency personnel. Students should become familiar with the exits from their classrooms. Evacuation maps are placed in all buildings on all campuses. Fire extinguishers are strategically placed for use against minor fires. Any person discovering a fire should sound the alarm and then call 911 or Campus Police at 3373 immediately. Give the location of the fire, making sure to tell them which campus you are calling from.

Medical: VGCC does not maintain a medical staff on campus to administer to visitors, students, staff or faculty. The contact number for emergencies is 911 or Campus Police at 252-738-3373 VGCC does maintain AED's (Automated External Defibrillator) on all of its' campuses.

## **First Aid**

First aid kits are located in various locations on all campuses.

## **Personal Accident**

In case of an accident, employees and students should report the accident to an instructor or other college personnel and request that VGCC Campus Police be contacted. Students and employees may also notify Campus Police at 252-738-3373 for assistance. NOTE: All accidents must be reported to VGCC Campus Police as soon as possible. An injury report form will be completed and forwarded to the appropriate department for any possible follow-up.

## **Traffic Accidents**

All traffic accidents occurring on the VGCC campuses are to be reported to the VGCC Campus Police so they can be investigated as required by N.C. law.

## **NC Statute on Weapons**

Effective October 1, 2013, North Carolina General Statute 14-269.2 generally prohibits the possession of weapons on campus either openly or concealed on community college property. A "weapon" includes firearms, explosives, BB guns, stun guns, air rifle or pistol, and certain types of knives or other sharp instruments (N.C.G.S.

§ 14-269.2). However, the General Assembly has enacted a limited exception to that general prohibition [S.L. 2013-369, sec. 2; HB 937; N.C.G.S. § 14-269.2(k)].

A firearm is permissible on a community college campus only under the following limited circumstances:

1. The firearm is a handgun; AND
2. The individual has a valid concealed handgun permit or is exempt from the law requiring a permit; AND
3. The handgun remains in either: a closed compartment or container within the individual with the permit's locked vehicle; or a locked container securely affixed to the individual with the permit's locked vehicle; AND
4. The vehicle is only unlocked when the individual with the permit is entering or exiting the vehicle; AND
5. The firearm remains in the closed compartment at all times.

## **No Responsibility for Damage**

VGCC is not responsible for loss or damage to vehicles or any articles left therein resulting from theft, accident, or fire.

## **Lost and Found**

All personal items found on any VGCC campus should be turned in to VGCC Campus Police.

## **Drug and Alcohol Policy**

The Drug-Free Schools and Communities Act (DFSCA) of 1989 also known as the Drug-Free Schools and Campuses Act requires institutions of higher education to establish and enforce drug prevention programs and policies as a condition of eligibility to receive federal financial assistance. Therefore, in compliance with the DFSCA, Vance-Granville Community College (VGCC) prohibits the use, possession, manufacture, distribution, or dispensation of a controlled substance or alcohol, while in the College workplace, on College premises or as part of any College-sponsored activities. VGCC does not differentiate among users, pushers or sellers of drugs or alcohol. Any employee or student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.

### Drug Abuse

According to the National Institute on Drug Abuse, drug addiction is a brain disease. Although initial drug use might be voluntary, drugs of abuse have been shown to alter gene expression and brain circuitry, which in turn affect human behavior. Once addiction develops, these brain changes interfere with an individual's ability to make voluntary decisions, leading to compulsive drug craving, seeking and use.

The impact of addiction can be far reaching. Cardiovascular disease, stroke, cancer, HIV/AIDS, hepatitis, and lung disease can all be affected by drug abuse. Some of these effects occur when drugs are used at high doses or after prolonged use, however, some may occur after just one use.

<http://www.drugabuse.gov/related-topics/medical-consequences-drug-abuse>

Specific health risks associated with commonly abused drugs are provided by the National Institute of Drug Abuse (NIDA) at: <http://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs/commonly-abused-drugs-chart>

The following link provided by the U.S. Department of Justice, Drug Enforcement Administration is a list of the frequently used drugs and the risks associated with their use:

[http://www.southwesterncc.edu/sites/default/files/Drugs\\_of\\_Abuse-Uses\\_and\\_Effects.pdf](http://www.southwesterncc.edu/sites/default/files/Drugs_of_Abuse-Uses_and_Effects.pdf)

<http://www.drugabuse.gov/drugs-abuse/alcohol>

If any employee or student is convicted of violating any criminal drug or alcoholic beverage control statute while in the College workplace, on College premises, or as part of any College-sponsored activity, he or she will be subject to disciplinary action up to and including termination or expulsion. Specifically, any such person who is convicted of a felony, or of a misdemeanor which results in an active prison sentence will, if a student, be expelled, or if an employee, be terminated from employment (subject to existing disciplinary policies applicable to employees and State or Federal law which may apply). Other misdemeanor convictions will be evaluated, and the penalties to be imposed may range from written warnings or mandatory counseling or rehabilitation to expulsion from enrollment or discharge from employment. Any such person charged with a violation of these policies concerning illegal drugs may be suspended from enrollment or employment before initiation or completion of disciplinary proceedings, if the administration determines that the continued presence of such person within the college community would constitute a clear and immediate danger to the health or welfare of other members of the community after an appropriate predetermination inquiry.

Each employee or student is required to inform the Office of the Vice President of Employee and Student Services (ESS) at the College, in writing, within five (5) days after he or she is convicted of violation of any federal, state, or local criminal drug or alcoholic beverage control statute where such violation occurred while in the College workplace, on College premises, or as part of any College-sponsored activity. A conviction means a plea of or finding of guilt to include a plea of nolo contendere, and the imposition of a judgment by a judge sitting with or without a jury in any federal or state court. As a condition of further employment on any federal government grant, the law requires all employees to abide by this policy.

The Office of the Vice President of ESS must notify the U.S. governmental agency from which a grant was made within ten (10) days after receiving notice from the grant employee or otherwise receiving actual notice of a drug conviction. Disciplinary action against the convicted employee must be undertaken by the College within 30 days.

Lawful possession of unopened (sealed) alcoholic beverage containers is permitted in personally owned vehicles located on College property.

### Treatment

According to the National Institute of Drug Abuse (NIDA), the Principles of Drug Addiction Treatment, more than three decades of scientific research show that treatment can help drug-addicted individuals stop drug use, avoid relapse and successfully recover their lives. (<http://www.drugabuse.gov/publications/drugfacts/treatment-approaches-drug-addiction>)

Based on this research, 13 fundamental principles that characterize effective drug abuse treatment have been developed. These principles are detailed in NIDA's Principles of Drug Addiction Treatment: A Research-Based Guide. The guide also describes different types of science-based treatments and provides answers to commonly asked questions. (<http://www.drugabuse.gov/publications/principles-drug-addiction-treatment-research-based-guide-third-edition/principles-effective-treatment>)

Community resources exist for alcohol and other drug prevention education, counseling and referral. For detailed information concerning these resources availability, students and employees may contact the Dean of Students at 252-738-3233 or Director of Human Resources at 252-738-3462. While not all inclusive, below is a list of community resources.

Alcoholics Anonymous

|   |                      |
|---|----------------------|
| Vance County-----   | 252-438-2395         |
| Granville County: -----                                     | 919-693-2329         |
| Franklin County: -----                                      | 1-877-619-3761       |
| Warren County: -----  | 252-257-2774         |
| Durham County: -----  | 919-286-9499         |
| Wake County: -----  | 919-783-8214         |
| TriCounty Intergroup: -----                                 | 919-831-5100         |
| Narcotics Anonymous Hotline: -----                          | 919-831-5100         |
| Alcohol Drug Council of N.C.: -----                         | 1-800-662-7030       |
| Alcohol Abuse 24-Hour Hotline & Treatment: -----            | 1-800-374-2800       |
| Alcohol Abuse 24-Hour Assistance & Treatment: -----         | 1-800-234-1253       |
| Five County Mental Health Authority: -----                  | 1-877-619-3761       |
|   | (TTY) 1-877-338-0788 |
| Alcohol & Substance Abuse Program UNC-Chapel Hill: -----    | 1-888-457-7457       |
| Durham Council of Alcoholism & Drug Dependence, Inc.: ----- | 919-309-2600         |
| Duke Addiction Program: -----                               | 919-684-3850         |
| Wake County Programs and Clinics: -----                     | 919-212-7000         |
| Al-Anon/Alateen: -----                                      | 919-713-1516         |

*Definitions used in this policy are as follows:*

The term “controlled substance” means any drug listed in 21 CFR part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of North Carolina General Statutes. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to: heroin, PCP, cocaine, “crack”, and marijuana. They may also include legally prescribed drugs. The term alcoholic beverage includes beer, wine, whiskey and any other beverage listed in Chapter 18B of NC General Statutes.

**Sexual Harassment Policy**

Vance-Granville Community College expressly forbids harassment of any type by College employees and students. The College will not tolerate sexual harassment of any student or employee, male or female. For employees, sexual harassment constitutes unsatisfactory job performance and is subject to disciplinary action up to and including dismissal. Students who engage in sexual harassment face disciplinary action up to and including expulsion. The Board of Trustees authorizes the President to develop and administer procedures for reporting, investigating and disciplining incidents of sexual harassment, or any other employee or student harassment.

*Definitions used in this policy are as follows:*

Sexual harassment is defined as unwelcome advances, requests or offers of sexual favors, or other verbal or physical conduct of a sexual nature by either a male or female toward a male, female or group when such conduct



has the purpose or effect of interfering with an individual's work or educational performance or of creating an intimidating, hostile or offensive working or learning environment.

Harassment is defined as unwelcome behavior that creates an intimidating, hostile, or offensive working environment.

### **Sexual Assault Policy**

Vance-Granville Community College actively promotes a campus environment that maintains the dignity of all members of the campus community. To maintain this dignity, Vance-Granville Community College will not tolerate any form of sexual assault.

The Crime Awareness and Campus Security Act of 1990, Section 485 (f) (1) (F) of 20 U.S.C. 1092 (a) (1) (Public Law 101-542) requires that institutions of higher education collect information with respect to sexual assault on campus and beginning in September 1993, to include such information in an annual security report. The Higher Education Amendments of 1992 (Public Law 102-325) provide further that as part of the Annual Security Report the College shall include, develop and distribute statement of policy regarding the College's sexual assault programs and the procedures to be followed if a sex offense occurs.

Members of the college community found to be in violation of this policy will be subject to disciplinary action including, but not limited to: suspension and expulsion from the College or termination of employment. This policy will be enforced using College disciplinary procedures, in cooperation with local law enforcement as applicable.

Violations of this policy shall include, but are not limited to the following:

- Any form of nonconsensual sexual intercourse, committed by physical force, coercion, threat, or intimidation, actual or implied, by a person(s) known or unknown to the victim.
- Any actual or attempted nonconsensual sexual activity by a person(s), known or unknown to the victim, defined as, but not limited to, sexual intercourse or sexual touching committed with or without physical force, coercion, threat or intimidation; exhibitionism; or sexual language of a threatening nature. Nonconsensual sexual activity shall include, but not limited to, situations where the victim is unable to consent because s/he is physically helpless, or is mentally incapacitated due to drug or alcohol consumption or is unconscious, regardless of whether or not the consumption was with the victim's consent.

Reporting and taking action in response to a sexual assault against a student or employee will be limited to incidents occurring on campus, off-campus at College-leased or owned facilities, when attending College-sponsored activities or any activities (including participation in field experiences, internships, athletic and cultural events) which are initiated, authorized or supervised by Vance-Granville Community College, even off-campus or when representing the College.

Students who are victims of sexual assault are encouraged to file a complaint with the Dean of Students or Campus Police as soon as possible after the alleged incident. Additionally, victims are encouraged to report the incident to local law enforcement.

All complaints of sexual assault will be reported to the office of the Magistrate.

### **Education and Awareness**

The Federal Campus Sex Crimes Prevention Act, became effective October 28, 2002. The law requires

institutions of higher education to issue a statement advising the college community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. Registered sex offenders must provide notice, as required under state law, to each institution of higher education in that state at which the person is employed, carries on a vocation or is a student.

The state of North Carolina Department of Justice provides a Sex Offender Registry Search at the following website: <http://sexoffender.ncsbi.gov/>

Education will be provided through appropriate programs and education booklets, which may include:

- Orientation programs
- Professional development/employee training
- Student and Employee Handbooks, Catalogs and related Administrative Policy Manuals
- Campus Media, seminars, workshops, pamphlets, and posters addressing specific issues, such as sexual assault, acquaintance rape, sexual harassment, self-protection for men and women and crime reporting

### **Sexual Misconduct**

Vance-Granville Community College (VGCC) is committed to providing a learning and working environment that promotes respect, responsibility, communication, collaboration, critical thinking, and accountability in an environment free of sexual misconduct and discrimination. Sexual discrimination violates an individual's fundamental rights and personal dignity.

#### **Notice of Nondiscrimination**

As a recipient of federal funds, VGCC is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. ("Title IX"), which prohibits discrimination on the basis of sex in educational programs or activities, admission, and employment. The College does not discriminate on the basis of sex in its educational programs or activities, including in the context of admission or employment. Vance-Granville Community College considers sexual discrimination in all its forms to be a serious offense. This policy refers to all forms of sexual discrimination, including: discrimination against pregnant and parenting students, sexual harassment, sexual assault, and sexual violence or other forms of intimate partner violence by employees, students, or third parties. (Title 20 U.S.C. Sections 1681-1688)

Inquiries concerning the application of Title IX may be referred to VGCC's Title IX Coordinator(s)\* or to the U.S. Department of Education's Office for Civil Rights. If you feel you have been subjected to sexual harassment or discrimination, you should seek assistance as soon as possible. You have the right to raise concerns, to ask questions about policies prohibiting sex or gender discrimination, and to participate in investigations without fear of retaliation. A complaint may also be submitted about retaliatory acts under Title IX. It shall be a violation of this policy to knowingly make false claims or statements regarding sexual misconduct. \*The College's Title IX Coordinators are the Dean of Student Access and Support and the Director of Human Resources. The Title IX offices are located on the Main Campus or can be reached by email [titleixcorrespondence@vgcc.edu](mailto:titleixcorrespondence@vgcc.edu). These individuals are responsible for implementing and monitoring Vance-Granville Community College's Title IX compliance.

When concerns are brought to the Title IX Coordinators' attention or when they suspect that sexual or gender discrimination may be present, they are bound to initiate and oversee timely investigations and provide updates to the accuser and the accused. Initial complaints must be completed within 30 days from the date of the report; therefore all faculty and staff are required to cooperate fully, truthfully, and expediently with investigations. In the event an allegation of sexual misconduct is made, VGCC shall:

*Inform the alleged victim of options and assistance which may be available to them; Maintain confidentiality to*

*the fullest extent permitted by law; Thoroughly and impartially investigate the allegation; When reasonably necessary, provide interim remedy(ies) pending a final resolution; Provide all parties involved in the allegation a prompt and equitable determination of the merits of the claim; Decide whether the allegations are more likely than not to have occurred (preponderance of the evidence standard); and, if it is more likely than not that the allegations occurred, resolve the allegations in a manner designed to end the discrimination, prevent its reoccurrence, remedy the effects upon the victim and the community, and impose reasonable sanctions on any party found to have engaged in behavior prohibited by this policy.*

### **Policy Statements and Overview of Procedures**

VGCC is committed to maintaining and strengthening an environment founded on civility and respect. The College is committed to providing programs, activities, and an educational environment free from sex discrimination. To that end, the College prohibits sexual misconduct, as that term is defined above. The College also is committed to fostering a community that promotes prompt reporting of all types of sexual misconduct and timely and fair resolution of sexual misconduct allegations. The College has appointed at least one Title IX Coordinator, who is responsible for the establishment and education of the grievance procedures for the handling of allegations of sexual misconduct. This Policy applies to any allegation of sexual misconduct made by or against a student or an employee of the College or a third party, regardless of where the alleged sexual misconduct occurred, if the conduct giving rise to the Complaint is related to the College's academic, educational, or extracurricular programs or activities. The College's disciplinary authority, however, may not extend to third parties who are not students or employees of the College.

### **Definitions used in this policy are as follows:**

**Sexual Misconduct** means any unwelcome conduct of a sexual nature, including any conduct or act of a sexual nature perpetrated against an individual without consent. Sexual misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can be committed by men or by women, and it can occur between people of the same or different sex. Sexual misconduct also includes complicity in sexual misconduct. VGCC encourages reporting of all sexual misconduct. Sexual Misconduct includes but is not limited to the following: Dating Violence; Domestic Violence; Non-forcible Sex Acts; Sexual Assault; Sexual Exploitation; Sexual Harassment; and Stalking.

**Illegal discrimination** must be severe, pervasive and objectively offensive and shall be defined as: The failure or refusal to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to his compensation, terms, conditions, or privileges of employment, because of such individual's race, color, religion, sex, gender, disability, age, national origin, or political affiliation; The limiting, desegregating, or classification of any employee in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his status as an employee, because of such individual's race, color, religion, sex, gender, disability, age, national origin, or political affiliation; The denial, deprivation, limitation, or any other discrimination against an individual to any educational service or program of the College when the denial, deprivation, limitation, or other discrimination is because of such individual's race, color, religion, sex, gender, disability, age, national origin, or political affiliation; Any other action of the College, its personnel, working in their official employment capacity, which is based on an individual's race, color, religion, sex, gender, disability, age, national origin, or political affiliation.

**Hostile Environment** shall be defined as unwelcomed conduct, which is severe or pervasive enough to create a work or educational environment that a reasonable person would consider intimidating, hostile, or abusive when such unwelcomed conduct is the result of some illegal discrimination. Offensive conduct may include, but not limited to: offensive jokes, slurs, epithets, name calling, physical assaults, threats, intimidation, ridicule, mockery, insults, offensive objects or pictures, and interference with work or education creating a hostile or offensive workplace or education. Petty slights, annoyances, isolated instances, or environments created by

something other than illegal discrimination shall not rise to the level of a hostile environment.

**Preponderance of the Evidence** shall be defined as a finding that a claim or allegation is more likely than not to be true. This term does not refer to the quantity of evidence but rather to the quality of the evidence. It means that the fact finder must be persuaded, considering all the evidence, that the necessary facts to establish the allegation are more likely than not to exist.

**Sex/Gender Discrimination** shall be defined as illegal discrimination and includes the exclusion of a person from participation in or the denial of a person from the benefits of any VGCC employment, education program, or VGCC activity based upon their sex or gender. Without limiting the definition of Sex/Gender Discrimination, the following are defined as acts of Sex/Gender Discrimination:

**Sexual Harassment:** A request for sexual favors, and other unwelcomed verbal or physical conduct of a sexual nature by an employee or student, constitutes sexual harassment when: Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or Submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting that individual, or Submission to or rejection of such conduct by a student is made the basis for decisions concerning a student's grade, academic achievement or progress, or participation in any program, curriculum or activity of the College, or such conduct has the purpose or effect of unreasonably interfering with an individual's performance, or creating an intimidating, hostile or offensive environment.

**Sexual Violence:** Refers to a type of sex/gender discrimination involving physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the person from having the capacity to give consent). A number of different acts, as defined below fall into the category of Sexual Violence including: dating violence, domestic violence, rape, sexual assault, sexual battery, sexual coercion, and stalking. Sexual Violence can be carried out by school employees, other students, or third parties. All such acts of sexual violence are forms of sex/gender discrimination prohibited by Title IX, the Board of Trustees, and College Administration.

**Dating Violence** is defined as violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.

**Domestic Violence** is defined as asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former co-inhabitant, persons similarly situated under a domestic or family violence law, or anyone else protected under domestic or family law.

**Rape** is defined as non-consensual sexual intercourse, however slight, with any object, by one person upon another person that is without consent and/or done by force.

**Sexual Assault** is defined as any involuntary sexual act in which a person is threatened, coerced, or forced to engage against their will, or any sexual touching of a person who has not consented. This includes rape (such as forced vaginal, anal, oral penetration), groping, forced kissing, child sexual abuse, or the torture of a victim in a sexual manner.

**Sexual Battery** shall be defined as an unwanted form of contact with an intimate part of the body that is made for purposes of sexual arousal, sexual gratification, or sexual abuse. Sexual battery may occur

whether the victim is clothed or not.

**Sexual Coercion** shall be defined as any act of persuading or coercing a person into engaging in an unwanted sexual activity through physical force, the threat of physical force, or emotional manipulation. It may also include substance coercion. Coercive situations may occur along a continuum and may not be obvious, even to the coerced individual.

**Stalking** is defined as a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or other's safety, or to suffer substantial emotional distress. Please see section 14-277.3A of the General Statutes for North Carolina's definition of stalking.

**Consent** must be received prior to engaging in sexual activity and shall be defined as affirmative action through clear words or actions that creates the mutual understandable permission of all parties to willingly engage in sexual activity and the conditions of such activity. Consent can only be given by one who has the mental and physical capacity to make such a decision, and it must be clear, knowing, and voluntary. Consent to engage in one form of sexual activity cannot automatically imply to consent to engage in any other form of sexual activity. Previous relationships or prior consent cannot imply consent to future sex acts. Consent can be withdrawn at any time. Consent may not be granted by a person known to be, or by one who should be known to be, mentally or physically incapacitated. It should be recognized that the lack of protest or resistance is not, in and of itself, consent and persons who are asleep, unconscious, or unable to communicate due to a mental or physical condition are not capable of granting consent.

## **Reporting Violent or Threatening Behavior**

Acts of violence will not be tolerated on any VGCC property; therefore, any person who becomes aware of, or believes that he or she has witnessed an incident of violent or threatening behavior, or who is the recipient of threatening and/or violent behavior, should immediately report such incident(s) to the VGCC Campus Police, employee's supervisor, supervisor's manager, or the Human Resources office. If the person believes that someone may be in imminent danger or if the incident in question has resulted in anyone being physically harmed, the person must immediately contact VGCC Campus Police.

## **Preparing the Annual Crime Statistics**

VGCC is strictly a commuter college and does not provide residential facilities. The Chief of Police or his/her designee is responsible for compiling crime statistics for VGCC. The Chief's office is located in Room 8228 at the Main campus.

The VGCC Campus Police department will maintain a close relationship with local law enforcement agencies to ensure that it is notified of any crime report made directly to them. VGCC Campus Police will disclose any crime report made directly to any local law enforcement agency by a member of the campus community.

VGCC Campus Police collects the crime statistics disclosed in the charts through a number of methods. Campus Police Officers submit all incident reports to the Campus Police Sergeant or Chief of Police prior to the end of their shift. The VGCC Campus Police Sergeant reviews the report to ensure it is appropriately classified in the correct crime category. Crime statistics are reported for buildings owned or controlled by VGCC and used for educational purposes. The VGCC Campus Police Tele communicator immediately enters the data into the crime log. The department periodically examines the data to ensure that all reported crimes are recorded in accordance with the crime definitions outlined in the FBI Uniform Crime Reporting Handbook and the FBI National Incident-Based Reporting System Handbook (sex offenses only). Crime statistics are also collected from local law enforcement agencies and are included in this report. Separate reports are required for all campus locations.

## Definitions of Reportable Crimes

- **Murder and Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.
- **Negligent Manslaughter:** The killing of another person through gross negligence.
- **Forcible Rape:** the carnal knowledge of a person, forcibly and/or against that person's will; or not forcible or against the person's will, where the victim is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity (or because of his or her youth).
- **Forcible Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcible or against the person's will, where the victim is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity.
- **Statutory Rape:** Non-Forcible sexual intercourse with a person who is under the statutory age of consent.
- **Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by a means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used that could and probably would result in serious personal injury if the crime were successfully carried out).
- **Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes: unlawful entry with intent to commit a larceny or a felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned acts.
- **Larceny of Motor Vehicle:** The theft or attempted theft of a motor vehicle. (Motor vehicle theft is classified as any case where an automobile is taken by a person not having lawful access, even if the vehicle is later abandoned, including joy riding).
- **Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- **Liquor Law Violations:** The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned activities. (Drunkenness and driving under the influence are not included in this definition).
- **Drug Abuse Violations:** The violation of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana, synthetic narcotic

(Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

- **Weapon Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: the manufacture, sale, or possession of deadly weapons; the carrying of deadly weapons, concealed or openly; the furnishing of deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned acts.

## Hate Crimes

Commission of the crimes listed above 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 perpetrators' bias. The categories of bias are:

- **Race:** A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind (e.g., Asians, Blacks, Whites).
- **Gender:** A preformed negative opinion or attitude toward a group of persons because those persons are male or female.
- **Religion:** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being. (e.g., Catholics, Jews, Protestants, Atheists).
- **Sexual Orientation:** A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., Gays, Lesbians, Heterosexuals).
- **Ethnicity/National Origin:** A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions (e.g., Arabs, Hispanics).
- **Disability:** A preformed negative opinion or attitude toward a group of persons base on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

## VAWA crimes

- **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of:
  - The length of the relationship.
  - The type of relationship.
  - The frequency of interaction between the persons involved in the relationship.
- **Domestic Violence:** A felony or misdemeanor crime of violence committed by:
  - A current or former spouse or intimate partner of the victim
  - By a person with whom the victim shares a child in common

- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner
  - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
  - By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred
- **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.
    - **Course of conduct:** Two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
    - **Reasonable person:** A reasonable person under similar circumstances and with similar identities to the victim.
    - **Substantial emotional distress:** Significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

\*\*All policy statements in the Annual Security Report apply to all campuses unless otherwise stated in the report.



## Main Campus Crime Statistics

|   |      | On<br>Campus | Non-<br>Campus | Public Property |
|---|------|--------------|----------------|-----------------|
| <b>Criminal Homicide</b>                  |      |              |                |                 |
|   | 2016 | 0            | 0              | 0               |
| Murder/Non-negligent<br>Manslaughter      | 2017 | 0            | 0              | 0               |
|   | 2018 | 0            | 0              | 0               |
| Negligent manslaughter                    | 2016 | 0            | 0              | 0               |
|   | 2017 | 0            | 0              | 0               |
|   | 2018 | 0            | 0              | 0               |
| <b>Sex Offense</b>                        |      |              |                |                 |
|   | 2016 | 1            | 0              | 0               |
| Rape, Fondling, Incest,<br>Statutory Rape | 2017 | 0            | 0              | 0               |
|   | 2018 | 0            | 0              | 0               |
| <b>Robbery</b>                            |      |              |                |                 |
|   | 2016 | 0            | 0              | 0               |
|   | 2017 | 0            | 0              | 0               |
|   | 2018 | 0            | 0              | 0               |
| <b>Aggravated Assault</b>                 |      |              |                |                 |
|   | 2016 | 0            | 0              | 0               |
|   | 2017 | 1            | 0              | 0               |
|   | 2018 | 0            | 0              | 0               |
| <b>Burglary</b>                           |      |              |                |                 |
|   | 2016 | 0            | 0              | 0               |
|   | 2017 | 0            | 0              | 0               |
|   | 2018 | 1            | 0              | 0               |
| <b>Motor Vehicle Theft</b>                |      |              |                |                 |
|   | 2016 | 0            | 0              | 0               |
|   | 2017 | 0            | 0              | 0               |
|   | 2018 | 0            | 0              | 0               |
| <b>Arson</b>                              |      |              |                |                 |
|   | 2016 | 0            | 0              | 0               |
|   | 2017 | 0            | 0              | 0               |
|   | 2018 | 0            | 0              | 0               |

## Hate Crimes

|      |   |   |   |
|------|---|---|---|
| 2016 | 0 | 0 | 0 |
| 2017 | 0 | 0 | 0 |
| 2018 | 0 | 0 | 0 |

## Domestic Violence

|      |   |   |   |
|------|---|---|---|
| 2016 | 0 | 0 | 0 |
| 2017 | 0 | 0 | 0 |
| 2018 | 0 | 0 | 0 |

## Stalking

|      |   |   |   |
|------|---|---|---|
| 2016 | 0 | 0 | 0 |
| 2017 | 2 | 0 | 0 |
| 2018 | 0 | 0 | 0 |

## Dating Violence

|      |   |   |   |
|------|---|---|---|
| 2016 | 0 | 0 | 0 |
| 2017 | 0 | 0 | 0 |
| 2018 | 0 | 0 | 0 |

## Hate Crimes

|      |   |   |   |
|------|---|---|---|
| 2016 | 0 | 0 | 0 |
| 2017 | 0 | 0 | 0 |
| 2018 | 0 | 0 | 0 |

## Main Campus Arrests

On Campus      Non-campus      Public Property

## Arrests

|                       |      |   |   |   |
|-----------------------|------|---|---|---|
| Liquor Law Violations | 2016 | 0 | 0 | 0 |
|                       | 2017 | 0 | 0 | 0 |
|                       | 2018 | 0 | 0 | 0 |
| Drug Violations       | 2016 | 0 | 0 | 0 |
|                       | 2017 | 0 | 0 | 0 |
|                       | 2018 | 0 | 0 | 0 |
| Illegal Weapons Poss. | 2016 | 0 | 0 | 0 |
|                       | 2017 | 0 | 0 | 0 |
|                       | 2018 | 0 | 0 | 0 |

## Main Campus Judicial Referrals

|                           |      | On<br>Campus | Non-<br>campus | Public Property |
|---------------------------|------|--------------|----------------|-----------------|
| <b>Judicial Referrals</b> |      |              |                |                 |
|                           | 2016 | 0            | 0              | 0               |
| Liquor Law<br>Violations  | 2017 | 0            | 0              | 0               |
|                           | 2018 | 0            | 0              | 0               |
|                           | 2016 | 0            | 0              | 0               |
| Drug Violations           | 2017 | 0            | 0              | 0               |
|                           | 2018 | 0            | 0              | 0               |
|                           | 2016 | 0            | 0              | 0               |
| Illegal Weapons<br>Poss.  | 2017 | 0            | 0              | 0               |
|                           | 2018 | 0            | 0              | 0               |

## Franklin Campus Crime Statistics

|   |      | On<br>Campus | Non-<br>Campus | Public Property |
|---|------|--------------|----------------|-----------------|
| <b>Criminal Homicide</b>                  |      |              |                |                 |
|   | 2016 | 0            | 0              | 0               |
| Murder/Non-negligent<br>Manslaughter      | 2017 | 0            | 0              | 0               |
|   | 2018 | 0            | 0              | 0               |
|   | 2016 | 0            | 0              | 0               |
| Negligent manslaughter                    | 2017 | 0            | 0              | 0               |
|   | 2018 | 0            | 0              | 0               |
| <b>Sex Offense</b>                        |      |              |                |                 |
|   | 2016 | 0            | 0              | 0               |
| Rape, Fondling, Incest,<br>Statutory Rape | 2017 | 0            | 0              | 0               |
|   | 2018 | 0            | 0              | 0               |
| <b>Robbery</b>                            |      |              |                |                 |
|   | 2016 | 0            | 0              | 0               |
|   | 2017 | 0            | 0              | 0               |
|   | 2018 | 0            | 0              | 0               |

## Aggravated Assault

|      |   |   |   |
|------|---|---|---|
| 2016 | 0 | 0 | 0 |
| 2017 | 0 | 0 | 0 |
| 2018 | 0 | 0 | 0 |

## Burglary

|      |   |   |   |
|------|---|---|---|
| 2016 | 0 | 0 | 0 |
| 2017 | 0 | 0 | 0 |
| 2018 | 0 | 0 | 0 |

## Motor Vehicle Theft

|      |   |   |   |
|------|---|---|---|
| 2016 | 0 | 0 | 0 |
| 2017 | 0 | 0 | 0 |
| 2018 | 0 | 0 | 0 |

## Arson

|      |   |   |   |
|------|---|---|---|
| 2016 | 0 | 0 | 0 |
| 2017 | 0 | 0 | 0 |
| 2018 | 0 | 0 | 0 |

## Hate Crimes

|      |   |   |   |
|------|---|---|---|
| 2016 | 0 | 0 | 0 |
| 2017 | 0 | 0 | 0 |
| 2018 | 0 | 0 | 0 |

## Domestic Violence

|      |   |   |   |
|------|---|---|---|
| 2016 | 0 | 0 | 0 |
| 2017 | 0 | 0 | 0 |
| 2018 | 0 | 0 | 0 |

## Stalking

|      |   |   |   |
|------|---|---|---|
| 2016 | 0 | 0 | 0 |
| 2017 | 0 | 0 | 0 |
| 2018 | 0 | 0 | 0 |

## Dating Violence

|      |   |   |   |
|------|---|---|---|
| 2016 | 0 | 0 | 0 |
| 2017 | 0 | 0 | 0 |
| 2018 | 0 | 0 | 0 |

## Hate Crimes

|      |   |   |   |
|------|---|---|---|
| 2016 | 0 | 0 | 0 |
| 2017 | 0 | 0 | 0 |
| 2018 | 0 | 0 | 0 |

## Franklin Campus Arrests

|  | On<br>Campus | Non-<br>campus | Public Property |
|--|--------------|----------------|-----------------|
|--|--------------|----------------|-----------------|

### Arrests

|                          |      |   |   |   |
|--------------------------|------|---|---|---|
|                          | 2016 | 0 | 0 | 0 |
| Liquor Law<br>Violations | 2017 | 0 | 0 | 0 |
|                          | 2018 | 0 | 0 | 0 |
|                          | 2016 | 0 | 0 | 0 |
| Drug Violations          | 2017 | 0 | 0 | 0 |
|                          | 2018 | 0 | 0 | 0 |
|                          | 2016 | 0 | 0 | 0 |
| Illegal Weapons<br>Poss. | 2017 | 0 | 0 | 0 |
|                          | 2018 | 0 | 0 | 0 |

## Franklin Campus Judicial Referrals

|  | On<br>Campus | Non-<br>campus | Public Property |
|--|--------------|----------------|-----------------|
|--|--------------|----------------|-----------------|

### Judicial Referrals

|                          |      |   |   |   |
|--------------------------|------|---|---|---|
|                          | 2016 | 0 | 0 | 0 |
| Liquor Law<br>Violations | 2017 | 0 | 0 | 0 |
|                          | 2018 | 0 | 0 | 0 |
|                          | 2016 | 0 | 0 | 0 |
| Drug Violations          | 2017 | 0 | 0 | 0 |
|                          | 2018 | 0 | 0 | 0 |
|                          | 2016 | 0 | 0 | 0 |
| Illegal Weapons<br>Poss. | 2017 | 0 | 0 | 0 |
|                          | 2018 | 0 | 0 | 0 |

## South Campus Crime Statistics

|   |      | On<br>Campus | Non-<br>Campus | Public Property |
|---|------|--------------|----------------|-----------------|
| <b>Criminal Homicide</b>                  |      |              |                |                 |
|   | 2016 | 0            | 0              | 0               |
| Murder/Non-negligent<br>Manslaughter      | 2017 | 0            | 0              | 0               |
|   | 2018 | 0            | 0              | 0               |
| Negligent manslaughter                    | 2016 | 0            | 0              | 0               |
|   | 2017 | 0            | 0              | 0               |
|   | 2018 | 0            | 0              | 0               |
| <b>Sex Offense</b>                        |      |              |                |                 |
|   | 2016 | 0            | 0              | 0               |
| Rape, Fondling, Incest,<br>Statutory Rape | 2017 | 0            | 0              | 0               |
|   | 2018 | 0            | 0              | 0               |
| <b>Robbery</b>                            |      |              |                |                 |
|   | 2016 | 0            | 0              | 0               |
|   | 2017 | 0            | 0              | 0               |
|   | 2018 | 0            | 0              | 0               |
| <b>Aggravated Assault</b>                 |      |              |                |                 |
|   | 2016 | 0            | 0              | 0               |
|   | 2017 | 0            | 0              | 0               |
|   | 2018 | 0            | 0              | 0               |
| <b>Burglary</b>                           |      |              |                |                 |
|   | 2016 | 0            | 0              | 0               |
|   | 2017 | 0            | 0              | 0               |
|   | 2018 | 0            | 0              | 0               |
| <b>Motor Vehicle Theft</b>                |      |              |                |                 |
|   | 2016 | 0            | 0              | 0               |
|   | 2017 | 0            | 0              | 0               |
|   | 2018 | 0            | 0              | 0               |
| <b>Arson</b>                              |      |              |                |                 |
|   | 2016 | 0            | 0              | 0               |
|   | 2017 | 0            | 0              | 0               |
|   | 2018 | 0            | 0              | 0               |

## Hate Crimes

|      |   |   |   |
|------|---|---|---|
| 2016 | 0 | 0 | 0 |
| 2017 | 0 | 0 | 0 |
| 2018 | 0 | 0 | 0 |

## Domestic Violence

|      |   |   |   |
|------|---|---|---|
| 2016 | 0 | 0 | 0 |
| 2017 | 0 | 0 | 0 |
| 2018 | 0 | 0 | 0 |

## Stalking

|      |   |   |   |
|------|---|---|---|
| 2016 | 0 | 0 | 0 |
| 2017 | 0 | 0 | 0 |
| 2018 | 0 | 0 | 0 |

## Dating Violence

|      |   |   |   |
|------|---|---|---|
| 2016 | 0 | 0 | 0 |
| 2017 | 0 | 0 | 0 |
| 2018 | 0 | 0 | 0 |

## Hate Crimes

|      |   |   |   |
|------|---|---|---|
| 2016 | 0 | 0 | 0 |
| 2017 | 0 | 0 | 0 |
| 2018 | 0 | 0 | 0 |

## South Campus Arrests

On Campus      Non-campus      Public Property

## Arrests

|                       |      |   |   |   |
|-----------------------|------|---|---|---|
|                       | 2016 | 0 | 0 | 0 |
| Liquor Law Violations | 2017 | 0 | 0 | 0 |
|                       | 2018 | 0 | 0 | 0 |
| Drug Violations       | 2016 | 0 | 0 | 0 |
|                       | 2017 | 0 | 0 | 0 |
|                       | 2018 | 0 | 0 | 0 |
| Illegal Weapons Poss. | 2017 | 0 | 0 | 0 |
|                       | 2018 | 0 | 0 | 0 |

## South Campus Judicial Referrals

|                           |      | On<br>Campus | Non-<br>campus | Public Property |
|---------------------------|------|--------------|----------------|-----------------|
| <b>Judicial Referrals</b> |      |              |                |                 |
|                           | 2016 | 0            | 0              | 0               |
| Liquor Law<br>Violations  | 2017 | 0            | 0              | 0               |
|                           | 2018 | 0            | 0              | 0               |
|                           | 2016 | 0            | 0              | 0               |
| Drug Violations           | 2017 | 0            | 0              | 0               |
|                           | 2018 | 0            | 0              | 0               |
|                           | 2016 | 0            | 0              | 0               |
| Illegal Weapons<br>Poss.  | 2017 | 0            | 0              | 0               |
|                           | 2018 | 0            | 0              | 0               |

## Warren Campus Crime Statistics

|   |      | On<br>Campus | Non-<br>Campus | Public Property |
|---|------|--------------|----------------|-----------------|
| <b>Criminal Homicide</b>                  |      |              |                |                 |
|   | 2016 | 0            | 0              | 0               |
| Murder/Non-negligent<br>Manslaughter      | 2017 | 0            | 0              | 0               |
|   | 2018 | 0            | 0              | 0               |
|   | 2016 | 0            | 0              | 0               |
| Negligent manslaughter                    | 2017 | 0            | 0              | 0               |
|   | 2018 | 0            | 0              | 0               |
| <b>Sex Offense</b>                        |      |              |                |                 |
|   | 2016 | 0            | 0              | 0               |
| Rape, Fondling, Incest,<br>Statutory Rape | 2017 | 0            | 0              | 0               |
|   | 2018 | 0            | 0              | 0               |
| <b>Robbery</b>                            |      |              |                |                 |
|   | 2016 | 0            | 0              | 0               |
|   | 2017 | 0            | 0              | 0               |
|   | 2018 | 0            | 0              | 0               |



## Aggravated Assault

|      |   |   |   |
|------|---|---|---|
| 2016 | 0 | 0 | 0 |
| 2017 | 0 | 0 | 0 |
| 2018 | 0 | 0 | 0 |

## Burglary

|      |   |   |   |
|------|---|---|---|
| 2016 | 0 | 0 | 0 |
| 2017 | 0 | 0 | 0 |
| 2018 | 0 | 0 | 0 |

## Motor Vehicle Theft

|      |   |   |   |
|------|---|---|---|
| 2016 | 0 | 0 | 0 |
| 2017 | 0 | 0 | 0 |
| 2018 | 0 | 0 | 0 |

## Arson

|      |   |   |   |
|------|---|---|---|
| 2016 | 0 | 0 | 0 |
| 2017 | 0 | 0 | 0 |
| 2018 | 0 | 0 | 0 |

## Hate Crimes

|      |   |   |   |
|------|---|---|---|
| 2016 | 0 | 0 | 0 |
| 2017 | 0 | 0 | 0 |
| 2018 | 0 | 0 | 0 |

## Domestic Violence

|      |   |   |   |
|------|---|---|---|
| 2016 | 0 | 0 | 0 |
| 2017 | 0 | 0 | 0 |
| 2018 | 0 | 0 | 0 |

## Stalking

|      |   |   |   |
|------|---|---|---|
| 2016 | 0 | 0 | 0 |
| 2017 | 0 | 0 | 0 |
| 2018 | 0 | 0 | 0 |

## Dating Violence

|      |   |   |   |
|------|---|---|---|
| 2016 | 0 | 0 | 0 |
| 2017 | 0 | 0 | 0 |
| 2018 | 0 | 0 | 0 |

## Hate Crimes

|      |   |   |   |
|------|---|---|---|
| 2016 | 0 | 0 | 0 |
| 2017 | 0 | 0 | 0 |
| 2018 | 0 | 0 | 0 |

## Warren Campus Arrests

|  | On<br>Campus | Non-<br>campus | Public Property |
|--|--------------|----------------|-----------------|
|--|--------------|----------------|-----------------|

### Arrests

|                          |      |   |   |   |
|--------------------------|------|---|---|---|
| Liquor Law<br>Violations | 2016 | 0 | 0 | 0 |
|                          | 2017 | 0 | 0 | 0 |
|                          | 2018 | 0 | 0 | 0 |
| Drug Violations          | 2016 | 0 | 0 | 0 |
|                          | 2017 | 0 | 0 | 0 |
|                          | 2018 | 0 | 0 | 0 |
| Illegal Weapons<br>Poss. | 2016 | 0 | 0 | 0 |
|                          | 2017 | 0 | 0 | 0 |
|                          | 2018 | 0 | 0 | 0 |

## Warren Campus Judicial Referrals

|  | On<br>Campus | Non-<br>campus | Public Property |
|--|--------------|----------------|-----------------|
|--|--------------|----------------|-----------------|

### Judicial Referrals

|                          |      |   |   |   |
|--------------------------|------|---|---|---|
| Liquor Law<br>Violations | 2016 | 0 | 0 | 0 |
|                          | 2017 | 0 | 0 | 0 |
|                          | 2018 | 0 | 0 | 0 |
| Drug Violations          | 2016 | 0 | 0 | 0 |
|                          | 2017 | 0 | 0 | 0 |
|                          | 2018 | 0 | 0 | 0 |
| Illegal Weapons<br>Poss. | 2016 | 0 | 0 | 0 |
|                          | 2017 | 0 | 0 | 0 |
|                          | 2018 | 0 | 0 | 0 |