

**BEAUFORT COUNTY COMMUNITY
COLLEGE POLICE DEPARTMENT
ANNUAL CLERY REPORT ON
CAMPUS SAFETY
Revised (JULY 2010)**

Facilities And Grounds - The Campus Layout-

The Beaufort County Community College campus encompasses 80 acres just off highway 264 approximately 5 miles east of Washington, N.C. There are 14 buildings on site and 13 out of the 14 are open to the general public and the campus community during specified hours (see below information), and 13 of the 14 buildings are utilized for academic or continuing education instruction. Building 6 (maintenance) is the only campus facility not utilized for instruction or teaching.

Mission Statement-The mission of the Beaufort County Community College Police Department is to insure that every member of the campus community is afforded an environment that offers the utmost safety and security so the institutional purpose of education and service can be fulfilled.

Fulfilling The Mission Statement-The mission statement of the Beaufort County Community College Campus Police will be fulfilled by the following means (not in order of priority):

1. Communications - (oral and written)
2. Crime prevention programs
3. High visibility patrols
4. Enforcement
5. (Campus) community involvement
6. Service

Reporting Campus Crimes And Emergencies-

All members of the campus community should report crimes and safety issues that occur on campus to the BCCCPD by one of the following methods:

1. Calling on campus – **EMERGENCIES DIAL “0”**.

NON-EMERGENCIES- EXT. 6444 OR THE **DUTY LINE AT 943-8721**. The switchboard operator has radio contact with an officer at all times.

2. Calling from off campus- BCCC Main Switchboard Number- **252-946-6194**
3. BCCC Police Dept.- Administration / Chief of Police- **252-940-6444**
Pager – **252-561-3348 Or 800-979-7014**
Uniform Patrol / Operations Division –
Office – **252-940-6498**

4. Reporting anonymously by telephone to the above listed numbers. All land line phones have voice mail capabilities.
5. Reporting in person - The BCCC Police Dept. offices are located:
 - Chief of Police- Building 1- Room 210
 - Uniform Patrol/Operations Office- Building 5 – Lower Level
 - ID Badges – Bldg. 5 – Lower Level

Compiling The Annual Report- The BCCCPD compiles the annual report and distributes it to the entire campus community via;

The BCCC website

Paper copies

Oral presentations with paper copies of the ANNUAL REPORT via ACA CLASSES AND CAMPUS WIDE PRESENTATIONS)

The crime and disciplinary referral statistics are obtained via campus citizens voluntarily reporting crimes and incidents to the BCCCPD and from the Dean Of Students and BCCC counselors. No policies are in place to encourage non-campus pastoral or local mental health professionals to report crimes to the BCCCPD that are reported to them by BCCC students. Crime statistics reflected in the annual report include numbers supplied by the Beaufort County Sheriff for all reported category crimes from the area that immediately and directly surrounds the BCCC campus. **BCCC IS A COMMUNITY COLLEGE AND DOES NOT PROVIDE ON CAMPUS HOUSING.**

Medical Emergencies Calling on Campus – **Dial “ 0”**. Give the building and room number where the victim is located or the exact location if the victim is outside. An announcement will then be made for an EMT or member of the nursing staff to respond. Call 911 before anyone else if the situation appears life threatening. **BCCC conducts annual evacuation drills at the beginning of each new academic year. Designated emergency coordinators conduct the drills and compile a post drill / after action report. Each BCCC facility has direct call to 911 when a fire alarm activates with automatic fire and EMS response.**

General First Aid- First Aid Stations are located in the following designated areas in each building:
Building #1 - Room 118 & Switchboard
Building #2 - Room 103 (Copier Room)
Building #3 - Room 111 (Copier Room)
Building #4 - Room 101
Building #5 - Learning Resources

Center (Main Desk)
Building #6 - Maintenance Shop
(Open Shop Area)
(Non-Academic)
(Non-Instructional)
Building #7 – Open Shop Area
Building #8 - Room 808 (Admin.)
Building #8A- Main Shop &
Outboard Motor Shop
Building #9- Room 918
Building 10- Room 10-18
Building 10A – Firing Range
Building 10 B – Middle Hallway- Near
Bathrooms
Building 11- Cosmetology, Room 11-05
Dean of Allied Health
Suite 11-28

NOTE- A stethoscope and blood pressure cuff is also available at each first aid station.

Disposition of Reported Incidents-The BCCCPD will investigate and dispose of all reported crimes and incidents that occur on campus property and will seek assistance from outside agencies when necessary. The BCCC Police work in cooperation (but are not affiliated with) the Beaufort County Sheriff's Department as well as other local, state, and federal agencies. The following situations would merit assistance from other agencies:

1. Where equipment is needed to process a crime scene.
2. During large uprising or disturbances where additional manpower is required.
3. Emergencies - (Medical, Natural or Man-Made Disaster, Hostage Situation, etc.).
4. To obtain information on suspects.
5. Where circumstances of crimes on campus affect other geographic jurisdictions.

Access Control To Campus Facilities-All academic buildings are open to the campus community and the general public during normal business hours from 7 a.m. to 10 p.m., Monday - Thursday and 7 a.m. to 5 p.m. on Fridays. The campus is open in a limited capacity on Saturdays during normal business hours. The switchboard is closed on Saturdays but a BCCC police officer is on duty from 7:30 am to 4:30 pm and can be reached by calling 943-8721.

Maintenance of Campus Facilities-All members of the campus community should report maintenance or safety problems simply by

contacting the maintenance department (ext. 6249) or the BCCC Police at ext. 6444 or 943-8721. Any BCCC employee can submit a campus maintenance request form. Maintenance issues that jeopardize safety are considered priority and are dealt with in a timely manner by on campus maintenance personnel. Maintenance request forms can be obtained from the cashier in building one (upstairs).

Enforcement Authority-Members of the BCCC Police Department are duly sworn law enforcement officers with full powers of arrest. BCCC Police Officers receive their law enforcement authority and agency commission status via GS (General Statute) 115D-21.1. They have the authority to enforce all applicable state, federal, and local laws and ordinances within their jurisdictional boundaries. The BCCCPD will also enforce all the policies and regulations that deal directly with the conduct of the student population on campus. The BCCCPD works in a cooperative effort with the Dean of Student Services in investigating and placing campus and legal and sanctions on offenders. The BCCCPD will investigate and take action against anyone who jeopardizes the academic and community service mission of the institution.

Enforcement Tools- The BCCCPD enforces laws by all the legal means available to police agencies in North Carolina. BCCC Police officers can also issue campus citations to any individual who either violates law or campus policy. The campus citation can ban and/or sanction individuals from college property and limit their use of campus facilities/services. Individuals can also be banned and arrested by the BCCCPD for certain types of offenses/actions. BCCCPD officers also issue parking and traffic citations or North Carolina Uniform Citations to individuals who violate BCCC Parking and Traffic Policy or the North Carolina Traffic laws (Chapter 20). BCCC Parking and Traffic Citations must be paid prior to a student graduating or receiving and transcripts from the college. Students' records are flagged until all fines have been cleared. North Carolina Uniform Citations must be cleared/dispensed with in the North Carolina court system at the Beaufort County Courthouse.

Jurisdictional Boundaries-The BCCCPD has enforcement authority on all properties either owned or leased under the name Beaufort County Community College as sanctioned by the board of

trustees of the institution. BCCCPD Officers also have law enforcement authority on the section of highway 264 that adjoins the campus grounds as well as any other property that immediately adjoins campus property. BCCCPD Officers have unlimited authority to pursue a subject off campus property and make an arrest after continuous flight or hot pursuit. The BCCCPD can enter into mutual aid agreements with surrounding agencies that will further extend their jurisdictional boundaries.

Hours of Service- A BCCC Police Officer is on duty during regular class hours:

Monday - Thursday from 7 a.m. to 11 p.m.

Friday- 7 a.m. to 5 p.m.

Saturday- 7:30 a.m. to 4:30 p.m. and any other time where needs dictate. A BCCC Police Officer is always available during this time period during the normal academic session. (See Reporting Campus Crimes and Emergencies@ section on previous page).

This duty schedule fluctuates during the summer sessions to accommodate the adjusted hours of operation. An officer is on pager call 24 hours and can be reached at **800-979-7014**.

Emergency Evacuation-All academic and instructional buildings on campus have an emergency overhead public address system. Information regarding emergency situations requiring evacuation as well as medical emergencies will be broadcast over this system when necessary.

Campus Police Chain Of Command-The Chief of Police answers directly to the Dean of Administrative Services at BCCC.

BCCCPD Duty Line –

252-943-8721

ON CALL PAGER –

800-979-7014

Dissemination Of Information-The Chief of Police at BCCC notifies the Dean of Students and the President of BCCC and Dean of Administrative Services when a serious incident or catastrophic event occurs that might possibly jeopardize public safety or effect campus operations. A campus-wide notification will be sent out advising of any major crime or incident that occurs on campus via:

- CELL PHONE TEXT MESSAGE
- EMAIL TO ALL EMPLOYEES
- OVERHEAD PUBLIC ADDRESS (If Merited)
- ALERT ON BCCCPD **FACEBOOK** PAGE
- MESSAGE ON THE BCCC WEB SITE
- TELEVISION VIA STATEMENTS RELEASED VIA OUR DESIGNATED COLLEGE OFFICIAL (IF NEEDED).
- MESSAGE READ IN ALL CLASSES BY INSTRUCTORS

The BCCCPD **FACEBOOK** page can be found by logging in to your Facebook account and searching by using keyword “Dailylog” and looking for “**Beaufortcocommcollegepd Dailylog**”. The BCCC PD Facebook page has real time updates on our day to day activities on the **WALL** section and includes our daily police activities required by Clery.

A representative from the BCCCPD speaks to all ACA curriculum course sections and conducts a presentation on Clery / campus safety and security that includes:

-Alcohol – Drug Awareness / Education

-Sexual Assault Awareness / Education

Most if not all Clery requirements regarding the dissemination of campus safety and security information are included in this presentation.

Campus Watch-Campus Watch is a campus-wide program designed to give the entire campus community an opportunity to become involved in maintaining a safe campus. The Campus Watch symbol and slogan "Alert Eyes Save Lives" is designed to be the symbolic public designation that a formal reporting process exists on our campus. All members of the campus community are urged to contact the BCCC Police when they spot a safety hazard or a crime being committed. Individuals will be recognized and rewarded for becoming involved in this program or can remain anonymous.

Citizens can also email their information to: bcccpolicecrimetip@yahoo.com

Lost And Found-Any property found abandoned should be turned in to the BCCC police for inventory and storage. Items found containing identification will be returned to the owner in a timely manner. The BCCC Police will not be responsible for items missing from found property (purses, wallets, etc.).

Parking And Traffic-The student, faculty, or staff member in whose name a vehicle is registered will be held responsible and accountable for any liability or damage claims (including violation of campus traffic rules and regulations) arising in connection with the possession or operation of motor vehicles on campus. Any person violating these regulations shall be guilty of a violation of school administrative parking and traffic policy as well as the appropriate law as stated in Chapter 20 of the General Statutes of North Carolina. The BCCC Police Officer has the option either to charge an individual on a campus citation or to use a uniform state citation. Student records are flagged until parking fines are paid. All tickets must be cleared before a student can graduate or receive transcripts. The following is a list of chargeable traffic offenses which are violations of both school policy and state law:

1. Driving wrong direction on one-way streets
2. Reckless driving
3. Blocking/impeding traffic
4. Parking in fire lanes
5. Unauthorized utilization of Handicapped parking space
6. Exceeding safe speed or exceeding posted Speed Limit (15 MPH)
Parking Lots (5 MPH)
7. Expired vehicle inspection
8. Expired vehicle registration
9. Failure to obey officer's signal
10. Seat belt violations
11. Moving or removing barricades
12. Operating a motor vehicle without being properly licensed by the State of North Carolina
13. Operating a motor vehicle while under the influence of an impairing substance
14. Hit and run
15. Violation of county noise ordinance (Car stereos)
16. Operating unlicensed, uninsured vehicles (motorized 3 and 4 wheelers) on campus streets.
17. Operating unlicensed, uninsured vehicles on campus streets.

The following are violations of BCCC Parking and Traffic policy only:

1. Parking On The Grass
2. Parking On Painted Lines
3. Failure To Register Vehicle
4. Decal On Readily Visible

5. Parking On Sidewalks
6. Blocking Sidewalks
7. Parking In The Wrong Zone
8. Parking At The ATM
9. Skateboarding On Campus
10. Roller-Skating/In Line Skating

All **FULL-TIME** faculty and staff are required to obtain a BCCC parking decal from the Dean of Student Services Office. Any student enrolled in full or part-time classes in curriculum or degree granting programs is required to obtain a BCCC parking decal. All others not falling in the above categories are not required to register their vehicle to utilize campus parking.

Parking regulations are in effect 24 hours a day. Parking decals must be permanently adhered to the vehicle they are assigned to. Parking decals must be displayed either on the left rear window or left rear section of the vehicle bumper. Individuals are allowed to register 2 vehicles.

Parking Areas-Faculty, staff, students, and visitors of the campus are expected to utilize only paved and non-paved areas that are designated for parking. The fact that spaces are not available near the building that you are visiting does not give you the authority to park illegally or to create a parking space. (See campus map for parking lot layout). Handicapped spaces are closely monitored by the BCCC Police and the regulations/laws that govern them are strictly enforced. **STUDENTS ARE FREE TO PARK IN ANY PARKING LOT EXCEPT THE CIRCLE (ADMIN. CIRCLE) DRIVE THAT FACES BUILDING 1. THIS AREA IS DESIGNATED AND POSTED FOR EMPLOYEES AND VISITORS ONLY! ALL PARKING LOTS HAVE IDENTIFIER SIGNAGE THAT INDICATES ALL AUTHORIZED USERS.**

PARKING LOT IDENTIFIERS:

P1E

P1W

P2

P3

P4

P6

P7

P8

P8 – Grass Overflow

P9

P10

P10E

P11

P11 – Grass Overflow

All campus streets have names and identifier signage.

Bicycles/Scooters- Bicycles must be secured with a bicycle lock at all times. Bicycles can only be secured to objects that are secure from removal. Bicycles that are secured in a manner that impedes the normal vehicle or pedestrian traffic flow will be cited and possibly seized. Bicycles are required to display a valid BCCC Parking decal. Scooters are allowed to park in the striped areas in parking lots designated as “NO PARKING” for normal size automobiles as long as they don’t impede traffic flow or handicapped access. Scooters are also required to obtain a BCCC parking decal and adhere it in a manner where it is clearly visible.

Jump Starting And Unlocking Vehicles-The BCCC Police have equipment available to assist you in jump starting and unlocking your vehicle. All individuals must sign a liability waiver before the BCCCPD will perform any service on a vehicle.

Property Engraving- The BCCCPD will engrave your personal property for you at no cost.

Inclement Weather Policy-A decision to close the college or to consider a delayed schedule will be announced by 6 a.m. on local radio and television stations. The decision to cancel evening classes will be made by 4 p.m. Information regarding the alteration of school operating schedules can be obtained after hours by calling the campus switchboard (946-6194) via automated answering. Students are urged not to call college administrators or other college officials at home to obtain this information. No mention of BCCC operating schedules by the media or the campus switchboard automated answering system means that all classes will meet on the normal schedule.

Cell Phones- Cell phones/camera phones should be turned off in class and inside the library (Learning Resource Center). Any student failing to comply with this will be asked to leave class and face possible sanctions by school officials.

Alcohol/Drug Policy- Detailed information regarding the school policy and North Carolina laws dealing with drugs and alcohol as well as

related health risks is located in this manual (see ADrugs, Alcohol and Their Risks@) section. The BCCCPD will strictly enforce these laws and policies. **ALCOHOL AND DRUGS ARE ILLEGAL ON CAMPUS!**

Weapons On Campus-North Carolina General Statutes (N.C.G.S.) 14-269.2 (Weapons On Campus Or Other Educational Property) and 14-269 (Carrying Concealed Weapon) will be strictly enforced by the BCCCPD. In 1995, legislative changes in the concealed handgun law made it possible for the average citizen, after meeting or exceeding certain criteria, to legally carry a handgun concealed on their person. The law as it relates to educational property did not change. Carrying a concealed handgun on educational property even with a valid concealed handgun permit constitutes a felony. It should be further understood that hunting rifles and shotguns in plain view or concealed in a vehicle on educational property are illegal. Sworn law enforcement officers and some military personnel and/or individuals participating in weapons training are allowed to possess firearms on college property.

Stalking and Domestic Violence- Stalking and domestic violence situations are more prevalent on college campuses than ever before. Stalking is illegal in North Carolina and is defined as the willful watching and/or following of another person with the intent to harass, intimidate, or scare the targeted victim as they go about their normal routines.@ A person does not have to verbally threaten or approach his/her targeted victim to be considered a stalker. Anyone on campus who feels that they are being stalked should contact the BCCCPD immediately. The victim should not approach or confront the stalker even if they know his/her identity. It is equally important to notify the BCCCPD if you have a domestic violence restraining order filed against and individual. The order needs to include language that covers or protects the victim while on campus property.

Animals- Animals are not allowed inside campus buildings unless they are being used in a class or for other types of instructional purposes. Assistance animals (canines) are allowed in all campus facilities. No domestic animal is allowed to roam free on campus property that creates a nuisance or displays the potential to endanger campus citizens.

Loitering- No person is allowed to dwell on campus who is found to lack a valid reason or purpose to be on campus. Individuals found to be loitering will be escorted off college property and possibly sanctioned/banned for their actions. Students are not allowed to bring their children to campus to roam unattended while they are in class. Students are also not allowed to remain in campus facilities after class hours when the campus facility has been vacated by all faculty/instructors/other BCCC staff. Students need to schedule pick up as close to the end of class time as possible. Facilities will be secured in a timely manner by the BCCCPD at the end of all scheduled classes in a facility.

Smoking- EFFECTIVE AUGUST 1, 2010, BCCC WILL BECOME A SMOKE FREE / TOBACCO FREE CAMPUS. Sanctions will be placed upon all individuals who violate this policy. (SEE POLICY-BCCC Website)

Internet Usage- Beaufort County Community College has established an acceptable use policy for the campus-wide internet system. The campus internet is available for education and as a valuable information resource for all members of the campus community and the community at large. Actions/ usage deemed unacceptable include:

- Viewing / transmitting sexually explicit/pornographic materials.
- Communicating threats / harassing / intimidating other parties
- Participating in scams / frauds against other parties
- Transmitting false / fictitious information
- Creating/transmitting computer viruses

Individuals found to be utilizing the campus network in any of the above means will be sanctioned by BCCC up to loss of internet privileges and a ban from campus property for repeat offenders and face possible prosecution.

Special Events- Special parking can be designated for large on-campus events that will cause a strain on existing parking areas. The BCCCPD should be notified by memorandum/email as early as possible when such events are scheduled.

Sexual Assault - The BCCCPD will investigate all reported incidents of sexual assault on campus and will refer the findings of the initial

investigation to the Dean of Student Services. The victim will be immediately transported to Beaufort County Hospital for treatment. A spouse or family member will be contacted at the request of the victim. Rape victims will have evidence collected by a qualified physician at the hospital in accordance with the North Carolina State Bureau of Investigation standards for rape evidence collection and chain of evidence custody. Any information obtained as a result of an analysis of this evidence will be used to assist the Campus Police in their investigation and increase the chances of making an arrest, especially if the assailant is unknown to the victim or if the assailant flees immediately after the incident occurs. The victim will have the option to call his/her personal physician after the initial examination at the hospital. Counseling at the Tideland Mental Health Center as well as on campus counseling will be available to the victim for an indefinite period. As with any incident of this nature, confidentiality is of the utmost concern of the victim and Beaufort County Community College. Every effort will be made to protect the victim from public scrutiny. Public awareness information regarding this type incident as well as classes in self defense and personal safety are provided by the Office of the Dean of Student Services and the Campus Police during the academic year. Any BCCC student found to be the perpetrator of this type of offense (that is committed on campus) will be permanently banned from campus property and face criminal prosecution and sanctions for his/her actions.

Crime Statistics- Crime statistics for the campus are derived from reported incidents by campus citizens and by discovery through patrol efforts of the BCCCPD. Faculty, staff and students are urged to report all crimes and security issues to the BCCCPD in a timely manner.

Solicitation- Certain types of solicitation are prohibited on campus. These types include:

- Placing flyers on vehicles
- Placing flyers on non-public bulletin boards on campus
- Door to door sales by non-sanctioned campus groups
- Gaming or ticket sales not classified as a donation
- Any type that is a breach of NC law.

Campus organizations should obtain permission from the Dean of Students before participating in

any form of campus solicitation. Outside groups/non-affiliates must obtain permission from the BCCC Board of Trustees prior to soliciting on campus.

ID Badges- All Students are required to obtain a college ID badge. Contact the BCCCPD or Student Services for additional information.

Safety Tips

1. Never walk alone at night in parking areas and areas of reduced light. Don't park in outlying areas.
2. Have your keys ready and in your hand prior to exiting a building.
3. Be aware of your surroundings when walking. Walk with confidence.
4. Keep your doors locked while driving or when sitting in your vehicle in a parking lot.
5. Avoid using an ATM late at night, especially if you are a woman and especially if you are alone.
6. Report suspicious activity to the BCCCPD.

Important Telephone Numbers

Beaufort County Community College
1-252-946-6194
BCCC Police Dept. After Hours Pager
1-252-561-3348 or 800-979-7014
North Carolina Highway Patrol
1-800-441-6127
Missing Children Information Hotline
1-800-522-5437
Crime Victim Compensation
1-800-826-6200
Wildlife Violator Reporting
1-800-662-7137
Drug & Cocaine Hotline 1-800-262-2463
National Center for Missing & Exploited
Children 1-800-843-5678
National Child Abuse Hotline
1-800-422-4453
National Runaway Switchboard
1-800-621-4000
Beaufort County Hospital 975-4100
Pungo District Hospital 943-2111
Pamlico Sound Legal Services
1-800-682-4592
Domestic Violence Hotline
1-800-682-0767
Domestic Violence Shelter (Beaufort County)
946-3219
Beaufort County United Way 943-3755

Tar Heel Home Health, Inc. (Private)

906 West 15th
Washington, NC 27889
946-7145

Judy Kiricoples (Clinical Manager)

Types of Services

- AIDS Case Management
- Social Work Services

Options to Domestic Violence and Sexual Assault (Call for address, as Options prefers to give caller this information personally due to safety concerns)

- volunteer advocacy
- food pantry and clothing closet
- limited financial assistance

Community Educator- Ruby Whitehurst

Phone Number- (252) 946-3219

Contact Person: Ann Hastings

Contact Person: Court Advocate (Yecenia)

Hispanic Outreach- Marisol Barr

Types of Services

- emergency service to victims
- emergency transportation
- legal and medical accompaniment and referral
- confidential counseling
- emergency shelter

Beaufort County Health Department

1436 Highland Drive
Washington, N.C. 27889

Contact Person: Shelia Sauls

Phone Number – (252) 946-1902

Type of Services:

- clinics: maternity, family planning
- pediatrics, gynecological
- environmental health services
- AIDS counseling and testing
- immunizations
- public health education

Tideland Mental Health Center

1308 Highland Drive
Washington, N.C. 27889

Contact Person: Lori Roberson
(252) 946-8061

Types of Services:

- counseling (personal)
- substance abuse counseling
- referrals