

## **Eastern Gateway Community College Annual Security Report 2015**

### **1. Reporting a Crime**

#### **A. Reporting a Crime in an Emergency**

An emergency is any situation where there is risk to human life and/or personal safety, or when a crime is in progress. In the event of an emergency on campus, emergency services are available by calling campus security at 264-5596. Law enforcement, fire protection and emergency medical services can be contacted by dialing 911.

#### **B. Reporting a Crime in a Non-Emergency**

Anyone who has been a victim of a crime or witnessed a crime is strongly encouraged to report the incident to College officials. Campus security will offer assistance in contacting local authorities and will cooperate with any criminal investigation that may result. For non-emergency situations, students and employees should call campus security at 264-5596.

#### **C. Eastern Gateway Community College's Response to a Report of Crime**

College officials will investigate reports of alleged crimes in a timely manner. In some cases, the College may request the assistance of local law enforcement officials in the investigation. Victims of a crime who do not want to pursue action within the College system or criminal justice system may make a confidential report with the Vice President of Administrative Services.

The College encourages the reporting of all criminal activity occurring on campus to the security staff and/or local police. The College cooperates fully with any police investigations and will bring charges against perpetrators as appropriate. In addition to or separate from any legal penalties which criminal activity may engender, the College can impose campus-based penalties including but not limited to fines, probation, suspension, or expulsion from the College according to the procedures outlined in the Student Regulations Committee section of this catalog.

When the alleged perpetrators of a reported crime are identified as students, the case will be adjudicated internally and the investigation will be the responsibility of the Vice President of Academic and Student Affairs.

Internal judicial or disciplinary measures by the College are not intended to replace or interfere with action in the criminal justice system. Victims of crimes retain the legal right to pursue criminal charges in addition to any internal investigation or proceedings. Criminal investigation by local law enforcement officials, arrest and prosecution can occur independently before, during or after the campus judicial process or employee disciplinary actions. Likewise, the College may pursue its own internal disciplinary measures independent of whether or not criminal charges are filed and/or whether or not they are successfully prosecuted in the criminal justice system

## **Timely Warning Policy**

**1A.** In the event that a situation arises that in the judgment of the Vice President of Administrative Services or designee constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued.

In accordance with the Cleary Act, EGCC uses SNAP (Student Notification Alert Program) to notify students and employees of any campus emergency. Upon confirmation of an incident on a campus or in the immediate area of a campus, an emergency notification will be sent via SNAP without delay. This notification will be sent using voice message on cell phone or land line, text message, and/or email message. All students are urged to subscribe to SNAP to receive timely warnings as well as weather-related or emergency closings. Information on subscribing to SNAP can be found at [www.egcc.edu](http://www.egcc.edu). Desktop Alerts on EGCC computers also are available. When receiving a call from the SNAP system, the number 222-222-2222 may appear. An annual test notification will be sent via SNAP.

In case of an emergency, contact the security officer on duty, Vice President for Administrative Services, information visitor counter receptionist, or evening coordinator

In the event of a critical situation, community members, students, faculty, staff, and guests contact the first available College employee who will in turn notify the appropriate person. Anyone with information regarding an ongoing or continuing threat should report the circumstances to the first available College employee who will in turn notify the appropriate person.

The campus community is urged to check for emergency alerts and updates as additional information is obtained.

## **1B. Annual Security Report**

The [annual security report](#) is made available yearly in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crimes Statistics Act. Students, staff, and faculty are notified via e-mail of the availability of the report. Prospective students may request a copy of the report from Admissions. Prospective employees may request a copy of the report from Administrative Services.

This report is prepared annually by campus security in cooperation with the Administrative Services Office and local authorities. Crimes should be reported immediately by the victim or those witnessing said incident to the security officer on duty, Vice President for Administrative Services, information visitor counter receptionist, or evening coordinator. Complete details of the incident should be provided. Incident report forms are located in the security office located in room 2631A. This process is overseen by the College's Vice President of Administrative Services. The purpose of this report is to provide accurate crime statistics to the campus community. These statistics are collected from crime reports made to any College Official, local authorities, and campus security. The College provides each student, faculty, and staff member with the web site to access this report annually. The web site is <http://www.egcc.edu/more-topics/annual-security-report>

## **1C. Persons Whom to Report Crime**

Community members, students, faculty, staff, and guests are encouraged to report all crimes and safety-related incidents to the security officer on duty, Vice President for Administrative Services, information visitor counter receptionist, or evening coordinator in a timely fashion. The reporting person is asked to fill out an incident report. These incident report forms are available in the campus security Office.

## **Voluntary Confidential Reporting**

Confidential reports of crimes may be made to campus security for inclusion in the Annual Crime Report. Eastern Gateway Community College reserves the right to investigate any crime reported to College personnel.

## **2A. Security Policies**

### **Access to Campus Buildings**

Access to campus buildings is restricted to students, faculty, staff and their invited guests and those persons on official business. Other visitors should register with campus officials upon arrival.

The College has declared no part of its campus or grounds a public place. The only persons permitted on College property are those with legitimate need to be on campus related to the mission and goals of the College such as taking part in classes or activities sponsored by the College, attending activities sponsored by outside organizations approved through the College's outside building use policy, visitors touring the College as part of the admissions process, vendors doing business with the College and similar purposes. No one other than employees are generally permitted on campus after 10 p.m. The College reserves the right to question individuals on College property regarding their identity and reason for being at the College and request or order the individual(s) to leave College property if the reason for being on campus is not directly or indirectly related to the College's mission and goals and as defined in this catalog as interpreted by the College administration. As appropriate, the College will utilize the resources of local law enforcement agencies in maintaining a safe and secure campus environment.

Campus buildings have various hours of operation depending upon scheduled classes and activities within the building. Outside doors to campus buildings are locked each night once scheduled activity in the building has ended and they are opened again in the morning in time for the first activity.

All students, employees and visitors are prohibited from propping open doors to any building.

### **Cooperation with Security Officials**

Eastern Gateway Community College staff, students and visitors are expected to cooperate with College and law enforcement officials in regard to security and safety issues.

### **Escort Service**

Students may request a security guard to escort them from a campus parking lot or building to another parking lot or building. Students should contact campus security at 264-5596 to request a security escort.

### **Identification**

All members of the College community are required to present proper identification upon the request of College officials including uniformed security officers. This policy applies anytime an individual is present on College property or attending a College sponsored event.

### **Pets**

Students are not permitted to have pets in campus buildings. Any pet brought to campus must be on a leash at all times. Stray animals should be reported to security immediately.

### **Weapons**

The possession of all firearms, pellet or BB guns, and knives having over three-inch blades is not permitted

on campus. Any student found in violation of this policy is subject to disciplinary action up to and including suspension or dismissal and may be in violation of state and federal law.

## **2B. Security Considerations used in maintaining Campus Facilities**

The Maintenance Department has employees that work throughout every area of the campus. It is our policy and practices that as they perform their duties; attention is always to be given to anything that seems unusual, in a disturbed condition or out of place. This also takes into consideration, observations of personnel that they encounter throughout campus. If any unusual conditions are observed, the employee is to first determine if there is an apparent reason for the condition. If not, the condition is reported to their direct supervisor for follow-up. The follow-up may include a contact to be made to campus security for informational purposes or action as deemed appropriate.

## **3A. Campus Security Authority**

Eastern Gateway Community College contracts with Jefferson Security Services, Inc., a private security firm, to provide security officers on campus. Uniformed security officers are present and patrol the campus during business hours, monitoring campus safety, locking buildings and doors and securing parking lots. These officers, while trained, are not sworn peace officers. Criminal offenses are reported to the local police depending on the nature and seriousness of the offense, and joint investigative efforts are deployed to handle these incidents. The College requires that all students, faculty and staff and visitors cooperate with the security officers and be prepared to present student ID or proper identification upon request. The campus security office is located in room 2631A.

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## **3B. Working Relationship between Local Authorities and Campus Security**

Campus Security at Eastern Gateway Community College maintains a close working relationship with the Steubenville Police Department. There is no written memorandum of understanding between campus security and the Steubenville Police Department. The jurisdiction of campus security is limited to the College's owned property. However, the College falls under the jurisdiction of the Steubenville Police Department. When situations warrant the response of Steubenville Police, they are contacted and respond to various needs. Steubenville Police Department also randomly patrols the campus from time to time.

## **3C. Accurate and Prompt Reporting of Crime**

Community members, students, faculty, staff, and guests are encouraged to report all crimes and safety-related incidents to security officer on duty, Vice President for Administrative Services, information visitor counter receptionist, or evening coordinator, or any College official in a timely fashion. The reporting person is asked to fill out an incident report. These incident reports are available in the campus security office located in Room 2631A. An emergency is any situation where there is risk to human life and/or personal safety, or when a crime is in progress. In the event of an emergency, emergency services are available by calling 911.

### **3D. Counselors and Confidential Crime Reporting**

Eastern Gateway Community College maintains a link on its web site with information for Social Service and Personal Help Services. Students and staff can access this information to contact local agencies that may be able to provide needed services. <http://www.egcc.edu/current-students/social-service-and-personal-help-services>

Confidential reports of crimes may be made to campus security for inclusion in the Annual Crime Report. Eastern Gateway Community College reserves the right to investigate any crime reported to College personnel.

### **4. Security Awareness Programs**

Security procedures and practices are published annually in the course catalog and distributed to all students, staff, and faculty. Security procedures and practices are available on the Eastern Gateway Community College website at <http://www.egcc.edu/>. All students and employees are encouraged to be responsible for their own safety and the safety of others.

#### **Safety Tips**

- In public places keep your valuable items out of sight or in a safe place. If you must leave an area for any length of time, take valuable items with you.
- Report all thefts no matter how small. Each theft that is reported is a clue to investigators and may be useful in apprehending those responsible for a series of thefts.
- Report any suspicious activity, theft or vandalism immediately. Report any unlocked doors that should be locked or other irregularities.
- Do not place yourself in a situation where you are alone with people you do not know well. Do not accept an invitation to go alone to the residence, apartment or room of someone you do not know well. Instead, arrange to meet in a public place where there are other people or arrange to be accompanied by friends.
- When approaching your vehicle carry your keys so you can enter quickly. Always check your rear seat for intruders.
- Lock your doors and keep windows rolled up.
- Drive on well-traveled and well-lit streets.
- Never hitchhike and never pick up hitchhikers.

### **5. Crime Prevention Programs**

The College library contains books, periodicals and other printed material which students are encouraged to consult for information about alcohol and illicit drug use, alcoholism and addiction, health risks associated with alcohol or drug use, and legal sanctions for violations of laws regarding alcohol and drug use.

To assist a student in avoiding being the victim of sex related offenses, the College makes available, periodically, commercially produced pamphlets regarding the subject. These are free and available in the self-help brochure rack located in the record/financial aid office complex. Referral to local sexual offense prevention and victim support services is available through the College's counseling staff.

## **6. Criminal Activity Off-Campus**

Eastern Gateway Community College has no officially recognized off-campus organizations or property. Eastern Gateway Community College does not monitor off-campus activity. Off campus activity is the responsibility of local law enforcement authorities.

## **7. Alcohol Policy**

Among its background statements, Eastern Gateway Community College provides “opportunities for the student to develop increased personal and social responsibility as well as the knowledge, self-assurance and self-direction required to achieve personal satisfaction and approach self-actualization in life.” In this context, the College believes students should be provided the education necessary to make responsible decisions regarding their own use of alcohol and the place alcohol and drug use has in the work place and in society.

### **Goals**

To carry out this mission, the College has established the following goals with respect to alcohol and illicit drug use:

1. To provide an environment at the College that promotes responsible decision making on the part of the students regarding alcohol and illicit drug use.
2. To provide the academic and support services students need in order to make responsible decisions regarding the use of alcohol and illicit drugs.
3. To provide an environment which reinforces the local, state and federal laws regarding the use of illicit drugs.
4. To provide to students who are experiencing difficulty in the responsible use of alcohol/drugs appropriate crisis intervention, counseling and referral to designated local agencies for treatment.
5. To provide students with the opportunity to influence the development of, and participate in, the Eastern Gateway Community College Alcohol and Illicit Drug Use Policy and educational program.

### **Policy and Program**

To reach these goals, Eastern Gateway Community College has established the following alcohol and illicit drug use policies and programs.

#### **1. Environment**

The College believes that quality education can best be achieved in an environment that is conducive to academic pursuits. The College also believes that alcohol and drug abuse are detrimental to the maintenance of such an environment. Eastern Gateway Community College therefore:

- A. Forbids the unauthorized possession, use or sale of alcohol or illicit drugs by students on campus, at intern stations, or at practicum sites. Violations should be reported to College staff, who will refer the information to the Executive Vice President for Academic and Student Affairs for investigation and appropriate actions. Violations will result in imposition of penalties up to and including the immediate suspension or dismissal of the student from the College and possible referral to local law enforcement agencies for prosecution.
- B. Imposes, at its discretion and determined on a case-by-case basis, penalties less severe than suspension, expulsion, and/or referral for prosecution dependent upon the circumstances. Some of these penalties include, but are not limited to, written warnings, probation, partial suspension and mandatory participation in a treatment program.
- C. Forbids the unauthorized possession, use or sale of alcohol and/or illicit drugs on campus by others (i.e. those who are not covered by the student and employee policies of the College). Such persons when discovered will be ordered to immediately leave campus and/or be reported to local law enforcement officials.
- D. Forbids alcohol to be purchased, sold, or used on campus during any student function.

E. Encourages all persons on the campus to abide by the local, state and federal laws pertaining to alcohol and drug use and will fully cooperate with law enforcement agencies to ensure these laws are enforced.

## **8. Illegal Drug Policy**

Eastern Gateway Community College strictly adheres to the federal, state and local laws which govern the possession, distribution or consumption of drugs or other controlled substances. Students illegally possessing, distributing or using such drugs or controlled substances may be subject to criminal prosecution as well as to College disciplinary sanctions.

## **9. Drug and Alcohol Abuse Education Programs**

### **Education and Instruction**

In order for students to make responsible decisions regarding the use of alcohol and to be cognizant of the health dangers and legal ramifications of drug abuse, students need appropriate and accurate information. To make this available to them, the College provides the following information:

- A. The policy will be fully printed in the College catalog which is distributed to all students and employees.
- B. During new student orientation, students are provided with:
  - 1. A review of the College's alcohol and illicit drug use policy and procedures.
- C. Selected classes such as psychology, sociology, etc. will include exposure to appropriate information regarding alcohol and illicit drug use as part of their objectives.
- D. The College library contains books, periodicals and other printed material which students are encouraged to consult for information about alcohol and illicit drug use, alcoholism and addiction, health risks associated with alcohol or drug use, and legal sanctions for violations of laws regarding alcohol and drug use.

## **10. Disclosures to Victims of Crimes of Violence or Non-Forcible Sex Offenses**

Eastern Gateway Community College will, upon written request, disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request, to the next of kin of the alleged victim. This provision applies to any disciplinary proceeding conducted by the College on or after August 12, 2009.

## **11. Emergency Response and Evacuation Policy**

For the safety of all persons using the College's facilities, emergency alarm and building evacuation procedures are detailed below. All students should read and become familiar with these procedures for their sites.

### **Reporting Fire or Other Emergencies and Building Evacuation Procedures**

- 1. Any person seeing a fire or heavy smoke during day hours should pull the closest fire alarm box located throughout the buildings. The person should then seek the closest Eastern Gateway employee to report his/her name and the location of the fire. Any other emergency where the safety of persons in the building(s) is in immediate jeopardy also should be handled in the manner above.
- 2. If no fire or heavy smoke is observed but smoke is smelled or seen, the person noticing the smoke should not pull the alarm box. The person should inform the closest Eastern Gateway employee of the situation. Any other emergency which may require the evacuation of the building(s) should be reported in this manner. If there is any doubt regarding the potential seriousness of the emergency, the procedures outlined in No. 1 should be followed.

3. The bell chime/flashing lights are the signal that the building is to be evacuated because of fire or other emergency.
4. When this signal is heard or seen all students, College employees and visitors should proceed in an orderly manner to the closest exit. All outside exits are marked with a sign over the door. Each classroom has a sign with the closest exit identified. In addition, a map and detailed evacuation instructions are posted in each classroom. All doors should be left open during building evacuation.
5. Once outside, persons evacuating the building should congregate in the closest parking lot, staying at least 300 feet from the building(s). Evacuation of the building(s) does not mean automatic cancellation of class. Students and staff should remain in the parking lot area until a College official (president, vice president, dean or security staff) informs them to leave the grounds. Likewise, no person should re-enter the building(s) until advised to do so by one of these officials.
6. During evening hours of operation, the emergency notification and evacuation plan will be that outlined above. The evening coordinator will coordinate the alarm and evacuation procedures.

### **Tornado Alert Procedure**

1. Any person hearing a radio or television announcement of a tornado watch should report this information either directly or through a College employee to the switchboard operator.
2. Any person either hearing an announcement of a tornado warning for the immediate vicinity of the College or sighting a tornado should report this information either directly or through operator.
3. The security staff will sound an air horn which signals the imminent approach of a tornado. Upon hearing this sound, students and staff should proceed in an orderly manner according to this plan: Warning is three short blasts on a hand-held air horn, a 15-second delay followed by three short blasts again.

This alert will last for three minutes. Do not panic or run but proceed to the closest emergency shelter area listed below.

**2nd Floor Rooms 2500-2527** will go to ground floor interior hallway, both sides of hallway; stay clear of doors and glass

**Ground Floor Rooms 1500-1546** will go to the ground floor interior hallway, both sides of hallway; stay clear of doors and glass

**2nd Floor Rooms 2200-2217** will go to the ground floor interior hallway, both sides of hallway; stay clear of doors and glass

**Ground Floor Rooms 1201-1217** will go to the ground floor interior hallway, both sides of hallway; stay clear of doors and glass

**Rooms 2600-2631** Go to maintenance area garage, loading dock area; stay clear of doors or glass

**Rooms 2000-2102** Ground floor north wing interior hallways; stay clear of doors and glass

Notification to disperse will be one long blast, a 15-second delay, one long blast, 15-second delay. This will continue for one minute.

4. During evening hours information about the approach of a tornado will be delivered to the evening coordinator who will instruct the security staff to sound the alarm. The shelter locations will remain the same. During weekend hours the security guard should verbally instruct persons in the building regarding the location of the closest shelter area.

### **Fire and Tornado Information Distribution and Alarm Test Procedures**

1. At least one time each semester the College will sound the evacuation and tornado alarms so that the students and employees are familiar with each signal. The alarm signal will be sounded each day of the week at an announced time during the day and evening hours. The dates and times for the sounding of alarms will be published in Newsbreak. Students will not leave class or the building during the test procedure. Students or employees who cannot hear the alarm(s) should report this fact and the location to the security staff or executive Vice President for Academic and Student Affairs.
2. Any time either alarm system sounds other than announced system tests times and dates all students, visitors and employees will implement the evacuation or tornado procedures. In case of any doubt when the alarm sounds, it should be assumed that the situation is not a test but a real emergency.



When a potential threat to the campus community occurs, timely warnings will be issued through the campus email system, SNAP (Student Notification Alert Program), or other appropriate means. Members of the Administration will notify the community at large as it is deemed appropriate.

The College tests the emergency response and evacuation procedures annually by scheduling a table top and/or initiating an announced or unannounced functional or full scale exercise. Notification of the Emergency Responses and Evacuation procedures will be emailed to the campus community prior to the annual test. Testing of the annual plan will be documented with a description of the exercise, the date the test was held, the starting and ending time, and if the test was announced or unannounced.

## **Definitions**

An “Evacuation” is a total building or partial building evacuation due to conditions making it no longer safe to remain inside a building or a specific area in a building. All occupants must leave a building if an evacuation is ordered or a fire alarm is sounded. An evacuation requires occupants to move out and away from a building or out and away from a specific area inside a building.

## **Sex Offense Policy Statements**

### **Policies and Procedures Regarding Sexual Assault**

All members of the College community are expected to act toward one another in a manner consistent with our values and mission. The College will not tolerate sexual offenses committed on campus sites or any off-campus, College-sponsored activity. While the College does not condone any form of immoral or illegal sexual conduct, no one at the College should presume that the threat of sexual assault does not exist.

### **Sexual Assault Awareness**

Generally, sexual assault is any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. It is an extreme form of sexual harassment and abuse, and will be considered a serious offense by the College.

To assist a student in avoiding being the victim of such offenses, the College makes available, periodically, commercially produced pamphlets regarding the subject. These are free and available in the self-help brochure rack located in the record/financial aid office complex. Referral to local sexual offense prevention and victim support services is available through the College’s counseling staff.

### **Procedures to Follow in the Event of Sexual Assault**

The College strongly encourages any student who has been sexually assaulted either on or off campus to contact the security officer on duty, Vice President for Administrative Services, information visitor counter receptionist, or evening coordinator.

Victims of such offenses should preserve evidence in support of a criminal offense and report the offense to the local police who will have jurisdiction in the matter and to the security supervisor or officer on duty who will assist the victim in contacting the police if requested.

## **Victim Services and Accommodations**

Campus Advising Services provides for confidential counseling services to students who are victims of sexual assault. In addition, Campus Counseling Services can provide information regarding other off-campus resources for sexual assault victims.

Eastern Gateway Community College maintains a link on its web site with information for Social Service and Personal Help Services. Students and staff can access this information to contact local agencies that may be able to provide needed services. <http://www.egcc.edu/current-students/social-service-and-personal-help-services>

The College will change a victim's academic situations upon request, provided such options are reasonably available.

## **Campus Disciplinary Procedures**

Should a victim choose to pursue on-campus disciplinary procedures, the Dean of Students or a designate shall speak with both the accused and the accuser separately, and if appropriate will refer the matter to the Discipline Board for a hearing as per the Code of Student Conduct. Sanctions up to and including dismissal from the College may be imposed. Both the accused and the accuser are entitled to the same opportunities to have others speak at the disciplinary proceeding. Furthermore, both the accuser and the accused shall be informed of the outcome of the disciplinary proceeding.

Persons found guilty of a sexual offense may be subject to campus-based penalties in addition to or separate from legal penalties which may occur including but not limited to: fines, probation, suspension, or expulsion from the College. In cases where the College is considering campus-based penalties: The accused and accuser will have the same opportunity to have others present during the proceedings, and both will be informed of any outcomes of the proceedings; in addition to other rights and procedures for such proceeding contained in the student regulations section of this catalog. Upon request from an alleged victim of a sexual offense, the College will attempt to change a victim's academic situation if this is directly related to the alleged offense, and other accommodations are reasonably available.

Eastern Gateway Community College will, upon written request, disclose to the alleged victim of any crime of violence, or a non-forcible sex offense, the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request, to the next of kin of the alleged victim. This provision applies to any disciplinary proceeding conducted by the College on or after August 12, 2009.

## **Registered Sex Offenders**

The Higher Education Act of 1965 requires institutions of higher education to advise its campus community where it can obtain information about registered sex offenders if such an offender is registered at the College. The local sheriff's offices are required to notify the College if a sexual offender residing in Columbiana, Jefferson, Mahoning or Trumbull counties is attending EGCC. Should the College receive such a notification, students will be advised to seek information regarding local sex offenders from the Ohio Attorney General at <http://icrimewatch.net/ohio.php>

As required by the Ohio Administrative Code, the College provides the following link to the Ohio statewide sex offender registry. The Electronic Sex Offender Registration and Notification (eSORN) may be reached at <http://icrimewatch.net/ohio.php>