



SOUTHWESTERN
COMMUNITY COLLEGE

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CAMPUS SECURITY HANDBOOK



Glen Hackney, Security Supervisor

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[Glen](#)



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INTRODUCTION

The Student Right-To-Know and Campus Security Act of 1990, requires all institutions of higher education to collect and distribute information about crime on campus and ways to prevent it. The intent of this publication is to provide you with knowledge of and what you can do in case you become a victim.

Because safety is a basic concern for all, we are committed to having a safe campus. Only on a safe campus will learning truly occur in a meaningful way.

SECURITY MEASURES

Reporting Criminal Acts and Other Emergencies:

Emergencies - If you are the victim or witness to a crime on campus, or if there is an emergency, dial "0" from any campus telephone to reach the switchboard.

Other Criminal Acts - Notify the following individuals:

- **Campus Security** - The Security office is located in the Balsam Center on the first floor. The Security Officer on duty can be reached by calling extensions 294, 260 or 0 from any campus telephone. The officer will come to the scene of the incident and a report will be made. This report may become critical if subsequent actions are necessary.

To leave a message during non-business hours call 586-4091.

- **Vice President of Instruction and Student Services** - In the event an emergency has been reported, security will notify the Vice President of Instruction and Student Services if the victim or the accused is a student. His office is located in the Bradford Hall, telephone ext. 308. The Vice President may come to the scene of the incident.

Derin Barrett
Part-time Security Officer



Joe Brogden
Part-time Security Officer
Photo not available

Jennifer Standridge

Part-time Security Officer

Regardless of which employee is notified, the college will respond to such incidents or emergencies by taking full and complete statements from all individuals involved. The particulars of the incident will determine whether further actions will be taken---including campus discipline or notification of off-campus law enforcement agencies.

Access to Campus Facilities:

- **Hours** - Most campus offices are open from 8:00 a.m. to 5:00 p.m., Monday through Friday Classroom buildings are open from 7:30 a.m.-11:00 p.m., Monday-Thursday and 7:30 a.m.-2:00 p.m. on Friday, as are selected offices and other facilities. When an office or facility is clearly closed, it is against college policy for anyone other than employees of the college to gain access. Students who enter closed facilities will be disciplined. Non-students who enter closed facilities will be treated as trespassers, and local law enforcement officers will be notified.
- **Guests/Visitors** - Guest and visitors are welcome on campus; however, guest may not interrupt classes for any reason. Prospective students should arrange for a tour through Student Services located in the Balsam Center.
- **Outside Groups** - Outside groups who want to use college facilities may make arrangements to do so through the Continuing Education office, located in Founders Hall, telephone extension 213.

Campus Law Enforcement: College security personnel have the obligation to enforce all college policies and regulations regarding safety and security. In the performance of their duties, security personnel can ask for identification and detain students. It is always in the student's best interest to cooperate with security officers, even if the student feels that he has done nothing wrong. Failure to cooperate can lead to serious disciplinary consequences. Also, many matters that are violations by law can and will be handled on campus without the involvement of local law enforcement agents. Campus traffic violations are an example.

Campus security personnel do not have the authority to enforce civil law, but they work closely with state and local police authorities, which respond immediately when summoned to campus. Campus security may detain an individual for violation of North Carolina law.

Southwestern Community College encourages all students or employees who feel they are victims of crime to report these events promptly to the campus authorities who will make a decision about calling the local authorities.

General Security and Personal Safety Suggestions

- a. Definition of Security - Security is about safety of people and their property.
- b. Where you live:
 - Keep all doors locked, day and night. This is the single best deterrent to the would-be thief.
 - Do not let strangers in.
 - Do not leave a door unlocked in anticipation of a roommates' or friend's arrival.

Many thefts occur while the occupant is nearby, having left their room unlocked temporarily.
- c. To protect your property:

Campus Emergency Guidelines**Evacuation Plan & Procedures**

- Lock your door every time you leave.
 - Engrave expensive equipment and valuables with an ID number.
 - Do not store your purse in an unlocked desk drawer.
 - Do not leave your belongings unattended in the library, cafeteria or locker room.
- d. To protect your vehicle:
- Always lock your car and take the keys.
 - Lock valuables in the trunk.
 - Park in well-lighted areas.
- e. When you park/drive:
- Fire lanes must be kept open for emergency vehicles.
 - "Handicap" parking is reserved for disabled persons.
 - "Visitor" parking is for off-campus visitors only.
 - Obey the 20 mph speed limited because all campus roadways are heavily utilized, you will receive instruction on this at Orientation. Numerous handouts are available on this subject.
 - Close and lock car windows and doors.
 - When returning to your car, have the keys ready to open the door and check the interior before getting in the car.
 - Be aware of pedestrians in parking lots and crosswalks.
- f. When working in academic buildings:
- Avoid working or studying alone at night in a building.
 - Keep the work area door locked.
 - Note the location of the nearest telephone and fire extinguisher in case of an emergency.
 - Avoid isolated areas and poorly lighted areas that are not in constant use (such as the auditorium and back stage areas).
 - Be aware of your personal surroundings and report suspicious people to security.
- g. Horseplay:
- Horseplay on stairways, roadside, or in the parking lot or other potentially dangerous areas may injure others. Use common sense; safety should be the responsibility of everyone.
- h. Campus Grounds:
- To increase your security on campus grounds, avoid isolated areas and travel with a trusted friend.
- i. Winter:
- Use caution when traveling or walking on concrete or asphalt surfaces because frozen ground will quickly ice over with a small amount of precipitation.
- j. Fire:
- Know the location of fire alarms and exits. Never use an elevator during a fire or suspected fire-use the fire exit.
- k. Assault:
- If you are assaulted-scream something definite such as HELP ME! I DON'T KNOW THIS PERSON!
- l. Security Information:
- Security procedures and practices encourage students and employees to be responsible for their own safety and the safety of others. The college's primary concern is to protect

persons first, then property.

We ask that you:

- Be aware and alert.
- Be considerate of others (safety is everyone's responsibility)

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STANDARDS OF STUDENT CONDUCT, DISCIPLINE, APPEAL AND GRIEVANCE PROCEDURES

The college reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of college officials, a student's conduct disrupts or threatens to disrupt the college community, appropriated disciplinary action will be taken to restore and protect the sanctity of the community.

Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and morality. The purpose of these standards is not to restrict students' rights, but to protect the rights of individuals in their academic pursuits.

The regulations setting forth offenses for which disciplinary proceedings may be initiated include the disciplinary appeals procedure, and the grievance procedure may be found in the [Southwestern Community College Handbook](#).

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CRIME STATISTICS

In order to inform you of the frequency of major crimes on campus, the following statistics are published yearly for the previous academic year.

Offenses Reported	Jan 02-Dec 02	Jan 03-Dec 03	Jan 04-Dec 04	Jan 05-Present
Murder	0	0	0	0
Sex Offense	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	1	0	0	0
Burglary-off campus	0	1	0	0
Motor Vehicle Theft	0	0	0	0
Liquor Law Violation	0	0	0	0
Drug Abuse Violation	0	0	0	0
Weapons Possession	1	0	0	0

Victims of Trafficking and Violence Protection Act of 2000

The Victims of Trafficking and Violence Protection Act of 2000 requires colleges and universities to inform students and employees how to learn the identity of registered sex offenders on campus. This law contains the

Campus Sex Crimes Prevention Act which became effective October 28, 2002. Sex offender information is compiled by the North Carolina State Bureau of Investigation, and posted at <http://sbi.jus.state.nc.us/>. Information about registered sex offenders can also be obtained from the Jackson, Macon, or Swain County Sheriff's Departments.

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DRUG FREE COLLEGE

Southwestern Community College is committed to providing each of its students a drug-free environment in which to attend classes and study. From a safety perspective, the users of drugs and alcohol may impair the well-being of students, interfere with the college educational environment and result in damage of college property. Therefore, it is the policy of Southwestern Community College that the unlawful manufacture, distribution, dispensation, possession, or use of narcotics, drugs, other controlled substances or alcohol is prohibited on college premises or as part of any college-sponsored activity. Any student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution. The specifics of this policy are located in the [Southwestern Community College Student Handbook](#).

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STATE AND MUNICIPAL LAWS CONCERNING DRUGS AND ALCOHOL

1. Drinking Age:

The legal drinking age in North Carolina is 21. Selling, giving, or serving alcoholic beverage by or to anyone under the age 21 is unlawful. In North Carolina, this law extends to possession of alcoholic beverages to anyone under 21. It is unlawful for any person to misrepresent or misstate his age. This includes the manufacture or use of false identification. Use of altered identification for the purpose of procuring alcoholic is a misdemeanor under NCGS 18B.302© and will result in revocation of your N.C. operator's license.

2. Open Container Law:

NCGS 18B-401 (Summary). It is unlawful to have an open container of alcoholic beverage in a vehicle.

3. Drinking, Driving and the Law:

Under the North Carolina law, driving while under the influence (DWI) NCGS 20-138-1, is an offense evidenced by impairment of normal faculties or an unlawful blood alcohol content (BAC) of .08 percent or above.

4. Sale or Possession of Illegal Drugs:

It is unlawful to possess illicit drugs, and/or sell or have the intent to sell illicit drugs. NCGS 90-95 makes these violations felonies.

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TRAFFIC CODE

Under the provisions of North Carolina Statue 115D-21, the Traffic Code outline in the [Southwestern Community College Student Handbook](#) will be

enforced at the college.

IMPORTANT TELEPHONE NUMBERS

On campus Emergency: "0", "294", or "260"

After hours, weekends & holidays (leave message): 586-4091

Jackson County Dispatch: 586-1911

Instant contact with any enforcement agency, medical, etc.

Jackson County Sheriff: 586-8901 or 911

Help Numbers

- R.E.A.C.H. (local office 8:30a.m.-5:00p.m.) 586-8969
after hours call Jackson county Dispatch
(statewide hotline) 1-800-367-7287
- Cocaine: 1-800-Cocaine
- Drug Abuse: 1-800-722-5563
- Bacchus (Student organization): 1-303-871-3068
- National Institute on Drug Abuse for Treatment information:
1-800-662-HELP

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