

**CAMPUS SAFETY AND SECURITY**

The College shall provide and insure a safe and secure campus environment for students, employees and visitors through an effective campus safety and security program in accordance with the Campus Safety and Security procedures.

## CAMPUS SAFETY AND SECURITY

### PROCEDURES

College employees and students share in the responsibility of assuring a safe and healthful campus environment. Employees are responsible for the provision and maintenance of safe and healthful working conditions in their respective areas and for the enforcement of all applicable safety and security rules and regulations. Students must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common sense precautions. All individuals on campus can assist in their own safety by following these procedures.

#### Reporting Criminal Actions and Emergencies

Potential criminal actions and other emergencies on campus can be reported directly by any student or college employee to Campus Security by dialing 640-7054 (immediate Norfolk emergency services may be reached by dialing 911 or, if using a campus extension, by dialing 9 911). Upon receipt of the call, campus security is dispatched immediately to the site of the complaint. Security will assist in contacting local law enforcement or other emergency services if required. Security Officers prepare and submit incident reports to the Director of Physical Plant. These reports are reviewed by the administration for follow-up and possible improvements in campus security and safety policies and procedures.

Security Officers work with local law enforcement agencies to monitor and record criminal activity at off-campus college sponsored activities and student organizations whose participants are students of the College. The off-campus student organizations are those recognized by the College.

Criminal activity suspected by any employee shall be reported to the immediate supervisor.

#### Employment

The College does not normally request information from employee or student applications concerning involvement in criminal offenses. Employees found guilty of committing criminal offenses are dealt with through established disciplinary procedures authorized under Board Policy 4101. Such action takes into consideration student and staff safety.

### Buildings

All campus buildings are secured by lockable doors and windows. A campus-wide door keying system is maintained through the cooperative efforts of the Physical Plant Department and the Human Resources Office. Keys are only assigned to staff on an "as need" basis through a signed key authorization form. Key assignments are reviewed on an annual basis. Any employee or student losing keys must report the loss immediately to the Physical Plant Department. Employees and students should not lend their keys to other individuals. Employee key requests must be approved by the immediate supervisor, Vice President of Administrative Services and submitted to the Physical Plant Department.

Generally, office and classroom doors are locked at 10:00 p.m. each day by campus security officers. However, to ensure greater security, staff should lock any doors they unlock.

Doors and windows should not be blocked or propped open. Any defective locks shall be immediately reported to the Physical Plant Department.

Interior hallway lights shall be left on at all times when buildings are occupied.

The fire alarm systems, including smoke detectors and fire extinguishers, are inspected quarterly by an outside contractor with any repairs and improvements implemented by the Physical Plant Department.

### Residence Halls

The College has coed residence housing with intervisitation from 12:00 noon until 11:00 p.m. Room assignments are made by the Coordinator of Student Housing and Activities. All students have the opportunity to request changes in room assignments, which are accommodated as quickly as possible based upon available facilities. Off-campus housing includes apartments, individual homes and individual rooms in private homes, all of which are privately owned and operated. The College does not provide supervision for off-campus housing.

The Coordinator of Student Housing and Activities lives in the College dormitory and is on call 24 hours a day. Part-time staff is employed to cover week-ends, vacations, etc. All housing staff undergo training in enforcing residence hall security policies and procedures. Desk assistants are assigned to the desk at the main entrance of the dormitory during the evening hours and throughout the night-time hours. These desk assistants are in immediate telephone contact with campus security officers or local police department if necessary. As part of their responsibility for residence hall security, the housing staff participate in lectures and seminars associated with the safety and security of the campus.

All residence hall doors must be opened using a key except the main dormitory entrance doors which are only locked from 11:00 p.m. until 8:00 a.m. each night. Electronic alarms warn the residence staff of unlocked or open exit doors in the dorm.

A visitors' sign-in policy at the main dormitory desk is enforced. Both on-campus and off-campus visitors to residence halls must be escorted through the dorm by a resident. Overnight guests in the residence halls may only be students of the same sex. Student rooms all have locks. All windows having locking devices. Campus security officers patrol both the interior and exterior areas of the residence halls.

#### Parking Lots and Outdoor Facilities

Parking lots and sidewalks are well lighted. Lights are regulated by automatic timers with monitoring by the Physical Plant Department. Whenever possible, students and staff should avoid walking alone during evening and night-time hours.

Campus lighting is reviewed by the Campus security company to identify possible malfunctions and to recommend improvements and modifications. The Physical Plant Department will make the necessary repairs and modifications.

Students and employees shall notify the Physical Plant Department about any concerns about campus lighting.

#### Vehicles and Personal Property

Students and staff shall park their vehicles in the assigned areas and keep them locked at all times. Valuables should be locked in the trunk. Bicycles should be secured with a sturdy lock. Valuable items should be locked in offices or dorm rooms. Do not leave your doors unlocked when the area is unattended. Serial and model numbers of personal items should be recorded. Such items should also be engraved.

#### Firearms and Weapons

Firearms, explosives, and other lethal weapons are prohibited in campus student housing. Any unlawful use, any threat or unlawful display of firearms, explosives, or any materials that are ordinarily or generally considered a lethal weapon on the College campus or at sponsored functions shall be immediately referred to the local law enforcement agencies for appropriate action.

### Campus Security Officers

The College contracts with a private security firm to provide general campus security. This contract is managed by the Director of Physical Plant. Security officers do not have arrest powers but work closely with local law enforcement agencies in coordinating campus security. They conduct foot and vehicular patrols on the campus and residence hall areas during evening, night-time, and week-end hours. Generally, at least one security officer is on duty at any given time.

Security officers enforce laws regulating underage drinking, the use of controlled substances, and weapons.

### Sexual Assault

Sexual assault is defined as either criminal sexual assault or criminal sexual abuse. Criminal sexual assault is when there is sexual penetration by the use of force or threat of force or where the victim was unable to understand the nature of the act or otherwise unable to give knowing consent. Criminal sexual abuse is an act of sexual conduct by the use of force or threat of force or where the victim was unable to understand the nature of the act or otherwise unable to give knowing consent. If you have been sexually assaulted, you should immediately contact campus security by dialing 640-7054 (immediate Norfolk emergency services may be reached by dialing 911 or, if using a campus extension, by dialing 9 911).

The victim of sexual assault should immediately contact authorities and do not cleanse yourself, change clothes, or in any way change the scene of the assault. Any alterations could have negative effects in apprehending and prosecuting the purported offender.

The Student Services Division has counselors on staff to meet with any student/staff member who has been sexually assaulted. The counselors will be able to assist and if necessary refer the student/staff member for additional professional help and assistance.

There are several community sources of assistance available to assist victims of sexual assault. A list is available in the Human Resources office and in the student services office.

Any student or staff member charged by law enforcement agencies of any sexual offense will be suspended from classes/duties until a determination of outcome is finalized. If guilty, the offender will be disciplined by college officials through college disciplinary procedures in addition to the sentencing by the courts.

The College will provide student victims with assistance in changing housing arrangements, class schedules, or any other service if such changes are reasonably available.

Student and staff have formal grievance procedures available to them should they not agree with any action of the College or staff. These procedures may be obtained by contacting the Human Resource Office.

#### Training and Information

The Student Services Division provides written materials, convocations, and counseling on security and safety topics. Education programs are provided to promote the awareness of rape, acquaintance rape, rape prevention, other sex offenses, and the prevention of burglary and vandalism. Presentations begin when students attend orientation and the Student Services Division organizes several student/staff information sessions during the school year. In addition, commercially prepared materials are made available to the College community.

#### Statistics and Reporting

In accordance with the Crime Awareness and Campus Security Act of 1990, the College provides information relating to crime statistics and security measures to prospective students, matriculated students, and employees. This information is published in the annual campus safety and security report prepared by the Vice President of Student Services.

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