



Annual Campus Security and Crime Awareness Report
October 2009

In accordance with Title II, Public Law 101-542 and GS 74A, the Edgewcombe Community College Board of Trustees have adopted the following policy.

Edgewcombe Community College will provide adequate security personnel and procedures to protect the safety of its students, faculty, and staff, and to ensure the security of the college’s assets. It is the responsibility of every college employee and student to report crimes whenever they become aware of them. While on college property, all persons are expected and required to obey all federal, state, and local laws and ordinances, as well as college policies governing appropriate conduct. Persons who violate this policy will be subject to legal action determined appropriate by the ECC administration.

1.0 Reporting Criminal Actions

During the day from 8 a.m. to 5 p.m, students, employees, and visitors should report immediately any violation of criminal law, including sex offenses, to the college Receptionist or the Security Officer on either campus.

Tarboro Campus. Dial “0” on any campus telephone in Tarboro to reach the campus Receptionist; she will dispatch the Security Officer to your specific campus location. You may also report a crime to any of the following ---

Tarboro Campus – Campus Security Authorities

Security Officer (day)	567-9901
Security Guard (evening) Call receptionist to dispatch	823-5166, x0
Vice President of Administrative Services	823-5166, x225
Vice President of Instruction	823-5166, x251
Vice President of Student Services	823-5166, x295
Director of Human Resources	823-5166, x262
Dean of Continuing Education	823-5166, x271
Dean of Enrollment	823-5166, x257
Evening Director – Call receptionist to dispatch	823-5166, x0

After 5 p.m., report criminal activity to the Receptionist, Security Guard, or Evening Director.

Rocky Mount Campus. Before 5 p.m., call Security at 252-813-8556 or the Campus Receptionist at 320 on any campus telephone; she will dispatch the Security Officer to your specific campus location. After 5 p.m., report criminal activity to the Receptionist, Security Guard, or Evening Director. You may also report a crime to any of the following.

Rocky Mount Campus – Campus Security Authorities (CSA)

Security Officer (day)	813-8556
Security Guard (evening) Call receptionist to dispatch	446-0436, x320
Associate Vice President of Instruction	446-0436, x324
Dean of Students	446-0436, x331
Evening Director	446-0436, x358

After 5 p.m., report criminal activity to the Receptionist, Security Guard, or Evening Director.

Basic Skills, 1st and 3rd floor of Alford Building. Students attending Basic Skills instruction through ECC’s Continuing Education division and their instructors should report criminal activity occurring on the 1st or 3rd floor of the Alford Building, in its lobby, stairwell, or elevator to someone listed on the *Rocky Mount Campus – Campus Security Authorities* chart above or to Troy Winstead, Basic Skills Coordinator, Rocky Mount.

Workforce Development Training Center. Clients of the Workforce Development Training Center and the Center’s employees should report any criminal activity occurring in the Center’s quarters, the sidewalks adjacent to the former People’s Bank, and the parking spaces adjacent to those sidewalks to one of the Rocky Mount Campus Security Authorities listed on the chart above.

Any ECC Property. If the situation is too urgent to take the time to notify the Receptionist, Security Officer, or a Campus Security Authority (CSA) first, call 911 to report the crime. Once you have made this call, you must notify a CSA directly or through the Campus Receptionist.

The CSA will involve the appropriate law enforcement agency, if necessary, and complete a *Crime Statistic Report Form*, located in the *ECC Forms* menus on the *f* server. The CSA must then send the report to the Director of Human Resources’ office immediately.

Edgecombe Community College encourages anyone who is the victim of or witness to any crime occurring on College property to promptly report the incident to a Campus Security Authority. Because these reports are public records under the Clery Act, ECC cannot hold these reports of criminal activity in confidence.

All reports of crime will be investigated. The College does not have procedures for voluntary, confidential reporting of crimes. Violations of the law will be referred to law enforcement agencies.

The ECC Safety Committee may review all completed *Crime Statistic Report Forms* and may recommend action to the college’s Executive Council. Further review of and action

related to any incident may occur up through the chain of command, including the College President and the Board of Trustees.

Edgecombe Community College does not maintain residence halls nor does it sponsor any off-campus student organizations.

Civil Rights Complaints. *Students* who believe that an ECC employee or another ECC student has discriminated against them because of their *gender, a handicap, or disability* should register their complaints with *Kim Hampton* Student Support Specialist, at 823-5166, ext. 259. Her office is 172 in the McIntyre Building in Tarboro. Student Services in Rocky Mount has a schedule of days and times Ms. Hampton will be on the Rocky Mount Campus each semester.

Those *students* who believe that they have experienced discrimination because of their *race, age, religion, or national origin* should report their complaints to *Janice Tolson*, Director of Human Resources at 823-5166, ext.262, in office 118 of the McIntyre Building in Tarboro. Please call to make an appointment or arrange for Ms. Tolson to meet you on the Rocky Mount Campus.

Employees should report all civil rights complaints to the Director of Human Resources.

2.0 Security and Access Policies

Edgecombe Community College is open to students, employees, and visitors who have legitimate business to conduct during normal operating hours of 8 AM – 10 PM on Monday through Thursday, and 8 AM – 4 PM on Fridays. Any individual found to be interfering with the educational process or normal business operations or posing any threat whatsoever to students or employees will be escorted off campus.

Community groups and individuals may reserve available facilities for use during or after operating hours on the Tarboro Campus by contacting Eric Greene, Cultural Arts Director, for space in the Fleming Building and use of the McIntyre Auditorium; and the Business Office for use of other Tarboro campus areas. Available areas may be reserved on the Rocky Mount Campus by arrangement with the Associate Vice President of Instruction or the Evening Director. Emergencies may necessitate change or alterations to any posted schedules.

The Director of Institutional Effectiveness conducts an annual Environmental Survey on employee and student satisfaction with security issues such as landscaping, locks, alarms, lighting, and communications.

3.0 Security Officers

The Tarboro Campus is located within the Town of Tarboro Police Department's jurisdiction. This campus is patrolled daily by off-duty Tarboro Police officers and a Security Guard employed by ECC. Police Officers have complete police authority to apprehend and arrest anyone involved in illegal or disruptive acts on-campus.

The Rocky Mount Campus is located within the jurisdiction of the Rocky Mount City Police Department and employs a Security Officer and a Security Guard. Campus Security Officers on both campuses are empowered to protect the college community by enforcing local, state, and federal laws, as well as ECC rules and regulations.

Edgecombe Community College has a Memorandum of Understanding with each of the following agencies:

- Tarboro Police and Fire Departments
- Edgecombe County Emergency Management Services and Emergency Rescue
- Edgecombe County Sherriff
- Rocky Mount Police and Fire Departments

4.0 Security Awareness Programs

ECC is dedicated to providing the opportunity to work and develop in a safe environment.

Individual Safety Practices. *Prevention is everyone's responsibility.* Become familiar with the procedures below to help ensure a safer environment at Edgecombe Community College.

- Be alert and aware of your surroundings at all times! **Your safety depends mostly upon your attitude and actions.**
- Carry your handbag, book bag, or briefcase close to your body.
- Park near the last building you will be in for the day or evening.
- Remember to lock your vehicle.
- Note where you parked.
- When returning to your car, have your keys out and ready.
- If you commute to school by taxi or someone drops you off at school, wait for the taxi or your ride inside the lobby of the building your transportation will drive to. If you cannot see approaching vehicles from inside the lobby, tell your ride to pick you up in front of Building A or H in Tarboro or in front of the Barnes building in Rocky Mount. In these buildings, you can wait inside the lobby with the receptionist and easily see when your transportation arrives.
- Check the back seat and floorboard of your car before getting into it.
- Avoid walking alone in the dark; avoid shortcuts that go through poorly lighted or confined areas.
- Walk in groups whenever possible.
- Walk confidently and look directly at passers-by.
- Do not leave any belongings (handbag, books, book bags, etc.) unattended.
- Go to the nearest campus phone and dial **0** in *Tarboro* or **320** in *Rocky Mount* to get the receptionist if any of the following occur:
 - You see a suspicious person.
 - You see or have contact with someone behaving in a threatening or unusual manner;
 - You see people fighting;

- You see someone, other than a uniformed law enforcement officer, with a weapon;

Your instincts tell you something is wrong.

Employees. All employees are provided with a copy of ECC's *Emergency Response Manual* and a card for placement under their desk telephones containing emergency telephone numbers and extensions for each campus; a concise explanation of emergency codes and corresponding procedures; and instructions for receiving a bomb threat by telephone. Once each year, employees attend an information/demonstration session that emphasizes selected emergency responses to remind them of the information in the *Manual*; this occurs on one of the in-service days at the beginning of the spring, summer, or fall semester.

Members of the Executive Council, Safety Committee, and campus Emergency Response Teams have received NIMS training and 2-year certification in adult, child, and infant CPR; AED; and Basic First Aid. Selected members of the Emergency Response Teams and maintenance employees have also received Lift, Drag, and Carry Rescue training.

Students. Faculty have been provided with a PowerPoint presentation to show their students at the beginning of each semester emphasizing recognition of danger signs, safe individual practices, and the procedure for reporting suspicious or criminal activity.

5.0 Threat Assessment Procedures

An IMMEDIATE THREAT is violent, disruptive, or criminal behavior. Should an immediate threat occur, promptly contact 911, 567-9901 in Tarboro, or 813-8556 in Rocky Mount.

A POTENTIAL THREAT is a situation or behavior that may produce future acts of violence, disruptive, or criminal activity. Employees, students, or visitors should report that potential threat to the following persons:

Tarboro Campus: Michael Jordan, VP of Student Services, x295 or Ginny McLendon, x257, Dean of Enrollment Management.

Rocky Mount Campus: Jonathan Wirt, x331, Dean of Students, or Billy Arp, 813-8556, Head of Security.

6.0 Declaration and Notification of A State of Emergency

The authority to declare a campus state of emergency rests with the College President or designee.

During the period of any campus major emergency, the President or designee, as required, shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, and maintain educational facilities.

When this declaration is made, only registered students, faculty, staff, and affiliates (i.e., persons required by employment) are authorized to be present on campus. If the situation permits, those who cannot present proper identification or other I.D. showing their legitimate business on campus will be asked to leave the campus. Unauthorized persons will be subject to arrest in accordance with state and/or local statutes.

Emergency Alert System. Each campus is equipped with an emergency alert system that is audible both inside individual buildings and outside those buildings. An emergency alert will begin with an audible signal which will always be the same, followed by an announcement specifying the type of emergency and procedure to implement. If the emergency requires a building evacuation, the announcement will identify the outside assembly area.

County-wide Reverse 911. Once the president or her designee has declared an emergency, she will call Edgecombe County Emergency Services Management and issue a message that will be sent to all full-time College employees on both their cell and home telephones.

Timely Warning. In the event that a situation arises, either on or off campus, that constitutes an ongoing or continuing threat to students and employees of the College, a campus-wide “timely warning” will be issued through the ECC e-mail system and/or website to students, faculty, and staff. The College President, through consultation with members of the College management team and the local and county law enforcement, will determine when such an event occurs. The College President or her designee will also issue such a warning should she declare a state of emergency for either the Tarboro or Rocky Mount Campus.

7.0 Alcoholic Beverage, Drug, and Weapons Policy

Alcoholic Beverages. In accordance with North Carolina state law, Edgecombe Community College prohibits the possession, transportation, use, or sale of any alcoholic beverage within the property boundaries of the College. This policy applies to any student or employee of the College or visitor to ECC property. Violators are subject to College disciplinary action, criminal prosecution, fine, and imprisonment.

Drugs. Edgecombe Community College property has been designated “Drug Free”. The ECC *Student Code of Conduct* specifically prohibits the use, possession, sale, or transportation of any controlled substance as defined by the *North Carolina General Statutes*. Within these statutes is the stipulation that even though a person may be under the influence of “legally prescribed medication”, that person is totally responsible for his or her behavior.

The *ECC Employee Handbook* contains a “Drug Free Workplace Policy” statement, an acknowledgement of which is signed by all faculty and staff at their employment. This document is kept in the employee’s personnel file.

Violators of this policy are subject to College disciplinary action, criminal prosecution, fine, and imprisonment.

Weapons. All students, employees, and visitors are prohibited from using or carrying a weapon onto Edgecombe Community College property unless they are uniformed law officers. This prohibition applies to anything that can be construed or used as a weapon, such as firearms, knives, clubs, stun guns, etc. The Edgecombe Community College *Student Code of Conduct* specifically prohibits the use or possession of weapons and dangerous instruments on college properties as described in the *North Carolina General Statutes*. Violators of this policy are subject to College disciplinary action, criminal prosecution, fine, and imprisonment.

8.0 Alcohol and Substance Abuse Programs

Edgecombe Community College has developed a program to discourage the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals, and college disciplinary actions.

Edgecombe Community College's Student Services provides overall coordination of the Drug-Free School Program. Services offered by the College include the following:

- Alcohol and Drug Education. Annual alcohol and drug seminar for staff and students. Alcohol and drug educational materials displayed in Student Services areas.
- Counseling Services. Student Development counselors, a Student Support Specialist, and a Special Services Counselor.
- Referral Services. Student Development Counselors have a resource guide of area providers to which students can be referred.
- College Disciplinary Actions. Vice-President of Student Services

10.0 Sexual Assault Response

In accordance with section 170101(j) of the Violent Crime Control and Enforcement Act, information on registered sex offenders may be obtained at the Tarboro and Rocky Mount Police Departments.

Reporting The Assault. Anyone who becomes the victim of a sexual assault on ECC property should report the incident directly to a Campus Security Authority (CSA):

- **Tarboro Campus CSAs** – Tarboro Police Officer (day security); Vice President of Administrative Services; Vice President of Instruction; Vice President of Student Services; Director of Human Resources; Dean of

Continuing Education; Dean of Enrollment; Evening Director; or Evening Security Guard

- **Rocky Mount Campus** – Head of Security; Associate Vice President of Instruction; Dean of Students; Evening Director; and Evening Security Guard.

Once the victim has reported the assault to a CSA, the CSA will call for the police (if the victim has not already done) so that the victim can file a police report. Time is a critical factor for evidence collection and preservation. Filing a police report does not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from the officers. Filing a police report will, however, accomplish the following:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- Provide the opportunity for collection of evidence that will be helpful in prosecution and cannot be obtained later; and
- Assure the victim has access to free confidential counseling from persons specifically trained in the area of sexual assault crisis intervention.

Disciplinary Action. All claims of sexual assault occurring on ECC property will be investigated by the Dean of Students who will report the results of the investigation to the Vice President of Student Services. If the investigation confirms that the claim is credible and the accused is an ECC student, the Vice President of Student Services will implement disciplinary proceedings against the accused.

During those proceedings, the accuser and the accused will both be allowed to have another person present (other than an attorney) with them. After the proceedings, the Vice President of Student Services will notify both the accuser and the accused of the outcome of the proceedings.

A student found guilty of violating the federal and state laws against sexual assault could be criminally prosecuted in the state courts and may be suspended or expelled from Edgecombe Community College.

11.0 Disclosure of Crime Statistics

A **Crime Log** is located at the receptionist's desk on both campuses for public examination. This log is maintained by the Director of Human Resources and identifies the nature, date, time, general location, and disposition of all crimes reported to have been committed on ECC property and reported to the HR Director within the most recent 60-day period. Older portions of the log are on file in the HR Director's office and may be examined within 2 days of a written request.

Campus Security and Crime Awareness Report. The Director of Human Resources prepares this report annually 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 ECC web site at <http://www.edgecombe.edu> under DOCUMENTS.

Campus crime, arrest, and referral statistics include those reported to Campus Security Authorities (CSA) and campus security officers as well as those occurring on public property adjacent to ECC property and reported to the local police.

Each year, an e-mail notification is made to all enrolled students stating that this report has been completed and providing the information to access this report online. All employees receive similar notification. Printed copies of this report may be obtained from the office of the Director of Human Resources.

Annual National Campus Crime and Security Survey. As required by Section 485 (a) and (f) of the Higher Education Act, the Director of Human Resources reports ECC crime statistics for each calendar year online to the National Campus Crime and Security Survey during the annual collection period of August 24 to October 12. The public may access the results of the survey online at <http://www.ope.gov/security>.

12.0 Crime Statistics – Number of Occurrences

Tarboro

Crime	On-campus property			Public Property Adjacent to Campus		
	2008	2007	2006	2008	2007	2006
Murder/Non-negligent homicide	-0-	-0-	-0-	-0-	-0-	-0-
Negligent manslaughter	-0-	-0-	-0-	-0-	-0-	-0-
Sex offenses-Forcible	-0-	-0-	-0-	-0-	-0-	-0-
Sex offenses-Nonforcible: incest & statutory rape	-0-	-0-	-0-	-0-	-0-	-0-
Robbery	-0-	-0-	-0-	-0-	-0-	-0-
Aggravated Assault	-0-	-0-	-0-	-0-	-0-	-0-
Burglary	-1-	-0-	-1-	-0-	-0-	-0-
Motor Vehicle Theft	-0-	-0-	-0-	-0-	-0-	-1-
Arson	-0-	-0-	-0-	-0-	-0-	-0-
Illegal Weapons Possession	-0-	-0-	-0-	-2-	-0-	-0-
Drug law violations	-0-	-0-	-0-	-4-	-0-	-0-
Liquor law violations	-0-	-0-	-0-	-1-	-0-	-0-
HATE CRIMES	-0-	-0-	-0-	-0-	-0-	-0-

Rocky Mount

Crime	On-campus property			Non-campus property			Public Property Adjacent to Campus		
	2008	2007	2006	2008	2007	2006	2008	2007	2006
Murder/Non-negligent homicide	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
Negligent manslaughter	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
Sex offenses-Forcible	-0-	-0-	-0-	-0-	-0-	-0-	-1-	-0-	-0-
Sex offenses-Nonforcible: incest & statutory rape	-0-	-0-	-0-	-0-	-0-	-0-	-2-	-0-	-0-
Robbery	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-2-
Aggravated Assault	-1-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-2-
Burglary	-0-	-2-	-0-	-0-	-0-	-0-	-0-	-0-	-3-
Motor Vehicle Theft	-0-	-0-	-1-	-0-	-0-	-0-	-0-	-0-	-2-
Arson	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
Illegal Weapons Possession	-1-	-0-	-0-	-1-	-0-	-0-	-0-	-0-	-0-
Drug law violations	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-2-	-0-
Liquor law violations	-1-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
HATE CRIMES	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-

13.0 Arrests

Tarboro

Crime	On campus property			Public Property Adjacent to Campus		
	2008	2007	2006	2008	2007	2006
Illegal weapons possession	-0-	-2-	-0-	-2-	-0-	-0-
Drug law violations	-0-	-0-	-0-	-4-	-0-	-0-
Liquor law violations	-0-	-0-	-0-	-1-	-0-	-0-

Rocky Mount

Crime	On campus property			Non-campus property			Public Property Adjacent to Campus		
	2008	2007	2006	2008	2007	2006	2008	2007	2006
Illegal weapons possession	-1-	-0-	-0-	-1-	-0-	-0-	-1-	-0-	-0-
Drug law violations	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-2-	-0-
Liquor law violations	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-

15.0 Disciplinary Action

Tarboro

Crime	On campus property			Public Property Adjacent to Campus		
	2008	2007	2006	2008	2007	2007
Illegal weapons possession	-0-	-3-	-0-	-0-	-0-	-0-
Drug law violations	-0-	-0-	-0-	-0-	-0-	-0-
Liquor law violations	-0-	-0-	-0-	-0-	-0-	-0-

Rocky Mount

Crime	On campus property			Non-campus property			Public Property Adjacent to Campus		
	2008	2007	2006	2008	2007	2006	2008	2007	2006
Illegal weapons possession	-1-	-0-	-0-	-1-	-0-	-0-	-0-	-0-	-0-
Drug law violations	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-
Liquor law violations	-1-	-0-	-0-	-0-	-0-	-0-	-0-	-0-	-0-