

WAYCROSS COLLEGE
STUDENT RIGHT TO KNOW AND CAMPUS SECURITY ACT

CRIME STATISTICS

Waycross College is committed to implementation of procedures and activities, which will insure the institution's compliance with provisions of PL 101-542, The Student Right-to-Know and Campus Security Act as amended.

The Student Enrollment Services and Student Life units collect and publish data relating to student completion or graduation. The Office of Vice President for Business Affairs collects data and publishes information on crimes occurring on campus.

Copies of our Crime Awareness Plan are available for review in the following College offices:

Vice President and Dean of Academic & Student Services
Vice President for Business Affairs
President

Statistics concerning the occurrence on campus of the following criminal offenses:

	<u>2000-2001</u> <u>Statistics</u>	<u>2001-2002</u> <u>Statistics</u>	<u>2002-2003</u> <u>Statistics</u>
Murder	0	0	0
Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0

DRUG FREE/ALCOHOL POLICY

The possession or use (without valid medical or dental prescription), the manufacture, distribution, or sale of marijuana, controlled substances or dangerous drugs controlled by federal or Georgia law is prohibited.

The possession or consumption of alcoholic beverages on College property or at events sponsored or supervised by Waycross College, on or off campus, is prohibited.

Statistics concerning the number of arrests for these crimes occurring on campus are:

	<u>2000-2001</u> <u>Statistics</u>	<u>2001-2002</u> <u>Statistics</u>	<u>2002-2003</u> <u>Statistics</u>
Liquor Law Violations	0	0	0
Drug Abuse Violations	0	0	0
Weapons Possession	0	0	0

**CRIME AWARENESS AND CAMPUS SECURITY
POLICIES AND PROCEDURES**

A. Campus Security Policy for Reporting Criminal Actions

Campus crime is a reality. Preventing it is shared responsibility between the College and its campus community members. Public apathy is a criminal's greatest ally. You cannot assume that someone else has reported criminal activity. Suspicion is the only reason you need for calling security. Whether you are the victim or someone else, you should report a crime, suspicious activity or other emergency on campus.

Contact by phone:

During the day call	285-6132	Office of Vice President for Business Affairs
After 5 PM and on weekends	285-6131	Security

When you call, please provide the following information:

- *Your name
- *Location of incident you are reporting
- *Description of the scene and suspect(s)
- *Description of any vehicles involved in the incident, especially a license plate number

To report in person, please come to the following location:

Office of Vice President for Business Affairs	Room 109, Administrative Building
Security	Physical Plant Building

The most important thing to remember is that suspicion of a crime does not require proof. If you suspect a crime is being committed or has been committed, call or come in to report it immediately.

Response to Crime Reports:

If you are assaulted call Public Safety

During the day	285-6132	Office of Vice President for Business Affairs
After 5 PM and on weekends	285-6131	Security

Try to remember as much about the person as possible. Important characteristics to include:

Description of person:	sex, race, hair color, length and texture, body size, clothing description and scars and other noticeable markings.
Description of mode of travel:	type of vehicle, color and license number.

The campus will be searched immediately for suspects and the Waycross Police will be notified

Incident report forms are available in the Office of Vice President for Business Affairs, Physical Plant Department, Campus Security, and Office of Student Life.

These will be completed when reports are made to document the incident action taken, follow up as well as establish date of campus crime (see attached).

If you see a suspicious person or see anyone acting suspiciously, call Public Safety at once. Do not approach the person yourself. Report the suspicious activity and give a general description of the subject(s). Campus Security will investigate your report immediately.

B. Polices Concerning Security and Access to Campus Facilities

1. In order to aid in the security of property and person, the College maintains a policy of limiting access to college facilities through its key control system. Only employees with written authorization are allowed to check out keys. All keys are protected from duplication. Keys are made only by maintenance upon written authorization from the Vice President for Business Affairs. Employees who lose keys should report this to the Vice President for Business Affairs so that appropriate action may be taken. This may involve re-keying doors.
2. The maintenance department maintains all doors and locks to assure they are in proper working order.
3. All buildings are secured and locked after classes are over each night at around 11:00 PM. No personnel, employees or students, are allowed in the buildings or on campus after this time. At 6:00 PM each night all rear entrance doors are secured and the only entrance is from the two front entrances facing the parking lots.
4. Campus outdoor lighting is maintained. Checks are made each night and any outages reported the next morning. These are repaired that day if at all possible.

C. Campus Law Enforcement

During regular hours the Vice President for Business Affairs and Director of Physical Plant with the assistance from other college administrative offices are responsible for safety and security of students, employees and authorized campus visitors while on campus.

The Vice President for Business Affairs is located in Room 109 of the Administrative Building. The Director of Physical Plant is located in the Physical Plant Building. Phone numbers are:

Vice President for Business Affairs	285-6132
Director of Physical Plant	285-6131

After regular office hours, the College has contracted security officers. Their office is at the Physical Plant Building. Security is most appropriately out patrolling the buildings and campus, but can always be reached through a pager. Security's pager number is 9-1-800-829-2255/921-9358.

Call this number only after 5:00 PM and on weekends.

Security officers are properly trained as required by contract and state laws. They may detain persons for offenses committed upon the property of the College. The Waycross Police will be called to investigate incidents and make official arrest if needed.

The College has planned for emergencies on campus to provide for the safety of employees, students and visitors. The Emergency Operations Plan for Natural and Man-Made Disasters is available in all offices and employees are encouraged to be familiar with responsibilities and actions to be taken.

D. Crime Prevention

Our Crime Prevention Program stresses community awareness/interaction through the dissemination of materials and presentations geared toward familiarizing students, faculty and staff with their responsibilities in reducing criminal opportunity.

Materials will be disseminated to students during orientation and to faculty and staff at quarterly meetings. Student Life will present programs during student activity periods on crime prevention. Clubs will be encouraged to put up bulletin boards on crime awareness, prevention and reporting. The student newspaper will run articles to alert students to crime prevention measures and programs.

Crime prevention at Waycross College is a community-based program. Involvement by all members of the campus community is essential to the success of the program.

E. Statistics on Crime Offenses

Statistics concerning the occurrences of the following criminal offenses on campus will be computed from incident reports from campus security and Waycross Police Department and published annually:

1. Murder
2. Sex offense, forcible or nonforcible
3. Robbery
4. Aggravated assault
5. Burglary
6. Motor vehicle theft

The college has linkage through its campus security contractor with the Waycross Police Department to insure that all criminal investigations/arrest on campus are recorded and reported and that reports are provided to the Vice President for Business Affairs. There are no off campus facilities.

F. Statistics on Criminal Arrest

Statistics concerning the number of arrests for the following crimes occurring on campus shall be compiled and published:

1. Liquor Law Violation
2. Drug Abuse Violation
3. Weapons Possession

The college will receive reports from Waycross Police of arrest made on campus for these offenses.

It should be noted that the Waycross Police investigate incidents on campus only when requested by College officials.

G. Drug Free/Alcohol Policy

The possession or use (without valid medical or dental prescription), the manufacturer, distribution or sale of marijuana, controlled substances or dangerous drugs controlled by federal or Georgia law is prohibited.

The possession or consumption of alcoholic beverages on College property or at events sponsored or supervised by Waycross College, on or off campus, is prohibited.