

**2017
Annual Security
Report, Fire Report
and
Related Policies
Cloud County
Community College
Campus Security Department**

Updated: September 2017

**2017 Annual Security Report
And Related Policies
Cloud County Community College – Campus Security Department
Janet Eubanks, Designated Campus Security Officer/Director of Auxiliary Services**

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**2017 Annual Security Report and Related Policies
Cloud County Community College
Campus Security Department**

Forward

Campus security and safety are important issues in postsecondary education today. Providing students nationwide with a safe environment in which to learn and keeping students, parents and employees well informed about campus security are goals that have been voiced by many groups. These goals were advanced by the *Crime Awareness and Campus Security Act of 1990*. The U.S. Department of Education (ED) is committed to ensuring that postsecondary institutions are in full compliance with this act, and that the enforcement of the act remains a priority.

Compliance with this act, now known as the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, or *Clery Act*, (1998) provides students and families, as higher education consumers, with the information they need to make informed decisions. Interested parties may access the purpose and requirements of this act on-line by going to the following website:
www.ed.gov/admins/lead/safety/campus.html.

In accordance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990 (amended 1998)*, Cloud County Community College prepares an Annual Security Report. This report includes general safety and security information, College policies related to investigation of incidents, selected crime statistics and other information of interest to students, faculty, staff, prospective students and prospective employees.

This report may be obtained via the Cloud County Community College web site (www.cloud.edu). Paper copies can also be obtained from the Human Resources office and the Auxiliary Services office.

Cloud County Community College is committed to maintaining a safe and secure campus for all students, faculty, staff and visitors who comprise our thriving and diverse community. This report is provided for the benefit of our community members, prospective students and prospective employees.

The Auxiliary Services Department, the Campus Security Department, the Residence Life department, and others work to implement and maintain security and safety initiatives. Partnerships with city and county law enforcement departments also play an important role in keeping Cloud County Community College campus safe.

We encourage you to review this report and contact us if you have any questions, comments or suggestions. This report is prepared for the College community by the Cloud County Community College Auxiliary Services Department (785-243-1435 x 342).

General Information

Under authority of the President of Cloud County Community College, the Campus Security Officer will coordinate each year the campus initiative to compile data, review policies and prepare the annual security report pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and other applicable laws and regulations. In addition to working with appropriate campus offices and individuals, the College will work with local law enforcement agencies to collect appropriate criminal statistical data for inclusion in the report. The College will produce a final report for publication via the Cloud County Community College web site, the Cloud County Community College Student handbook and paper copies as may be appropriate.

Notification of the availability of the report will be made to all currently enrolled students, faculty and staff members. Notification will be made to each individual by electronic means, text messaging, public notices, or via individual mailings. The final report will be available to all interested persons, including prospective students and prospective employees via the Cloud County Community College internet web site (<http://www.cloud.edu>) by October 1st of each year. Paper copies of the report can be obtained at Human Resources office or from the Director of Auxiliary Services.

Requirements of the Clery Act

1. Policy Disclosure

Cloud County Community College is required to provide the campus community and the public with accurate statements of its current policies and practices regarding:

- Procedures for students and others to report criminal actions or other emergencies occurring on campus;
- Security of and access to campus facilities; and
- Campus security.

2. Records Collection and Retention

Cloud County Community College is required to keep some campus records and to request records from law enforcement agencies.

- We keep records of crimes reported to campus security authorities.
- We must also make a reasonable good-faith effort to obtain certain crime statistics from appropriate law enforcement agencies to include in an annual security report and the Web-based report to ED.
- We are required to keep a daily crime log that must be open to public inspection.

3. Information Disclosure / Dissemination

We are required to provide campus community members with information necessary to make informed decisions about their safety, and disseminate information in several ways. We will:

- Provide a “timely warning” of any *Clery Act* crime that might represent an ongoing threat to the safety of students or employees;
- Provide access to our crime log in the Auxiliary Services office.

- Publish an annual security report and distribute it to all current students and employees, and inform prospective students and employees about the content and availability of the report;
- Inform the campus community where to obtain information about registered sex offenders; and
- Submit our institution's annual crime statistics to the U.S. Department of Education through its Web-based data collection system.

The *Clery Act* requires institutions to disclose three general categories of crime statistics:

1. Types of Offenses:

Criminal Homicide, including:

- a) **Murder and Non-Negligent Manslaughter; and**
- b) **Negligent Manslaughter;**

Sex Offenses including:

- a) **forcible, and**
- b) **non-forcible;**

Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson.

2. Hate Crimes—Disclose whether any of the above- mentioned offenses, or any other crimes involving bodily injury, were hate crimes; and

3. Arrests and Referrals for Disciplinary Action for illegal weapons possession and violation of drug and liquor laws.

Reportable Crimes - Definitions

Murder and Non-Negligent Manslaughter is defined as the willful (non-negligent) killing of one human being by another.

Negligent Manslaughter is defined as the killing of another person through gross negligence.

Sex Offenses—Forcible is defined as 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. There are four types of forcible sex offenses:

- **Forcible Rape** is the carnal knowledge of a 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 because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth). This offense includes the forcible rape of both males and females.
- **Forcible Sodomy** is oral or anal sexual intercourse with 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 because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- **Sexual Assault With an Object** is the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of 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 because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

- **Forcible Fondling** is 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 forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity. Forcible fondling includes “indecent liberties” and “child molesting.”

Sex Offenses—Non-forcible are incidents of unlawful, non-forcible sexual intercourse. Only two types of offenses are included in this definition:

- **Incest** is non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** is non-forcible sexual intercourse with a person who is under the statutory age of consent. If force was used or threatened, or the victim was incapable of giving consent because of his/her youth, or temporary or permanent mental impairment, the offense should be classified as forcible rape, not statutory rape.

Domestic Violence—The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the survivor, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated, and any person who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

Dating Violence—The term “dating violence” includes violence committed by a person whom is or has been in a social relationship of a romantic or intimate nature with the survivor and where the existence of such relationship shall be determined based on a consideration of 1) the length of the relationship, 2) the type of relationship, and 3) the frequency of interaction between the persons involved in the relationship.

Stalking—when an individual engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional stress.

Robbery is 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 is 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 means likely to produce death or great bodily harm.

Burglary is the unlawful entry of a structure to commit a felony or a theft. The UCR classifies offenses locally known as Burglary (any degree); unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts at these offenses as Burglary.

Motor vehicle theft is the theft or attempted theft of a motor vehicle.

Arson is 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.

Hate Crime. An institution must include, by geographic location and by category of prejudice, any of the aforementioned offenses, and any other crime involving bodily injury reported to local police agencies or to a campus security authority, that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias.

Arrests or Disciplinary Referrals for Illegal Weapons Possession and Substance Law Violations

In addition to disclosing statistics for the aforementioned offenses, the Clery Act requires institutions to disclose both the number of arrests and the number of persons referred for disciplinary action for:

1. Illegal weapons possession;
2. Drug law violations; and
3. Liquor law violations.

Arrest for Clery Act purposes is defined as persons processed by arrest, citation or summons.

Referred for disciplinary action is defined as the referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

Illegal Weapons Possession is defined as the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.

Drug Law Violations. This is defined as the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance.

Arrests for violations of state and local laws, specifically those 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 narcotics—manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations. This is defined as the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on train or public conveyance; and attempts to commit any of the above.

Responsible Security Authorities Identified

The Clery Act mandates that institutions must disclose statistics both for crimes reported to local police agencies and crimes reported to campus security authorities. The intent of including non-law enforcement personnel as campus security authorities is to acknowledge that many individuals and students in particular, are hesitant about reporting crimes to the police, but may be more inclined to report incidents to other campus-affiliated individuals.

The Clery Act regulations define a campus security authority as:

- A member of a campus police department or a campus security department of an institution.

- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).
- Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings.
- **An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.**

The function of a campus security authority is to report to the Campus Security Officer or to an official or office designated by the institution, those allegations of Clery Act crimes that he or she concludes are made in good faith. A campus security authority is not responsible for determining authoritatively whether a crime took place—that is the function of security personnel. (addendum 2)

Certain individuals who have significant responsibility for student and campus activities are exempted from disclosing information:

- Pastoral counselor. A person, who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.
- Professional counselor. A person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of his or her license or certification. This definition applies even to professional counselors who are not employees of the institution, but are under contract to provide counseling at the institution.

Cloud County Community College Policy Statement – Disclosure of Crime Statistics

The Campus Security Department prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on the college's website. This report may be prepared in cooperation with the local law enforcement agencies surrounding our campus and the Department of Residence Life.

Campus crime, arrest and referral statistics include those reported to the Campus Security officer, designated campus officials (including but not limited to directors, deans, department heads, advisors to students/student organizations, athletic coaches, and academic advisors), and local law enforcement agencies. Kansas Statute requires prompt, mandatory reporting to the local law enforcement agency by health care practitioners (such as those at College Health Services) when they provide medical services to a person they know or reasonably suspects is suffering from wounds inflicted by a firearm or is a result of assaultive or abusive conduct.

Each year, an e-mail notification, a notice on the college website, and a text message is made to all college stakeholders that provide the web site to access this report. Copies of the report may also be obtained at the Auxiliary Services department or the Human Resources office.

Availability of Annual Security Report

Cloud County Community College Policy Statement – Availability of Annual Security Report

The Cloud County Community College Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by the College; and on public property within, or immediately adjacent to and accessible from the campus. (addendum1) The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. You can obtain a copy of this report by contacting the Campus Security officer, the director of Auxiliary Services, the Director of Human Resources, or by accessing the Cloud County Community College website located at: www.cloud.edu

Timely Warnings

In order to keep the campus community informed about safety and security issues on an ongoing basis, the Clery Act mandates that an institution must alert the campus community of certain crimes in a manner that is timely and will aid in the prevention of similar crimes. These crimes must include all Clery Act crimes that are:

- Reported to campus security authorities or local police agencies; and
- Are considered by the institution to represent a serious or continuing threat to students and employees.

A 2008 amendment to the Clery Act directs that a timely warning be given to the campus community without delay of an incident that affects the safety of the campus community.

The warning should be issued as soon as the pertinent information is available because the intent of a timely warning is to alert the campus community of continuing threats especially concerning safety, thereby enabling community members to protect themselves.

Cloud County Community College Policy Statement – Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Vice President for Administrative Services, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued without delay through: the college’s emergency notification system. Depending on the particular circumstances of the situation, especially in all situations that could pose an immediate threat to the community and individuals, the Vice President for Administrative Services may also post a notice on the campus web site at www.cloud.edu. In such instances, a copy of the notice is also posted in each residence life building. The website is immediately accessible via computer by all faculty, staff and students and outside individuals. Anyone with information warranting a timely warning should report the circumstances to the Vice President for Academic Services (785-243-1435 x 204 or 785-428-6778), or in person at the Cloud County Community College business office.

Reporting Criminal Offenses

The act of reporting a criminal offense is necessary to ensure the protection and rights of victims, help bring about the resolution of the criminal offense, and to introduce the criminal offense to both review by campus authorities and law enforcement authorities. It is the responsibility of all College stakeholders to report any criminal offense they are aware of either as a victim, witness or receiver of information in a timely manner.

Campus Security incident reports indicating violation of College rules, regulations and policies by students are forwarded to the Vice President for Student Services and Advancement for review and potential action. If prosecution is desired, crime reports are forwarded to the Cloud County Court system.

Cloud County Community College Policy Statement – Reporting Criminal Offenses

To report a crime:

- For a Violent Crime in Progress or Medical Emergency Call 911, then:
- Call Campus Security at 785-243-6646

For a Non-Violent Crime in Progress or a Discovered Crime:

- Call Campus Security at 785-243-6646

Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around the residence halls should be reported. In addition you may report a crime to the following areas:

1. Vice President for Student Services and Advancement 785-243-1435 x319
2. Vice President for Academic Services 785-243-1435 x 204
3. Director of Auxiliary Services 785-243-1435 x 342, 785-614-5201
4. Director of Human Resources 785-243-1435 x 251
5. Director of Residence Life 785-243-1435 x 340 785-545-6042
6. Athletic Director 785-243-1435 x 291

For off-campus options you may refer to all resources listed above.

Voluntary Confidential Reporting

Cloud County Community College Policy Statement – Voluntary Confidential Reporting

If you are the victim of a crime and do not want to pursue action within the Cloud County Community College System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Campus Security Officer, Director of Auxiliary Services or a designee can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential dangers. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the college.

Limited Voluntary Confidential Reporting

Cloud County Community College Policy Statement – Limited Voluntary Confidential Reporting

The Cloud County Community College Security Department and all local law enforcement agencies encourage anyone who is the victim or witness to any crime to promptly report the incident. Because police reports are public records under state law, law enforcement agencies cannot hold reports of crime in confidence.

Security and Access to Facilities

Cloud County Community College Policy Statement – Security and Access to Facilities

During business hours, the College (excluding certain housing facilities) will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all College facilities is by key or by admittance via the Campus Security Department or Residence Life staff.

Residence halls are accessed by individual key holders only.

If and when a problem area is identified that poses a compromise to the safety and security of College stakeholders, the Campus Security Department will meet with other College departments to identify the correct solution and resolve the problem.

Security officers work closely with the maintenance staff at Cloud County Community College to make sure security measures are in place. All doors and locks on the main building are checked nightly to insure they are in good working order. Security officers also communicate lighting needs in various areas on campus to maintenance staff.

Campus Security Department

Cloud County Community College Policy Statement, Campus Security Department

Cloud County Community College security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at CCCC. CCCC security officers have the authority to issue parking tickets. Campus Security Officers have the authority to enforce College rules, regulations and policies on all college property and to investigate violations of them, and report the investigative findings to both authorized College officials and local Law Enforcement. Criminal incidents, in some cases, are referred to the local police/sheriff officers who have jurisdiction on the campus. College security officers do not have authority to make an arrest. The CCCC security department maintains a highly professional working relationship with the Concordia City Police and the Cloud County Sheriff's department. CCCC has an MOU with the Concordia Police Department, Junction City Police Department, Geary County Sheriff's Department and the Cloud County Sheriff's department. All crime victims and witnesses are strongly encouraged to immediately report the crime to the appropriate law enforcement agency. Prompt reporting will assure timely warning notices on campus and timely disclosure of crime statistics. (addendum 4 and 5)

Cloud County Community College Policy Statement Addressing Counselors for Confidential Reporting

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus “Pastoral Counselors” and Campus “Professional Counselors”, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics. Counselors are defined as:

Pastoral Counselor

An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

Professional Counselor

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

Criminal Activity Off Campus

Cloud County Community College Policy Statement – Criminal Activity Off Campus

When a Cloud County Community College student is involved in an off-campus offense within the Concordia city limits, Campus security officers may assist with the investigation in cooperation with local agencies when requested. Local Law Enforcement routinely works and communicates with campus officers on any serious incidents occurring on-campus or in the immediate neighborhood and business areas surrounding campus. Cloud County Community College operates two off-campus housing facilities. These properties are patrolled by the Concordia Police Department just as any other privately owned apartment building within the city limits. Cloud County Community College Security Officers have direct radio communications with Cloud County 911 Dispatch to facilitate rapid response in any emergency situation.

Alcoholic Beverages and controlled substances

Cloud County Community College Policy Statement on Alcoholic Beverages and controlled substances

Students at Cloud County Community College are required to follow all local, state, and federal laws pertaining to the consumption of alcohol or use of controlled substances. No student shall consume or possess controlled substances on any college-owned or college operated facility or at any college sponsored event or activity either on or off campus. This includes off campus trips, internship experiences, or any off campus Cloud County Community College sponsored gathering.

No student shall unlawfully manufacture, distribute, dispense, possess or be under the influence of a controlled substance. Illicit drug usage within the context of competitive athletics can compromise the physical well-being, health, and safety of the individual; therefore, all athletes will be subject to random drug screening. For more information, refer to E4 Alcohol and Controlled substance Abuse policy and procedures found at www.cloud.edu.

Alcohol Policy for Residents: Possession or use of alcoholic beverages by any person of any age at the Campus Apartment complex, Thunder Heights, Hillside Apartments, or Labarge Honors House is not allowed. Residents of the campus apartments that possess or use alcoholic beverages at the Campus Apartment complex, campus apartment grounds, Thunder Heights, Hillside, or Labarge property will be subject to disciplinary actions:

1st offense: \$250 fine and required to meet with the Residence Life coordinator and complete an alcohol education program.

2nd offense: \$500 fine and required to attend a meeting with the VP for Student Services.

3rd offense: Eviction from campus housing.

Hosting will result in an additional fine of \$50 per person present at the time of the violation.

These policies are strictly enforced by Campus Security

Alcohol and Substance Abuse Information

Cloud County Community College Policy Statement – Alcohol and Substance Abuse Education Prevention Programs

The college's goal is to intervene in substance abuse problems faced by students or employees of the college by designing individual intervention plans for persons with substance abuse issues. For information or counseling contact the Nurse Practitioner at the Concordia campus at 1-800-729-5101 Ext. 237, the Director of Advisement and Retention Services at Ext. 345, or Pawnee Mental Health at 785-243-4164. Geary County Campus students should contact Pawnee Mental Health 785-762-5250.

Sex Offenses

The FBI's National Incident-Based Reporting System (NIBRS) edition of the Uniform Crime Report (UCR) defines a sex offense in general as 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.

Cloud County Community College Policy Statement – Sex Offenses

Sexual Assault Prevention and Response

CCCC will not tolerate sexual assault, domestic violence, dating violence, or stalking, as defined in these procedures, in any form. Such acts of violence are prohibited by CCCC policy, as well as state and federal laws. Individuals who the college determines, more likely than not engaged in these types of behaviors, are subject to penalties up to and including dismissal or separation from CCCC, regardless of whether they are also facing criminal or civil charges in a court of law. Reference policy E17.

Registered Sex Offenders on Campus

Upon release from prison, individuals convicted of sex crimes are required to register with law enforcement agencies (under laws referred to as “Megan’s Laws”). If registered sex offenders are enrolled at, or employed at a postsecondary institution, the offenders must also provide this information to the state. The information is then provided by the state to campus police departments or to other law enforcement authorities in the jurisdiction where the institution is located.

Cloud County Community College Policy Statement – Sexual Offender Registration

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act. The federal law requires state law enforcement agencies (in Kansas, it is the Kansas Bureau of Investigation) to provide Cloud County Community College with a list of registered sex offenders who have indicated that they are either enrolled, employed or carrying on a vocation at Cloud County Community College. This list is provided to the Vice President for Student Services and Advancement.

Any faculty member, activity sponsor, Campus Security officer or the Director of Residence Life who has a registered sex offender enrolled in his/her classes, residence halls, or activities will be notified by confidential mail. Those persons will not release this information to anyone. Should faculty members or activity sponsors have any questions about the student, he/she should contact the Vice President for Student Services and Advancement.

A list of all registered sex offenders in Kansas is available from the Kansas Bureau of Investigation at: http://www.accesskansas.org/kbi/offender_registry/. Cloud County Community College is located in Cloud County.

The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders. This statement is provided in compliance with the Campus Sex Crimes Prevention Act of 2000 and the Kansas Offender Registration Act (KORA) of 2003, KSA 22-4902.

Harassment and Violence **Harassment and Violence Policy**

Prohibitions

It is the policy of Cloud County Community College to maintain a learning and working environment that is free from racial, religious, sexual, national origin, age, and/or disability harassment or violence. Cloud County Community College prohibits any form of racial, religious, sexual, national origin, age, and/or disability harassment or violence and prohibits harassment or violence against an employee or student because the person opposed unlawful discrimination and/or participated in an investigation or complaint concerning unlawful discrimination. For purposes of this policy, these prohibitions also apply to Cloud

County Community College Trustees, agents, volunteers, contractors, or persons subject to the supervision and control of Cloud County Community College.

It is a violation of College policy for any student, faculty member, staff member, administrator or other employee to harass any student, faculty member, administrator, or other College personnel because of that person's race, color, religion, sex, national origin, age, disability, and/or any other status protected by federal, state, or local law.

It is a violation of College policy for any student, faculty member or administrator or other College personnel of Cloud County Community College to inflict, threaten to inflict, or attempt to inflict violence upon any student, faculty member, administrator or other College personnel because of that person's race, color, religion, sex, national origin, age, disability, and/or any other status protected by federal, state, or local law.

Definitions:

Sexual Harassment: Sexual harassment is a form of sexual discrimination that violates Title VII of the Civil Rights Act of 1964 and/or Title IX of the Education Amendment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to that conduct or communication is made a term or condition, either explicitly, of obtaining or retaining employment or of obtaining an education; or
- Submission to or rejection of that conduct or communication by an individual and uses a factor in decisions affecting that individual's employment or education; or
- That conduct or communication has the purpose or effect of substantially or reasonably interfering with an individual's employment or education or creating an intimidating, hostile, or offensive employment or educational or living environment.

Sexual harassment may also include but is not limited to:

- **Gender Harassment:** Generalized sexist statements and behavior that convey insulting or degrading attitudes about men or women. Examples include insulting remarks; suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons; obscene language; offensive e-mail or voice-mail; obscene jokes or humor about sex focused toward a particular gender.
- **Seductive Behavior:** Unwanted, inappropriate and offensive sexual advances. Examples include repeated unwanted sexual invitations, insistent request for dinner, drinks or dates, persistent letters, phone calls and other invitations.
- **Sexual Bribery:** Solicitation of sexual activity or other sex-linked behavior by promising a reward (a better grade, promotion, etc.) for performing the activity or behavior. The proposition may be either overt or subtle.
- **Sexual Coercion:** Coercion of sexual activity or other sex-linked behavior by threat of punishment. Examples include negative performance evaluations, withholding promotions, threats of termination, or a failing or lower grade.

- **Sexual Imposition:** Deliberate assaults or molestation, or unwanted physical contact such as patting, pinching, "friendly" arms around the shoulder or intentionally brushing against another person's body.
- **Other** conduct or behavior of a sexual nature deemed inappropriate by college employees and/or students.

Racial, religious, national origin, age, and disability harassment:

Physical or verbal conduct relating to an individual's race, color, religion, national origin, age, and/or disability when the conduct:

- Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment; or
- Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- Otherwise unlawfully and adversely affects an individual's employment or academic opportunities.

Procedure for Handling Complaint

1. Any person who believes he or she has been the victim of harassment or violence by a student, faculty member, administrator, or other College personnel of Cloud County Community College because of race, color, sex, religion, national origin, age, disability, and/or other status protected by federal, state, or local law should report the conduct to the President of the College or to the Director of Human Resources.

Any person with knowledge or belief of conduct which may constitute harassment or violence toward a student, faculty member, administrator, or other College personnel because of that person's race, color, religion, sex, national origin, age, disability, and/or any other status protected by federal, state or local law should report the alleged conduct immediately to his or her supervisor or to the Director of Human Resources.

2. Within two (2) working days of the initial complaint, the President or the Director of Human Resources shall designate an officer of the College who shall be responsible for investigating the complaint (such officer shall not be the party charged with having committed the alleged harassment and/or violence). Title IX requires notification be made to the college's Title IX Coordinator (VP for Enrollment Management and Student Services) of potential sexual harassment issues involving students.
3. A written statement from the Complainant shall be obtained by the designated officer within two (2) working days of their designation and request Complainant have no contact with alleged offender pending the investigation. The officer will then immediately contact the person who allegedly engaged in the harassment or violence, inform the person of the basis of the complaint and provide the person an opportunity to respond. The investigator shall specifically request that individual have no contact with the Complainant pending the investigation. That individual will

then have two (2) working days from the date of notification to make a written response to the designated officer.

4. Upon receipt of the response, the designated officer shall report in writing to the President the findings of the investigation, and shall notify the Complainant and the person who allegedly engaged in the harassment or violence of said findings in writing within fourteen (14) working days of the appointment. The President shall review the written findings to determine if harassment or violence in violation of this policy has occurred. Upon completion of the review and determination by the President, both the Complainant and the individual who allegedly engaged in the harassment or violence shall be notified separately in person and in writing by the President of his/her decision within seven (7) working days of receiving the report. The Complainant and the individual who allegedly committed the harassment or violence shall be notified if the President is unable to meet with them in person within seven (7) working days and a meeting will be scheduled as soon as possible. The President will meet separately with the individuals and will address any questions concerning the determination or resolution with the individuals during this meeting.
 1. The individual, in accordance with the College policy or the Master Agreement, whichever applies, may appeal any disciplinary actions resulting from this procedure.
 2. In the event the Complainant is dissatisfied with the President's decision, the Complainant may appeal in writing to the Board of Trustees within five (5) working days of the receipt of the President's decision.
 3. As the procedure for handling complaints alleging complaints of this policy is initiated and completed, all involved parties will be expected to respect the sensitive nature of the matter and to protect the confidentiality of the complainant, the alleged offender, and all those involved in the investigation. Cloud County Community College will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the College's legal obligations to investigate and to take appropriate action.
 4. Cloud County Community College will act to investigate all complaints, either formal or informal, verbal or written and to discipline or take appropriate action against any student, faculty member, administrator, or other College personnel who was found to have violated this policy.
 5. Cloud County Community College will discipline or take appropriate action against any student, faculty member, administrator, or other College personnel who retaliates against any person who reports harassment or violence under this policy.
 6. Title IX requires notification be made to the College's Title IX Coordinator (VP for Student Services and Advancement) of the resolution of any potential sexual harassment issues involving students.

Any person who retaliates against another for testifying, assisting, or participating in any investigation or proceeding relating to harassment or violence under this policy will be subject to discipline. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Missing or Reported Missing Student

Cloud County Community College Policy Statement – Missing or Reported Missing Student

MISSING STUDENT POLICY AND PROCEDURE

The purpose of this policy is to establish procedures for the College's response to reports of a missing student, as required by the Higher Education Opportunity Act of 2008. This college policy applies to students who reside in college operated residence halls and apartments.

For purposes of this policy, a student may be considered to be a "missing student" if the person's absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include a reasonable/reliable report or suspicion that the missing student may be endangered. Examples include, but are not limited to, possible victim of foul play, expression of suicidal thoughts, alcohol or other drug abuse, a life-threatening situation, or recent contact with persons who may endanger the student's welfare.

I. Procedures for designation of emergency contact information

- A. Students age 18 and above and emancipated minors. At the beginning of each fall semester, all Cloud County Community College students who will be residing in college owned residence life facilities will be notified of the opportunity to designate an individual or individuals to be contacted by the college no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student. This designation is registered and confidential.
- B. Students under the age of 18. In the event a student who is not emancipated is determined to be missing pursuant to the procedures set forth below, the college is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

II. Official notification procedures for missing students

- A. Any individual who has information that a student may be missing must notify the Vice President for Student Services and Advancement or the Director of Residence Life as soon as possible.
- B. The Residence Life Director and/or Vice President of Student Services and Advancement will work with campus offices, the reporting person(s), and the student's acquaintances to gather all essential information about the student (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the student's physical and mental well-being, an up-to-date photograph, class schedule, etc.). Appropriate campus staff will be notified to aid in the search for the student.
- C. When a missing student report is made to the Vice President for Student Services and Advancement or the Residence Life Director, the following staff members will be immediately notified:
 - Vice President for Administrative Services
 - Vice President for Academic Affairs
 - Director of Auxiliary Services

The campus staff will take steps to try to locate the missing student, including but not limited to the following:

- Call student's cell phone
- Call student's residence hall room phones
- Send residence assistant, housing maintenance personnel or housing coordinator to student's room
- Contact roommate(s)
- Look for student's car on campus
- Check student locator report for class schedule
- Access reports to determine the last time they used a meal card, library card, or fitness center
- Try to get student's work schedule
- Contact faculty regarding student's last date of attendance in class
- Call student's home number

Request that Informational Technology Services check electronic logs to determine the student's last log into computer network systems

If the above actions are unsuccessful in locating the student or it is apparent immediately that the student may be endangered, the following personnel will meet to determine that the student is missing:

- Vice president for Administrative Services
- Vice President for Academic Affairs
- Vice President for Student Services and Advancement
- Director of Auxiliary Services
- Director of Residence Life

No later than 24 hours after determining that a student is missing, the following will take place:

- The Vice President for Student Services and Advancement will contact the appropriate local law enforcement agency to report the student as a missing person and the local law enforcement agency will take charge of the investigation. College personnel will assist external authorities with these investigations as requested.
 - The Vice President for Student Services and Advancement, or designee, will notify the emergency contact (for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.
- For missing students who are 18 years of age or older, and did not designate an individual to be contacted, Vice President for Student Services and Advancement, or designee, will act in accordance with FERPA with regard to contacting a parent/guardian.

III. Campus communications about missing students

In cases involving missing persons, law enforcement personnel are trained to provide information to the media in a manner designed to elicit public assistance in the search for a missing person. Therefore, all communications regarding missing students will be handled by outside law enforcement authorities, who may consult with the College's Director of Marketing. All inquiries to the College regarding missing students shall be referred to the Director of Marketing. Any individual with information about the missing student shall be referred to the Vice President for Student Services and Advancement, who shall refer such inquiries and information to law enforcement authorities.

Prior to providing the college community with any information about a missing student, the Director of Marketing shall consult with the Vice President for Student Services and Advancement, local law enforcement authorities, and the Office of Residence Life to ensure that communications comply with FERPA guidelines and do not hinder the investigation.

2016 Campus Safety and Security Survey

For each of the following criminal offenses, enter the number reported to have occurred [On Campus](#).

Criminal offense	Total occurrences On campus		
	2014	2015	2016
a. Murder/Non-negligent manslaughter	<input type="text" value="0"/>	0	0
b. Negligent manslaughter	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. Sex offenses - Forcible	0		
d. Rape	1	0	0
e. Fondling	0	0	1
f. Sex offenses - Non-forcible	0		
g. Incest	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. Statutory rape	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. Robbery	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. Aggravated assault	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
k. Burglary	<input type="text" value="1"/>	7	1
l. Motor vehicle theft	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
m. Arson	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Criminal Offenses - On-campus Student Housing Facilities

Of those criminal offenses reported to have occurred [On Campus](#), enter the number that occurred in [On-campus Student Housing Facilities](#).

Criminal offense	Total occurrences in On-Campus Student Housing Facilities		
	2014	2015	2016
a. Murder/Non-negligent manslaughter	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. Negligent manslaughter	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. Sex offenses - Forcible			
d. Rape	1	0	0
e. Fondling	0	0	1
f. Sex offenses - Non-forcible	0		
g. Incest	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. Statutory rape	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. Robbery	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. Aggravated assault	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
k. Burglary	<input type="text" value="1"/>	7	1
l. Motor vehicle theft	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
m. Arson	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Criminal Offenses - Noncampus

For each of the following criminal offenses, enter the number reported to have occurred in or on [Noncampus](#) buildings or property.

Criminal offense	Total occurrences in or on Noncampus buildings or property		
	2014	2015	2016
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0		
d. Rape	0	0	0
e. Fondling	0	0	0
f. Sex offenses - Non-Forcible	0		
g. Incest	0	0	0
h. Statutory rape	0	0	0
i. Robbery	0	0	0
j. Aggravated assault	0	0	0
k. Burglary	0	0	0
l. Motor vehicle theft	0	0	0
m. Arson	0	0	0

Criminal Offenses - Public Property

For each of the following criminal offenses, enter the number reported to have occurred on [Public Property](#).

Criminal offense	Total occurrences on Public Property		
	2014	2015	2016
a. Murder/Non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
c. Sex offenses - Forcible	0		
d. Rape	0	0	0
e. Fondling	0	0	0
f. Sex offenses - Non-forcible	0		
g. Incest	0	0	0
h. Statutory rape	0	0	0
i. Robbery	0	0	0
j. Aggravated assault	0	0	0
k. Burglary	0	0	0
l. Motor vehicle theft	0	0	0
m. Arson	0	0	0

Hate Crimes - On campus

For the criminal offenses listed below, first enter the total number of [Hate Crimes](#) that were reported to have occurred [On campus](#). Then break down each total by category of bias (e.g., race, religion).

Occurrences of Hate crimes

Criminal offense	Category of Bias for crimes reported in 2016								
	2016 Total	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
d. Rape	0	0	0	0	0	0	0	0	0
e. Fondling	0	0	0	0	0	0	0	0	0
g. Incest	0	0	0	0	0	0	0	0	0
h. Statutory rape	0	0	0	0	0	0	0	0	0
i. Robbery	0	0	0	0	0	0	0	0	0
j. Aggravated assault	0	0	0	0	0	0	0	0	0
k. Burglary	0	0	0	0	0	0	0	0	0
l. Motor vehicle theft	0	0	0	0	0	0	0	0	0
m. Arson	0	0	0	0	0	0	0	0	0
n. Simple assault	0	0	0	0	0	0	0	0	0
o. Larceny-theft	0	0	0	0	0	0	0	0	0
p. Intimidation	0	0	0	0	0	0	0	0	0
q. Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

Occurrences of Hate crimes

Category of Bias for crimes reported in 2015

Criminal offense	2015						
	Total	Race	Religion	Sexual orientation	Gender	Disability	Ethnicity/ National origin
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0
c. Sex offenses - Forcible	0	0	0	0	0	0	0
f. Sex offenses - Non-forcible	0	0	0	0	0	0	0
g. Incest	0	0	0	0	0	0	0
h. Statutory rape	0	0	0	0	0	0	0
i. Robbery	0	0	0	0	0	0	0
j. Aggravated assault	0	0	0	0	0	0	0
k. Burglary	0	0	0	0	0	0	0
l. Motor vehicle theft	0	0	0	0	0	0	0
m. Arson	0	0	0	0	0	0	0
n. Simple assault	0	0	0	0	0	0	0
o. Larceny-theft	0	0	0	0	0	0	0
p. Intimidation	0	0	0	0	0	0	0
q. Destruction/damage/vandalism of property	0	0	0	0	0	0	0

Occurrences of Hate crimes

Category of Bias for crimes reported in 2014

Criminal offense	2014						
	Total	Race	Religion	Sexual orientation	Gender	Disability	Ethnicity/ National origin
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0
c. Sex offenses - Forcible	0	0	0	0	0	0	0
f. Sex offenses - Non-forcible	0	0	0	0	0	0	0
g. Incest	0	0	0	0	0	0	0
h. Statutory rape	0	0	0	0	0	0	0
i. Robbery	0	0	0	0	0	0	0
j. Aggravated assault	0	0	0	0	0	0	0
k. Burglary	0	0	0	0	0	0	0
l. Motor vehicle theft	0	0	0	0	0	0	0
m. Arson	0	0	0	0	0	0	0
n. Simple assault	0	0	0	0	0	0	0
o. Larceny-theft	0	0	0	0	0	0	0
p. Intimidation	0	0	0	0	0	0	0
q. Destruction/damage/vandalism of property	0	0	0	0	0	0	0

Hate Crimes - On-campus Student Housing Facilities

For the criminal offenses listed below, first enter the total number of [Hate Crimes](#) that were reported to have occurred in [On-Campus Student Housing Facilities](#). Then break down each total by category of bias (e.g., race, religion).

Occurrences of Hate crimes

Criminal offense	Category of Bias for crimes reported in 2016								
	2016 Total	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National origin
a. Murder/ Non-negligent manslaughter	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. Rape	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. Fondling	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. Incest	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. Statutory rape	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. Robbery	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. Aggravated assault	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
k. Burglary	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
l. Motor vehicle theft	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
m. Arson	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
n. Simple assault	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
o. Larceny-theft	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
p. Intimidation	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
q. Destruction/damage/vandalism of property	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Occurrences of Hate crimes

Criminal offense	Category of Bias for crimes reported in 2015						
	2015 Total	Race	Religion	Sexual orientation	Gender	Disability	Ethnicity/ National origin
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0
c. Sex offenses - Forcible	0	0	0	0	0	0	0
f. Sex offenses - Non-forcible	0	0	0	0	0	0	0
g. Incest	0	0	0	0	0	0	0
h. Statutory rape	0	0	0	0	0	0	0
i. Robbery	0	0	0	0	0	0	0
j. Aggravated assault	0	0	0	0	0	0	0
k. Burglary	0	0	0	0	0	0	0
l. Motor vehicle theft	0	0	0	0	0	0	0
m. Arson	0	0	0	0	0	0	0
n. Simple assault	0	0	0	0	0	0	0
o. Larceny-theft	0	0	0	0	0	0	0
p. Intimidation	0	0	0	0	0	0	0
q. Destruction/damage/vandalism of property	0	0	0	0	0	0	0

Occurrences of Hate crimes

Criminal offense	Category of Bias for crimes reported in 2014						
2014	Total	Race	Religion	Sexual orientation	Gender	Disability	Ethnicity/ National origin

	Total	Race	Religion	Sexual orientation	Gender	Disability	Ethnicity/ National origin
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0
c. Sex offenses - Forcible	0	0	0	0	0	0	0
f. Sex offenses - Non-forcible	0	0	0	0	0	0	0
g. Incest	0	0	0	0	0	0	0
h. Statutory rape	0	0	0	0	0	0	0
i. Robbery	0	0	0	0	0	0	0
j. Aggravated assault	0	0	0	0	0	0	0
k. Burglary	0	0	0	0	0	0	0
l. Motor vehicle theft	0	0	0	0	0	0	0
m. Arson	0	0	0	0	0	0	0
n. Simple assault	0	0	0	0	0	0	0
o. Larceny-theft	0	0	0	0	0	0	0
p. Intimidation	0	0	0	0	0	0	0
q. Destruction/damage/vandalism of property	0	0	0	0	0	0	0

Hate Crimes - Noncampus

For the criminal offenses listed below, first enter the total number of [Hate Crimes](#) that were reported to

have occurred in or on [Noncampus](#) buildings or property. Then break down each total by category of bias (e.g., race, religion).

Occurrences of Hate crimes

Criminal offense	Category of Bias for crimes reported in 2016								
	2016 Total	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National origin
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
d. Rape	0	0	0	0	0	0	0	0	0
e. Fondling	0	0	0	0	0	0	0	0	0
g. Incest	0	0	0	0	0	0	0	0	0
h. Statutory rape	0	0	0	0	0	0	0	0	0
i. Robbery	0	0	0	0	0	0	0	0	0
j. Aggravated assault	0	0	0	0	0	0	0	0	0
k. Burglary	0	0	0	0	0	0	0	0	0
l. Motor vehicle theft	0	0	0	0	0	0	0	0	0
m. Arson	0	0	0	0	0	0	0	0	0
n. Simple assault	0	0	0	0	0	0	0	0	0
o. Larceny-theft	0	0	0	0	0	0	0	0	0
p. Intimidation	0	0	0	0	0	0	0	0	0
q. Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

Occurrences of Hate crimes

Category of Bias for crimes reported in 2015

Criminal offense	2015						
	Total	Race	Religion	Sexual orientation	Gender	Disability	Ethnicity/ National origin
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0
c. Sex offenses - Forcible	0	0	0	0	0	0	0
f. Sex offenses - Non-forcible	0	0	0	0	0	0	0
g. Incest	0	0	0	0	0	0	0
h. Statutory rape	0	0	0	0	0	0	0
i. Robbery	0	0	0	0	0	0	0
j. Aggravated assault	0	0	0	0	0	0	0
k. Burglary	0	0	0	0	0	0	0
l. Motor vehicle theft	0	0	0	0	0	0	0
m. Arson	0	0	0	0	0	0	0
n. Simple assault	0	0	0	0	0	0	0
o. Larceny-theft	0	0	0	0	0	0	0
p. Intimidation	0	0	0	0	0	0	0
q. Destruction/damage/vandalism of property	0	0	0	0	0	0	0

Occurrences of Hate crimes

Criminal offense	Category of Bias for crimes reported in 2014						
	2014 Total	Race	Religion	Sexual orientation	Gender	Disability	Ethnicity/ National origin
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0
c. Sex offenses - Forcible	0	0	0	0	0	0	0
f. Sex offenses - Non-forcible	0	0	0	0	0	0	0
g. Incest	0	0	0	0	0	0	0
h. Statutory rape	0	0	0	0	0	0	0
i. Robbery	0	0	0	0	0	0	0
j. Aggravated assault	0	0	0	0	0	0	0
k. Burglary	0	0	0	0	0	0	0
l. Motor vehicle theft	0	0	0	0	0	0	0
m. Arson	0	0	0	0	0	0	0
n. Simple assault	0	0	0	0	0	0	0
o. Larceny-theft	0	0	0	0	0	0	0
p. Intimidation	0	0	0	0	0	0	0
q. Destruction/damage/vandalism of property	0	0	0	0	0	0	0

For the criminal offenses listed below, first enter the total number of [Hate Crimes](#) that were reported to

have occurred on [Public Property](#). Then break down each total by category of bias (e.g., race, religion).

Occurrences of Hate crimes

Criminal offense	Category of Bias for crimes reported in 2016								
	2016 Total	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National origin
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
d. Rape	0	0	0	0	0	0	0	0	0
e. Fondling	0	0	0	0	0	0	0	0	0
g. Incest	0	0	0	0	0	0	0	0	0
h. Statutory rape	0	0	0	0	0	0	0	0	0
i. Robbery	0	0	0	0	0	0	0	0	0
j. Aggravated assault	0	0	0	0	0	0	0	0	0
k. Burglary	0	0	0	0	0	0	0	0	0
l. Motor vehicle theft	0	0	0	0	0	0	0	0	0
m. Arson	0	0	0	0	0	0	0	0	0
n. Simple assault	0	0	0	0	0	0	0	0	0
o. Larceny-theft	0	0	0	0	0	0	0	0	0
p. Intimidation	0	0	0	0	0	0	0	0	0
q. Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

Occurrences of Hate crimes

Criminal offense	Category of Bias for crimes reported in 2015						
	2015 Total	Race	Religion	Sexual orientation	Gender	Disability	Ethnicity/ National origin
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0
c. Sex offenses - Forcible	0	0	0	0	0	0	0
f. Sex offenses - Non-forcible	0	0	0	0	0	0	0
g. Incest	0	0	0	0	0	0	0
h. Statutory rape	0	0	0	0	0	0	0
i. Robbery	0	0	0	0	0	0	0
j. Aggravated assault	0	0	0	0	0	0	0
k. Burglary	0	0	0	0	0	0	0
l. Motor vehicle theft	0	0	0	0	0	0	0
m. Arson	0	0	0	0	0	0	0
n. Simple assault	0	0	0	0	0	0	0
o. Larceny-theft	0	0	0	0	0	0	0
p. Intimidation	0	0	0	0	0	0	0
q. Destruction/damage/vandalism of property	0	0	0	0	0	0	0

Occurrences of Hate crimes

Criminal offense	Category of Bias for crimes reported in 2014						
	2014 Total	Race	Religion	Sexual orientation	Gender	Disability	Ethnicity/ National origin
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0
c. Sex offenses - Forcible	0	0	0	0	0	0	0
f. Sex offenses - Non-forcible	0	0	0	0	0	0	0
g. Incest	0	0	0	0	0	0	0
h. Statutory rape	0	0	0	0	0	0	0
i. Robbery	0	0	0	0	0	0	0
j. Aggravated assault	0	0	0	0	0	0	0
k. Burglary	0	0	0	0	0	0	0
l. Motor vehicle theft	0	0	0	0	0	0	0
m. Arson	0	0	0	0	0	0	0
n. Simple assault	0	0	0	0	0	0	0
o. Larceny-theft	0	0	0	0	0	0	0
p. Intimidation	0	0	0	0	0	0	0
q. Destruction/damage/vandalism of property	0	0	0	0	0	0	0

VAWA Offenses - On Campus

For each of the following crimes, enter the number reported to have occurred [On Campus](#).

Total occurrences On Campus

Crime	2014	2015	2016
a. Domestic violence	0	0	0
b. Dating violence	1	0	2
c. Stalking	0	0	1

VAWA Offenses - On-campus Student Housing Facilities

For each of the following crimes, enter the number reported to have occurred in [On-campus Student Housing Facilities](#).

Total occurrences in On-campus Student Housing Facilities

Crime	2014	2015	2016
a. Domestic violence	0	0	0
b. Dating violence	1	0	2
c. Stalking	0	0	1

VAWA Offenses - Noncampus

For each of the following crimes, enter the number reported to have occurred in or on [Noncampus](#) buildings or property.

Total occurrences in or on Noncampus buildings or property

Crime	2014	2015	2016
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	0	0

VAWA Offenses - Public Property

For each of the following crimes, enter the number reported to have occurred on [Public Property](#).

Total occurrences on Public Property

Crime	2014	2015	2016
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	0	0

Arrests - On campus

Enter the number of [Arrests](#) for each of the following crimes that occurred [On Campus](#).

Crime	Number of Arrests		
	2014	2015	2016
a. Weapons: carrying, possessing, etc.	<input type="text" value="0"/>	0	0
b. Drug abuse violations	<input type="text" value="2"/>	3	1
c. Liquor law violations	<input type="text" value="0"/>	0	0

Arrests - On-campus Student Housing Facilities

Of those [Arrests](#) for crimes that occurred [On Campus](#), enter the number of crimes that occurred in [On-campus Student Housing Facilities](#) for each of the following categories.

Crime	Number of Arrests		
	2014	2015	2016
a. Weapons: carrying, possessing, etc.	<input type="text" value="1"/>	0	0
b. Drug abuse violations	<input type="text" value="2"/>	3	1
c. Liquor law violations	<input type="text" value="0"/>	0	0

Arrests - Noncampus

Enter the number of [Arrests](#) for each of the following crimes that occurred in or on [Noncampus](#) buildings

or property.

Crime	Number of Arrests		
	2014	2015	2016
a. Weapons: carrying, possessing, etc.	0 <input type="text" value="0"/>	<input type="text" value="0"/> <input type="text" value="0"/>	
b. Drug abuse violations	0 <input type="text" value="0"/>	<input type="text" value="0"/> <input type="text" value="0"/>	
c. Liquor law violations	0 <input type="text" value="0"/>	<input type="text" value="0"/> <input type="text" value="0"/>	

Arrests - Public Property

Enter the number of [Arrests](#) for each of the following crimes that occurred on [Public Property](#).

Crime	Number of Arrests		
	2014	2015	2016
a. Weapons: carrying, possessing, etc.	<input type="text" value="0"/>	<input type="text" value="0"/> <input type="text" value="0"/>	
b. Drug abuse violations	<input type="text" value="0"/>	<input type="text" value="0"/> <input type="text" value="0"/>	
c. Liquor law violations	<input type="text" value="0"/>	0	0

Disciplinary Actions - On Campus

Enter the number of persons [referred for disciplinary action](#) for crimes that occurred [On Campus](#) for each of the following categories.

Number of persons referred for
Disciplinary Action

Crime	2014	2015	2016
a. Weapons: carrying, possessing, etc.	1	0	1
b. Drug abuse violations	4	5	2
c. Liquor law violations	41	29	41

Disciplinary Actions - On-campus Student Housing Facilities

Enter the number of persons [referred for disciplinary action](#) for crimes that occurred in [On-campus Student Housing Facilities](#) for each of the following categories.

Crime	Number of persons referred for Disciplinary Action		
	2014	2015	2016
a. Weapons: carrying, possessing, etc.	1	0	1
b. Drug abuse violations	4	5	1
c. Liquor law violations	41	29	34

Disciplinary Actions - Noncampus

Enter the number of persons [referred for disciplinary action](#) for crimes that occurred in or on [Noncampus](#) buildings or property for each of the following categories.

Crime	Number of persons referred for Disciplinary Action		
	2014	2015	2016

a. Weapons: carrying, possessing, etc.	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. Drug abuse violations	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. Liquor law violations	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Disciplinary Actions - Public Property

Enter the number of persons [referred for disciplinary action](#) for crimes that occurred on [Public Property](#) for each of the following categories.

Crime	Number of persons referred for Disciplinary Action		
	2014	2015	2016
a. Weapons: carrying, possessing, etc.	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
b. Drug abuse violations	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
c. Liquor law violations	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Unfounded Crimes

Of those crimes that occurred [On Campus](#), in [On-campus Student Housing Facilities](#), on or in [Noncampus](#) property or buildings, and on [Public Property](#), enter the number of crimes that were unfounded.

	Number		
	2014	2015	2016
a. Total unfounded crimes		0	<input type="text" value="0"/>

EMERGENCY NOTIFICATION POLICY AND PROCEDURES

Cloud County Community College has developed the following procedures to facilitate notification and evacuation responses in an emergency:

Upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus, Cloud County Community College will immediately notify the campus community using our emergency notification system, website, college email, and paging system.

Cloud County Community College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

The emergency notification process involves the receipt of information, the verification of this information, and the evaluation of the information, which then sets into motion the following actions:

- Determination if the entire campus community, or just an affected portion, will receive the emergency alert notification.
- Compilation of the content of the emergency alert message
- Activation of the Cloud County Community College Alert Notification System.

The following individuals, at a minimum, will routinely be involved in making these determinations/decisions:

- Vice President for Administrative Services
- Campus Security Officer
- Public Information Officer
- Vice President for Student Services and Advancement
- Vice President for Academic Services
- Director of Auxiliary Services

The college will disseminate the emergency information using its Emergency Alert Notification System (text messages, emails, indoor paging announcements, and web page alert messages).

Cloud County Community College's Emergency Alert Notification System equipment is tested, at least annually to ensure it is working properly. At least once per calendar year the College will conduct a full activation of the Emergency Alert Notification System which will be advertised to the Campus community beforehand.

CLOUD COUNTY COMMUNITY COLLEGE
Campus Fire Safety Right-to-Know Act
2017 Annual Fire Safety Report

PURPOSE

This annual report is submitted to meet the federal requirements of the Campus Fire Safety Right-to-Know Act, an amendment to the Higher Education Opportunity Act. It includes information about campus fire safety policies and procedures as well as reported campus fire statistics.

A printed report is available by contacting the Director of Auxiliary Services at 785-243-1435 x 342.

View the Annual Fire Safety Report for 2016 at www.cloud.edu

FUNCTION

The primary function of the Campus Security Department is to ensure the safety of students, staff, and faculty at Cloud County Community College and the continuity of the College's mission by establishing optimal fire safety and fire emergency programs.

POLICIES AND PROCEDURES

FIRE ALARMS AND EVACUATION

In the event of a fire, the most important thing is for you to evacuate the building safely. Make sure you familiarize yourself with the evacuation routes in your area.

Never assume that a fire alarm is a drill or false alarm. Remain calm and evacuate the facility. Evacuation is mandatory for all individuals when the fire alarm is sounding. Anyone who fails to evacuate may face disciplinary action. Remember to follow the instructions of the emergency responders. Do not re-enter the facility until authorized. If you have any information regarding the alarm, present that information immediately to the responding emergency personnel.

UPON DISCOVERY OF A FIRE

Report all fires and smoke to Emergency Services by dialing 911.

Fires that have been extinguished should also be reported to the Director of Auxiliary services so that an investigation may be conducted.

If you feel comfortable doing so, use a fire extinguisher to control or extinguish the fire while emergency personnel are in route to your location.

WHEN THE FIRE ALARM SOUNDS

Before opening any door, feel the surface. If it is HOT, do not open it. If it is not hot, brace yourself against the door, open it slightly, and if heat or heavy smoke are present, close the door and stay in your room. If there is a phone available, call 911 and report that you are trapped. Remain calm and give your room number and building location.

Stuff towels, sheets, or similar materials under all doors leading into corridors. Stay close to the floor if smoke enters the room. If there is not a phone available, pound on the door to draw the attention of emergency personnel.

If conditions allow you to leave the room, close, but do not lock, the door and walk directly to the nearest exit and leave the building.

If you are away from your room when the alarm sounds, do not return to your room, but leave the building via the nearest exit.

Do not use elevators. If hallways and/or exit stairwells are not accessible because of heavy smoke, return to your room, close the door and follow the instructions given above.

Once you exit the facility, stand clear of the building and move toward the Thunder Heights parking lot. Emergency apparatus may be maneuvering around the building, so use caution.

Follow directions of fire and police personnel and NEVER re-enter the building until they give permission to do so.

WITHIN STUDENT HOUSING FACILITIES

ELECTRICAL WIRING AND APPLIANCES

Tampering with electrical wiring, including, but not limited to, the installation of direct-wired ceiling fans and unauthorized entry into electrical panel boxes, is prohibited. Residents are responsible for any damages caused by electrical appliances that are not owned by Cloud County Community College.

All electrical appliances shall be UL approved and maintained in good condition. Numerous electrical devices plugged into one outlet through an outlet cube or extension cord may cause a circuit overload or may cause overheating of the electrical appliances, resulting in a fire. Therefore, the use of outlet cubes or extension cords is prohibited. Use a power strip, with a built in circuit breaker. However, refrigerators, freezers, fans, and microwaves must be plugged directly into the wall socket. Extension cords are prohibited.

Heat producing appliances (e.g. hair dryers, coffee pots, irons, etc.) should never be plugged into multi-plug adaptors, extension cords or power strips and should never be left unattended.

SMOKING

Cloud County Community College seeks to preserve a living and working environment supportive of behaviors that contribute to the physical health and well-being of all community members. Tobacco in any form is not permitted in any college building including student housing. The use of tobacco products is allowed 20' from doors, windows, or ventilation units only.

OPEN FLAMES

It is a violation of college policy to light any material on fire on campus. Candles, other open flame devices, grills, incense, and any other flame/heat producing items are strictly forbidden for use inside college facility. Students will be held financially accountable for any damage they or the open flame device causes as a result of violating this policy and will be referred to the disciplinary process.

SPECIAL EVENT PROCEDURES

Cloud County Community College works diligently to ensure safety and compliance during events on campus. Security department personnel attend numerous events including athletic games, Cook Theatre events, and community meetings to ensure compliance with the NC Fire Code-specifically overcrowding, maintaining clear aisle and egress paths, and providing instant response in the event of fire alarm activation.

EMERGENCY RESPONSE

INCIDENT REPORTING AND RESPONSE

Students, staff, faculty and visitors must immediately report any fire or other emergency directly to Campus Security.

Likewise, if a member of the college community finds evidence of a fire that has been extinguished, and the person is not sure whether Campus security has already responded, the person should immediately notify Campus Security to investigate and document the incident.

Campus Security can be reached at 785-243-6646. We encourage students, staff and faculty to put this number into their cell phones in a speed dial entry.

CAMPUS SECURITY-FIRE EMERGENCY RESPONSE PLAN

Campus security staff monitors emergency radios and responds to fire alarm and fire emergency situation calls on campus. The goal is to provide assistance to responding police and fire units in the early minutes of an emergency as needed to save lives and protect college assets. Staff members are trained to monitor radio traffic and read a fire alarm panel. Security staff will receive ongoing training on these procedures.

The major benefit of these procedures is that early arrival at an emergency can reduce human injury and minimize college losses. In many instances, the Campus Security staff provides initial vital information before the arrival of emergency services (which can take 5-10 minutes) The staff works closely with the Concordia Police Department, Concordia Fire/EMS department, Junction City Fire/EMS and Junction City Police and has established a close collaboration with those groups.

TRAINING AND EDUCATION

Resident Life Director and Resident Assistant training

On campus, the Residence Life Director and 17 RA's receive fire and life safety training. Instruction is received during orientation/training in the fall. Training is conducted by local Fire Department personnel. The Residence Life department maintains documentation of completion of the training.

STUDENT TRAINING

All resident students attend mandatory housing meetings and fire policies and codes are stressed by Campus security staff as well as Resident Life personnel. Education continues during fire drill training and throughout the year as the Resident Life department provides educational material and hands on fire extinguisher training during Fire Safety Awareness Week in October.

FIRE DRILL TRAINING

Cloud County Community College's Security department conducts two housing fire drills per semester. The drills are coordinated by the RA's in each building and they conduct all aspects of the drills, including observation, evaluation and documentation. The standard procedures entail activating the fire alarm or going room to room with a verbal announcement.

All students and visitors must exit the building and move to the designated gathering area. RA and RL staff evaluates the performance and discuss ways to improve said evacuation.

CCCC Security conducts four fire drills per year in the Main buildings. The drills are coordinated by the Director of Auxiliary Services and are conducted in all aspects of the drill, including observation, evaluation and documentation. The standard procedure entails activating the fire alarm system.

All students, staff, faculty, and visitors must exit the building and move to the designated gathering areas. Red Pack holders are on site to help move people to the Thunder Heights parking lot and keep people out of the way of emergency response vehicles.

The office of Auxiliary Services maintains formal documentation of all campus fire drills and any fires reported on campus.

ADDITIONAL TRAINING INFORMATION

The Campus Security department provides fire safety information in the Residence Life student handbook and on the college webpage. Also, during Fire Safety Awareness Week, they provide various activities and educational opportunities to students and staff. The local fire department is on campus handing out information about fire safety and demonstrating fire equipment. They also provide training on the use of fire extinguishers. Campus Security is readily available to review and answer any questions or concerns.

ADVANCED EDUCATION FOR CAMPUS SECURITY

CCCC Campus Security operates on a limited budget. They do however take every opportunity to participate in free webinars on various topics such as Life Safety Code and Fire Alarm Code.

FIRE EXTINGUISHER TRAINING PROGRAM

The Director of Maintenance, Grounds and Transportation manages the fire extinguisher inspection program for the Main building on the Concordia campus. The Residence Life Maintenance Supervisor manages the fire extinguisher inspection program for the Residence Halls. The Custodial staff at the GCC manages the fire extinguisher inspection program for the Geary County Campus. Extinguishers are inspected once a month.

CCCC provides fire extinguisher training once a year for staff, faculty and students in cooperation with the Concordia Fire Department. Documentation of training is on file in the Auxiliary Services Department.

FIRE SAFETY SYSTEMS

STUDENT HOUSING FIRE SAFETY EQUIPMENT

Each student apartment in T-bird village is equipped with a fire extinguisher.

Thunder Heights has 2 extinguishers on each floor. Thunder Heights also has 2 pull stations on each floor and one in the first floor activity room.

Smoke detectors in Thunder Heights are tied directly into the building fire alarm system. An activation of the fire alarm system will annunciate the notification devices: horns and strobes as well as send an automatic call to Emergency services dispatch center. The apartments in T-bird village, the LaBarge Honors' House, and Hillside Apartments are equipped with smoke detectors that are battery powered.

All smoke detectors are tested monthly.

The following student housing areas are also protected by an automatic sprinkler system: Thunder Heights, Building 15 and Building 7.

(See table 1 for complete fire safety system features)

Table 1-Student Housing Fire Safety System Features

Building name	Address	Sprinkled	Fire Extinguishers	Fire Alarm	# of Fire Drills	Smoke detectors
Building 1	2222 Campus Dr.	No	Yes	No	4 annually	Yes
Building 2	2222 Campus Dr.	No	Yes	No	4 annually	Yes
Building 3	2222 Campus Dr.	No	Yes	No	4 annually	Yes
Building 4	2222 Campus Dr.	No	Yes	No	4 annually	Yes
Building 5	2222 Campus Dr.	No	Yes	No	4 annually	Yes
Building 6	2222 Campus Dr.	No	Yes	No	4 annually	Yes
Building 7	2222 Campus Dr.	Yes	Yes	No	4 annually	Yes

Building 8	2222 Campus Dr.	No	Yes	No	4 annually	Yes
Building 9	2222 Campus Dr.	No	Yes	No	4 annually	Yes
Building 10	2222 Campus Dr.	No	Yes	No	4 annually	Yes
Building 11	2222 Campus Dr.	No	Yes	No	4 annually	Yes
Building 12	2222 Campus Dr.	No	Yes	No	4 annually	Yes
Building 13	2222 Campus Dr.	No	Yes	No	4 annually	Yes
Building 14	2222 Campus Dr.	No	Yes	No	4 annually	Yes
Building 15	2222 Campus Dr.	Yes	Yes	No	4 annually	Yes
LaBarge Honors House	2132 Republican	No	Yes	No	4 annually	Yes
Thunder Heights	2227 Campus Dr.	Yes	Yes	Yes	4 annually	Yes
Hillside Apartments	731 W. 11th	No	Yes	No	4 annually	Yes

DAMAGING OR TAMPERING WITH FIRE SAFETY EQUIPMENT

Relocating, removing, tampering with, or destroying smoke detectors or fire safety equipment is strictly prohibited. Damage and/or theft of fire equipment are punishable under Kansas state law as well as the CCCC student code of conduct and Residence Life Handbook.

Intentional false alarms, damage, theft, and misuse of fire detection, alarm and extinguishing equipment is punishable under the criminal law provision of the state of Kansas, statute 21-6207 and may result in the loss of housing privileges and/or action by the disciplinary system. In addition, residents will be charged for the fire damage and/or repair/replacement of equipment resulting from neglect or intentional actions.

If a resident or staff member notices any damage, missing, or malfunctioning equipment, they should immediately report the deficiency to the Residence Life Office or Campus Security.

RESIDENCE LIFE INCIDENTS

DEPARTMENT OF EDUCATION 2016-REPORTED STATISTICS

Table 2, located below, contains fire incidents that occurred in student housing during the three year period from 2014-2016. This information is required to be submitted to the Department of Education.

Name of Facility	2014			2015			2016		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Building 1	0	0	0	0	0	0	0	0	0
Building 2	0	0	0	0	0	0	0	0	0
Building 3	0	0	0	0	0	0	0	0	0
Building 4	0	0	0	0	0	0	0	0	0
Building 5	0	0	0	0	0	0	0	0	0
Building 6	1	0	0	0	0	0	0	0	0
Building 7	0	0	0	0	0	0	0	0	0
Building 8	0	0	0	0	0	0	0	0	0
Building 9	0	0	0	0	0	0	0	0	0
Building 10	0	0	0	0	0	0	0	0	0
Building 11	0	0	0	0	0	0	0	0	0
Building 12	0	0	0	0	0	0	0	0	0
Building 13	0	0	0	0	0	0	0	0	0
Building 14	0	0	0	0	0	0	0	0	0
Building 15	0	0	0	0	0	0	0	0	0
LaBarge Honors House	0	0	0	0	0	0	0	0	0
Hillside Apartments	0	0	0	0	0	0	0	0	0
Thunder Heights	1	0	0	0	0	0	0	0	0
Total	1	0	0	0	0	0	0	0	0

PLANS FOR THE FUTURE

The fire alarm system in the main campus building needs to be upgraded. It is the hope of CCCC that when this is done, a notification system will be integrated as well. Grant funding is being sought and will continue to be a priority.

CURRENT STATUS OF PROGRAMS AND FUTURE PLANS

Fires are among the most common hazards on college campuses. Even when extensive fire prevention measures are in place, fire can strike anywhere, any time. According to the National Fire Protection Association, colleges and universities across the United States average more than 3,300 fires per year, most of which occur due to a general lack of knowledge about fire safety and prevention.

CCCC will continue to make fire safety awareness and emergency preparedness a top priority. However, it is everyone's responsibility to reduce fire hazards and keep Cloud County Community College as safe as possible from the threat of fire.

Current status of college-wide initiatives can be summarized below:

Emergency management: An Emergency Preparedness Team is in place.

"Red Pack" holders: These are individuals who respond in case of an emergency. They are trained in emergency procedures to ensure they know how to react properly in an emergency. Training is offered once each semester.

Emergency equipment is inspected annually and upgrades will be done as budget allows.

Drug Free Schools and Community Act Requirements for Compliance

This act requires that as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. **This information is on file in the Human Resources office.**

Standards of Conduct for Students:

Students at Cloud County Community College are required to follow all local, state, and federal laws pertaining to the consumption of alcohol or use of controlled substances. **Violation of drug and alcohol laws could result in fines, probation, incarceration, community service hours, and other appropriate sanctions.** No student shall consume or possess controlled substances on any college-owned or college-operated facility or at any college-sponsored event or activity either on or off-campus. This includes off-campus trips, internship experiences, or any off-campus Cloud County Community College sponsored gathering.

No student shall unlawfully manufacture, distribute, dispense, possess, or be under the influence of a controlled substance. Violations of this or any part of the Student Code of Conduct could warrant local, state, and federal sanctions and/or the following college sanctions:

Warning: Warning is an opportunity for a student to be given a clear directive to change/modify behavior in lieu of an official disciplinary sanction being imposed.

Restitution: Restitution is the reimbursement for damages to or misappropriation of property. This may take the form of appropriate services or other compensation. Common assessment may be made to groups of students for damage occurring in common areas shared by group members.

Community Service Hours: The student or student organization may be required to complete a designated number of hours in the service of the College or community.

Loss of Privilege: Loss of Privilege is the limitation of activities or privileges on campus for a designated period of time.

Loss of Housing Privilege: Loss of Housing Privilege is the temporary or permanent loss of campus residency.

Confiscation: Confiscation is the removal of offensive or prohibited property.

Censure: Censure is a written reprimand of violation or specified regulations, including the possibility of severe judicial sanctions in the event of a future violation of any College regulation within a stated period of time.

Probation: Probation is a period of time during which the privilege of continuing in student status is conditional. The conditions may include, but are not limited to, loss of privileges, to which a current student would otherwise be entitled and an acknowledgment by the student that any additional violations of the Student Code of Conduct may result in more serious sanctions.

Preventive Suspension: The appropriate Vice President has the authority to immediately impose a preventive suspension in the event that a student's continued presence on campus poses a significant danger to themselves or others, and/or there is reasonable cause to believe that such a preventive suspension is required to protect lives or property and to insure the maintenance of order. During the preventive suspension period student status is terminated and all rights and privileges are removed for a specified period of time. Students who are on preventive suspension may not be on campus, enter campus facilities, or participate in College activities either on or off campus.

Suspension: Suspension is the separation of the student from student status from the campus for a definite period of time, after which the student is eligible to return. During the suspension period student status is terminated and all rights and privileges are removed for a specified period of time. Students who are on suspension may not be on campus, enter campus facilities, or participate in College activities either on or off campus. Tuition and Fees will not be refunded to students who are suspended from the College. Special conditions affecting eligibility for readmission may be designated at the time of suspension.

Expulsion: Expulsion is the permanent separation of the student from student status from the campus. There is no refund of tuition, room, board, or fees to students who are expelled. **Note:** Students who are expelled from the College must leave the campus within a period of time specified by the College President or his/her designee.

Standards of Conduct for Employees:

Employees at Cloud County Community College are required to follow all local, state, and federal laws pertaining to the consumption of alcohol or use of controlled substances. The possession, use, or distribution of illicit drugs and alcohol by employees on the property of Cloud County Community College or as a part of any of the activities of the college is strictly prohibited. **Employees who violate this may be subject to fines, probation, incarceration, community service hours, and/or the following college sanctions:**

- Placement on probationary status
- Short-term suspension with pay
- Short-term suspension without pay

- Long-term suspension without pay
- Required participation in a drug and alcohol education, treatment, counseling, or rehabilitation program
- Termination or Dismissal from employment

Health Risks of Alcohol and Drug Abuse:

<http://www.cdc.gov/alcohol/fact-sheets/alcohol-use.htm>

<http://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs/health-effects>

Drug and Alcohol Abuse Information:

The college's goal is to intervene in substance abuse problems faced by students or employees of the college by designing individual intervention plans for persons with substance abuse issues. For information or counseling contact the PA at the Concordia campus at 1-800-729-5101 Ext. 237, the Director of Advisement and Retention Services at Ext. 345, or Pawnee Mental Health at 785-243-4164. Geary County Campus students should contact Pawnee Mental Health 785-762-5250.

Intervention and Treatment Resources

On-Campus: CCCC PA Ext. 237

Concordia Referrals:

Kerr's counseling 785-243-4164

Pawnee mental Health Services 785-243-8900

CKF Substance Abuse Treatment and Prevention Services, 785-243-6091

Self Help Hotline Listings of local AA, NA Alanon, and OA Meetings 785-275-1822

Fresh Perspectives Counseling, 785-262-3202

Junction City Referrals:

Alcoholics Anonymous 785-762-6198

Pawnee Mental Health Services 785-762-5250

Konza Prairie Community Health Center 785-238-4711