



Community College of Beaver County
Annual Security Report
2017-2018

Table of Contents

I.	Introduction	1
II.	CCBC Security Department	1
1.	Role Authority and Training	1
2.	Collaboration with Law Enforcement Agencies	2
3.	Reporting Crimes and Other Emergencies	2
4.	Campus Security Authorities (CSA's)	2
III.	Notification Systems	3
1.	Emergency Alerts	3
2.	RAVE Emergency Alert System	3
3.	Campus Intercom System	3
4.	Closings and Cancellations	3
IV.	Contacting Security, Resources, and Accessing CCBC Facilities	4
1.	Contacting Security	4
2.	Resources	5
A.	Video Cameras	5
B.	Area Hospitals and Emergency Care	5
C.	Emotional Support Counseling/Advocacy	5
3.	Accessing CCBC Facilities	5
A.	Automatic Door Locking Systems	5
B.	Access to Buildings and Labs	5
C.	Animals/Pets on Campus	6
D.	Smoking on Campus	6
V.	Title IX	6
1.	The Law	6
2.	Purpose	6
3.	Background	6
4.	Definitions	7
5.	Alcohol and Other Drugs:	9
6.	Procedures and Responsibilities:	9
7.	Responsible Employees:	12
8.	Appeal Processes:	12
9.	Sexual Violence Education and Support:	13

10.	Title IX Coordinator Contact Information	13
11.	Personal Support.....	13
12.	State and Local Agencies.....	14
13.	Federal Agencies	14
14.	Campus Sexual Assault Victim’s Bill of Rights	15
15.	Mandatory Reporters.....	15
VI.	Crime Prevention and Awareness Programs	16
1.	Behavioral Evaluation Team (BET)	16
2.	Personal Safety	16
3.	Safety and Security Tips	17
VII.	Crime Statistics.....	17
1.	Annual Disclosure of Crime Statistics.....	17
2.	Campus Crime Log	18
VIII.	CCBC’s Policies on Weapons, Violence, Alcohol, and Other Drugs.....	18
1.	Weapons	18
2.	Threat to Others.....	18
3.	Threat to Self.....	21
4.	Drugs and Alcohol	24
IX.	Campus Map with Evacuation Locations	26

I. Introduction

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act) and its amendments is a federal law which requires institutions of higher learning that receive Title II funding to publish a report annually. The Clery Act requires Institutions of Higher Education to:

1. Disclose, collect, classify, and count crime reports and statistics.
2. Issue crime alerts.
3. Issue emergency notifications.
4. Publish an annual security report.
5. Submit crime statistics to the Department of Education.

This annual security report outlines policies related to campus security and emergency response and discloses crime prevalence statistics for crimes reported to the institution's Safety and Security Department and other campus authorities. The reported statistics must cover the most recent three year period and include those crimes occurring on any campus, any public property immediately adjacent and accessible to a campus, and any non-campus buildings or property owned or controlled by the institution. The Community College of Beaver County (CCBC) publishes the report annually and is in compliance with the Clery Act and its amendments.

Crime data is collected from Safety and Security Department reports and records, student judicial and Behavioral Evaluation Team (BET) records, Campus Security Authorities, and data received from local or state police agencies in the campus or non-campus location jurisdiction.

If you feel that CCBC has failed to comply with the requirements of these acts, please file a complaint with:

Vice President of Finance, Operations, and Information Technology
One Campus Drive
Administration Building, Room 5108
Monaca, PA 15061
Telephone: 610-724-3361

II. CCBC Security Department

1. Role Authority and Training

CCBC's Security Department is led by the Vice President of Finance, Operations, and Information Technology. The Department works closely with the Provost Office, Vice President of Student Affairs and Enrollment, and the Center Township Police Department to create a safe and secure campus. The goal of the Security Department is to provide a safe and secure environment for the entire CCBC campus community. The Security department is prepared to handle emergencies and they are equipped with radio and telephone communications at all times.

The College's security force is comprised of a Captain, Lieutenant, and uniformed guards assigned to the college by renowned security firm US Security. The Security Department reports directly to the Vice

President of Finance, Operations, and Information Technology. The Security Office is located at the main entrance of the Student Services Center, in room 1102D.

All Security guards have been trained and are certified in CPR, AED and First Aid and are qualified to render assistance. Security personnel are trained to administer NARCAN and are equipped with it at all times. They are also subject to the required criminal background checks and undergo mandatory training before they start.

2. Collaboration with Law Enforcement Agencies

The Security Department cooperates with police agencies and maintains an excellent working relationship with the Center Township Police Department (CTPD). CTPD's headquarters is less than a mile away from the main campus and assist as needed. Crimes involving violence, major property loss, or any felony are immediately reported by CCBC's Security Department to CTPD. All crime statistics are recorded on forms and in the format required by the Pennsylvania State Police and in compliance with the Uniform Crime Reporting Act (Chapter 3, PA Act 29 of 2004).

3. Reporting Crimes and Other Emergencies

Students, faculty, staff and guests are encouraged to report any crime or suspicious incidents to CCBC's Security Department. A guard will be dispatched to the scene, where he or she will evaluate the situation and contact the necessary authorities. In the event of an emergency or criminal incident, prompt notification is made to the campus community through appropriate administrators.

The Student Handbook provides information to students on how to appropriately report any crime to the Security Department. Safety and security issues are discussed at all college orientation programs, Titan Transition Classes which are required of all freshmen students, and the college website (ccbc.edu)

The Safety and Security Department will report criminal activity to the local police and the Pennsylvania State Police as necessary. The Security Department maintains a daily crime log and compiles all crime related data into the annual security report per Clery Act regulations. No information about the reporting party or any information which may easily identify a victim is included in these disclosures.

4. Campus Security Authorities (CSA's)

The Clery Act requires that the College gather and publish crime data from multiple sources, including a Campus Security Authority (CSA). A CSA is a Clery Act-specific term that encompasses four groups of individuals and organizations associated with an institution. At CCBC CSA's are:

- Campus Security officers.
- Any individual or individuals who have responsibility for campus security but who are not members of the campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property). This includes individuals such as those who provide security at a campus parking kiosk, monitor access into a campus facility, act as event security, such as for sporting events or large, registered parties, or escort students around campus after dark (including other students).
- Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial

proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

The function of a campus security authority is to report to the security department any allegation of Clery Act crimes that he or she receives. Reports made by a CSA will be investigated by the Security Department or referred to outside police agencies as appropriate. Statistics derived from CSA reports are include in the annual Clery Act statistics.

CSAs are not responsible for investigating or reporting incidents that they overhear students talking about in a hallway conversation; that a classmate or student mentions during an in-class discussion; that a victim mentions during a speech, workshop, or any other form of group presentation; or that the CSA otherwise learns about in an indirect manner.

III. Notification Systems

1. Emergency Alerts

In the event that CCBC's Security Department receives a credible report of a serious crime or other safety concern, emergency alerts will be sent via the College RAVE emergency alert system, messages on CCBC social media sites, and a red banner will appear across the website. All security services are linked directly to the Beaver County Emergency Management System.

2. RAVE Emergency Alert System

The College's emergency notification system will be considered the primary means of communicating campus closings or delays to students and employees. Each Student's college email is automatically enrolled in the system. Students and loved ones can also receive emergency notifications via personal email or as a text or voice message sent via cell phones. Students should login to [MyCCBC](#) under the Students tab and add these addresses and phone numbers. Look for the link on the left that says RAVE Emergency Alerts. There is no cost to subscribe to RAVE alerts. Data and messaging fees may be charged by the recipient's cell phone provider.

3. Campus Intercom System

Each classroom is equipped with a classroom emergency phone and intercom system. The system provides push button dialing for campus security, intercom call functionality into classrooms, and automatic dialing to 911.

4. Closings and Cancellations

Closings and cancellation notices are sent via the RAVE system. Notifications are also posted on the official College website (www.ccbc.edu) and reported to local TV and radio stations. Alerts from the emergency alert system will also automatically be posted to the College's official Facebook page (www.facebook.com/CCBCedu) and Twitter account (twitter.com/CCBCedu). All campus closings and delays are determined by the College President or his/her designated representative.

Class cancellations are based upon logical divisions between morning, afternoon, and evening classes. Morning classes begin before noon; afternoon classes begin after noon; and evening classes begin after 5 p.m. Classes in session during these divisions continue as scheduled. Since weather conditions and emergency situations are unpredictable, the College President (or designated representative) will strive to reach a decision on the College's status by the following times:

- 5 a.m. for morning classes and all day cancellations
- 10 a.m. for afternoon classes
- 3 p.m. for evening classes

IV. Contacting Security, Resources, and Accessing CCBC Facilities

1. Contacting Security

The Security Department's hours of operations are Monday – Saturday from 6:00am to 11:00PM. On-campus telephones are located in offices and labs when the college is open. Emergency phones are and intercom systems are installed in every classrooms. Bright red emergency phones are also distributed across campus grounds and are installed in each parking lot.

Dial 724-480-3453 or email security@ccbc.edu to contact the Security Department for non-emergencies.

To report an emergency situation to Security:

- Dial 724-480-3555 from your cell phone.
- Press the red button on the emergency phones identified with the blue light located across campus.
- Press the red button on the emergency phones installed in each classroom.

To report an emergency directly to 911:

- Dial 911 from your cell phone.
- Press the black button on the emergency phones identified with the blue light located across campus and dial 911.
- Press the black button on the emergency phones installed in each classroom and dial 911.

When to Call 911 (not an all-inclusive list)

- You witness a crime in progress on campus.
- You see a fire.
- You have a medical emergency, such as someone who is unconscious, gasping for air or not breathing, experiencing an allergic reaction, having chest pain, having uncontrollable bleeding, or any other symptoms that require immediate medical attention.
- You feel that you are being physically threatened by someone or something.
- You hear discussion of or see a weapon on campus.

When to call the Security Department (not an all-inclusive list)

- You need a room unlocked.
- You want to report suspicious circumstances.
- You have recovered lost and found property.
- You would like an escort to and from class.
- You have an agitated individual in your classroom/department area.
- Other non-life threatening situations.

After normal business hours or when the college is closed, all emergency calls should be reported to the Beaver County 911 Center by dialing 911 from a campus or cellular phone.

2. Resources

A. *Video Cameras*

Motion detection triggered video cameras are installed at 28 strategic locations across campus including campus entrances and public spaces. Footage is held for 30 days and all systems are tested frequently by the security department.

B. *Area Hospitals and Emergency Care*

Heritage Valley Beaver
1000 Dutch Ridge Road
Beaver, PA 15009
724-773-8480

MedExpress Urgent Care
3944 Brodhead Road
Monaca, PA 15061
724-773-0777

C. *Emotional Support Counseling/Advocacy*

CCBC's Counseling Office provides Academic, Transfer, Career and Personal/Social Counseling. Check the Titan Talk or Counseling Calendar for a schedule of our workshops and college visits. Counseling Services are FREE to CCBC students.

Counseling Office – Student Services Center

Hours: Monday – Friday 8:00 am – 4:30 pm
Evening Hours: Monday - Thursday 4:00 pm - 7:00 pm

To schedule an appointment please contact:

Amy Jansto, Administrative Assistant Phone: 724-480-3421 Fax: 724-480-3573
Email: counselingoffice@ccbc.edu

3. Accessing CCBC Facilities

A. *Automatic Door Locking Systems*

The college utilizes an electronic locking system on all of the exterior doors at the main campus and at the Aviation Sciences Center. This system allows the college to program and control access to all exterior campus doors and interior suites. The Security and College Operations departments have the ability to lock down specific doors, buildings, or the entire campus if necessary in the case of an emergency. All CCBC employees are issued a badge as their identification card which also functions as their key to the exterior doors and/or suites where they work.

B. *Access to Buildings and Labs*

Normal hours during the spring, fall, and summer semesters at the Main Campus and Aviation Science Center (ASC) are as follows:

Monday – Thursday: 7:00 am to 10:30 pm

Friday: 7:00 am to 5:00 pm
Saturday: 7:00 to 5:00pm Main Campus; Hours vary for ASC.

C. Animals/Pets on Campus

The Community College of Beaver County (CCBC) has chosen to allow employees, students, vendors, and visitors to bring their animals to the College under controlled conditions and on a limited basis as long as the animals can display good citizen skills. Guidelines are outlined in the college's [policies and procedures](#) and must be strictly followed, in order to make the experience a safe and enjoyable one for all concerned. Any violations of these guidelines by an employee, student, vendor, or visitor or the employee's, student's, vendor's, visitor's animal may result in immediate revocation of that individual's and/or animal's privileges on campus.

Animal owners assume complete liability for their pets. And remember, bringing animals on the College campus is a privilege, not a right.

D. Smoking on Campus

The use of all tobacco products including cigarettes, e-cigarettes, pipes, and chewing tobacco is prohibited on campus grounds and in/within college buildings.

Link to Tobacco Free campus procedure:

<http://www.ccbc.edu/procedureDetails.aspx?procedureGuid=ed881172-72aa-4f72-bebe-cc5bfa79d51f>

V. Title IX

1. The Law

Title IX of the Educational Amendments of 1972: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance."

2. Purpose

Community College of Beaver County (the College) is proactive in its efforts to address and prevent instances of sexual discrimination, sexual harassment and sexual violence. Below, students, employees, and third parties will find information about Title IX and the College's policies and procedures regarding sexual misconduct, as well as additional related information.

3. Background

In an effort to promote an environment free from sexual harassment, sexual misconduct, and sexual violence, the College complies with Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual harassment, sexual misconduct and sexual violence) in any program or activity on based on sex or gender. Title IX also prohibits retaliation for asserting such claims of discrimination. The College is committed to providing an environment free from sex and gender-based discrimination or harassment. Sexual harassment is a serious matter. A charge of sexual harassment is not to be taken lightly by a complainant, respondent, or any other member of the College community. Individuals proven to be violators of this policy will be subject to disciplinary actions, including but not limited to, reprimand, suspension, termination of employment, or expulsion from the College.

4. Definitions

Coercion is the improper use of pressure to compel another individual to initiate or continue sexual activity against the individual's will. Coercion can include a wide range of behaviors, including intimidation, manipulation, threats and blackmail. A person's words or conduct are sufficient to constitute coercion if they wrongfully impair another individual's freedom of will and ability to choose whether or not to engage in sexual activity. Examples of coercion include threatening to disclose another individual's private sexual information (sexual orientation, gender identity or gender expression) and threatening to harm oneself if the other party does not engage in the sexual activity.

Complainant is defined as an individual who reports being the victim of sexual misconduct.

Confidentiality: Confidentiality means that information will not be shared by professionals without the express consent of an individual. The only professionals who have the ability to offer confidentiality related to Title IX are: mental health providers, ordained clergy, rape crisis counselors and attorneys, all of whom have legally protected confidentiality. These individuals are prohibited from breaking confidentiality unless there is an imminent threat of harm to self or others or a suspicion of child abuse.

Effective Consent is defined as willingly, freely and knowledgably agreeing to engage in sexual conduct. Consensual sexual conduct is a mutual decision reached by all parties involved without any indication of force, threat, coercion, manipulation, intimidation, or reasonable fear of injury. Consent cannot be given if an individual is mentally or physically incapacitated (for example, due to excessive use of alcohol or drugs or a mental or physical condition). Silence, passivity, lack of active resistance or lack of active response does not indicate consent. In addition, previous participation in sexual activity does not indicate current consent. Consent to one form of sexual activity does not imply consent to other forms of sexual activity.

Force is the use or threat of physical violence or intimidation to overcome an individual's freedom of will to choose whether or not to participate in sexual activity. Force may also include moral, intellectual, psychological or emotional force. For the use of force to be demonstrated, there is no requirement that a Complainant resists the sexual advance or request. However, resistance by the Complainant will be viewed as a clear demonstration of non-consent.

Incapacitation is a state where an individual cannot make an informed and rational decision to engage in sexual activity because the individual lacks conscious knowledge of the nature of the act (e.g., to understand the who, what, when, where, why or how of the sexual interaction) and/or is physically helpless. An individual is incapacitated, and therefore unable to give consent, if s/he is asleep, unconscious, or otherwise unaware that sexual activity is occurring.

Incapacitation may result from the use of alcohol and/or drugs. Consumption of alcohol or other drugs alone is insufficient to establish incapacitation as it is a state beyond drunkenness or intoxication. The impact of alcohol and drugs varies from person to person; however, warning signs that a person may be approaching incapacitation may include but may not be limited to slurred speech, unsteady step or movement, odor of alcohol, vomiting, combativeness, or emotional instability.

Evaluating incapacitation also requires an assessment of whether a Respondent knew or should have known that the Complainant was incapacitated based on objectively and reasonably apparent

indications of impairment when viewed from the perspective of a sober, reasonable person in the respondent's position.

Intimate Partner Violence is not defined for the purposes of this policy as a distinct form of sexual misconduct. Rather, intimate partner violence shall include any act or threatened act of violence against a person who is, or has been involved in, a sexual, dating, domestic, or other intimate relationship with the Respondent. This may encompass behavior including, but not limited to, physical, sexual, and emotional violence. It may involve one act or an ongoing pattern of behavior. This may take the form of threats, assault, property damage, violence or threat of violence to one's self, one's sexual or romantic partner or to the family members or friends of the sexual or romantic partner. Intimate partner violence affects individuals of all genders, gender identities, gender expressions, and sexual orientations and does not discriminate by racial, social, or economic background. The College will not tolerate intimate partner violence of any form. The College recognizes that sexual harassment, sexual assault, sexual exploitation, harm to others, stalking, and retaliation all may be forms of intimate partner violence when committed by a person who is or has been involved in a sexual, dating, or other social relationship of a romantic or intimate nature with the Complainant. Under Clery, the College will record and report all relevant incidents of intimate partner violence.

Non-consensual Sexual Contact is any intentional sexual touching, however slight, with any object, by one person upon another person that is without consent and/or by force.

Non-consensual Sexual Intercourse is any sexual intercourse, however slight, with any object, by one person upon another person that is without consent and/or by force.

Privacy: Privacy generally means that information related to a report of misconduct will only be shared with a limited circle of individuals on a "need to know" basis for legitimate complaint investigation and processing purposes.

Respondent is defined as a student alleged to have committed sexual misconduct.

Retaliatory Harassment is any adverse employment or educational action taken against a person because of the person's participation in a complaint or investigation of discrimination or sexual misconduct. Also includes retaliation against the victim by the accused or by the accused friends or others who are sympathetic to the accused. Also can include retaliation directed toward a third party because of their participation in a grievance process or for supporting a grievant.

Sexual Contact is intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts, or any other intentional bodily contact of a sexual manner.

Sexual Exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own benefit, or to benefit anyone other than the one being exploited. Examples include, but are not limited to: (1) Invasion of sexual privacy (2) Prostituting another person (3) Non-consensual recording or broadcasting of sexual activity (3) Engaging in voyeurism (4) Knowingly exposing someone to an STD or HIV (5) Exposing one's genitals in non-consensual circumstances (6) Sexually-based stalking, bullying and cyber-bullying.

Sexual harassment is any unwelcome sexual advance, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) Submission of such conduct is an explicit or implicit condition of employment or academic success; (2) Submission to or rejection of such conduct is used as the basis for an employment or academic decision; or (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance; or creating an intimidating, hostile or offensive work or academic environment.

Examples of what constitutes sexual harassment include, but are not limited to, the following:

- General sexist remarks/ jokes or behavior;
- Continued or repeated verbal abuse of sexual nature;
- Repeated and offensive uninvited sexual flirtation, advances, propositions, or requests for dates;
- Graphic verbal commentaries about an individual's body;
- Sexually degrading words used to describe an individual;
- Solicitation of sexual activity or other sex-linked behavior by promise of reward;
- Coercion of sexual activity by threat or punishment;
- Non-consensual sexual intercourse or assault, or physical touching of a sexual nature; and
- Display in the workplace or academic environment of sexually suggestive objects or pictures.

Sexual Intercourse is vaginal or anal penetration by a penis, object, tongue or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

Stalking is any course of harassing, threatening, or intimidating conduct that an individual has willfully and repeatedly (more than once) engaged in that reasonably and seriously alarms, torments, or terrorizes another individual or group of individuals. Stalking behaviors may include, but are not limited to repeated: abusive and excessive contact and/or monitoring using telephone calls, voice mails, emails, instant messaging, text messages, and/or social media to one's home or work; installing spyware on a person's computer or phone without consent; trespassing; following and/or threatening an individual or a person's friends and relatives; driving/walking by a person's home, school, and/or work; or vandalizing property.

5. Alcohol and Other Drugs:

In general, sexual contact while under the influence of alcohol or other drugs poses a risk to all parties. Alcohol and drugs impair a person's decision-making capacity, awareness of the consequences, and ability to make informed judgments. It is especially important, therefore, that anyone engaging in sexual activity be aware of the other person's level of intoxication. If there is any doubt as to the level or extent of the other individual's intoxication or impairment, the prudent course of action is to forgo or cease any sexual contact or activity.

Being intoxicated or impaired by drugs or alcohol is never an excuse for sexual harassment, sexual violence, stalking, or intimate partner violence and does not diminish one's responsibility to obtain consent.

6. Procedures and Responsibilities:

Students, employees, or third parties who have an inquiry or complaint of sexual harassment, sexual misconduct, stalking, dating violence, domestic violence, retaliation, or any form of discrimination

should contact the Title IX Coordinator, Vice President for Human Resources, or a Title IX Deputy Coordinator listed in the contact information below.

Complaints must be:

- In writing to the Title IX Coordinator or a Deputy Title IX Coordinator;
- Include a description of the alleged incident;
- Made within five working days of the alleged incident

A Title IX investigation will be conducted by the Title IX Coordinator and/or Deputy Coordinator(s), as appropriate. Following the investigation, a written determination as to the validity of the complaint and description of the next steps, if any, will be issued to the complainant and respondent within five working days.

Inquiries will be kept confidential, when in compliance with the law.

Complaints filed with the College will be treated with privacy; however, are not able to be confidential. An individual who seeks completely confidential assistance may do so by speaking with professionals who have a legally protected confidentiality. On campus, confidential resources available to students include counselors and medical staff. Employees may access confidential assistance through the Employee Assistance Program. Information shared with these resources will remain confidential and will not be shared with the College or anyone else without express permission of the individual seeking services unless maintaining such confidentiality would result in harm to self or others. When a report involves suspected abuse of a minor under the age of 18, these confidential resources are required by Pennsylvania law to notify child protective services and/or local law enforcement. They are also required to notify the Title IX Coordinator that such a report has been made.

Sexual Assaults should be reported immediately by calling the emergency telephone number 724-480-3555 or visiting the Campus Security Department in the Student Services Center on the Main Campus. (1) The Security Officer will meet with the complainant in a private setting. (2) A statement will be taken regarding what occurred. (3) The complainant will be asked to identify his or her assailant(s) or describe them if they are not known. (4) Questions may be asked about the scene of the crime, potential witnesses, as well as what happened before and after the incident. These inquiries are a standard part of investigation. If desired, the complainant may have a support person with him or her during the interview.

In cases involving felonies or violent crimes (which encompasses most types of sexual assault), the College is obligated to notify the local police that a crime has been reported. Victims are encouraged to cooperate with law enforcement in such cases. Depending on the complainant's preference, it may be possible for him or her to make a statement to College Security and the local police at the same time. However, reporting an incident is a separate step from choosing to prosecute. When a complainant files a report, he or she is not obligated to continue with legal proceedings or college disciplinary action. As an alleged victim, he or she controls whether or not the case is adjudicated through the college system, the criminal justice system or both.

Due to the violent and extremely serious nature of sexual assault, the College strongly encourages individuals who have been sexually assaulted to contact the police. Reporting the assault to the police soon after the incident occurs may greatly increase the possibility of successful prosecution, should the

victim decide to pursue criminal charges. It is extremely important to preserve all evidence of a sexual assault if criminal prosecution is to be considered. Describing an assault is difficult but it is not something a victim must go through alone. Sexual assault victims may choose to have a support person with them during investigative interviews.

Campus Security will supply the investigating police agency with a written copy of its report. If the victim is considering filing a criminal complaint, a police officer will be a part of the interview process. This does not mean he or she is obligated to proceed with criminal charges. Also, he or she may request that his or her identity be kept confidential until/unless he or she makes a commitment to proceed with criminal or college prosecution.

Victims of sexual assault will be offered the opportunity to make a formal complaint through the College's appropriate complaint/judicial system against the offender under the College's Code of Conduct or Title IX Policy, if the offender is a member of the CCBC community. The College may pursue code of conduct charges regardless of whether any criminal charges are filed. However, the College's judicial process is not intended to serve as a substitute for the criminal justice system. The College will initiate internal judicial proceedings in incidents of sexual assault when a student, employee, or third party requests it and/or when subsequent investigation produces substantial evidence of a violation of College policy.

If the victim is a student and at the victim's request, the Vice President of Academic Affairs & Enrollment may be able to make special provisions for an alternate class schedule during the period of investigation. Other special support can also be provided upon request.

In addition to potential criminal court proceedings, perpetrators of sexual assault face significant potential sanctions under the College's judicial/disciplinary system. If an individual has been assaulted and is considering whether or not to pursue campus disciplinary action, he or she is encouraged to discuss the matter with the Title IX Coordinator. This will enable him or her to review procedures should he or she decide to file formal charges through the College's disciplinary system. This discussion does not obligate the alleged victim to pursue official action. If he or she decides to pursue the disciplinary process, charges may be filed directly by the victim or by the College on the basis of his or her written statement. Such charges would be handled in accordance with the procedures relating to violations of the College's Student Code of Conduct or Title IX Policy.

To recap, an individual who is the victim of a rape or sexual assault has several options with regard to how the case is handled. The individual may choose to: (1) Press charges through the local police; (2) Press charges through the College disciplinary system; (3) Press charges through both systems concurrently; (4) Press no charges but request a College facilitated meeting with the alleged assailant to discuss the incident.

If an individual who reports a sexual assault is harassed by anyone in connection with the incident, the harassment should be reported immediately to Campus Security and/or the Title IX Coordinator. Reporting such harassment will enable the College to investigate the allegations. Individuals have the option to have a victim's advocate and/or any other advisor with them at all times throughout such procedures. Both the accuser and the accused shall be informed of the outcome of any institutional disciplinary proceeding alleging a sexual offense. This includes the College's final determination as well as any sanctions against the accused.

Respondents to allegations of violations of the Title IX Policy will be afforded equal resources as complainants. Respondents will have the option to request an advocates and/or advisor throughout the procedures.

7. Responsible Employees:

Under Title IX, a College is required to take immediate and corrective action if a “responsible employee” knew or, in the exercise of reasonable care, should have known about sexual or gender-based harassment that creates a hostile environment. At CCBC, employees with supervisory and leadership responsibilities on campus are considered “responsible employees.” This includes all faculty, coaches, administrators, confidentials, and student employees/volunteers with a significant responsibility for student welfare.

Accordingly, with the exception of individuals who have legally protected confidentially, all “responsible employees” of the College are required to inform the Title IX Coordinator any report of sexual harassment, sexual violence, stalking, or intimate partner violence they receive or of which they become aware immediately. This allows the Title IX Coordinator, working with the Title IX team, to conduct an initial assessment of the reported behavior, ensure that a Complainant is familiar with the options for resolution, both on and off campus, and address the necessity for any interim remedies or accommodations to protect the safety of the Complainant or the community. The Title IX team will seek the Complainant’s expressed preferences, if any, as to course of action.

8. Appeal Processes:

Any respondent or complainant shall have the right to appeal the result of a discrimination investigation or formal hearing. Appeals must be made, in writing, to the Vice President of Human Resources (the Affirmative Action Officer and Title IX Coordinator for the College) Administrative Services Center, room 5106, ext. 3379 or the Vice President of Student Affairs and Enrollment within five calendar days after notification of decision for the hearing.

The Appeals Board will be appointed by the College President and consist of two students, two members of the faculty, and one administrator. In the case of employees, the panel will consist of two administrators, two staff, and one faculty member.

An appeal shall be limited to a review of the verbatim record of the initial hearing and supporting documents for one or more of the following criteria, except as required to explain the basis of new evidence:

- A. New evidence comes to light which was not addressed at the hearing;
- B. Due process was not provided in accordance with College guidelines;
- C. Proof of false testimony at the hearing exists;
- D. An unreasonable or arbitrary sanction was given; or
- E. Other substantial irregularities occurred which played a role in the outcome of the hearing.

Of primary importance to the Appeals Board is the written statement. The written statement should be as complete as possible in setting forth the basis for appeal as listed above. Clear and convincing reasons are necessary for a successful appeal.

The Appeals Committee shall make its recommendation to the College President within 10 calendar days after an appeal has been referred to it.

9. Sexual Violence Education and Support:

Sexual Violence Education and Support – The College’s website contains information and resources at www.ccbc.edu, About CCBC, Consumer Information, Health and Safety, Sexual Violence Awareness and Education.

Sexual harassment and Title IX training is provided to all first-year students and is required to be completed.

10. Title IX Coordinator Contact Information

Anyone who believes that she/he, or any other member of the College community, to be a victim of sex discrimination, sexual harassment or sexual violence prohibited by this policy, whether by a supervisor, a co-worker, faculty member, student, vendor, contractor or any other person with whom she/he comes in contact with at the College, in the course of any educational program or activity at the College, should report the incident directly to the following Title IX Coordinators.

Title IX Coordinator – Employees and Students

Sally Mercer, Vice President for Human Resources
Administrative Services Center
724-480-3379
sally.mercer@ccbc.edu

Title IX Deputy Coordinator – Students

Jan Kaminski, Vice President of Student Affairs and Enrollment
Library, Room 205
724-480-3423
Jan.kaminski@ccbc.edu

Title IX Deputy Coordinator – Athletics

Patrick Phillips, Assistant to the Athletic Director
Athletics and Events Center
724-480-3362
patrick.phillips@ccbc.edu

Title IX Deputy Coordinator – Employees and Students

Vicki Suehr, HR Generalist
Administrative Services
724-480-3358
Vicki.suehr@ccbc.edu

11. Personal Support

CCBC Counseling Office

Student Services Center
724-480-3421

Monday-Friday from 8 am- 7pm.

Phone: 724-480-3421 Fax: 724-480-3573

Email: counselingoffice@ccbc.edu

Women’s Center of Beaver County

HELPLINE at (724) 775-0131, 24 hours a day, seven days a week

Network of Victim Assistance (NOVA)

Hotline: 1-800-675-6900

Web site: www.novabucks.org

12. State and Local Agencies

Center Township Police

224 Center Grange Rd, Aliquippa, PA 15001-1421

Non-Emergency: 724-774-0271

Emergency services are available 24/7 by calling 911

Monaca Police Department

928 Pennsylvania Ave, Room 111, Monaca, PA 15061-1800

Non-Emergency: 724-775-9614

Emergency services are available 24/7 by calling 911

State Police

1400 Brighton Road, Beaver, PA 15009

Non-Emergency 724-773-7400

Emergency services are available 24/7 by calling 911

Beaver County District Attorney’s Office

Phone: 724-773-8550

13. Federal Agencies

Department of Education Contact Information

Office of Civil Rights

Lyndon Baines Johnson Department of Education Building

400 Maryland Ave., SW

Washington DC 20202-1100

Telephone: 800-421-3481

Fax: 202-453-6012

Email: OCR@ed.gov

United States Equal Employment Opportunity Commission (EEOC)

William S. Moorhead Federal Building

1000 Liberty Avenue, Suite 1112

Pittsburgh, PA 15222

Phone: For general inquiries or to begin the process of filing a complaint of discrimination, please call 1-800-669-4000.

Pennsylvania Human Relations Commission (PHRC)

301 Fifth Avenue

Suite 390, Piatt Place

Pittsburgh, PA 15222
Phone: (412) 565-5395

14. Campus Sexual Assault Victim's Bill of Rights

The College will make available to students a "Campus Sexual Assault Victim's Bill of Rights", consistent with the federal campus sexual assault victim's bill of rights under section 485(f)(8) of the Higher Education Act of 1965 (20 U.S.C. ~1092(f)(8)).

The Community College of Beaver County will act swiftly to protect the rights of all its members. Students who have been sexually assaulted have a variety of campus and area resources that are available to them. The College supports the victim's right to choose which avenues of assistance are most appropriate. These resources include: Campus Security, to whom all crimes (including sexual assaults) should be reported, Title IX Coordinator, Title IX Deputy Coordinator, Counseling Services, the local police agency with jurisdiction, and the emergency department of the local hospital. Individuals who have been sexually assaulted have the following rights:

- To be treated with dignity.
- To be treated in a confidential manner consistent with applicable legal requirements.
- To contact local police and/or the district attorney to report the crime. Community College of Beaver County will assist the student in notifying proper law enforcement officials, if requested.
- To be informed of mental health counseling services on campus or in the community.
- To be free from pressure to not report the crime or to report it as a lesser offense.
- To be transported to the nearest medical facility approved for the collection of sexual assault evidence.
- To be informed of any federal or state rights to test sexual assault suspects for communicable diseases.
- To choose whether or not to have the case adjudicated through the College system, the criminal justice system, or both concurrently.
- To have the same opportunities for representation as the accused, and to have others present in campus proceedings.
- To be informed about the outcome of any investigation by the College, including any disciplinary action against the accused.
- To be afforded alternative class assignment if requested and reasonably available.
- To be given a copy of the College's sexual assault policy. Individuals have the right to have any questions about College policy and the College judicial process answered.

15. Mandatory Reporters

Pennsylvania Act 153 has a provision that requires all employees who have routine contact with minors to complete three hours of mandatory reporter training on suspected child abuse and/or neglect. All CCBC employees have successfully completed three hours of mandatory reporter training in compliance with Act 153.

VI. Crime Prevention and Awareness Programs

1. Behavioral Evaluation Team (BET)

The Behavioral Evaluation Team serves to collect information regarding threatening or violent behavior in the campus community. BET assesses the information received and responds to the incident as appropriate. Violence prevention is best accomplished by stopping the process before it gets started. Addressing minor violations of college policy lowers the risk of aggressive responses and increases the possibility of peaceful solutions. The purpose of the team is to (1) assess behaviors of concern to students, faculty, staff, and college-affiliated individuals to determine the level of threatening or violent behavior; (2) identify, refer, and/or assist any of these individuals who may be at significant risk to self or others; and (3) educate the campus community in the identification and referral of these individuals for appropriate services.

Link to BET referral form: http://www.ccbc.edu/download.aspx?file_guid=f23f4ca5-b07f-43f0-9f3f-db1890d05de2.

2. Personal Safety

CCBC publishes an annual crime report in compliance with the Clery Act. Copies are also kept on campus in case a student or employee requests one.

Emergency response information and posters are posted across campus. [The campus also utilizes RAVE emergency alert system to share emergency and weather cancellation information in a timely manner.](#)

A map of campus evacuation assembly areas is included in the Campus Maps section of this report. If you are instructed by emergency personnel or the alarm sounds to evacuate:

1. Remain calm.
2. Listen for alarm or specific evacuation instructions.
3. Do not return for personal items, take coat/purse if within workspace.
4. Insure others are aware of appropriate actions.
5. Walk; do not run.
6. Be prepared to crouch or crawl to safety.
7. Do not use elevators.
8. Assist hearing or visually impaired persons, injured, or disabled.
9. Use the nearest illuminated exit and evacuate to the nearest evacuation assembly area (see map).
10. Check in with Emergency Response Team personnel for accountability census.
11. Do not leave campus until released by public safety officials.

CCBC does not have student housing. Therefore the college is not required to publish a fire safety report in the annual security report. The college is inspected periodically to ensure compliance with fire codes and records are kept. Any inquiries concerning compliance with fire codes or official fire safety reports can be requested through the Facilities and Maintenance Department.

The College does not require vaccinations for all students. Some of our medical programs require certain vaccinations in order to participate in clinical. Any student whose program requires vaccinations for participation are informed of the requirements by their Program Director.

3. Safety and Security Tips

CCBC is a public college campus. We have very little crime on campus, but we are not immune. Do not give someone an opportunity to make you a victim. Following these Safety and Security tips will help.

1. Be aware of your surroundings.
2. Know your location.
3. Know where phones are.
4. Follow directions of emergency responders.
5. Have a plan.
6. If you see something, say something.

VII. Crime Statistics

CCBC must report annual Clery Act crime statistics for the three most recent calendar years to the Department of Education and disclose the data in the annual security report. The report includes statistics concerning the number of each of the following crimes that occurred on or within its Clery geography and that are reported to local police agencies. Crime data is collected from the Safety Department records, student judicial and Behavioral Evaluation Team records, CSA disclosures, and data received from local police agencies.

1. Annual Disclosure of Crime Statistics

Clery Act Criminal Offenses	2014			2015			2016		
	On Campus	Non-Campus	Public Property	On Campus	Non-Campus	Public Property	On Campus	Non-Campus	Public Property
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	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
Hate Crimes									
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	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
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0
VAWA Offenses									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
CCBC	0	0	0	0	0	0	0	0	0
Disciplinary Actions									
Weapons: Carrying, possessing, etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Arrests									
Weapons: Carrying, possessing, etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0

2. Campus Crime Log

The Security Department maintains a daily crime that records all reported criminal incidents and alleged criminal incidents. The law requires the crime log include the nature of the reported crime, the date and time the crime was reported, the date and time the crime occurred, the nature of the crime, the general location of the crime, and the disposition of the complaint (e.g., pending, judicial referral, or criminal arrest). The dispositions for each entry must be updated for each logged entry. The daily crime log is available for public review in the Security Office upon request. Logs older than 60 days may be archived and will be made available within two days of request per federal requirements.

VIII. CCBC's Policies on Weapons, Violence, Alcohol, and Other Drugs

1. Weapons

Fire arms, knives, nun chuck sticks, shotguns, rifles, explosives, incendiary devices and any other tool, instrument, or implement capable of inflicting serious bodily harm and other weapons are prohibited from the college campus property of the Community College of Beaver County. College property is defined as any property associated with instruction, including but not limited to buildings, parking lots, sidewalks and driveways. No individual, except commissioned law enforcement officers or duly sworn College personnel may have firearms or any type of weapon in his/her possession on College property. Firearms and weapons utilized for instructional purposes in pre-approved academic programs are exempt. Any other requests for exemptions to this policy must be forwarded in writing to the President's Executive Council for review and approval. The President is directed to develop appropriate procedures for the implementation and administration of this policy.

2. Threat to Others

The CCBC Board of Trustees affirms its commitment to the principles of free speech guaranteed by the Constitution of the United States. At the same time, the Board believes that intellectual discourse and free speech must occur in a civil environment free from harassment, intimidation and violence.

To that end, the purpose of this procedure is to provide a means for reporting and addressing alleged violations of Civility Policy 5.480, specifically with regard to "physical and/or verbal threats with the effect of causing apprehension or fear in another or of creating a hostile environment." This procedure will address the course of action to be taken by the College in the case an individual threatens to harm another student, faculty, staff member, or visitor - with the safety of the student and/or any affected employees being taken into consideration.

Definitions

A threat is defined as any conduct that is perceived as being dangerous to the physical and/or emotional well-being of others or the campus community in general. Moreover, a threat includes cyber-bullying. The Community College of Beaver County does not tolerate cyber-bullying and as such does not permit individuals to use YouTube, Twitter, blogs, MSN Hotmail, Facebook or similar sites while on college property as a way to harass other students and/or employees. Cyber-bullying includes teasing, spreading online rumors and sending or posting unwanted and threatening messages, images, or defamatory material while using internet services like email, chat rooms, instant messaging, social networks or through websites. Bullying through mobile technologies such as SMS is also considered cyber-bullying and will not be tolerated while using the computer and technical resources of the College.

A threat assessment is a tool the College may use when facing an extraordinary discipline and safety issue. A threat assessment is a way to assess an individual's particular physical, emotional, and psychological well-being and to help them to receive the assistance needed in order to continue being a productive member of the campus community. The primary goal of the process at CCBC is to provide early assistance to an individual in distress in order to ensure well-being and safety and help prevent situations of concern, either before or after a conduct violation has occurred, from becoming more serious.

While some threat assessment resolutions may result in disciplinary action against the individual, it is the sincere hope that through the threat assessment process, resources and assistance can be provided in such a way that the individual can continue to receive a quality education or employment experience and CCBC can continue to be a friendly, safe environment for students, faculty and staff.

Substantive Threat - Immediate Response

The Chief of Security determines whether the situation is perceived as an immediate danger to campus safety or a transient threat situation, in which case a Threat Assessment Team will be convened as outlined below. For CCBC facilities other than main campus, the responsible Administrator, or designee, shall act as the Immediate Responder with assistance from the main campus team or the local authorities, as necessary.

In immediate and serious threatening situations, the Chief of Security or Immediate Responder as appropriate, for both main campus and other CCBC facilities, reserves the right to waive the assessment process outlined in this document and act in the best interest of campus safety. If these individuals determine that the reported behavior is perceived as a danger to the physical and/or emotional well-being of other individuals, they will dial 9-1-1 immediately to receive assistance from local police and authorities to remove the individual from campus.

Transient Threat- Threat Assessment Team

A College Counselor, the Vice President of Student Affairs & Enrollment, the VP of Human Resource Development, the Title IX Coordinator and/or Affirmative Action Officer, and the VP Finance & Operations constitute the core of the College's threat assessment team. The VP's of Human resources and Finance/Operations, as well as the Vice President of Student Affairs & Enrollment, at his or her discretion, may include additional staff or Faculty with expertise in dealing with a perceived threat as needed. If a conflict of interest arises for any of the Team members, the Vice President of Student Affairs and Enrollment shall appoint a substitute for that individual. This team shall also convene for evaluation and follow-up of all substantive threats.

Identify the threat

A concerned individual will contact Campus Security, a Counselor, or the Vice President of Academic Affairs & Enrollment to seek assistance. It is mandatory that the individual who reports the threat complete a Threat Assessment Referral Form (Appendix I). At this point, the recipient of the form shall immediately email the form to the threat assessment team group address. Upon receipt of the email, the team shall proceed with the threat assessment process.

Evaluate the seriousness of the threat

Gather all available information relevant to the reported threat or threatening behavior. The team scribe shall document the assessment via the Threat Assessment Form (Appendix 2). Interview the individual who made the threat, the recipient of the threat, and other witnesses. Take verbatim notes or obtain written testimonial. Evaluate the context and situation in which the threat was made. Preserve all evidence of the threat. In some cases, local law authorities may be called to conduct the interviews.

Determine if the threat includes (1) figures of speech or comments made in jest that do not convey a genuine intent to harm anyone (2) statements made in anger or frustration that dissipate leaving no intent to harm anyone (3) If appropriate, attempt to mediate a dispute or resolve a conflict that stimulated the transient threat. If there was an identifiable potential target of attack, they should be questioned as to whether or not they feel threatened in any way by the individual. The individual should be able to explain his or her behavior, retract the threat, apologize and make amends to others, including the accuser. (4) If necessary, the team shall determine if it is appropriate to discipline the subject for inappropriate behavior as per the code of student/employee conduct as found in the student/employee handbook. (5) If appropriate, the team may refer the subject for off-campus counseling or some other intervention to address a problem linked to the threatening behavior. In the case of a student, a referral shall be made to a Student Assistance Program (SAP) and for an employee, the Employee Assistance Program (EAP). By engaging individuals in such programs, the College seeks to assist the student/employee to overcome barriers due to behavioral issues in order to remain enrolled/employed.

Evaluation and Recommendation

Investigation. The team will review the alleged safety concern or code of conduct violation, evaluate the individual's behavior in light of the accumulated evidence, discuss appropriate recommendations and complete the assessment within three (3) business days if the individual has been removed from campus. At its discretion, the team will have full investigatory authority when reviewing the alleged concern and evaluating the individual's behavior. The team has a right to: (1) Interview the individual and all relevant witnesses (2) If applicable, interview the accuser(s) (3) Inspect any of the student's school records. For substantive threats where local police and authorities are involved, the team will fully cooperate and coordinate its investigation with such authorities; however, this combined effort will not negate the ability of the College to take action.

Recommendations. Upon conclusion of the investigation, the team's recommendations shall be reduced to writing via the Threat Assessment Form (Appendix 2) as soon as practicable. They may include a suggested Action Plan for the individual, if any. An action plan may include, but is not limited to: Referral for anger management counseling, professional psychological assessment and treatment, scheduled meetings with supportive services staff (student), administrative withdrawal from the College (student), or discipline sanctions as appropriate. The VP Finance & Operations, in conjunction with the Provost and/or the VP Human Resource Development as necessary, reserves the right to disagree with the recommendations of the Team and implement other action consistent with the Code of Conduct and/or in the best interest of campus safety, as appropriate. In such case, a revised recommendation report will be prepared by the team and approved by the VP Finance & Operations, Provost and VP Human Resource Development as necessary.

Once the Team has presented its report to the VP of Finance & Operations and recommendations are finalized, the Vice President of Academic Affairs & Enrollment shall meet with the student and explain

the Team's recommendations. In the case of employee behavior, the VP of Human Resource Development shall meet with the employee. The student or employee will be given written notification of the investigation, findings, recommendations, and if applicable, discipline sanctions and appeal process. Conditions under which the student/employee may remain in good standing or return to campus and follow-up requirements will also be outlined. In the case of a safety concern absent a conduct violation, if the student/employee does not voluntarily agree to the Team's recommendations, the Team may file the appropriate Code of Conduct charge and pursue the discipline process.

Safety plan. If the student remains enrolled, (1) the Team shall meet at least every other month for one school year to monitor the progress of the student and create a written progress report after each meeting that will be filed as a student safety plan report in the office of the Vice President of Student Affairs and Enrollment. (2) If a student agrees to be bound by the recommendations of the Team, and the student violates any of those recommendations, the violation will be treated as a violation of the Student Code of Conduct, and normal disciplinary procedures will follow (3) At the end of the one-year review period, the team will decide if additional monitoring is necessary and for how long. (4) Once additional monitoring is deemed unnecessary, the Team will create a final written progress report and include that report in the safety plan file as mentioned in (1) above. In the case of an employee, the VP of Human Resource Development shall define the terms of follow-up to monitor the progress of the employee.

If the student has been removed from campus, the student's record will be flagged and if he or she wishes to return, the student must meet with the Vice President of Student Affairs and Enrollment to (1) discuss the student's progress (2) indicate readiness to return to school by presenting documentation from an appropriate licensed professional stating the student is prepared to attend class.

Link to Threat Assessment Form: <http://www.ccbc.edu/downloadPolicy.aspx?documentGuid=431c8565-f1e5-425b-b719-b4472f4859e7>

3. Threat to Self

The Community College of Beaver County is committed to providing the best possible education for all its students and a good working environment for all its employees. In striving to achieve this goal, it is important to ensure the physical and emotional safety for all students, faculty and staff. The primary goal of the following process at CCBC is to provide early assistance to students in distress in order to ensure well-being and safety and help prevent situations of concern from becoming more serious.

A mental health crisis is defined as a situation where there is evidence that a student poses imminent danger of harm to self. In immediate and serious threatening situations, the Provost and/or Chief Security Officer reserve the right to waive the steps outlined in this document and act in the best interest of campus safety. It is the sincere hope that through this process, resources and assistance can be provided to the student in such a way that the student can continue to receive a quality education and CCBC can continue to be a safe environment for students, faculty and staff.

The following is a set of steps to be taken in the event of a mental health crisis involving a student on the CCBC campus who is a threat to self. If a student poses an imminent danger of harm to others, the Institutional Procedure for Threat-to-Others Assessment shall be followed.

Steps of procedure

If the concerned staff, Faculty, or administrator, observes that the student is in possession of a weapon and intends to, or is in the process of, physically harming him/herself, dial 9-1-1 to seek assistance from local police and authorities.

If the concerned staff, Faculty or administrator does not visibly observe a weapon, but believes that a student poses a serious threat to him/herself, the Counseling office is to be notified immediately by dialing ext. 3421. The individual reporting the threat shall complete a Threat Assessment Referral Form (Appendix I) and submit to the Counselor. If possible, the staff, Faculty or administrator will escort the student to the Counseling Office. Otherwise, the Counselor shall put Security on alert, meet the student in the identified location, and escort him/her to the Counseling Office. Next, the Counselor will assess the situation, using the Mental Health Crisis Assessment Checklist (Appendix II) to determine if the individual is in crisis due to mental or emotional instability and (1) requires immediate removal from the campus and transport to the hospital or (2) assistance by the counselor for referral to an off-campus mental health assessment facility or (3) requires a waiver of mental health referral assistance for signature.

In the case of immediate removal from campus and transport to the hospital, the following steps should be taken by the Counselor:

- Ensure the student is under supervision to ensure safety while making emergency contacts.
- Contact the crisis intervention worker at the referring facility:

Heritage Valley Health System
Staunton Clinic – Rochester
Crisis Intervention Services
724-775-5208

Heritage Valley Beaver
Emergency Department
1000 Dutch Ridge Road
724-728-7110

- Follow the directions given by the crisis intervention worker.
- If the crisis intervention worker advises transport to the facility, arrange for student pick-up by a secure means of transportation sent by the facility. If unavailable, call Medic Rescue for transport.
- Complete a CCBC Mental Health Assessment Referral Form (Appendix III) and send with the student to the hospital. Escort the student to the emergency means of transportation upon arrival.
- Contact the student's family/emergency contact provided the student gives permission to do so. In the absence of the student's consent, contact the Vice President of Academic Affairs & Enrollment, who will determine if the student's family needs to be contacted. The student's contact is to be informed of the student's condition and the facility where the student has been transported.
- Contact the Vice President of Academic Affairs & Enrollment to inform him/her of the incident. The Vice President of Student Affairs and Enrollment shall mandate that, before the student may return to campus, he/she must submit documentation to the Counseling office from a professional clinician stating that the individual (1) registered with the crisis department on the date of the incident and (2) was seen by a professional clinician who completed a comprehensive evaluation and plan for treatment.
- The Counselor shall (1) maintain contact with the student at least once per month to monitor the progress of the student (2) require the student provide documented verification of

attendance of treatment sessions (3) create a written progress report after each meeting to be included in the students file (4) decide if additional monitoring is necessary (and for how long) at the end of the academic year review period and (5) refer the student to the Vice President of Academic Affairs & Enrollment for disciplinary action, as appropriate, if the student does not comply with follow-up requirements.

If the Counselor determines that the student does not pose an immediate danger to him/herself, but is still in need of mental health assessment, the following steps should be taken by the Counselor for referral to off-campus mental health assessment and treatment:

- Contact the Office of Supportive Services at extension 3502 to determine if the student is registered with that office and to review any available documentation.
- Inform the student that they must make an appointment, using the College's phone, for mental health treatment before leaving campus. Referring clinic - Outpatient Services: Heritage Valley Staunton – Rochester's Central Intake Department at 724-770-8222. An initial appointment will be set up with a professional clinician who will complete a comprehensive evaluation and plan for treatment.
- Contact the Vice President of Academic Affairs & Enrollment to inform him/her of the incident.
- The Counselor shall complete the Mental Health Assessment Referral Form (Appendix II) and give a copy to the student before he/she leaves the office. The Counselor shall inform the student that they are only required to meet follow-up item (2) on the form which requires that the student provide documented verification he/she has been evaluated by a professional clinician and a plan of treatment has been determined.
- As follow-up, the Counselor shall (1) maintain contact with the student at least once per month to monitor the progress of the student (2) create a written progress report after each meeting to be included in the students file (3) decide if additional monitoring is necessary (and for how long) at the end of the academic year review period and (4) refer the student to the Vice President of Academic Affairs & Enrollment for disciplinary action, as appropriate, if the student does not comply with follow-up requirements.

If the student vehemently denies that he/she is a threat to self and refuses to seek mental health assistance, the Counselor shall:

- Document the student's denial in the students file.
- Require the student sign a Discussion and Refusal of Mental Health Referral Assistance (Appendix IV).
- If the student refuses to sign the waiver, refer to the Vice President of Academic Affairs & Enrollment for disciplinary action as follows: (1) The Vice President will meet with the student and review the Student Code of Conduct with him/her and remind the student of his/her responsibility in conforming to the Colleges policies and procedures. (2) After review, the Vice President will request that the Student comply with the College's procedure for assisting and referring students and request that the student sign the waiver. (3) If the student still refuses to sign the waiver, the Vice President shall prepare a report outlining that the student is in violation of College policy and procedures. The report shall be addressed to the Vice President for Learning and Student Success/Provost. (4) Upon receipt of the report from the Vice

President, the Provost will begin to enforce the institutional procedure for the adjudication of violations of the code of student conduct.

Link to Self – Student Assessment and Referral Form:

<http://www.ccbc.edu/downloadPolicy.aspx?documentGuid=7e48ffdb-0cc5-42d1-8cd9-504a323e100e>

4. Drugs and Alcohol

This procedure applies to all individuals while they are in facilities or on property owned, controlled or operated by the College and at College sponsored or sanctioned events.

CCBC provides a safe and productive environment for all employees, students and visitors. It is the procedure of the College that employees, students and visitors shall not be involved with the unlawful use, possession, sale, or transfer of drugs or narcotics in any manner that may impair their ability to perform assigned duties or otherwise adversely affect the College's business. This procedure provides CCBC employees, students and visitors with guidelines pertaining to drug and alcohol abuse during the normal course of doing business with CCBC. This procedure also is in compliance with the Drug-Free Workplace Act of 1988 and the 1989 amendments to the Drug-Free Schools and Communities Act (DFSCA), as articulated in the Education Department General Administrative Regulations (EDGAR) Part 86,1—the Drug-Free Schools and Campuses Regulations.

Under normal conditions, employees, students and visitors are not permitted to possess or consume alcoholic beverages on College property or possess or consume alcoholic beverages in association with the College sponsored events/activities

It is expected that employees, students and visitors will report for work, class and/or appointments free from the effects of alcohol and drugs. Any involvement with alcohol/drugs that adversely affects the College environment will be subject to appropriate disciplinary action. Additionally, off-the-job usage of alcohol or illegal drugs may also be subject to disciplinary action when such usage has an adverse effect on an employee's job performance or has the potential to jeopardize the safety of other employees, students and visitors, and the public.

For the purposes of this procedure, illegal drugs are those drugs defined as illegal under federal, state, or local laws; they include, but are not limited to:

- Marijuana
- Heroin
- Hashish
- Cocaine
- Hallucinogens
- Alcohol

This procedure also addresses the misuse or abuse of prescription medications or controlled substances.

Drug and alcohol testing may be required as a routine part of the pre-employment process with CCBC physical examination for all job applicants prior to employment with CCBC. Offers of employment will be made contingent on the applicant's satisfactory results from the drug screen prior to the on-set of employment. Where the drug screening results indicate the presence of drugs or controlled substances,

the employment offer will be rescinded and the applicant will not be considered further for employment with CCBC.

Testing may also be required for the employees of contractors providing services and personnel to the College.

Exemptions and Reasonable Accommodations

CCBC recognizes that many prescription and over-the-counter medications may fall within the above prohibition. An employee, student and/or visitor desiring to use any medications while on working or on company premises should make a prior request to the Human Resources Department for an exemption from this procedure. The effects of the medication(s) on the safety of the individual and their impact on the safety of others while in or on College premises will be considered.

Employee Assistance and Drug-Free Awareness

The abuse of drugs and alcohol has a number of adverse health consequences and information on these issues and conditions is available through the Human Resources Department. Personnel within the Human Resources Department may assist in making referrals and otherwise assisting employees and students seeking help to address drug/alcohol problems.

CCBC will assist and support employees and students who voluntarily seek help with drug and alcohol problems before becoming subject to disciplinary action. Employees may be allowed to use accrued paid time off, be placed on leaves of absence, or referred to treatment providers and otherwise provided accommodation as required by law. Employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety-sensitive or require driving, or if the employee has violated this procedure previously. If disciplinary action involving the use of drugs or alcohol has been initiated, the employee will be considered to have forfeited their right to be granted a leave of for treatment.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to Human Resources. Employees should not, however, disclose underlying medical conditions unless directed to do so.

Administration

This procedure as it impacts students will be administered through the office of Student Learning and Success.

This procedure as it impacts visitors will be administered through the Business Office.

The College officials will cooperate with local, state, and federal authorities to ensure compliance with laws for unlawful use, possession, manufacture, distribution, or sale of illicit drugs or alcohol and will advise students and employees that convictions or violations of these laws can lead to fines and/or imprisonment.

The College reserves the right to conduct searches of all covered premises at any time and employees, students, and visitors are required to cooperate with such search.

This procedure statement does not create an employment contract or otherwise limit this institution's management rights, including the right to revise this procedure.

IX. Campus Map with Evacuation Locations



