Campus Security Office
+1.785.460.5508

CAMPUS SECURITY

The Campus Security Office is located in the southeast corner of the Student Union. The Campus Security Officer distributes parking decals, regulates parking and vehicle traffic on campus, and patrols the CCC campus to provide a secure and safe place for the students. The Campus Security Officer will assist with vehicles that are inoperable and will, for certain vehicles, assist in unlocking a vehicle. Any crime committed on campus should be reported to the Campus Security Office and/or Colby Police Department.

Safety and Security Policies
Colby Community College policies and procedures exist for the purpose of providing a basis for quality campus life and for setting a standard of conduct for all members of the college community. These policies and procedures are printed in this publication and in the Student Handbook. For your safety and the safety of others, please read and become familiar with the content of these publications. Safety and security is a shared responsibility. Colby Community College recognizes the importance of providing a safe and secure learning environment. The college has the utmost concern for the success of each student and strives to give each student maximum freedom to live her/his life free from outside interference. With this freedom, however, comes the responsibility of becoming an active participant in the exercise of personal safety. No security plan can attain maximum effectiveness unless everyone does their part to make it work. Safety and security are both an individual and a shared responsibility. Together, we can continue to make Colby Community College a safe and fun place to attend college.

Contacts

Emergencies, i.e., when a crime is in progress or when immediate action is required, please call 911.

Non-Emergencies, i.e., a minor car accident or theft, please call the Colby Police Department at (785) 460-4460.

Colby Community College works closely with the Colby Police Department when necessary to protect the health, safety and welfare of the College's students, employees and the community.

Student Title IX Issues, i.e., investigating complaints of discrimination and sexual harassment, which includes sexual assault, domestic violence, dating violence and stalking, please call the Vice President of Student Affairs at 785.460.5490.

Campus Emergency Notification

Students will be notified of an emergency via several methods. First, students may "opt in" to receive campus text messages via www.colbycc.edu/text.

Next, Facebook, website, and telephone system (785.460.4646) will have emergency information updated. In addition, faculty, staff, and administration have been trained in emergency management procedures.

Campus Statistics

The crime statistics were compiled by the Vice President of Student Affairs in cooperation with the Department of Security. Campus officials have responsibility for oversight of student activities, and relevant local and state security agencies. Crime definitions are from the Uniform Crime Reporting (UCR) Handbook and sex offense definitions are from the National Incident Based Reporting System (NIBRS) edition of the Uniform Crime Reporting Program. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.

The Vice President of Student Affairs submits the annual crime statistics published in this report to the United States Department of Education (DOE). The statistical information gathered by the United States Department of Education is available to the public through the DOE website. All of the statistics are gathered, compiled, and reported to the college community via this report.

The Cleary Act Annual Security Report is posted on the Campus Security page. For the most up-to-date crime statistics, please contact the Vice President of Student Affairs at 785.460.5490.

Policies and Programs Available

The College's Drug-free Workplace Policy and Drug-free Awareness Program are designed to enhance the physical health of our employees and students and to provide a safe workplace. All employees and students are expected to be in suitable mental and physical condition while at work or in a learning environment, and to perform their jobs in a satisfactory fashion.

In accordance with this policy, when the use of controlled substances interferes with an employee's or student's responsibilities, appropriate disciplinary action, up to and including termination or expulsion, will be taken.

Colby Community College values the dignity of every individual and is committed to maintaining an educational setting which will provide each student and employee with optimum opportunities for reaching his or her potential. This commitment is incorporated in the institutional philosophy and goals, which specify the paramount importance of each student's welfare.

Colby Community College does not permit or condone the consumption of alcoholic beverages by any individual under the age of 21. All laws, local, state, and federal, concerning the possession or use of illegal drugs by any student, faculty or staff member will be strictly enforced on the campus and at any event sponsored by the College.

Students and employees are reminded that local, state, and federal laws provide for a variety of legal sanctions and penalties for the unlawful possession or distribution of illicit drugs and alcohol. These sanctions include, but are not limited to, incarceration and monetary fines.

The Federal Controlled Substances Act provides penalties for unlawful distribution or possession with intent to distribute narcotics. For unlawful possession of a controlled substance, a person is subject to imprisonment and fines. Any person who unlawfully distributes a controlled substance to a person under twenty-one years of age may be subject to imprisonment and fines otherwise authorized by law.

Kansas Drug Laws statues provides any person who violates the criminal statutes on controlled substances by possessing, offering for sale, distributing or manufacturing, will be subject to Kansas law regarding controlled substances. For a conviction, the court may sentence a person to a term of imprisonment and or fines.

Kansas Liquor Laws statues prohibits to the possession and distribution of alcohol for anyone under the age of 21. Colby Community College is an alcohol free college.

All student violations of policy will be handled on an individual basis affording each student the right to due process. Procedures of this process are described in the Student Handbook. Sanctions which may be imposed include: reprimand, probation, suspension, or expulsion.

It is the College's belief that all disciplinary sanctions should provide the opportunity for personal growth; to that end counseling and referral for individual assessment may be included as a condition of any sanction.

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Bicycle Security Information

- Park and lock your bicycle in well-lighted areas.
- Secure your bicycle to a bicycle rack with a quality hardened steel "U" type lock. Always lock your bicycle by putting the U-lock through the bike's frame, a wheel, and the rack. This is especially important if your bicycle has quick-release tires.
- If you have quick-release wheels, remove the front wheel and place it next to the rear wheel. Then put the U-lock through both wheels, the frame and the bicycle rack.
- Avoid putting a U-lock through only one wheel. The wheel can be removed, and the frame and the remaining wheel can easily be stolen.
- Place the lock on your bicycle with the key mechanism facing the ground. This will make it less likely for the mechanism to fail as a result of exposure to the weather and harder for a thief to tamper with.
- Avoid using a cable lock, locking your bicycle to itself, or leaving it parked in the same place for a long period of time.
- Avoid blocking building entrances, ramps, handicap areas with your bicycle.

Evacuation Procedures

Leave your building immediately when an alarm sounds or if you are instructed to do so by authorized emergency personnel.

- Remain calm.
- Evacuate in a safe and orderly manner.
- Gather personal belongings (medication, keys, purses, etc.), but only if safe to do so.
- Do not use elevators unless authorized emergency personnel tell you to do so.
- Refrain from utilizing electronics, including computers.
- Provide assistance for those with disabilities. Refer to the Evacuation Procedures for Person with Disabilities section of this Emergency Management Guide.
- Go to the identified assembly area which should be at least 500 feet away from the building unless directed to another location by the police or properly identified emergency personnel.
- Remain with your class/office so a full accounting can be made.
- Notify police or emergency personnel of any missing or trapped persons.
- Follow all directions from the police or other authorities present.
- My identified Evacuation Assembly Area is: _____

Firearms Policy

No student, except authorized law enforcement officers or security personnel, shall possess, or use or threaten to use:

- any weapon described and defined in Kansas firearms statutes, as amended from time to time, and any other weapons, including but not limited to pellet guns;
- any explosive, including but not limited to dynamite, nitroglycerin or any other combustible, blasting caps, fireworks, firebombs, grenades, BB guns, air guns, paint ball guns, plastic charges or devices intended for detonation purposes, and/or any other similar devices or compounds used for detonation or blasting; on any college-owned or operated property or at any college-sponsored event either on or off campus.

Students who violate this policy are subject to the Student Code of Conduct.

Fire Log

The Higher Education Opportunity Act (HEOA) became public law 110-315 in August 2008 requiring all institutions of higher education that provide residential housing facilities for students to develop an annual fire safety compliance report. Contents of this report reflect the requirements outlined in HEOA, which are included in Colby Community College's (CCC) campus fire safety program. Elements of the campus fire safety annual compliance report consist of: fire prevention policies and practices, fire safety educational and training initiatives, description of fire protection equipment in the residence halls, emergency evacuation procedures, fire safety statistics, and proposed plans for future improvements to the residence hall campus fire safety program. The Fire Log Summary also provides a brief description of the fires that occurred in on-campus residential housing for the last calendar year.

CCC's Campus Fire Safety Annual Compliance Report is available online at http://www.colbycc.edu/students/student-life/security/index.

Identity Theft

Following is a list of suggestions to prevent identity theft.

- Change passwords and PIN numbers regularly. Do not use obvious codes such as birthdays, names of spouse, child or pet. Shred any paper that shows such data.
- Carefully review credit card statements, phone and other bills. Promptly respond to any inaccurate information.
- Always take your credit card receipts. Never throw them away in public.
- Tear up any offers of pre-approved credit cards. Never throw away the envelope intact.
- Never give personal information over the phone or computer.
- Beware of anyone asking for your Social Security number and card pin numbers.
- Pick up new checks at the bank instead of having them sent to you by mail.
- Never mail bills by placing them in your home mailbox. Take them to a mail drop.

- Do not put personal information on a computer home page or personal computer profile.

KBI Registry

The Federal Campus Sex Crimes Prevention Act requires colleges and universities to issue a statement advising the campus community where state law enforcement agency information concerning registered sex offenders may be obtained. The act also requires registered sex offenders to provide to appropriate county and state officials notice of each institution of higher education in that state at which the offender is a student.

In accordance with Kansas State Statute 22-4904 ("Registration of Offender"), convicted sex offenders in Kansas must register with the county sheriff within 10 days of establishing permanent or temporary residence.

The KBI makes information concerning the presence of registered sexual offenders available to local law enforcement officials and the public. It is then the responsibility of the county sheriff or the municipal police chief to make required notification to all community members of the presence of registered offenders in a manner deemed appropriate by the sheriff or police chief.

It is the responsibility of the county sheriff to notify the university if an offender or predator is enrolled, employed or carrying on a vocation at the college. The Colby Police Department is required to inform members of the campus community where to obtain information about such offenders.

Any member of the Colby Community who wishes to obtain further information regarding sexual offenders on campus may refer to the KBI website or use the KBI website searchable database. The KBI searchable database may be used to find all registered sex offenders in any city, county or ZIP code in the state.

Missing Student

CCC is required under the Higher Education Act to notify the custodial parent of a student who is under the age of 18, not later than 24 hours after the student has been reported missing. Official missing student reports must be referred immediately to the Colby Police Department.

All CCC students, including those living in an on-campus student housing facility, who are 18 years of age or older, have an option to identify an individual to be contacted within 24 hours from the time the student was determined to be missing. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information. Students can register their contact information on the application for admissions.

Off-Campus Conduct

When a student violates city, state or federal law by an offense committed off campus that is not associated with a college activity, the disciplinary authority of the college will not be used merely to duplicate the penalty awarded for such an act under applicable ordinances and laws.

The College will take disciplinary action against a student for such an off-campus offense only when it is required by law to do so or when the nature of the offense is such that in the judgment of the Vice President of Student Services, the continued presence of the student on campus is likely to interfere with the educational process or the orderly operation of the College; or the continued presence of the student on campus is likely to endanger the health, safety, or welfare of the College community. If the Vice President of Student Services determines that disciplinary action is warranted, he/she shall notify the student in accordance with established procedures. The action of the College with respect to any such off-campus conduct shall be made independently of any off-campus authority.

Off-Campus Security

Off-campus apartment complexes, townhouses/condominium communities, and other multi-family dwellings pose unique problems. Because of the temporary nature of many residents who rent/lease property, students need to make an extra effort to be aware of their surroundings. This includes knowledge of what measures the landlord has taken.

Colby Community College accepts no responsibility for the safety or conditions of properties rented/leased by its students. The College expressly disclaims giving any guarantees, warranties or any other representations that the properties are safe or recommended. The College does not approve or recommend to students or others any off-campus rental properties. Students living off-campus must make their own individual and personal choices with regard to the selection of living accommodations.

Parking

Like most other colleges and universities, parking decals are required for all vehicles parked on campus. There is no reserved parking for faculty or staff, with the exception of housing coordinators. Residential students are expected to park in the parking lots provided for them and for which they are issued a parking permit. Other students, faculty and staff are not permitted to park in the student housing parking lots.

Parking lots are designated by a letter code, which corresponds to the decal color. Vehicles must be parked in the lot for which they are registered. The parking on this campus is on a “first come” basis. Ample parking does exist on this campus most of the time. In the few lots where parking is restricted, each area is clearly marked with signs designating the parking restrictions. Information regarding parking can be found in the campus security brochure as well as bulletin boards located in the lobbies of each residential area.

Personal Safety and the Internet

Meeting people on the Internet as correspondents is very easy; discerning any real information about these new acquaintances is more difficult. Regardless of the manner students are connecting with others, they should be aware of the possible dangers of interaction when conversations turn in a personal direction. Here are some basic personal safety tips to consider whenever participating in Internet communication, particularly of a personal nature:

- Avoid giving out personal information such as your home address or telephone number to people you meet on the net.
- Exercise caution when agreeing to meet anyone in person whom you've met on the net. Before you arrange any such meetings, attempt to verify, through a third party whom you know and trust, the true identity of this person. If you choose to arrange a meeting, make it on YOUR terms:
    - Meet in a public place.
    - Arrange your own transportation to and from the meeting.
    - Bring a friend along for security; consider a "double-date" the first few times.
    - Set your conditions for the encounter, and don't let your new friend change them.
    - Limit meetings to public places until you are comfortable with the other person and certain of whom they are and what they want from the relationship.

Personal Safety Reminders

Make a practice of being aware not only of your surroundings but of the behavior of people around you as well. Follow your intuition; trust your feelings about a situation.

- Be aware of your feelings when faced with situations in which you do not feel relaxed or in charge. If you feel uncomfortable, act on it.
- Be aware that alcohol and drugs compromise your awareness and your ability to identify and act on feelings. They also increase the opportunity for victimization.
- Be able to identify your sexual limits; it's your body, and no one has the right to force or pressure you to do anything you do not want to do.
- In general, the more information you have about a person, a situation, and your own feelings and reactions, the safer you will feel.
- Practice the buddy system; when working after hours let others know where you are, what time you plan to return and how to reach you and what route you will take.
- When studying or working late, make sure doors are locked. Avoid using stairs in remote sections of a building.
- Never prop doors open, especially fire doors, even for a short time.

- Don't leave your purse, backpack, briefcase or laptop computer unattended or unoccupied. If possible, always secure valuables in a locked cabinet or drawer. Avoid leaving valuables on or beneath a desk.
- Report suspicious persons and/or activity to campus security, RA's, living center coordinators, custodians or faculty if observed after office hours.
- Never leave your drink unattended. Because they are colorless and odorless, drugs used in drug-facilitated sexual assault can be slipped into any type of beverage. If you leave your drink unattended, do not finish it. Get a new one.
- Do not accept drinks from anyone but a bartender or server.
- Try to attend bars or parties with a group of friends, arranging beforehand to watch each other's drinks.
- If you think your drink has been tampered with, seek medical attention immediately and request the hospital to conduct toxicology testing.

Preventing Auto Theft

- Don't make your car an easy target for a thief. On average it takes less than 30 seconds to steal a car. Give a thief an inch and he will take your car for miles. Here are some simple tips to make it harder for the thieves.
- Always lock your car, close the windows and take the keys.
- If at all possible, invest in an alarm system or theft deterrent device.
- Never loan your keys out. Never leave valuables in sight. Thieves are attracted not only by your car but also its contents.
- Never leave your car running and unoccupied, even for just a minute.
- Park in well-lighted areas. The light will help make a thief more noticeable.
- Have your vehicle identification number etched on the car windows. Drop a business card into your door panels. This may make your car more easily identifiable to law enforcement.
- Use high visibility theft deterrent such as a steering wheel lock or security alarm.

Protect Yourself While Running

Running is a fun activity that benefits the mind and the body. When you jog, run or walk, remember and practice these simple safety precautions:

- Run in familiar areas.
- Avoid running at night. If you must run at night, wear reflective materials. The ability of others to see you at night is directly related to the amount of reflective and light color material you wear.
- Avoid running in traffic lanes and becoming a traffic hazard.
- Avoid underpopulated areas, deserted, dark streets and overgrown trails. Run clear of parked cars and bushes.

- Always carry identification or write your name, telephone number, and blood type on the inside of your running shoe. If necessary, include important medical information.
- Always run with a partner.
- Carry your cell phone.
- Always remain aware of your surroundings. Stay alert. The more aware you are, the less vulnerable you become.
- Be confident. Look directly at others and be observant. Most criminals select a victim who acts timid, frightened or unsure.
- Don't wear headsets. Use your ears to be more aware of your surroundings.
- Use discretion in acknowledging strangers.
- Trust your feelings. If an area feels bad or a person makes you uneasy, listen to your feelings and get away.
- Carry a whistle or noisemaker. If you are harassed or bothered, use the noisemaker to attract attention.

Protect Yourself While Using ATM's

- Avoid using an ATM when by yourself. Either take someone with you or only use an ATM when others are around.
- Avoid using an ATM after dark. If you must, choose an ATM location that is well lighted and does not have tall bushes nearby.
- When you arrive at an ATM, look around. If you see anything that makes you uncomfortable or anyone who looks suspicious, do not stop. Either use an ATM at a different location or come back later.
- Have your access card and any other documents you need ready when you approach an ATM. While you are fumbling with a wallet or purse, you are an easy target for a thief.
- While using the ATM, stay alert to your surroundings. Look up and around every few seconds while transacting your business.
- Protect your Personal Identification Number (PIN). Do not enter your PIN if anyone else can see the screen. Shield your PIN from onlookers by using your body.
- When your transaction is finished, be sure you have your card and your receipt; then leave immediately. Avoid counting or otherwise displaying large amounts of cash.
- As you leave, be alert for anything or anyone who appears suspicious. If you think you are being followed, go to an area where others are present and call the police.

Safety Tips for Drivers

- Always yield to pedestrians.
- Watch your "blind spot" for other traffic, such as bicycles and pedestrians overtaking you when making right turns.

- OBEY THE SPEED LIMIT. Driving above the posted speed and/or in a reckless manner can result in a traffic ticket.
- Always behave in a predictable manner and use turn signals. Other traffic may not always see you or recognize your intentions.
- Over-sized vehicles must watch for bicycles and pedestrians and other traffic when turning.

Safety Tips for Pedestrians

- Be alert and conscious of your surroundings.
- Always behave in a predictable manner when walking near motor vehicle traffic. Motor vehicle traffic may not expect or see you.
- Use sidewalks when provided. If there are no sidewalks, walk facing traffic.
- When out at night, wear reflective, white or light color clothing.
- Watch for over-sized vehicles turning with a wide radius.

Sexual Misconduct Policy

Colby Community College values the health and safety of each individual on campus and expects its students to treat other persons with respect and dignity. Students, administrators, faculty, staff, guests and visitors have the right to be free from all violence, including sexual violence. Everyone within the campus community is expected to conduct themselves in a manner that does not infringe upon the rights of others. The college believes in a zero tolerance policy for all misconduct, including gender-based misconduct, which typically includes the crimes of rape, acquaintance rape, domestic violence, dating violence, sexual assault, sexual harassment, and stalking. When an allegation of misconduct is brought to an appropriate administration's attention, and a respondent is found to have isolated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. This policy is intended to define community expectations, to establish a mechanism for determining when those expectations have been violated and to provide recourse for those individuals whose rights have been infringed upon. This policy has been developed herein to reaffirm these principles procedural and programmatically.

The term sexual assault as used by the College is synonymous with sexual battery (also referred to as rape). Sexual battery is a violation of state law as defined in Kansas Statue, 21-3517.

Safety Measures

Anyone with knowledge about sexual misconduct or gender-based violence, which typically include the crimes of rape, acquaintance rape, domestic violence, dating violence, sexual assault, sexual harassment, or stalking, is encouraged to report it immediately. If you are the victim, some or all of these safety suggestions may guide you after an incident has occurred:

1. Go to a safe place and speak with someone you trust. Tell this person what happened. If there is any immediate danger, contact the residence hall on-call number at (785) 443-4594 or 911.

2. Consider securing immediate professional support (e.g.: counseling, victim advocacy, medical services, law enforcement, campus officials, etc.) to assist you in the crisis.

- OPTIONS- Victim Advocacy and Domestic and Sexual Violence Services, Toll Free Kansas Crisis Line at 1-(800) 794-4624 or (785) 460-1982
- Colby Citizens Medical Center, (785) 462-7511
- Colby Medical and Surgical Center, (785) 462-3332
- Heartland Rural Counseling Services (785) 460-7588
- New Beginnings Counseling (785) 462-3308
- The Colby Police Department (785) 460-4460

On campus support:

- Counseling Services- Brooke Jones, (785) 460-5439, Thomas Hall
- Health Services- Monique Eaton, (785) 460-5502, Student Union
- VP/Student Affairs- Dr. George McNulty, (785) 460-5490, Student Union
- Campus Security- John Cersovsky, (785) 460-5508, Student Union
- Director of Residence and Student Life- Jim Rorabaugh, (785) 460-5552, Living Center Northeast
- AD Residence and Student Life- Mallory Green, (785) 460-4610, Student Union

4. For your safety and well-being, immediate medical attention is encouraged. Being examined as soon as possible, **ideally within 120 hours**, is important in the case of rape or sexual assault.

(A). To preserve evidence, it is recommended that you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, urinate, defecate or change clothes before receiving medical attention. Even if you have already taken any of these actions, you are still encouraged to have prompt medical care, and evidence may still be recoverable.
(B). Typically, if police are involved or will be involved, they will obtain evidence from the scene, and it is best to leave things undisturbed until their arrival. They will gather bedding, linens or unlaundered clothing and any other pertinent articles that may be used for evidence.
(C). It is best to allow police to secure items in evidence containers, but if you are involved in transmission of items of evidence, such as to the hospital, secure them in a clean **paper bag or clean sheet**, to avoid contamination.
(D). If you have physical injuries, photograph or have them photographed, with a date stamp on the photo. Record the names of any witnesses, and their contact information. This information may be helpful to the proof of a crime, to obtain an order of protection or to offer proof of a campus policy violation.

(E). Try to memorize details (physical description, names, license plate number, car description,), or even better, write notes to remind you of details, if you have time and the ability to do so.

5. Even after the immediate crisis has passed; consider continued support on-or off-campus

6. Contact the Vice President of Student Affairs/Title IX Coordinator if you need assistance with no-contact orders or other protective measures. The college will also assist in any needed advocacy for students who wish to obtain protective or restraining orders from local authorities. If you obtain external orders of protection (e.g. restraining orders, injunctions, protection from abuse), please notify Campus Security so that those orders can be observed on campus.

7. If you are a victim and decline to report it to campus authorities or law enforcement please secure medical attention and victim support resources listed in this publication.

Registered Sex Offenders on Campus

A federal law, the Campus Sex Crimes Prevention Act amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, requires registered sex offenders to indicate when they are enrolled or employed at institutions of higher learning. The law further requires state authorities to provide law enforcement in the jurisdiction where the college is located with a list of registered sex offenders who have indicated that they are either enrolled or employed at the college. Registry information is available at: http://www.accesskansas.org/kbi/ro.shtml. For additional information on the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, visit http://ojp.gov/smart/legislation.htm

Sexual Harassment Policy

Harassment of any student or staff member on the basis of sex shall be considered a violation of College policy. Conduct involving unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature shall be considered to constitute sexual harassment. Prohibited is any behavior that represents repeated or unwanted sexual attention that is made a condition of reward or penalty. In determining whether alleged behavior constitutes sexual harassment, the College will examine the record as a whole and all aspects or circumstances, such as the nature of sexual advances and the context in which the alleged incidents occurred.

Students or employees who feel they have been a victim of sexual harassment should contact the Vice President of Student Affairs, the President or his designee. The alleged victim will be advised of their rights and policies and procedures of the grievance process. They will also be advised of external resources and the option for notifying campus security and local law enforcement authorities.