

# 2016 ANNUAL CAMPUS SECURITY REPORT



**Maysville**

Community & Technical College

HIGHER EDUCATION BEGINS HERE

KENTUCKY COMMUNITY & TECHNICAL COLLEGE

TABLE OF CONTENTS

Introduction..... 3

Annual Report..... 3

Campus Crime Statistics ..... 4

    Licking Valley Campus ..... 4

    Maysville Campus ..... 6

    Montgomery Campus..... 8

    Rowan Campus ..... 10

CAMPUS CRIME REPORTING ..... 12

SECURITY AND ACCESS TO CAMPUS FACILITIES ..... **Error! Bookmark not defined.**

EDUCATIONAL PROGRAMMING: SAFETY AND SECURITY ..... **Error! Bookmark not defined.**

DRUG AND ALCOHOL POLICIES ..... **Error! Bookmark not defined.**

SEX OFFENDER POLICY STATEMENT ..... **Error! Bookmark not defined.**

SEXUAL MISCONDUCT POLICY STATEMENT ..... **Error! Bookmark not defined.**

EMERGENCY RESPONSE AND EVACUATION POLICY STATEMENTS..... **Error! Bookmark not defined.**

DISCLOSURE AND FORMAT OF ANNUAL CRIME STATISTICS ..... **Error! Bookmark not defined.**

## INTRODUCTION

Maysville Community & Technical College (MCTC) is a two year community and technical college and is one of 16 colleges that make up Kentucky Community and Technical College System (KCTCS). The college has four campuses and partnerships with area school systems. Additionally, MCTC does not have any residential housing.

The Jean Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (F) as a part of Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private institutions of postsecondary education participating in federal student aid programs are subject to this act.

The Clery Act, originally enacted by the Congress and signed into law by President George Bush in 1990 as the Crime Awareness and Campus Security Act of 1990, was championed by Howard and Connie Clery after their daughter Jeanne was murdered at Lehigh University in 1986. They also founded the non-profit agency Security on Campus, Inc. in 1987. Amendments to the Act in 1998 renamed it in memory of Jean Clery. The Clery Act was revised under the Higher Education Opportunity Act (HEOA) of 2008.

Beginning on July 1, 2010, the Clery Act requires colleges and universities to have emergency response and evacuation procedures in place. Institutions must include a summary of the emergency response procedures in their annual security report.

## ANNUAL REPORT

Schools are required to publish an annual report every year by October 1<sup>st</sup> that contains 3 years of campus crime statistics and certain security policy statements including sexual assault policies which assure basic victims' rights, the law enforcement authority of campus police and where students should go to report crimes. The report is to be made available automatically to all current students and employees while prospective students and employees are to be notified of its existence and afforded an opportunity to request a copy. Schools can comply using the Internet if the required recipients are notified and provided the exact Internet address where the report can be found and paper copies are made available upon request. A copy of the statistics report must also be provided to the U.S. Department of Education.

Crimes and criminal offenses are reported in the following 7 major categories, with several sub-categories: 1.) Criminal Homicide broken down by a.) Murder and Non-negligent Manslaughter and b.) Negligent manslaughter; 2.) Sex Offenses broken down by a.) Forcible Sex Offenses (including rape) and b.) Nonforcible Sex Offenses; 3.) Robbery; 4.) Aggravated Assault; 5.) Burglary; 6.) Motor Vehicle Theft; and 7.) Arson. Hate crimes in the 7 major categories are required to be reported. Schools are also required to report the following three types of incidents if they result in either an arrest or disciplinary referral: 1.) Liquor Law Violations; 2.) Drug Law Violations; and 3.) Illegal Weapons Possession.

CAMPUS CRIME STATISTICS  
Maysville Community & Technical College

Campus Crime Statistics for 2016

LICKING VALLEY CAMPUS  
319 Webster Avenue, Cynthiana, KY 41031

<b>ON CAMPUS</b>			
<b>Criminal Offense</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex Offenses	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
<b>ARRESTS</b>			
<b>Law Violation</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Illegal weapons possession	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0
<b>DISCIPLINARY ACTIONS</b>			
<b>Law Violation</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Illegal weapons possession	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0
<b>NON CAMPUS</b>			
<b>Criminal Offense</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex Offenses	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
<b>ARRESTS</b>			
<b>Law Violation</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Illegal weapons possession	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0
<b>DISCIPLINARY ACTIONS</b>			

<b>Law Violation</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Illegal weapons possession	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0
<b>PUBLIC PROPERTY</b>			
<b>Criminal Offense</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex Offenses	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
<b>ARRESTS</b>			
<b>Law Violation</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Illegal weapons possession	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0
<b>DISCIPLINARY ACTIONS</b>			
<b>Law Violation</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Illegal weapons possession	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0

There were no reported hate crimes for 2016.

Campus Crime Statistics for 2016

MAYSVILLE CAMPUS  
1755 US Hwy 68, Maysville, KY 41056

<b>ON CAMPUS</b>			
<b>Criminal Offense</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex Offenses	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
<b>ARRESTS</b>			
<b>Law Violation</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Illegal weapons possession	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0
<b>DISCIPLINARY ACTIONS</b>			
<b>Law Violation</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Illegal weapons possession	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0
<b>NON CAMPUS</b>			
<b>Criminal Offense</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex Offenses	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
<b>ARRESTS</b>			
<b>Law Violation</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Illegal weapons possession	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0
<b>DISCIPLINARY ACTIONS</b>			
<b>Law Violation</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>

Illegal weapons possession	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0
<b>PUBLIC PROPERTY</b>			
<b>Criminal Offense</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex Offenses	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
<b>ARRESTS</b>			
<b>Law Violation</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Illegal weapons possession	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0
<b>DISCIPLINARY ACTIONS</b>			
<b>Law Violation</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Illegal weapons possession	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0

There were no reported hate crimes for 2016.

Campus Crime Statistics for 2016

MONTGOMERY CAMPUS  
201 Calk Avenue, Mt. Sterling, KY 40353

<b>ON CAMPUS</b>			
<b>Criminal Offense</b>	<b>2014</b>	<b>2014</b>	<b>2016</b>
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex Offenses	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
<b>ARRESTS</b>			
<b>Law Violation</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Illegal weapons possession	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0
<b>DISCIPLINARY ACTIONS</b>			
<b>Law Violation</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Illegal weapons possession	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0
<b>NON CAMPUS</b>			
<b>Criminal Offense</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex Offenses	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
<b>ARRESTS</b>			
<b>Law Violation</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Illegal weapons possession	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0
<b>DISCIPLINARY ACTIONS</b>			



<b>Law Violation</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Illegal weapons possession	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0
<b>PUBLIC PROPERTY</b>			
<b>Criminal Offense</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex Offenses	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
<b>ARRESTS</b>			
<b>Law Violation</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Illegal weapons possession	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0
<b>DISCIPLINARY ACTIONS</b>			
<b>Law Violation</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Illegal weapons possession	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0

There were no reported hate crimes for 2016

Campus Crime Statistics for 2016

ROWAN CAMPUS  
609 Viking Drive, Morehead, KY 40351

<b>ON CAMPUS</b>			
<b>Criminal Offense</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex Offenses	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
<b>ARRESTS</b>			
<b>Law Violation</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Illegal weapons possession	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0
<b>DISCIPLINARY ACTIONS</b>			
<b>Law Violation</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Illegal weapons possession	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0
<b>NON CAMPUS</b>			
<b>Criminal Offense</b>	<b>2014</b>	<b>2014</b>	<b>2015</b>
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex Offenses	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
<b>ARRESTS</b>			
<b>Law Violation</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Illegal weapons possession	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0

<b>DISCIPLINARY ACTIONS</b>			
<b>Law Violation</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Illegal weapons possession	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0
<b>PUBLIC PROPERTY</b>			
<b>Criminal Offense</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Sex Offenses	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
<b>ARRESTS</b>			
<b>Law Violation</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Illegal weapons possession	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0
<b>DISCIPLINARY ACTIONS</b>			
<b>Law Violation</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Illegal weapons possession	0	0	0
Drug law violations	0	0	0
Liquor law violations	0	0	0

There were no reported hate crimes for 2016.

## HOW TO REPORT A CRIME

Maysville Community and Technical College (MCTC) complies with federal and state laws regarding higher education safety and security. We encourage the prompt and accurate reporting of ALL criminal matters occurring on campus to campus security and local law enforcement agencies. MCTC does not have a campus police department.

### All Campuses

Criminal incidents should be reported to the Operations Manager-Safety and Security at (606)759-7141, extension 66357 or (606)694-6400, or the Switchboard who will contact the Operations Manager-Safety and Security, who will then contact the local police if necessary and if the police have not already been notified. The reporting person may remain anonymous.

Operations Manager-Safety and Security, 606-759-7141, ext. 66357

President—Maysville Campus, Room A261, 606-759-7141, ext. 66147.

Provost—Maysville Campus, Room 101E, 606-759-7141, ext. 66114.

Chief Officer, Finance and Facilities—Maysville Campus, Room A263C , 606-759-7141, ext. 66147.

Chief Officer, Enrollment and Student Services—Maysville Campus, Room T101-I , 606-759-7141, ext. 66147.

Chief Officer, Workforce Solutions—Maysville Campus, Room C209 , 606-759-7141, ext. 66147.

Licking Valley Campus Director—Room L203A, 606-759-7141, ext. 66402.

Rowan Campus Director—Room 100, 606-759-7141, ext. 66303.

Public Relations Director—Maysville Campus, Room , 606-759-7141, ext. 66247.

Maintenance & Operations Supervisor—Maysville Campus, Room A263E, 606-759-7141, ext. 66233.

Maysville Community and Technical College will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

## IF SOMEONE APPEARS TO NEED HELP:

Ask the individual if he/she is OK and ask what you can do to help.

Be there for them, or have someone else be there, while you seek others who can assist.

Contact someone who you believe can help. Talk to someone who can advise you and/or send help—do not leave messages. Call 911 if necessary. Remember: You are the person in charge until someone more qualified arrives on the scene and accepts command.

Document—immediately after the incident or when you hand off command—no later than 24 hours - what happened while it is fresh in your mind and provide a copy to the Security Office in the Business Office.

Additionally, Maysville Community & Technical College is concerned with the safety and security of students, faculty, staff and visitors at all of our locations and strives to provide a safe and secure environment. Assistance is available in cases such as vehicle trouble and reporting criminal activity or accidents to campus security and /or a local law enforcement agency.

Once an incident is reported, it is imperative that the person who reported it follow through by completing an incident report form and forwarding it to the Operations Manager-Safety and Security. This document is used to provide information to submit to the MCTC Crime Log. The College's response will depend upon the severity, nature, and frequency of the incident. Reports will be investigated and situations will be monitored on a cases-by-case basis.

Depending on the severity of the crime and safety or security threat to students and employees the SNAP (Safety Notification Alert Process) – Alert System will be used as well to immediately notify the College via the campus phone system and through text messaging for our students, employees and community members who are signed up for that service.

The Operations Manager-Safety and Security is responsible for updating the crime log and preparing the annual disclosure of statistics. The crime statistics that are reported in the Annual Security Report are gathered from local law enforcement agencies as well as the College Crime Log. In addition to the federal law, the Michael Minger Act is a Kentucky state law that requires public colleges and universities as well as private institutions licensed by the Kentucky Council on Postsecondary Education (CPE) to report campus crimes to their employees, students and the public on a timely basis.

The Minger Act requires a public crime log, available on-line, recording incidents known to campus police and other campus officials, as well as special reports when there is an ongoing threat to the safety of students and employees. Schools must also report their crime statistics annually to the CPE which has responsibility for developing formats for reporting crime statistics and for ensuring that annual reports are received from the institutions.

## **POLICIES OF SECURITY OF AND ACCESS TO CAMPUS FACILITIES**

Maysville Community & Technical College is open to all for educational and cultural purposes. Hours of operations on the Main Campus during fall and spring semesters are:

- All offices are open from 8:00 am to 4:30 pm Monday through Friday.
- Intercession and summer sessions hours are dependent on course offerings.
- Special functions have specific arrangements based upon request.
- MCTC maintains its grounds and facilities with mind to the safety and security of its students, faculty, staff and visitors. There are security patrols and M&O staff observations that report any lighting issues and egress issues to and from campus

buildings. These issues are reported to the M&O Supervisor for immediate repair.

## **STATE OF CURRENT POLICIES CONCERNING CAMPUS LAW ENFORCEMENT**

### **All Campuses**

The Operations Manager-Safety and Security maintains direct communication with the appropriate local police, fire, and emergency medical response agencies in order to facilitate responses to emergencies in a timely manner. Campus security personnel have no arrest powers. Crimes committed at the campuses are reported to the local police departments and when necessary to the Kentucky State Police or Kentucky Fire Marshal's Office.

MCTC has a very good working relationship with the local police agencies. The main police agencies are Maysville Police Department, Cynthia Police Department, Morehead Police Department, and Mt. Sterling Police Department. MCTC does not have any formal MOUs with local law enforcement agencies

## **RELATIONSHIP WITH LOCAL AUTHORITIES**

Whenever MCTC is the target of criminal activity, the decision to report such incidents to the local police is based on the severity of the matter and type of crime. We encourage the prompt reporting of criminal activity to local law enforcement, but the choice to make such a report remains with the victim. However, there are some criminal reports that must be reported to local police under state law, including cases of domestic violence and child abuse.

## **PROGRAMS ABOUT CAMPUS SECURITY PROCEDURES AND CRIME PREVENTION**

Annually we inform our students, faculty and staff about the Crime Log and College safety and security web site. Additionally, safety procedures are discussed at orientation for new students throughout the year. Personal safety and safety of possessions is stressed at orientation.

Additionally, posters are placed throughout the campuses with information about receiving text messages about significant safety, security, and operational events on campus. Students are

automatically signed up for the SNAP Alert System when they enroll. Faculty, staff and interested individuals can sign up for the SNAP Alert System. The faculty are asked to take a few minutes during their first class to point out the building evacuation map and the Maysville Community and Technical College Emergency Response Plan which is posted in each classroom to their students.

Safety and security is also a topic for the professional development days held at the beginning of each fall and spring semester.

## **CAMPUS SECURITY PROGRAMS**

1. MCTC's Security Escort – Campus Security personnel will provide safe escort to students, faculty, and staff from one point on campus to another as needed.
2. Orientation – An orientation for new students provides a broad range of issues related to college life, which includes safety and security issues.
3. Campus safety and security professional development sessions are offered to faculty and staff.
4. Self Defense classes are offered through Workforce Solutions throughout the year for a small charge.

## **KCTCS SUBSTANCE ABUSE POLICY**

KCTCS is committed to providing a healthy and safe environment for its students, faculty, and staff. KCTCS has defined conduct in relation to the unlawful possession, use, dispensation, distribution, or manufacture of alcohol or illicit drugs. Conduct which is in violation of this definition poses unacceptable risks and disregard for the health, safety, and welfare of members of the KCTCS community and shall result in disciplinary action up to and including suspension or termination.

As a recipient of federal grants and contracts, KCTCS gives this notice to students, faculty, and staff that it is in compliance with, and shall continue to be in compliance

with the Drug Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendment of 1989. Students, faculty and staff are herein notified of the standards of conduct which shall be applicable while on KCTCS property, on KCTCS business, and/or at KCTCS sponsored activities.

## **ALCOHOL ON CAMPUS**

No unapproved alcoholic beverages are allowed on the Maysville Community & Technical College campuses for any reason. Additionally, no student shall possess alcoholic beverages on the Maysville Community and Technical College campuses. Students found with alcoholic beverages in their possession or intoxicated by alcohol will be escorted off the campus.

Under age use of alcoholic beverages is not permissible on any of the Maysville Community and Technical College campuses. All incidents involving underage drinking to include consumption by a minor, possession by a minor, or the facilitation of an adult to a minor, will be turned over to the respective local law enforcement agency.

## **DRUG POLICY**

Maysville Community and Technical College campuses are DRUG FREE facilities! It is the policy of Maysville Community and Technical College to support, enforce, and assist in the enforcement of all state and federal laws pertaining to the possession, use, or sale of illegal substances.

## **TRAINING AND COUNSELING RESOURCES**

Continuous efforts are made to make students, faculty, and staff aware of both on-campus and off-campus programs which provide information and professional services on matters related to the abuse of alcohol and drugs.

Other counseling, treatment, and rehabilitation services are available in the communities throughout the state in which KCTCS employees are located. The Behavioral Intervention Team provides information to students on community resources that can assist students with these services.

For more information on the policies referenced above you may read them in their entirety at the links below.

- 3.3.13.2 – KCTCS Alcohol Policy
- 3.3.13 – KCTCS Substance Abuse

## **NO DEADLY WEAPONS ALLOWED ON CAMPUS**

Weapons, including concealed weapons, are not permitted on any of Maysville Community & Technical College campuses. Students are prohibited from storing or possessing weapons on campus. Weapons include, but are not limited to, firearms, pellet guns, bows and arrows, and knives.

Possession of deadly weapons by police acting on official duties is an exception to this policy. For additional information please see KCTCS Administrative Policies and Procedure 3.3.23, Policy on Deadly Weapons.

## **EMERGENCY NOTIFICATION PROCEDURES**

KCTCS implemented a Mass Emergency Alert System in 2008. Students are automatically signed up when they enroll at MCTC. Faculty, staff and interested individuals can sign up to receive SNAP messages at the SNAP website. SNAP will be activated where there is an emergency that warrants a notification to the faculty, staff and students when there is a significant emergency or a dangerous situation.

The College has a SNAP Team and uses a consultation approach to confirm there is a “significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus.” Each member of the team is authorized to activate SNAP. The College has a SNAP Team that is composed of employees on all campuses. When SNAP is activated, it may be sent to individual campuses or the entire College. Also, text messages, audio messages, and emails will be sent to those who have opted in to the system and faculty/staff office phones and computers on campus will display the alert.

MCTC will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

## **WHEN SHOULD SNAP BE USED?**

- Emergency Campus Closing
- Shooting and Shooting Threats
- Building Evacuation
- Hostage Situation
- Extensive Utilities Outage
- Gas Leak
- Fire
- Plane Crash
- Bomb Threat
- Transportation/Road Issue
- Natural Disaster
- Crime Sprees – Series of Robberies or personal attacks
- Weather Alerts
- Snow Delay or Closing
- Tornado Warning

SNAP is not the only means the College uses to communicate emergency information to the College community. The College uses the MCTC Website, local TV, radio, newspaper, and various social media.

## **TEST OF EMERGENCY RESPONSE PROCEDURES**

MCTC will test the emergency response and evacuation procedures at least annually. The College has mandatory fire drills on all campuses. The fire drills test the evacuation procedures. Instructors are asked to point out the evacuation maps and the Emergency Response Guide on the first day of each semester. Additionally, the College tests the SNAP Emergency Notification Procedures regularly. The Committee consists of members from each of the campuses.

## **DISTRIBUTE EMERGENCY PROCEDURES**

MCTC publishes the [Campus Crisis Manuals](#) on the College's website. In addition, each classroom contains a visible Emergency Response Plan. This document is an abbreviated version of the Campus Crisis Manuals. The procedures include, accident reporting, acute emergency procedures, fire drill procedures, actual fire procedures, emergency exit plan details, tornado, earthquake, shots heard on campus, crime awareness and campus security, drug/alcohol abuse help information, violent incident procedures and emergency numbers.

## **Statement of Policy to Prevent Sex Offenses**

In September, 1992, the "Campus Sexual Assault Victim's Bill of Rights" legislation became law. This law requires colleges and universities to establish a comprehensive policy to respond to sexual assaults on their campus.

Maysville Community & Technical College's Sexual Assault Policy was established in 2011. It sets forth procedures and protocols in which faculty and staff will handle sexual assaults that involve our faculty, staff, and students on or off one of Maysville Community & Technical College's campuses.

A separate flyer entitled, "MCTC Sexual Violence Survivors Guide" is available for students, faculty, and staff. The flyer defines sexual assault, who to contact if it occurs, evidence collection processes, the criminal procedures, victim counseling available, and changes if necessary to the academic needs of the victim.

## **REPORTING A SEXUAL ASSAULT**

This can be done immediately following an incident by calling law enforcement at 911 or switchboard at (606)759-7141, ext. 0, Operations Manager-Safety and Security at (606)759-7141, ext. 66357 or (606)694-6400, or the Title IX Coordinator at (606)759-7141, ext. 66271.

If you choose to report the incident, the Operations Manager-Safety and Security will take a statement from you regarding what happened. They will ask you to describe the assailant(s) if you do not know them or

identify them if you are acquainted. They may ask questions about the scene of the crime, any witnesses, and what happened before and after the incident. You may have a support person with you during the interview. This does not mean you have to proceed with criminal charges.

If you are assaulted and do not want to pursue action within the college system or the criminal justice system at this time, you may still want to consider making an anonymous report. The purpose of an anonymous report is to comply with the survivor's wishes to keep the matter confidential while taking steps to ensure future safety for the survivor and others.

## **MEDICAL TREATMENT**

It is important to seek immediate medical attention for several reasons. The first reason is to assess and treat any physical injuries you may have sustained. The second is to determine the risk of sexually transmitted diseases or pregnancy. The third reason is to gather evidence for aiding in the criminal prosecution of the assailant.

Physical evidence should be collected immediately by qualified law enforcement personnel, preferably within the first 24 hours. It may be collected later than this, however, the quality and quantity of evidence may be diminished.

## **COLLEGE DISCIPLINARY ACTION**

If you have been assaulted by another student or group of students and are considering college action, you are encouraged to discuss the matter with the Title IX Coordinator at (606)759-7141, ext. 66271. This will allow you the opportunity to review procedures should you decide to file a formal complaint through the college's system. This discussion does not obligate you to pursue official action.

If you are willing to take part in the college adjudication process, you should contact the Chief Officer, Enrollment and Student Services, at (606)759-7141, ext. 66271. Such a charge would be handled in accordance with the procedures relating to violations of the KCTCS Student Code of Conduct. Assailants could be subject to disciplinary action pending review by the College judicial system. For more details on these proceedings, consult the [KCTCS Student Code of Conduct](#).



## SEX OFFENDER NOTIFICATION

In compliance with the federal [Campus Sex Crimes Prevention Act of 2000](#), KCTCS, through the Kentucky State Police, makes information available to the campus community concerning registered sex offenders who may be employees or students at your college.

The Kentucky State Police provides sex crime offender registration information to the public through the [Sex Offender Registry](#) website. In addition, names supplied to the college by the Kentucky State Police may be obtained by contacting the Chief Officer, Enrollment and Student Services.

According to the Kentucky State Police, this website is for public safety and awareness. Pursuant to KRS 525.070 and 525.080, use of information from this website to harass a sex offender is a criminal offense punishable by up to 90 days in the county jail. More severe penalties apply for more severe crimes committed against a sex offender. KCTCS, through the Kentucky State Police, makes information available to the campus community concerning registered sex offenders who may be employees or students at your college. The Kentucky State Police provides sex crime offender registration information to the public through the [Sex Offender Registry](#) website. In addition, names supplied to the college by the Kentucky State Police may be obtained by contacting the college.

## APPENDIX A: REPORTING SEXUAL MISCONDUCT

Pursuant to policy, procedures, and practice, KCTCS is committed to providing a work environment that is respectful, professional, and free from unlawful harassment and other forms of illegal discrimination. Individuals, including students, employees, volunteers, customers, and visitors, shall not be forced to tolerate a hostile work environment or be subject to illegal offense(s) against a person or property motivated in whole or in part by an offender's bias against a sex, race, religion, disability, ethnic origin, sexual orientation, or any other characteristic protected by local, state, or federal employment discrimination law. All employees in all positions, as well as volunteers, are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur.

It is the current policy of the Kentucky Community and Technical College System (KCTCS) to maintain an environment for students that is free of discrimination, sexual harassment, sexual misconduct and all forms of sexual intimidation and exploitation. Sexual harassment is an assault on a person's privacy and integrity. It can cause poor academic performance, physical illness, fear of reprisal, anxiety, and loss of self-confidence. Sexual harassment also can affect those exposed to the situation, causing conflict in the classroom, a decline in morale, and a loss of respect for the responsible party. Information concerning an allegation of sexual harassment will be handled in a confidential manner insofar as possible.

To comply with federal law and to safeguard our students and employees, KCTCS is enacting new policies and procedures governing KCTCS' prohibition of sexual misconduct, dating violence, domestic violence, sexual assault, and stalking. These new policies and procedures address the legal definition of those terms, the definition of consent, safe and positive options for bystander intervention, information on risk reduction, and policies and procedures should an incident of sexual misconduct occur.

Through enforcement of policy and by education of students, employees and volunteer, KCTCS seeks to prevent, correct, and discipline behavior that violates our current and new policies. To ensure a harassment-free work place, KCTCS mandates the following:

- All employees complete applicable components of the mandatory KCTCS Harassment-Free Workplace Training program when initially hired and annually thereafter; additionally, volunteers must complete the training program when they begin their service.
- All employees, students, volunteers, customers, vendors, visitors, and other individuals shall engage in proper behavior and interactions.
- All supervisors, managers, and administrators shall take appropriate steps to report alleged incidents of harassment.

Upon receiving a complaint or becoming aware of suspect behavior, KCTCS officials shall take appropriate follow-up action for any alleged incidents of harassment. All students, employees and volunteers, particularly supervisors, have a responsibility for keeping our environment free of harassment. Any student, employee or volunteer who becomes aware of an incident of alleged harassment, whether by witnessing the incident or being told of it, shall report it to an immediate supervisor, human resources staff, or the designated management representative with whom they feel comfortable.

When supervisors or managers become aware of alleged harassment, it is KCTCS policy that they immediately notify the college Human Resources Office, or KCTCS Office of Legal Services in order for the claim to be fully investigated. When the organization receives notification of alleged harassment, we are obligated by law to take prompt and appropriate action, whether or not the victim wants KCTCS to do so.

## **SANCTIONS FOR POLICY VIOLATION FOR STUDENTS**

Students found responsible for policy violations can result in the following sanctions:

1. **Reprimand:** Official written or oral statement to the student that he or she is guilty of violating a college regulation. A reprimand warns that any further such actions may result in a more severe sanction.
2. **Restitution:** Compensation to the college for damages to college property.
3. **Social Probation:** Status given to less serious policy violations, and in some cases, a restriction of privileges for a specified time.
4. **College/Community Service:** Service to the college or community of up to 16 hours be served within a specified time frame.
5. **Educational Sanction:** An education sanction requiring attendance or participation in a pre-arranged class, program, or activity designed to prevent or deal with high-risk behavior.
6. **Counseling:** Student may be referred to counseling evaluation.
7. **Eviction:** Forced removal from a classroom or other college property.
8. **College Probation:** Status that carries a severe warning that any further violation of college regulations may result in the student going before the College Appeals Board for consideration of suspension or expulsion. This may include restrictions of privileges for a specified period of time.
9. **Suspension:** Forced withdrawal from the college for a specified period of time or until stated conditions have been met as determined by the College Appeals Board. College will place the Student Dean Hold service indicator for no future enrollments at the Home College or other KCTCS college during the specified period of time or until stated conditions had been met.
10. **Immediate Suspension:** A student may be suspended immediately when:
  - a. In the judgement of the chief executive officer (upon consultation with the chief student affairs officer), the presence of the student poses a serious threat to personal and/or property provided informal opportunity is first given to the student, except in the case of exigent circumstances, to discuss the matter and possible solution.
  - b. The student refuses to cease disruptive behavior or conduct in violation of this policy after direct orders from the chief executive officer (upon consultation with the chief student affair's officer).
  - c. When such suspension is involved, the student must leave the campus immediately. Students refusing to do so will be removed by law enforcement authorities and charged with trespassing.