

# 2016 Annual Security Report



**JOHNSTON  
COMMUNITY  
COLLEGE**

One College • Endless Opportunities

Johnston Community College does not discriminate in admissions, employment, or in its administration of educational programs and activities on the basis of age, race, color, sex, national origin, disability, religion, creed, military or veteran status, genetic information, or any other characteristic protected under applicable federal or state law.

Johnston Community College  
2016 Annual Security Report

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The Johnston Community College 2016 Annual Security Report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and our off campus centers. Campus crime, arrest and referral statistics for 2013, 2014 and 2015 are included in this report. These statistics include those reported to the Johnston Community College Campus Police & Security Department, designated campus officials, and local law enforcement agencies surrounding our main campus and our off campus centers. Notification of the availability of the Annual Security Report is sent each semester via email to all current Johnston Community College students, faculty, and staff.

Notification of the availability of the Annual Security Report is also part of the orientation for all new students and for all new employees, and printed copies are available to prospective employees in the Human Resources Office and prospective students in the Student Services office as well as posted on our future students page of the college's website.

### **About the "Clery Act"**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is federal law that requires colleges and universities in the United States that are participating in federal student aid programs to disclose information about crime on and around their campus.

The Clery Act requires colleges and universities to:

- Publish an Annual Security Report (ASR) by October 1, documenting three calendar years of select campus crime statistics including security policies and procedures and information on the basic rights guaranteed to victims of sexual assault. Policy statements include:
  - Policies and procedures for reporting crimes and other emergencies and the College's response to these reports
  - The law enforcement authority of Campus Police & Security personnel
  - The relationships between Campus Police & Security and local law enforcement agencies
  - The security of and access to campus facilities
  - Crime prevention
  - Educational programs designed to increase awareness of safety and security
  - Emergency response procedures including notifying the campus community of an immediate threat
  - Sex offenses and obtaining registered sex offender information
  - Alcohol and drugs information
- Keep a public crime log which documents the "nature, date, time, and general location of each crime" and its disposition, if known. The crime log for the most recent 60-day period is accessible to the public from the Campus Police & Security Department during normal business hours. Any portion of the crime log that is older than 60 days will be made available within two business days upon request.
- Disclose crime statistics for incidents that occur on campus, in public areas immediately adjacent to or running through the campus, and at certain non-campus locations. The Clery Act crime categories include Murder/Non Negligent Manslaughter, Negligent Manslaughter, Rape, Fondling, Incest, Statutory Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, and arrests and disciplinary referrals for Weapons, Alcohol, and Drug Law Violations.

Hate crimes must be reported by category of prejudice, including race, gender, religion, sexual orientation, gender identity, ethnicity, national origin, and disability. Statistics are also required for four additional crime categories if the crime committed is classified as a hate crime: larceny/theft, simple assault, intimidation, and destruction/damage/vandalism of property. Also, the college must disclose domestic violence, dating violence, and stalking incidents that were reported to campus security authorities as well as unfounded crimes.

- Issue timely warnings about Clery Act crimes which pose a serious or ongoing threat to students and employees.
- Inform prospective students and employees about the availability of the report.
- Submit crime statistics to the DOE. Each year Clery Act crimes must be submitted to a Web-based data collection survey maintained by the Department of Education to disclose crime statistics by type, location and year.

### **Campus Security Authority and Relationship with Law Enforcement**

The administration attempts to provide a safe, secure educational environment for all students and employees. Police & security officers are on duty during classes and on weekends. The security officers provided by the college have no law enforcement powers. The College also contracts with the Smithfield Police Department to provide police authority on campus and officers have full law enforcement powers.

### **Reporting of Criminal Offenses**

Johnston Community College encourages all students and employees to report emergencies and/or criminal actions. If the emergency or criminal action involves personal injury or damage, Campus Police & Security personnel and the vice president of student services should be notified immediately. If the emergency and/or criminal action involves injury to property or buildings, the vice president of administrative, fiscal, and IT services should be notified immediately. The vice president of student services and vice president of administrative, fiscal, and IT services are responsible for responding to emergencies and criminal actions. In their absence, other college vice presidents are responsible for responding to any emergency in their areas. If there is an immediate threat or emergency always dial 911 first.

Campus Police & Security	(919) 209-2111
College Switchboard	(919) 934-3051 - (dial 0 on campus)
Vice President of Student Services	(919) 209-2048
Vice President of Administrative, Fiscal, & Information Technology Services	(919) 209-2051
Vice President of Instruction	(919) 209-2066

All crimes or emergencies should be reported to Campus Police & Security to ensure inclusion in the annual crime statistics and to aid in providing timely warnings to the community when appropriate.

## **Timely Warnings**

In the event that a situation arises, either on or off campus, that, in the judgment of the president, his senior administrative staff, or Campus Police & Security, is a potential ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued through the most effective and efficient means available and may include instant messaging to faculty and staff as well as e-mail notification and text messaging through Jaguar Alerts to faculty, staff, and students. Announcements may also be made over the college's indoor and outdoor speaker system.

Depending on the circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the president or any member of his senior administrative staff may post a notice on the Johnston Community College Web site at <http://www.johnstoncc.edu>. In such instances, a copy of the notice will be posted in common areas throughout the campus.

Anyone with information warranting a timely warning should report the circumstances to the College switchboard at (919) 934-3051, or dial 0 if on campus, or to Campus Police & Security by phone at (919) 209-2111 or in person at the Campus Police & Security office located in the Student Lounge in Wilson Building, Room C1211E.

## **Emergency Response Procedures**

### **Evacuation Procedures**

1. A building should be evacuated anytime the building alarm sounds or upon notification that the building should be evacuated.
2. When notified to evacuate the building all occupants should immediately exit using the nearest point of safe exit in an orderly manner. Faculty should ensure all students have evacuated the building unless directed otherwise by Emergency Personnel.
3. Faculty or staff should assist the disabled in exiting the building.
4. Do not attempt to reenter the building for any reason, until the "All Clear" is sounded by Emergency Personnel or Building Coordinator.

JCC's Emergency Response Plan can be located at <http://www.johnstoncc.edu/consumer/emergencyresponseplan.pdf>.

## **Confidential Reporting of Crimes**

The College encourages anyone who is the victim or witness to any crime to report the incident as soon as possible. All reports will be investigated. The College does not have procedures for voluntary, confidential reporting of crime statistics except to the extent that doing so is permitted by law. JCC requires all College employees, with the exception of licensed counselors, to share reported incidents with the College's Campus Police & Security personnel or other campus officials. Violations of the law will be referred to the Campus Police & Security office and when appropriate to the vice president of student services and the director of human resources.

## **Facility Access Policy**

During normal business hours (Monday through Thursday 7:30 a.m. to 10:00 p.m. and Friday 8:00 a.m. – 3:00 p.m. during the fall and spring semesters; summer hours vary), the College will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to all College facilities is by key if issued, by access code, or by admittance via Campus Police & Security or plant operations staff.

In addition, contractors may be provided temporary access to facilities to perform service or construction work during periods the College is closed. Special arrangements should be made to assure that building security is provided during these periods. Access to the campus by community college or non-community college organizations during periods the College is not in scheduled operation is provided by reserving the facilities through the vice president of administrative, fiscal, & IT services. Procedures for using College facilities are set forth in the Colleges Facilities Utilization Policy.

Employees are issued keys or access codes by the vice president of administrative, fiscal, & IT services for access to buildings or rooms. An employee who loans any building key or access code to another employee is responsible for any misuse or breach of security resulting from the transfer. Keys and codes should not be transferred from one employee to another nor should any building key be duplicated without authorization. The transfer of keys or codes among employees, the replacement of lost keys, and the distribution of new keys or codes is the responsibility of the vice president of administrative, fiscal, & IT services.

## **Criminal Activity Off Campus**

Campus Police & Security does not provide law enforcement services to off-campus activities on behalf of the College.

## **Alcoholic Beverages or Controlled Substances**

It is the policy of Johnston Community College that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol is prohibited while in the workplace, on College premises, or as part of any College sponsored activities unless otherwise authorized by AOM 1.18. Any employee or student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution. The specifics of this policy can found on the Drug and Alcohol Policy page on the website at <http://www.johnstoncc.edu> or in the [College Catalog and Student Handbook](#).

## **Drug and Alcohol Abuse Education**

The College has developed programs to prevent the illicit use of drugs and the abuse of alcohol by student and employees. The program provides services related to drug use and abuse including dissemination of information materials, programs sponsored by the Student Government Association, referrals, and College disciplinary actions.

A violation of any law regarding alcohol is also a violation of the [College's Student Code of Conduct](#) and will be treated as a separate disciplinary matter by the College.

Local mental health and substance abuse services are available at:

Johnston County Mental Health  
521 Brightleaf Blvd.  
Smithfield, NC 27577  
(919) 989-5000  
If in crisis, dial 1-800-510-9132

Additional information about drug and alcohol abuse, health risks, addiction and prevention can be accessed at the [National Institute on Alcohol Abuse and Alcoholism](#) as well as the [National Institute on Drug Abuse](#). Information regarding drug and alcohol abuse and its health effects can also be found on the [college's website](#). Hard copies are available in Student Services upon request.

### **Sexual Offender Registration**

The Campus Sex Crimes Prevention Act requires institutions of higher education to provide a statement advising the campus community where law enforcement information provided by a state concerning registered sex offenders can be obtained. The College is providing a link to the North Carolina Sex Offender and Public Protection Registry at <http://sexoffender.ncsbi.gov/>. This NC registry was established in January 1996 due to the General Assembly's enactment of Article 27A of Chapter 14 of NC General Statutes (NCGS 14-208.5).

### **Sexual Assault and Misconduct**

Sexual misconduct includes a range of behaviors such as those defined below. In addition, any other conduct of a sexual nature that is nonconsensual or has the purpose or effect of threatening, intimidating, or coercing a person or persons (e.g. intimate partner violence) is defined as sexual misconduct. Both men and women may be perpetrators, as well as victims.

1. Sexual Assault - refers to any sexual contact directed against another person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent, as well as incest or statutory rape.
2. Domestic Violence - includes felony or misdemeanor crimes of violence committed by persons who:
  - are current or former spouses;
  - are persons of opposite sex who live together or have lived together;
  - are related as parents and children, including others acting in loco parentis to a minor child, or as grandparents and grandchildren. For these purposes, an aggrieved party may not obtain an order of protection against a child or grandchild under the age of 16;
  - have a child in common;
  - are current or former household members; and/or

- are persons of the opposite sex who are in a dating relationship or have been in a dating relationship. For these purposes, a dating relationship is one wherein the parties are romantically involved over time and on a continuous basis during the course of the relationship. A casual acquaintance or ordinary fraternization between persons in a business or social context is not a dating relationship.

NC General Statute § 50B-1

3. Dating Violence - refers to violence committed by a person:
  - who is or has been in a social relationship of a romantic or intimate nature with the victim; and
  - where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
4. Stalking - occurs when an individual engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.

Definitions – The following definitions apply to the above:

- a) Course of conduct – Two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, is in the presence of, or follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- b) Harasses or harassment – Knowing conduct, including written or printed communication or transmission, telephone, cellular, or other wireless telephonic communication, facsimile transmission, pager messages or transmissions, answering machine or voice mail messages or transmissions, and electronic mail messages or other computerized or electronic transmissions directed at a specific person that torments, terrorizes, or terrifies that person and that serves no legitimate purpose.
- c) Reasonable person – A reasonable person in the victim's circumstances.
- d) Substantial emotional distress – Significant mental suffering or distress that may, but does not necessarily, require medical or other professional treatment or counseling.

NC General Statute §14-277.3A

**Consent** - explicit approval to engage in sexual activity demonstrated by clear actions or words. This decision must be made freely and actively by all participants. Non-verbal communication (i.e. pushing someone away or moving your body away from someone), silence, passivity, or lack of active resistance does not imply consent. In addition, previous participation in sexual activity does not indicate current consent to participate and consent to one form of sexual activity does not imply consent to other forms of sexual activity. Consent has not been obtained in situations where the individual:



- is forced, pressured, manipulated, or has reasonable fear that they will be injured if they do not submit to the act.
- is incapable of giving consent or is prevented from resisting due to physical or mental incapacity, which includes, but is not limited to, the influence of drugs or alcohol. This includes drugs such as GHB, Rohypnol and Ketamine that are often used to facilitate sexual assault and rape.
- has a mental or physical disability which inhibits his/her ability to give consent.

### **Reporting an Incident of Sexual Misconduct**

Johnston Community College encourages any member of the JCC community who has experienced sexual assault, domestic violence, dating violence, or stalking, or knows of another member of the community who has experienced sexual assault, domestic violence, dating violence, or stalking to report the incident to the College.

If a JCC student, employee, or visitor, has experienced a sexual assault, domestic violence, dating violence, or stalking, he/she should immediately report the incident to Campus Police & Security at (919) 209-2111. An individual can also contact the campus operator at (919) 934-3051 to connect him/her with Campus Police & Security. If there is an immediate threat, please dial 911.

Individuals may also make an in-person report. Campus Police & Security will assist all members of the JCC community by assessing the incident, advising the victim on how he or she can seek legal protection, and making the victim aware of medical, counseling, and other support services. If a reported incident did not occur on campus, Campus Police & Security can assist the victim in notifying the local police department with jurisdiction over the crime. In case of an emergency or ongoing threat, a victim should get to a safe location and call 911. Calling 911 will put you in touch with local police.

Employees who have experienced sexual assault, domestic violence, dating violence, or stalking may also report an incident to the Office of Human Resources in the Wilson Building C1023C or at (919) 209-2025. The director of human resources also serves as the college's Title IX coordinator.

Students who have experienced a sexual assault, domestic violence, dating violence, or stalking may also report an incident to the vice president of student services in the Wilson Building C1045D or by calling 919-209-2048. The vice president of student services also serves as the college's Title IX deputy coordinator for students.

These offices will provide victims of sexual assault, domestic violence, dating violence, and stalking with information about available support services and resources, and also assist any victim in notifying law enforcement, including the local police, if the victim elects to do so.

Victims are not required to report to area law enforcement in order to receive assistance from or pursue any options within Johnston Community College.

Reporting sexual assault, domestic violence, dating violence, and stalking to the police (including Campus Police & Security) does not commit the victim to further legal action. However, the earlier an incident is reported, the easier it will be for the police to investigate, if the victim decides to proceed with criminal charges.

## **Options for Bystander Intervention**

Bystander intervention is a term used to describe the interruption of behavior or speech by someone who is present. The following tips are cited from Workplace Answers, 2014 online training module titled “Preventing Discrimination and Sexual Violence: Title IX and the SaVE Act for Students”:

- Don’t leave someone alone if they are unconscious, drunk or high on drugs.
- Don’t let anyone engage in sexual activity with someone who is unconscious, drunk or high on drugs.
- Check in with your friends during parties or events and leave with them.
- Offer help to someone who is a target or at risk of sexual violence.
- Call the police if you see a sexual assault or hear a confession of rape.
- If someone jokes about rape or sexual violence, speak up to let them know it is not acceptable.
- Everyone on campus can help prevent domestic violence and stalking: Don’t encourage hostile or violent comments about other students.
- Do not share information about an acquaintance’s schedule or whereabouts with a stranger.
- If someone appears to be getting verbally abused or pushed around, ask, “Are you okay?” Intervene or get help if needed.
- If you see someone being attacked, followed or in distress, report it to Campus Security or the police immediately.
- Watch for signs that a relationship could become violent. Individuals who show extreme jealousy, controlling behavior, quick anger and unpredictable mood swings may be more likely to become violent in a relationship.
- Keep your distance if stepping in seems unsafe.
- Keep sight of the attacker and point the attacker out to authorities.
- Contact the authorities anonymously if necessary.

## **Written Notification of Rights and Options**

Any student or employee who reports an incident of sexual assault, domestic violence, dating violence, or stalking, whether the incident occurred on or off campus, shall receive a written explanation of their rights and options as provided for under this policy.

These rights and options include the right(s) of a victim to:

- Be assisted by Campus Police & Security authorities or college personnel if reporting a crime to law enforcement.
- Request that police or security remain at the scene until your safety is otherwise ensured.
- Change academic, working, or parking situations to avoid a hostile environment.
- Obtain or enforce a restraining order.
- Have a clear description of JCC’s disciplinary process, the rights afforded under this process, and know the range of possible sanctions up to and including suspension or expulsion.
- Receive contact information about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available both on-campus and in the community.

## **Procedures Victims Should Follow**

If an incident of sexual assault, domestic assault, dating violence, or stalking occurs, it is important to preserve evidence so that successful criminal prosecution remains an option.

The victim of a sexual assault should not wash, shower or bathe, douche, brush teeth, comb hair, or change clothes prior to a medical exam or treatment. If a victim has removed the clothing he or she was wearing during the assault prior to seeking medical treatment, that clothing should be placed in a brown paper, not plastic, bag and brought to the hospital when treatment is sought. If the victim is still wearing the clothes that he or she was wearing during an assault, he/she should bring a change of clothes with him/her to the hospital so that the clothes containing possible evidence can be preserved and examined for evidence of the crime.

Evidence of violence, such as bruising or other visible injuries, following an incident of sexual assault, or domestic or dating violence, should be documented by taking a photograph. Evidence of stalking, including any communications such as written notes, email, voice mail, or other electronic communications sent by the stalker, should be saved and not altered in any way.

## **On Campus and Off Campus Resources**

Johnston Community College, the Town of Smithfield, and Johnston County, all offer other important resources to the victims of sexual assault, domestic assault, dating violence, or stalking, including medical treatment, counseling services, and advocacy that victims may wish to utilize.

The following JCC employees and on campus offices can assist members of the JCC community in considering their options and navigating through any resources or recourse they may elect to pursue.

A victim need not formally report an incident of sexual assault, domestic violence, dating violence, or stalking to law enforcement or Johnston Community College in order to access the following resources:

- Director of Human Resources, (919)209-2025
- Employee Assistance Program (EAP), (800) 633-3353
- Vice President of Student Services, (919) 209-2048
- Counseling, (919) 209-2128
- Vice President of Administrative, Fiscal, & IT Services, (919) 209-2051

Off Campus Resources include the following:

Harbor of Johnston County  
P.O. Box 1903  
Smithfield, NC 27577  
Office: (919) 938-3566  
Crisis: (919) 631-5478  
Fax: (919) 938-4515  
Website: [www.harborshelter.org](http://www.harborshelter.org)  
E-mail: [info@harborshelter.org](mailto:info@harborshelter.org)

[Johnston County Mental Health Center](#)

521 N. Brightleaf Blvd.  
Smithfield, NC 27577  
Phone: (919) 989-5500

North Carolina Coalition Against Sexual Assault

811 Spring Forest Road, Suite 900  
Raleigh, NC 27609  
Phone: (919) 871-1015  
Fax: (919) 871-5895  
Email: [nccasa@nccasa.org](mailto:nccasa@nccasa.org)  
Website Address: <http://www.nccasa.org>

Information on Sexual Assault Centers:

<http://www.nccasa.org/need-help/nc-rape-crisis-centers>

**Accommodations**

Regardless of whether a student or employee reports an incident of sexual assault, domestic violence, dating violence, or stalking to law enforcement or pursues any formal action, if he/she reports such an incident to the College, Johnston Community College is committed to providing him/her as safe a learning or working environment as possible. Upon request, JCC will make any reasonably available change to a victim's academic, transportation, parking and/or working situation. When a reported incident of abuse involves more than one member of the JCC community, the College's director of human resources, vice president of student services, vice president of administrative, fiscal, and IT services, or Campus Police & Security may also issue a verbal warning prohibiting the individuals from contacting one another, either on or off campus. Employees may contact the Office of Human Resources and students may contact the vice president of student services for assistance.

Campus Police & Security will advise victims how to seek a restraining order from a criminal court that directs the accused to refrain from abuse and to leave the victim's household, building, school, college, or workplace.

Johnston Community College is committed to ensuring that orders of protection issued by courts are fully upheld on all College-owned, used, and controlled property. Therefore, if any member of the JCC community obtains an order of protection or restraining order, he/she should promptly inform JCC and provide Campus Police & Security with a copy of that order, so that the College can enforce it. Johnston Community College is also committed to protecting victims from any further harm, and if the College determines that an individual's presence on campus poses a danger to one or more members of the College community, JCC can issue a no trespass directive barring that individual from JCC property.

## **Confidentiality of Sexual Misconduct Reports**

Johnston Community College recognizes the sensitive nature of sexual assault, domestic violence, dating violence, and stalking incidents and is committed to protecting the privacy of individuals who report incidents of abuse, to the extent that doing so is permitted by law and consistent with the College's need to protect the safety of the community. Different JCC officials and personnel are able to offer varying levels of privacy protections to victims.

JCC requires all College employees, with the exception of licensed counselors, to share with the College's director of human resources or vice president of student services information they learn concerning a report of sexual assault, an incident of domestic or dating violence, or stalking, so that the college can investigate the incidents, track trends (including possible multiple reports involving the same assailant) and determine whether steps are needed to ensure the safety of the community. It is the victim's choice whether he/she wishes to participate in the investigation; however, the College may proceed with an investigation without the victim's participation if there is a concern for the safety of other members of the community.

Reports made to Campus Police & Security will be shared with the Title IX coordinator, who is the director of human resources, and/or deputy coordinator in all cases, and may also be made public (maintaining the victim's anonymity) and shared with the accused in cases where criminal prosecution is pursued. Reports received by the College concerning the abuse of a minor or juvenile must be reported to state officials in compliance with state law requiring mandatory reporting of child abuse. All members of the JCC community are required by College policy to report any instances of known child abuse or neglect to Campus Police & Security, and Campus Police & Security will in turn report such information to the appropriate state authorities.

Reports and information received by JCC's licensed counselors are considered legally protected or 'privileged' under North Carolina law. Those individuals will not share information they learn from victims with others within the institution (including the College's director of human resources or the vice president of student services or with any third party) except in cases of imminent danger to the victim or third party. Absent such circumstances of imminent danger, the only information that these employees will report to the College concerning incidents is statistical information, which does not identify the victim, so that the incident can be included in the College's crime reporting statistics that are reported in JCC's annual Clery Reports.

While federal law requires Johnston Community College to include certain reported incidents of sexual assault, domestic violence, dating violence, and stalking among its annual campus crime statistics, such information will be reported in a manner that does not permit identification of victims.

## **JCC Educational Programs**

JCC is committed to increasing awareness and prevention and reducing risk of discrimination, harassment, and sexual misconduct through educational programming. Workshops throughout the year and new student and employee orientations are provided to address these issues. Furthermore, all new students and employees receive access to an online training module that is sent to their campus email that addresses Title IX and Campus SaVE Act requirements, which addresses the issues of sex discrimination and sexual violence, and outlines JCC's policies regarding these issues.

## Conduct Proceedings

### For employees:

If an employee feels that he/she is a victim of harassment, discrimination, or sexual misconduct by another employee, supervisor, student, or non-employee, the following steps are to be taken.

#### *Responsibilities of Supervisors and Managers*

Notify the supervisor of the situation, who shall be responsible for investigating and taking immediate, corrective and appropriate action. The supervisor will work expeditiously and fairly to address all allegations of harassment, discrimination, and sexual misconduct within their departments whether or not there has been a written or formal complaint. The supervisor must:

- Take all complaints or concerns of alleged or possible harassment, discrimination, or sexual misconduct seriously no matter how minor or who is involved.
- Ensure that harassment, discrimination, or sexual misconduct is immediately reported to HR so that a prompt investigation can occur. HR will notify the police if criminal activities are alleged.
- Take any appropriate action to prevent retaliation or prohibited conduct from recurring during and after any investigations or complaints.

Managers and supervisors who knowingly allow or tolerate harassment, discrimination, misconduct or retaliation, including the failure to immediately report such misconduct to HR, are in violation of this policy and subject to discipline.

#### *Responsibilities of Human Resources*

If the individual cannot talk to or approach the supervisor about the matter, or if the harassing or discriminating behavior or sexual misconduct is coming from the supervisor, the individual may go to Human Resources to investigate and take immediate, corrective and appropriate action. The Human Resources Director is responsible for:

- Ensuring that both the individual filing the complaint (hereafter referred to as the “complainant”) and the accused individual (hereafter referred to as the “respondent”) are aware of the seriousness of a harassment, discrimination, or sexual misconduct complaint.
- Explaining Johnston Community College’s discrimination, harassment, and sexual misconduct policy and investigation procedures to the complainant and the respondent.
- Exploring informal means of resolving complaints.
- Notifying the police if criminal activities are alleged.
- Arranging for an investigation of the alleged discrimination, harassment or sexual misconduct and the preparation of a written report.
- Submitting a written report summarizing the results of the investigation and making recommendations to designated college officials.
- Notifying the complainant and the respondent of the corrective actions to be taken, if any, and administering those actions.
- At any point in the process, as preferred, the individual may go to the president who shall be expected to investigate the situation and take immediate, corrective and appropriate action.

**For Students:**

Any student who feels that he/she is a victim of discrimination, harassment or sexual misconduct and files a grievance, or, any student who is accused of any of this policy's prohibited behaviors will be notified immediately and required to see the vice president of student services (or designee). If there is an imminent threat, a college official may temporarily suspend the student for up to 2 days in order to immediately address the concern. Students found responsible for having committed such a violation may face a number of sanctions, as outlined in the College Catalog and Student Handbook (<http://www.johnstoncc.edu/studentresources/collegecatalog/index.aspx>), up to and including immediate suspension or expulsion from the College.

The vice president of student services (or designee) will investigate all allegations including interviewing the respondent, the complainant, any witnesses, and collecting or reviewing any relevant evidence before rendering a decision or sanction or referring the matter to the college's Student Grievance Committee. The disciplinary appeals procedure and the student grievance procedure are outlined in the College Catalog and Student Handbook.

All conduct proceedings shall provide a prompt, fair, and impartial investigation, and resolution.

In all investigatory and adjudication proceedings conducted by the College concerning charges of sexual misconduct, both the complainant and the respondent will be afforded the same process rights, including equal opportunities to have others present. This includes the right to be accompanied by an advisor of their choice. Both the complainant and respondent will also be afforded an equal opportunity to introduce evidence and identify witnesses. Both will be informed of the outcome of the disciplinary proceedings.

*Notes:* The lead investigator for student-on-student issues will typically be the Title IX deputy coordinator. If circumstances arise where it is inappropriate for this person to serve as the lead investigator, the responsibility will be assigned to another campus official trained in issues of sexual misconduct.

The lead investigator for employee-on-employee and employee-on-student issues will typically be the director of human resources. In these situations, the Title IX deputy coordinator will serve as the student advocate throughout the process. If circumstances arise where it is inappropriate for this person to serve as the lead investigator or advocate, the responsibility will be assigned to another campus official trained in issues of sexual misconduct.

**Retaliation**

No student or employee shall be subject to any form of reprisal or retaliation for having made a good faith complaint or for participating in an investigation of such complaint. Appropriate steps will be taken to protect students and employees from retaliation.

## Crime Prevention and Safety Tips

### Personal Safety

- Walk in a group or at least with a friend.
- Walk only in well-lighted areas.
- Never lend out keys. Keys can be duplicated.
- When leaving your office or work area, tell someone where you are going and when you will return.
- Don't offer a ride to any individual you don't know, even if the person claims to be a student.
- Report to Campus Police & Security any malfunctioning door, corridor, hallway, or exterior lighting.
- Trust your intuition! If you do not feel comfortable, call Campus Police & Security.

### Parking Lots

- Try to park in well-lighted areas. If you arrive during the day and work until after dark, consider moving your car closer during daylight hours.
- Always lock your car doors.
- Be aware of the lot in which you are parked so you can give your location quickly during an emergency call - (e.g. first section of the Wilson Building).
- Have keys ready. Be prepared to enter car quickly and lock doors immediately.
- Trust your intuition! If you do not feel comfortable, call Campus Police & Security.

### Preventing Theft

- Do not leave valuables unlocked or unattended, even for short periods of time!
- If you are an employee, lock doors when leaving your office, classroom, or lab. If you do not have a key, call Campus Police & Security for a key assist.
- Do not prop doors open. If a lock is not working properly, report it to Campus Police & Security.
- Keep a list of your debit/credit card numbers in a safe place. Never loan debit/credit cards or identification cards to anyone.
- Do not carry large amounts of cash on campus.



### Auto Burglary and Theft

- Do not leave valuables or important papers in your vehicle on campus in visible locations.
- Lock all doors and windows.
- Never leave your vehicle running while unattended.
- Report any individuals who appear to be wandering through parking lots or looking into vehicles.
- Report all other suspicious activity to Campus Police & Security.

## Crime Statistics

The Clery Act requires colleges and universities to publicly publish three years of campus crime statistics. Johnston Community College crime statistics have been disclosed in compliance with the Clery Act.

Definitions of Clery Crimes:

- Murder/Manslaughter – the willful killing of one human being by another.
- Negligent Manslaughter – the killing of another person through gross negligence.
- Forcible Sex Offense – any sexual act directed against another person, forcibly and /or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent, including: forcible rape, forcible sodomy, sexual assault with an object, or forcible fondling.
- Non-Forcible Sex Offense – unlawful, non-forcible sexual intercourse including, incest and statutory rape.
- Rape – the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Fondling – the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Incest – sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape – sexual intercourse with a person who is under the statutory age of consent.
- Robbery – the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- Aggravated Assault – an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- Burglary – the unlawful entry of a structure to commit a felony or theft.
- Motor Vehicle Theft – the theft or attempted theft of a motor vehicle.
- Arson – any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- Hate Crimes – a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. For the purposes of Clery, the categories of bias include the victim’s actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.
- Larceny-Theft – The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
- Simple Assault – an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

- Intimidation – to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- Destruction/Damage/Vandalism of Property – to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.
- Domestic Violence – defined on page five of this report
- Dating Violence – defined on page 6 of this report
- Stalking – defined on page 6 of this report
- Liquor Law Violations – the violation of state laws or local laws or ordinances prohibiting the manufacture, sale, transportation, furnishing, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.
- Drug Abuse Violations – the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment of devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics - manufactured narcotics which can cause true addiction (Demerol, Methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).
- Weapons Law Violations – the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.
- Constructive Possession – the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.
- Unfounded Crime – if a crime is investigated by law enforcement authorities and found to be false or baseless, the crime is “unfounded.” Only sworn or commissioned law enforcement personnel may unfound a crime.

### Crime Statistics Table

Offense	On-Campus			Non-Campus			Public Property		
	2013	2014	2015	2013	2014	2015	2013	2014	2015
Murder/Non-negligent Manslaughter	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	-	-
Sex Offenses, Non-forcible	0	-	-	0	-	-	0	-	-
Robbery	0	0	0	0	0	0	0	0	0
Rape**	-	0	0	-	0	0	-	0	0
Fondling**	-	0	2	-	0	0	-	0	0
Incest**	-	0	0	-	0	0	-	0	0
Statutory Rape**	-	0	0	-	0	0	-	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	3	0	2	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	2	0	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0
Drug Abuse Arrests	0	4	1	0	0	0	0	0	0
Drug Abuse Arrests Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0
Weapons Possession Arrests	0	0	0	0	0	0	0	0	0
Weapons Possession Violations Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0
Domestic Violence*	2	0	0	0	0	0	0	0	0
Dating Violence*	0	0	0	0	0	0	0	0	0
Stalking*	1	0	0	0	0	0	0	0	0
Unfounded Crimes**	-	0	0	-	0	0	-	0	0

\*2013 is the first year for reporting crime statistics for these categories.

\*\*2014 is the first year for reporting rape, fondling, incest, and statutory rape separately instead of the categories of sex offenses - forcible and non-forcible. 2014 is also the first year for reporting unfounded crimes statistics.

#### Hate Crimes

There were no reported hate crimes for the years 2013, 2014, or 2015 based on race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability. Criminal offense categories included murder/non-negligent manslaughter, rape, fondling, sex offenses- forcible, sex offenses- non-forcible including incest and statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property.