

HUNTINGTON JUNIOR COLLEGE CAMPUS SECURITY POLICY

SECURITY AWARENESS

Huntington Junior College strives to maintain a safe educational environment. Community members, students, faculty, staff and guests are encouraged to report all crimes and public –safety- related incidents to the Campus Security Authorities in a timely manner. To encourage personal safety and security, all students and employees need to be aware of their responsibility for their own security and the security of others.

The building is monitored with security cameras 24 hours per day. There is only one entrance to the College building. It is observed by office personnel.

The College does not have any off-campus student organizations.

The College does maintain a zero tolerance policy for any type of verbal or physical abuse or harassment. In addition, the college maintains a zero tolerance policy for any type of weapon on campus. Failure to meet either of these policies can result in immediate dismissal from the college and reporting to local authorities. It is the policy of Huntington Junior College to promote a productive educational and work environment.

During the first week of class, consumer report information and its location are distributed on a quarterly basis. All of this information is also posted on the College website. This includes the Campus Security Policy and the Campus Security Report.

To enhance personal safety, and especially after an evening class, walk with friends or someone from class that you know well, or contact the front office for an escort.

If assistance is required from the Huntington Police Department or the Huntington Fire Department, the College will contact the appropriate unit.

DRUG AND ALCOHOL ABUSE POLICY

Huntington Junior College is designated as “Drug and Alcohol Free”. It is a violation of the HJC Alcohol Policy for anyone to possess or consume alcohol in any public or private area of the campus.

The possession, sale, manufacture or distribution of any alcohol by any underage person is illegal under both state and federal laws. Violators are subject to College disciplinary action, criminal prosecution, fine, and imprisonment.

The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Violators are subject to College disciplinary action, criminal prosecution, fine, and imprisonment.

More detailed information on the substance abuse education program is available on the College website, in the College catalog, and in the Employee Handbook.

SEXUAL OFFENSE POLICY

It is the policy of Huntington Junior College to promote a productive work environment and not to tolerate verbal or physical conduct by any employee or student that interferes with this environment. Based on this policy and the Campus Awareness Security Act of 1990, Huntington Junior college will report all criminal sexual offenses occurring on campus to the Huntington Police Department.

Huntington Junior College will not tolerate assault and/or intimidating behavior of any kind against any person or group of individuals based on race, gender, sexual orientation, age, national origin, religion, marital status, or disability. Any staff member, faculty, or student who is found to have committed a sexual offense is subject to immediate disciplinary action including suspension or dismissal. If disciplinary action is taken, the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense.

Information regarding sexual offenders living in West Virginia can be found at:

<http://www.wvstatepolice.com/sexoff/>

If you have experienced a sexual offense, Huntington Junior College offers you a secure and supportive environment in which to consider all the options that are available to you including (but not limited to), medical attention and evaluation, obtaining information, support and counseling, and/or reporting. It should be noted that some of these options offer confidentiality while other services are required by law to report the sexual offense. A person, who has experienced a sexual offense, whether rape or another unwanted contact, is urged follow the procedure below.

Procedures to Follow if Sexual Assault Occurs:

- The victim should get to safety and contact the Huntington Police Department. Huntington Junior College staff/faculty will also assist in notifying the proper authorities.
- Evidence should not be destroyed. The victim should refrain from taking a shower, washing hands, or changing clothing. The location where the assault occurred should not be disturbed.
- The victim should get immediate medical assistance.

- The victim is encouraged to seek support, information, and counseling. Counseling is available through Rape Crisis Counseling Team, 520 11th Street, Huntington, WV 25701-2211 (304) 523-3448 |

ACCESS POLICY

During business hours, the College will be open to students, parents, employees, contractors, guests and invitees. During nonbusiness hours, access to the College is by key.

FACILITY MANAGEMENT POLICY

As the college maintains and develops its facilities, security features and impact to student/staff safety is always considered. Local representatives (contractors, police, fire department, etc.) are used to provide the College with the best plans for facility management and upgrades.

TIMELY WARNINGS

In the event that a situation arises, either on or off campus, that, in the judgment of the Campus Security Authorities, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the college e-mail system, posted on the front door of the College, and announced over the PA system, as well as aired on the phone message for students, staff, or faculty calls.

If time permits, the local television and radio stations are also notified. Weather closings are always reported through local media outlets.

Anyone with information warranting a timely warning should report the circumstances to the Campus Security Authorities. Names and titles are listed below.

EMERGENCY RESPONSE AND EVACUATION POLICY

If an emergency situation occurs on campus, Huntington Junior College will work with the local authorities to determine if the best steps to effectively deal with the situation.

If an emergency situation occurs on campus that would require the evacuation of the building, students will be notified through an announcement over the PA system. All rooms have an emergency evacuation procedures map posted in the room. Student should follow the described evacuation route to quickly and efficiently evacuate the building.

Upon evacuation, students should move across the 9th Street Plaza to the front of the Cabell County Public Library. From there, school administrators will provide students will additional instructions.

Once the building is evacuated, administration will use the college e-mail system, announcements posted on the front door of the College, social media tools such as Facebook

and Twitter, as well phone message for students, staff, or faculty to notify individuals not currently on campus of the situation. As time permits, the local television and radio stations are also notified.

The college will practice emergency evacuation drills two times a year. Students and staff will be notified of the drill prior to the event.

CONFIDENTIAL REPORTING

If you are the victim of a crime and do not want to pursue action with the College System or the criminal justice system, you may still want to consider making a confidential report. The purpose of a confidential report is to comply with your wish to keep the matter confidential while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

CAMPUS SECURITY PERSONNEL

The College does employ off-duty Huntington Police Department officers to randomly patrol the building and adjacent areas. The officers do have the authority provided by the City of Huntington to arrest any individual found to be in commission of a crime or with an outstanding warrant while on Huntington Junior College property.

If assistance is required from the Huntington Police Department or the Huntington Fire Department, the College will contact the appropriate unit.

POLICY FOR REPORTING THE ANNUAL DISCLOSURE OF CRIME STATISTICS

A campus security authority prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our website at www.huntingtonjuniorcollege.edu or in the College administrative offices.

In addition to the disclosure above, Huntington Junior College maintains a daily crime log. This log is available for review by speaking to any of the designated college security authorities.

DESIGNATED COLLEGE SECURITY AUTHORITIES

Carolyn Smith - President
Cathy Snoddy - Director
Linda West – Academic Affairs Director