

Campus Security Handbook

Introduction

The Student Right-To-Know and Campus Security Act of 1990, requires all institutions of higher education to collect and distribute information about crime on campus and ways to prevent it. The intent of this publication is to provide you with knowledge to avoid becoming a victim of crime and what you can do in case you become a victim.

Because safety is a basic concern for all, we are committed to having a safe campus. Only on a safe campus will learning truly occur in a meaningful way.

Security Measures - Reporting Emergencies and Other Criminal Acts

Emergencies - **Dial 9 – 1 – 1 to report a crime in progress.**

If you are the victim or witness to a crime on campus, or if there is an emergency, dial “0” from any campus telephone to reach the College Information Center for the Jackson Campus and dial “7001” to reach the switchboard for the Macon Campus or come to the front desk at the Macon Campus. Other off-campus locations should notify local law enforcement.

Other Criminal Acts – Notify the following:

Jackson Campus

Jackson County Sheriff – The Jackson County Sheriff's Office is located in Founders Hall on the first floor. The Campus Resource officer on duty can be reached by calling extensions 4294 or 0 from any campus telephone. The Campus Resource Officer will come to the scene of the incident. During non-business hours call the Jackson County Sheriff's Office at 828.586.8901 or by dialing 9 – 1 – 1.

Dean of Students – In the event an emergency has been reported, the Campus Resource Officer will notify the Dean of Students located on the 1st floor of the Balsam Center, telephone extension 4431 if the victim or the accused is a student.

Macon Campus

Macon Campus Administrative Assistant – the administrative assistant is located on the main floor at the front desk. The administrative assistant may be reached by calling extension 7001 from any campus telephone. The administrative assistant will contact the Macon County Sheriff and a law enforcement officer will come to the scene of the incident. During non-business hours, call the Macon County Sheriff's Office at 828.524.2811 or by dialing 9 – 1 – 1.

Dean of Macon Campus – In the event an emergency has been reported, the Dean will be notified if the victim or the accused is a student. The Dean's office is located on the main floor in room 223, telephone extension 7018.

Other Locations

Cashiers Center: Jackson County Sheriff, 828.586.8901

Macon Annex: Macon County Sheriff, 828.524.2811

Public Safety Training Center: Macon County Sheriff, 828.524.2811

Swain Center: Swain County Sheriff, 828.488.4844

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Access to Campus Facilities

Hours

Most offices are open from 8:00 a.m. – 5:00 p.m., Monday – Thursday and 8:00 am – 12 Noon on Friday. Classroom buildings are open from 7:30 a.m. – 9:00 p.m., Monday - Thursday and 7:30 a.m. – 12:00 Noon on Friday. When an office of facility is clearly closed, it is against college policy for anyone other than employees of the college to gain access. Students who enter closed facilities will be disciplined. Non-students who enter closed facilities will be treated as trespassers, and Campus Resources Officers or law enforcement officials will be notified.

Guests/Visitors

Guests and visitors are welcome on campus; however, guests may not interrupt classes for any reason. Prospective students should arrange for a tour through Student Services located in the Balsam Center for the Jackson Campus and in Room 206 of the Cecil L. Groves Center on the Macon Campus.

Outside Groups

Outside groups who want to use college facilities may make arrangements through the College Information Center, located in the Balsam Center, extension 4201 for the Jackson Campus and through the administrative assistant, located at the front desk, telephone extension 7001 for the Macon Campus.

Jackson Campus

Southwestern Community College employees have the obligation to enforce all college policies and regulations regarding safety and security. Jackson County Sheriff Campus Resource Officers have the obligation to enforce the statutes of the state of North Carolina. In the performance of their duties, college employees are permitted to ask for identification. Campus Resource Officers may ask for identification and detain students. It is always in the student's best interest to cooperate, even if the student feels that he/she has done nothing wrong. Failure to cooperate may lead to serious disciplinary consequences. Many matters that are violations by law may and will be handled on campus. Campus traffic violations are an example.

Macon Campus and Other College Locations

Southwestern Community College employees have the obligation to enforce all college policies and regulations regarding safety and security. College employees are permitted to ask for identification. It is always in the student's best interest to cooperate, even if the student feels that he/she has done nothing wrong. Failure to cooperate may lead to serious disciplinary consequences. The Macon County Sheriff's Office may be contacted in the case of an accident, safety, and/or security issues at the college's Macon campus.

General Security and Personal Safety Suggestions

- A. Definition of Security - Security is safety of people and property.
- B. Where you live:
 - Keep all doors locked, day and night. This is the single best deterrent to the would-be thief.
 - Do not let strangers in.
 - Do not leave a door unlocked in anticipation of a family member's, roommate's or friend's arrival. Many thefts occur while the occupant is nearby, having left their residence unlocked temporarily.

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- C. To protect your property:
- Lock your door every time you leave.
 - Engrave expensive equipment and valuables with an ID number.
 - Do not store your purse in an unlocked desk drawer.
 - Do not leave your belongings unattended in the library, gym, or student lounge.
- D. To protect your vehicle:
- Always lock your car and take the keys.
 - Lock valuables in the trunk.
 - Park in well-lit areas.
- E. When you park/drive:
- Obey the [Traffic Code](#)
 - Fire lanes must be kept open for emergency vehicles.
 - "Handicap" parking is reserved for disabled persons.
 - "Visitor" parking is for off-campus visitors only.
 - Obey the 20 mph speed limit and watch for pedestrians.
 - When returning to your car, have the keys ready to open the door and check the interior before getting in the car.
 - Be aware of pedestrians in parking lots and crosswalks.
- F. When working in academic buildings:
- Avoid working or studying alone at night in a building.
 - Keep the work area door locked.
 - Avoid isolated areas and poorly lit areas that are not in constant use (such as the auditorium and back stage areas).
 - Be aware of your personal surroundings and report suspicious people to the Campus Resource Officer and or Center Director.
- G. Horseplay:
- Horseplay on stairways, roadside, or in the parking lot or other potentially dangerous areas may injure you or others. Use common sense; safety is the responsibility of everyone.
- H. Campus Grounds:
- To increase your security on campus grounds, avoid isolated areas and travel with a trusted friend.
- I. Winter:
- Use caution when traveling or walking on concrete or asphalt surfaces because frozen ground will quickly ice over with a small amount of precipitation.

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Victims of Trafficking and Violence Protection Act of 2000

The Victims of Trafficking and Violence Protection Act of 2000 requires colleges and universities to inform students and employees how to learn the identity of registered sex offenders on campus. This law contains the Campus Sex Crimes Prevention Act which became effective October 28, 2002. Sex offender information is compiled by the North Carolina State Bureau of Investigation, and posted at <http://sexoffender.ncdoj.gov/>. Information about registered sex offenders can also be obtained from the Jackson, Macon, or Swain County Sheriff's Departments.

Drug Free College

Southwestern Community College is committed to providing each of its students a drug-free environment in which to attend classes and study. From a safety perspective, the users of drugs and alcohol may impair the well-being of students, interfere with the college educational environment and result in damage of college property. Therefore, it is the policy of Southwestern Community College that the unlawful or unauthorized manufacture, distribution, dispensation, possession, or use of narcotics, drugs, other controlled substances or alcohol is prohibited on college premises or as part of any college-sponsored activity. Any student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution. The specifics of this policy are located in the Southwestern Community College Student Handbook.

State and Municipal Laws Concerning Drugs and Alcohol

- A. **Drinking Age:**
The legal drinking age in North Carolina is 21. Selling, giving, or serving alcoholic beverages by or to anyone under the age 21 is unlawful. In North Carolina, this law extends to possession of alcoholic beverages by anyone under 21. It is unlawful for any person to misrepresent or misstate his/her age. This includes the manufacture or use of false identification. Use of altered identification for the purpose of procuring alcoholic beverages is a misdemeanor under NCGS 18B-302(c) and will result in revocation of your N.C. operator's license.
- B. **Open Container Law:**
NCGS 18B-401 (Summary). It is unlawful to have an open container of alcoholic beverages in a vehicle.
- C. **Drinking, Driving and the Law:**
Under the North Carolina law, driving while under the influence (DWI) NCGS 20-138-1, is an offense evidenced by impairment of normal faculties or an unlawful blood alcohol content (BAC) of .08 percent or above.
- C. **Sale or Possession of Illegal Drugs:**
It is unlawful to possess illicit drugs, and/or sell or have the intent to sell illicit drugs. NCGS 90-95 makes these violations felonies.

Traffic Code

Under the provisions of North Carolina Statue 115D-21, the Traffic Code outlined in the Southwestern Community College Student Handbook will be enforced at the college.

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Important Telephone Numbers

Jackson Campus & Cashiers Center

Emergency: 9 – 1 – 1

Or 828.339.4000 for College Information Center

Or "0" from on campus phone

Macon Campus, Macon Annex, Public Safety Training Center

Emergency: 9 – 1 – 1

Or 828.306.7000 for the Campus administrative assistant at the Groves Center

Or 828.306.7034 for Macon Annex

Or 828.306-7041 for the administrative assistant at Public Safety Training Center

Swain Center

Emergency: 9 – 1 – 1

Or 828.366.2000 for Center Receptionist at the Swain Center

Or 828.488.2196 for Swain County Dispatch for instant contact with any enforcement agency, medical, etc.

Or 828.488.4844 for Swain County Sheriff

Help Numbers

Jackson County R.E.A.C.H. (local office 9 am – 5 pm, Monday – Friday) 828.369.5544

Macon County R.E.A.C.H. (local office 9 am – 5 pm, Monday – Friday) 828.369.5544

Swain/Quall SAFE, Inc. 828.488.6809

North Carolina Coalition Against Domestic Violence (NCCADV): 888.232.9124

North Carolina Coalition Against Sexual Assault (NCCASA): 888.737.2272

National Suicide Prevention Lifeline: 800.273.8255

Office for Victims of Crime: 800.851.3420

Substance Abuse Treatment Facility Locator: 800.662.4357

Poison Control Center: 800.222.1222

Smoky Mountain Center: 828.586.5501 or 800.849.6127

Meridian Behavioral Health Services: 828.631.3973

Western North Carolina Area of Narcotics Anonymous: 866.925.2148