

Coahoma Community College

Safety Rules and Crime Prevention Manual

Campus Safety Department

Statement of Purpose

CCC's Campus Safety Department is strongly committed to the prevention of criminal activity and to the personal physical safety of its students, employees, and visitors. This policy is designed to help prevent crime and to facilitate the prompt reporting of criminal activity whenever it occurs. The intent is to create a secure environment.

This policy is intended to help prevent:

- Accidents
- Illnesses and Injuries
- Increase safety awareness
- Meet requirements of safety laws and regulations
- Reduce liability
- Establish safety responsibilities for the entire CCC Team, members of the college community and visitors to college-owned or occupied property.

At CCC, safety is everyone's responsibility. All members of the College community are expected to be thoroughly familiar with their safety responsibilities, strive to follow safety practices at all times, act proactively to prevent accidents and injuries, communicate hazards to supervisors, and be prepared for emergencies that may occur in the workplace.

This Safety Policy reaffirms the College's commitment to safety and establishes a uniform system to help individuals, departments, and units meet their safety responsibilities. This policy outlines safety responsibilities and requirements to ensure individuals are institutionally compliant with relevant safety laws, regulations, policies, and guidelines.

The CCC Campus Safety Department is instrumental and is dedicated to the prevention of criminal activity and to the personal and physical safety of its students, employees, and visitors.

This policy is designed to help prevent crime and to facilitate the prompt reporting of criminal activity whenever it occurs. The intent is to create a secure environment for the day-to-day operations of the College, as well as for all of the educational activities sponsored by the College, no matter where they take place.

Reporting Criminal Activity and the Role of Campus Police

In the event of an emergency and the need to report criminal activity, individuals should dial x4175 directly from a campus phone or 662-621-4175 from any other phone to connect with CCC Campus Safety. If the need is extremely urgent, please dial 911 to make contact with the local law enforcement agency.

Any criminal activity reported to any other entity on any of the CCC campuses, as a matter of policy, shall be reported promptly to the appropriate local law enforcement agency. All individuals who are victims or witnesses to any crime are strongly encouraged to promptly report the incident to the campus police department. Sworn and armed Police officers are available 24/7. Because police reports are public records under state law, the reporting of a crime cannot be kept confidential. They are empowered to make arrests and enforce the law.

Campus Violence

Be alert! Should you become aware of anyone who appears suspicious or you feel intends to cause harm to you or anyone else, please do not hesitate to contact either campus police (662-621-4175 or 662-645-1837) or 911. Because the actions, tactics, and state of mind of an active shooter are highly unpredictable, discretion in responding to the threat is required. If a hostile person or persons is actively causing death or serious injury, it is recommended that you:

Shelter-in-Place:

- Move to the nearest safe location or room.
- Close and lock the door(s) as many as possible.
- If doors cannot be locked, barricade them with desks, chairs, or other available objects.
- Turn off lights and equipment.
- Remain calm and quiet.
- Call 911 if you can do so safely or dial the local campus police at 662-621-4175.
- Do not open the door for ANYONE but a uniformed police officer.


Open Area of Hallway:


- If you can escape the building safely, do so.
- If cover or concealment is available, hide as well as you can.

Outside Areas:

- Run away from the threat as fast as possible, randomly changing direction as you do so. This will make you much harder to target.
- Use cover. Solid objects may shield you from bullets and hide you from the view of the aggressor.

In All Circumstances:

- Call **911**  if you can do so safely.
- Give the **911** operator as much information as you can.
- Warn others of the threat, if you can do so safely.
- Do **EXACTLY** as ordered by the police.

- When approaching the police, keep your hands  visible, at all times.
- Remain calm.
- Be alert for avenues of escape, such as windows or fire exits.
- Once the threat has ended, **DO NOT LEAVE** the area.
- The police will need to interview witnesses.

Timely Warnings and Emergency Notifications

The authority to declare a campus state of emergency rests with the President or his designee, if he is not available. During the period of any campus major emergency, the Chief of Campus Safety shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard persons, and maintain educational facilities. Campus Safety will keep a semblance of order during such times.

Prevention & Education Alcohol & Drug Policy

By resolution of the Board of Trustees of Coahoma Community College supports the Drug-Free Workplace Act of 1988. Therefore, the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited at Coahoma Community College.

This notice is required under Section 1213 of the Higher Education Act of 1965 and contains the drug-free campuses requirements added by Section 22 of the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226)

Understanding Drug Use

Whether a student's drug use is casual or turns into an addiction, drug problems can take on many different forms. The key to preventing and treating drug abuse is education, which includes

addressing the underlying reasons for the abuse. A thorough alcohol/drug education program includes three areas:

- Early detection.
- Understanding the signs and symptoms of drug use.
- Intervention. Helping someone who may have a problem with drugs.
- Referral. Knowing where to get help or to send someone for help.

Drug & Alcohol-Related College Policy

Because the unlawful use of drugs and alcohol by students, faculty, administrators, and staff adversely affects the academic environment, Coahoma Community College prohibits the distribution, use, and sale of substances which impair the learning process.

All Coahoma Community College Students, Faculty, and Staff must abide by this statement:

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in or at Coahoma Community College.

If a student engages in **any of the above-prohibited** activities, that student will be subject to disciplinary action. This action will include the filing of criminal charges and may include dismissal from the college. Coahoma Community College reserves the right to warn, reprimand, suspend, or dismiss any student or employee who violates the college conduct and discipline policy or the law. The college's response will depend on the severity of the offense, the number of previous offenses, and extenuating circumstances. For students, all college judicial and appeals procedures will be followed except in rare cases when the possibility of imminent danger exists. For employees, due process will be followed.

Harassment

Coahoma Community College does not, and will not, tolerate harassment of our employees, applicants for employment, or our students because of race, color, gender, religion, national origin, age, or disability. The college recognizes the impact of harassment on absenteeism, academic grades, productivity, and turnover and recognizes that those who may be harassed may suffer adverse effects. All employees, applicants for employment, and students are entitled to an environment free from all forms of discrimination and harassment. This policy demonstrates the college's commitment to addressing these concerns.

Sexual Harassment

Unwelcome sexual advances, either verbal or physical requests for sexual favors, or other verbal or physical conduct of a sexual nature, constitute sexual harassment when:

Submission to such conduct is either an explicit or implicit term or condition of employment or status or academic progress in a course, program, or activity.

Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such an individual.

Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive educational or work environment.

Examples of sexual harassment include:

- Persistent, unwelcome flirtation, advances, and/or propositions of a sexual nature.
- Repeated insults, humor, jokes, and/or anecdotes that belittle or demean an individual's or a group's gender or sexuality.
- Repeated, unwelcome comments of a sexual nature about an individual's body or clothing
- Unwarranted displays of sexually suggestive objects or pictures that are inappropriate to the academic context.
- Unnecessary touching, such as patting, pinching, hugging, or repeated brushing against an individual's body.

Suggestions that submission to or rejection of sexual advances will affect decisions regarding such matters as an individual's employment, work assignments or status, salary, academic standing, grades, receipt of financial aid, or letters of recommendation.

Disrespectful Harassment

This type of harassment occurs when threatening, coercive or intimidating behavior is directed toward a person. Disrespectful harassment also occurs when profane, abusive, or threatening language is directed toward an individual.

Student Responsibilities

All students are responsible for reporting any incidents of possible harassment and for following the complaint procedures set forth below. Any student may file a complaint with Campus Safety, Chief LaShun Sims lsims@coahomacc.edu or with the Director of Student Engagement, Karen Woods-Done kwdone@coahomacc.edu

****PROHIBITIONS****

DEADLY WEAPONS ARE FORBIDDEN ON COLLEGE CAMPUS

Weapons are forbidden on the campus. This included knives (pocket and otherwise) Bow and Arrows, pellet guns or toy guns, and it does include even **water guns**. Such items will be confiscated, and you can be prosecuted for such items in your possession. A firearm permit **does not** grant you the right to possess a firearm on an educational campus.



Smoking at Coahoma Community College Campus is forbidden. CCC is a smoke-free campus!

Smoking is prohibited in any Coahoma Community College building or on the campus of Coahoma Community College. This policy applies to all employees, students, and visitors. Smoking is not allowed in your personal vehicle on campus or at any event.

Identification Badges

All CCC employees are required to have an identification badge or ID on at all times. This ID should be visibly worn at all times when on any CCC Campus or at a College function. Campus Safety personnel will routinely ask to see ID badges. Although many faces are familiar, employee status is ever-changing, and wearing a badge at all times will assist the Campus Safety Department and its Office staff in doing their job more efficiently.

Campus security should be everyone's concern. If you notice someone who appears "out of place" or perhaps a worker on Campus with no apparent ID badge, do not hesitate to ask for identification or notify Campus Safety to verify their status. Remember that all students, faculty, staff and visitors must wear ID badges as well.

If an ID badge is lost, please notify Campus Safety immediately, and a replacement can be issued to you at the library. **Please see Ms Cherry Lockett at clockett@coahomacc.edu. There is a replacement fee of \$20.00, depending on the circumstances.** On all campuses (Main Campus, Health Science, and Work Force), you can go to the nearest Campus Safety Officer, and they can assist you in obtaining an ID or filling out an incident report detailing the loss of your ID.

TRAFFIC AND PARKING REGULATIONS

Traffic and parking regulations apply to all students, faculty, staff, contractual employees, and visitors to CCC's main campus and other sites. Students are required to obey these regulations as a condition of attendance at CCC. Faculty, staff, and contractual employees are required to obey them as a condition of employment or contractual agreement. The violation of traffic and parking regulations subjects the vehicle to being ticketed and towed at the owner's expense.

1. The motor vehicle laws of the state of Mississippi are in effect on CCC campuses. The **maximum** speed limit on all campus drives, roads, streets, and parking lots is **15 mph** unless otherwise posted.
2. Driving motor vehicles on campus walks and lawns is prohibited except when special permission has been granted by the authority of Campus Safety or Facilities Management and in emergencies.
3. Pedestrians have the right of way at all crosswalks or when in compliance with existing traffic controls.
4. **Moving or driving around an authorized barricade is prohibited.**
5. Operators of vehicles must comply with all traffic signs directing the movement of vehicles in parking lots and on roads at the university.
6. Parking is prohibited at crosswalks, building entrances, fire hydrants, fire lanes, gates, and other areas posted "NO PARKING AT ANY TIME" or marked by yellow lines.
7. Taking a motor vehicle into any campus building is prohibited except where a shop or garage is specifically designed for vehicle repair or storage.
8. Parking of motor vehicles, motorcycles, and small cars in odd-shaped spaces in parking lots is prohibited.
9. Upon substantial evidence that the original parking decal had been stolen, lost, or destroyed, a replacement decal will be issued upon satisfactory evidence.
10. **All automobiles on campuses are required to display a CCC Decal.**
11. Students who reside on campus must park in residential dorm parking spaces, which are adjacent to their residence halls.
12. Handicapped spaces are lined in blue and are reserved for that purpose 24 hours a day. Those persons requiring handicapped parking must present certification to park in those spaces.

13. Traffic violation tickets list the cost of each violation, and must be paid or an appeal filed within 24 hours of the issuance of the ticket. The appeal must be made to the Campus Safety Department. Information on the appeal process, including the Traffic committee, can be obtained at the Campus Safety Office.

14. Failure to pay fines will prevent the issuance of the student's grades at the end of the semester. Traffic fines are to be paid at the CCC Business Office. CCC employees who do not pay traffic fines are subject to collections by the college Business Office.

15. Tickets will be charged to the registrant of the vehicle without regard to who was operating the vehicle. The owner of a non-registered vehicle will be charged with a ticket for a parking violation.

16. A person receiving an excessive number of tickets within one semester of the academic year may be suspended from operating a vehicle on CCC property for the remainder of the school year or the following semester, whichever is longer and/or subject to disciplinary action.

17. Vehicles removed from college property will be towed by a wrecker company contracted by the college. You can contact the police department for information regarding the towing company, its location, and telephone number at 662-621-4175.

Restricted areas are: [Disabled \(blue\)](#) 

Fire Lanes (Red) 

Vehicle Citation Amounts

• No decal	\$15.00
• Parking on Lawn/Walkways	\$15.00
• Restricted Parking	\$25.00
• Improper/ Altered decals	\$15.00
• Improper parking/ backing in	\$15.00
• No Parking	\$25.00
• Handicapped Parking	\$50.00
• All Moving Violations	\$50.00
• Blocking Traffic	\$15.00
• Loud Music	\$15.00
• Blocking Fire Hydrants	\$15.00
• Double Parking	\$15.00

FREQUENTLY ASKED QUESTIONS

Question 1: How do I get a student-parking permit?

Please contact the Office of Campus Safety at 662-621-4175 or visit the first floor of the Dickerson Johnson Library. You may also contact the administrative Assistant/ Dispatcher Kiana Rice krice@coahomacc.edu, for more information.

Question 2: How do I get a faculty or staff parking permit?

Please contact the Office of Campus Safety at 662-621-4175 or visit the first floor of the Dickerson Johnson Library. You may also contact the administrative Assistant/ Dispatcher Kiana Rice krice@coahomacc.edu, for more information.

Question 3: Can I switch parking permits between vehicles?

Yes, the parking permit is associated with the Student and or Faculty/Staff ID.

Question 4: I dropped my classes or decided not to attend CCC. Can I get my money back for a parking permit?

PARKING PERMITS ARE NON-REFUNDABLE.

Question 5: I lost my parking permit, it was stolen, it came off at the car wash, I got a new vehicle, and my vehicle was in an accident and totaled - do I have to pay for another parking permit?

Yes, each permit is counted, and a fee is attached to each permit dispensed.

Question 6: When may I get a student-parking permit?

Student parking permits are always available at each of the Campus Police Offices.

Question 7: Do I need to request and pay for a parking permit if I am only registered for one class?

Yes. All students, faculty and staff, regardless of the program, who wish to bring a vehicle on campus are required to purchase a parking permit.

Question 8: Do I need a parking permit if I take my classes through eLearning (online)? Yes. If you will be bringing a vehicle on campus for any reason (hybrid class, proctored testing, or tutoring, for example), you will be required to obtain a parking permit.

Question 9: Do I need to request a parking permit if I carpool, take the bus, or if someone drops me off for classes?

No. Only those students who wish to park their vehicles on campus are required to purchase a parking permit.

Question 10: I have more than one vehicle that I may bring on campus. Do I have to purchase a permit for it?

Yes, the parking permit is associated with the Student and or Faculty/Staff ID.

Question 11: How much does the parking permit cost?

Student parking permits cost \$10.

Question 12: How long are the parking permits good for? What is the expiration date on parking permits?

Student parking permits are valid for a year. The expiration date for all student permits is August 15th of the calendar year. Those students who purchase and receive a parking permit in the summer, before the fall term, will have until August 15th of the following year before they expire. Student parking permits follow an academic or calendar year from August to August)

Question 13: Where can I get a permit once I have the temporary parking permit?

Office of Campus Safety, which is located on the first floor of the Dickerson-Johnson building.

Question 14: I have a rental/loaner car. What can I do so I don't get a ticket? Temporary Parking Passes are available in the Campus Police offices of each campus.

Question 15: What is the deadline for having a parking permit on my vehicle each term?

All students must have a minimum of a temporary parking permit by the end of the first week of classes of each term. Students who fail to obtain a permit by the end of August will receive written citations from the Campus Safety Officers.

Question 16: What are the consequences of not having a proper permit? All vehicles parked on CCC property without a valid parking permit face traffic citations for the violation.

- Parking citations are given for each occurrence, and the fines could increase with each infraction.
- Failure to pay traffic citations will affect the student's ability to progress in their studies, obtain grades and transcripts, and graduate.

Question 17: Do I need a parking permit if I am attending a public event or am a visitor to the campus?

No. Parking permits are not needed to attend public events or visit CCC campuses. However, there may be a need for a temporary or event permit for your vehicle. This is determined by the Chief of Campus Safety or the Event Coordinator.

Question 18: I feel that I received a traffic citation in error. Can I contest or appeal the citation?

Yes. All parking permits and traffic citation disputes shall be directed to the campus Safety Office for consideration and resolution. A complete appeal form is required.

I. General Parking Provisions

- A. All permits must be visible and properly displayed to be valid (on the interior mirror)
- B. Vehicles parked on campus must be in operational condition and currently registered with the DMV. Campus Police will be notified of vehicles that will be parked overnight on the campus property. Prior permission from the Campus Safety Office or appropriate college official is required.
- C. Parking is permitted in designated parking spaces only. Parking along campus roadways, interior paths, or on-campus landscaping is prohibited.
- D. Double parking is prohibited on any campus roadway or parking lot.
- E. No vehicular repairs or maintenance will be made on campus except under emergency conditions and with approval from the Chief of Campus Safety.

II. Parking for the Disabled

- A. Several parking spaces on each campus have been reserved for the disabled. These spaces are typically located in the lots and rows closest to the buildings.
- B. All vehicles using a disabled parking space must display a valid DMV-issued license plate or placard. All vehicles using disabled parking spaces must also display a valid college-parking permit.
- C. Any unauthorized use of a disabled parking space or fraudulent use of a handicap plate or placard will render the violator **subject to a citation from campus police and/or municipal authorities.**

III. Short-Term Temporary Parking

The campuses have designated Visitor or Temporary parking spaces. These spaces are intended for visitor parking. Visitors must report to the Campus Safety Office for a parking permit and a Visitor ID Badge. However, these spaces are strictly monitored, and parking citations will be issued to those vehicles that violate this rule. Students must park in student parking regardless of the intent of the visit or business on campus.

IV. Parking Enforcement

- A. All parking enforcement activities, including the issuance of parking citations and citation appeals, will be conducted in a fair, equitable, and objective fashion as prescribed by college policy.

V. Parking Permits - Students

- All students who anticipate bringing a vehicle to a CCC campus or property are required to purchase a parking permit for the vehicle.
- The student will visit the Office of Campus Safety located on the first floor of the Dickerson Johnson Library to obtain a parking permit.

• Parking Permits - Faculty, Staff, and Other

- A. All faculty, staff, and adjuncts are required to have a CCC parking permit on the interior mirror of their vehicle.

Temporary Permits

- A. Temporary permits may be issued to contractors, workers, and other persons whose presence is temporarily required on the campus in connection with the college-related business. These permits will be issued only for the duration necessary for the completion of the college-related business.

X. Appeals

- A. All persons receiving traffic citations, issued by Campus Police Officers, the penalty for which is a monetary fine and/or other disciplinary action, shall have the right to appeal the citation.
- B. Warning citations are considered to be informal in nature, do not entail a specific penalty, and are not appealable.
- C. The Chief of Campus Safety or his designee of the campus where the violation occurred has been designated as the primary hearing officer for parking and traffic appeals.
- D. Upon receiving a parking/traffic citation, the person desiring to appeal the citation shall, within a period of not more than 24 hours, contact the Campus Safety Office. A time and place of the hearing shall be scheduled as soon as practical. Failure to declare notice of intention to appeal promptly shall be considered forfeiture of standing to appeal the citation.
- E. An informal hearing will be held, during which time the person affected by the citation may

offer statements, as well as present evidence and witnesses in support of the appeal. The Chief of Campus Safety shall then consider the evidence presented and matters in the extenuation or mitigation of the offense and render a decision as to whether the appeal is granted or denied.

F. The Chief Campus Safety and his office staff shall ensure that all documents incidental to the appeal are in order and all requisite data entries have been made.

CAMPUS CRIME AWARENESS AND PREVENTION

CCC has a continuous commitment to taking a proactive stance toward preventing crime on campus. In compliance with the Student Right-to-Know Act of 1990, CCC has established an aggressive Campus Crime Prevention Program. The mission of the prevention program is to aid the students in learning to reduce their risk of becoming victims of crime on and off campus. It is the Crime Prevention Program policy to energize students to look toward solutions to problems instead of addressing the symptoms. This program provides counseling, public education, information dissemination, preventive training, and a network of community agencies in combating crime. The objective of the program is to make the campus a safe environment for all. Additional programs include Alert Parking, a program for the reduction of auto theft, and Campus Crime Prevention Week, a week of activities to educate students and the CCC community about crime prevention techniques and how to avoid becoming a victim.

The Federal Campus Sex Crimes Prevention Act and CCC Campus Sex Crimes Prevention Act of 2002, require that whenever a sex offender becomes *employed, enrolls as a student or volunteers* at an institution of higher education in the state of Mississippi, he or she must complete or update the Mississippi Bureau of Investigation (MBI) sexual offender registration/monitoring form and deliver it to the Office of Campus Safety. As defined in Mississippi Code, a “sexual offender” means a person who is or has been convicted in this state of committing a sexual offense or who is or has been convicted in another state or another country, or who is or has been convicted in a federal or military court of committing an act which would have constituted a sexual offense if it had been committed in this state. A “sexual offense” means the commission of acts, including but not limited to aggravated and statutory rape, sexual battery, sexual exploitation of a minor, aggravated prostitution, and kidnapping.

Both acts designate certain information concerning a registered sexual offender as public information and therefore amend and supersede the Family Educational Rights and Privacy Act (FERPA) and other federal and state laws that previously prohibited the disclosure of such personal information. Since the laws require the publication of information about sexual offenders employed, enrolled, or volunteering at an educational institution, said publication does not constitute grounds for a grievance or complaint under institutional or Mississippi Board of Regents policies or procedures.

CCC Department of Campus Safety vigorously investigates any complaints of harassment, sexual harassment, domestic violence, and intimidation. Any student who feels they are a victim is urged to report the incident immediately to the police department or other college campus officials. Sexual harassment complaints can also be reported directly to the Director of Student

Engagement, Karen Done or Dr Taneshia Winston, Office of Employee Services. Information regarding Title VI: Equal Opportunity Statement, Title IX Fact Sheet and Requests for Reasonable Accommodations is also available from this office.

CCC Crime Statistics/Clery Act

The annual crime statistics are provided each year to the Department of Education as required by the “Jeanne Clery Act.” As a result of the recent changes to the “Violence Against Women’s Reauthorization Act of 2013,” three new categories of crime statistics have been added to the annual report for 2013-14, posted on October 1, 2014: Domestic Violence, Dating Violence, and Stalking.

The [Annual Security Report](#) generally includes the last three calendar years of statistical information. However, colleges and universities are being asked to provide four calendar years of statistical information commencing with 2010, with regard to the newly added categories as seen below (Domestic Violence, Dating Violence, and Stalking).

The statistics are broken down into three subcategories: “On-Campus”, “Public Property” and “Non-Campus Property”. “On-campus” includes buildings and properties owned or controlled by Coahoma Community College that are reasonably contiguous to one another and directly support or relate to the College’s educational mission.

“Public Property” includes property owned by a public entity such as a city or state government which is within the campus or immediately adjacent to and accessible from the campus

“Non-Campus Property” encompasses buildings and property owned or controlled by officially recognized student organizations as well as buildings and property located off campus but owned or controlled by the College, frequented by students, and used in support of or relationship to the College’s educational purposes.

There were no reported hate crimes from the year 2000 to this current year.

Non-Discrimination Statement

Coahoma Community College is an equal opportunity institution in accordance with civil rights and does not discriminate on the basis of race, color, national origin, sex, disability, age, or other factors prohibited by law in any of its educational programs, activities and employment opportunities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Taneshia T. Winston, as Director of Employee Services/Coordinator for 504/ADA, Title IX Compliance Officer, Office #A100, Vivian M. Presley Administration Building, 3240 Friars Point Road, Clarksdale, Mississippi 38614, Phone: (662) 621-4853, Email: twinston@coahomacc.edu.

[Taneshia T. Winston](#)

Director of Employee Services

Vivian M. Presley Administration Building

Extension: 4853

twinston@coahomacc.edu