Haywood Community College

Campus Safety & Security Report 2011-2013

October 2014

Campus Safety & Security Department

Emergency-Dial: 911
Non-Emergency-Dial:
828-593-8477
828-734-5410
828-627-4514
A Message from the Department of

Haywood Community College Safety & Security

On behalf of the College Safety and Security Department, it is my pleasure to welcome you to Haywood Community College (HCC).

Our department is committed to providing a safe and secure learning environment for our faculty, staff, students, and visitors. The following information is designed to provide you with guidance, answers to common questions and help to ensure your safety and security while at HCC.

A truly safe campus can only be achieved through the cooperation of all individuals on campus. I hope you will use this information to become our partners in preventing crime. While our officers actively work to control crime, members of our campus community can help by always being alert, by taking notice of details if you ever witness criminal activity and by reporting that information immediately to College Security staff.

Our goal is to provide a safe learning environment. By working together, we can achieve that goal. I encourage you to get to know us. If you have questions by all means, don’t hesitate to ask or just say "hello" to us as you see us on campus.

The College’s latest crime statistics are available to the public. HCC crime stats are available on our website.

Misty G. Massingale

Campus Safety & Security Services Officer, Security

Haywood Community College
Introduction

Haywood Community College Safety & Security Department prepares this report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistic Act (Clery Act). This report is designed to provide you with important information about your safety and security by providing you with statistics about crime that occurs on campus. These statistics include crimes reported to Campus Security Department, Student Services, and crime information requested from local law enforcement agencies in reference to crimes committed near our campus and non-campus properties that are reported directly to other law enforcement agencies.

All reports are taken seriously and are investigated. Action will be taken for all violations of the Student Code of Conduct.

Haywood Community College Security Mission Statement

The Mission of HCC Security Department is to provide a safe educational environment for faculty, staff, students, and visitors. Certified by the State of North Carolina Private Protective Service under (pursuant to N.C.G.S. 74C), it is the duty of HCC’s Security Officers to enforce College Rules, Regulations, and safety policies: to work closely with local law enforcement to enforce local, state, and federal laws on campus; and to maintain an open line of communication with county-wide emergency agencies.

Security Officers are trained first responders in the event of a campus emergency, including:

- Accidents (motor vehicle and/or personal)
- Fire
- Medical Emergencies
- Civil Disorder
- Natural Disasters

Officers are in constant communication with county-wide emergency agencies.

The Security Office is located on the first floor of the Student Services Building (1500 Building) in room 1501.

Hours: Monday – Friday 6:00 AM – 12:00 AM; Saturday – 8:00 AM – 5:00 PM

Security Phone: (828) 627-4514; Cell phone: (828) 734-5410

Armed Resource Officer (Cell): (828) 593-8477

Email: security@haywood.edu, aro-smith@haywood.edu, aro-greene@haywood.edu, mgreenarch@haywood.edu
### Criminal Offenses - On campus

For each of the following criminal offenses, enter the number reported to have occurred **On Campus**.

<table>
<thead>
<tr>
<th>Criminal offense</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Murder/Non-negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>b. Negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>c. Sex offenses - Forcible</td>
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<tr>
<td>d. Sex offenses - Non-forcible</td>
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<tr>
<td>Incest</td>
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<tr>
<td>f. Aggravated assault</td>
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<tr>
<td>g. Burglary</td>
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<tr>
<td>h. Motor vehicle theft (Do not include theft from a motor vehicle)</td>
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<tr>
<td>i. Arson</td>
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</tbody>
</table>
### Criminal Offenses - Noncampus

For each of the following criminal offenses, enter the number reported to have occurred in or on Noncampus buildings or property.

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<th>Criminal offense</th>
<th>2011</th>
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</table>

### Criminal Offenses - Public Property

For each of the following criminal offenses, enter the number reported to have occurred on Public Property.

<table>
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<tr>
<th>Criminal offense</th>
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<td>a. Murder/Non-negligent manslaughter</td>
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<td>0</td>
</tr>
<tr>
<td>b. Negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>c. Sex offenses - Forcible</td>
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<td>1</td>
</tr>
<tr>
<td>d. Sex offenses - Non-forcible</td>
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<td>i. Arson</td>
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</tbody>
</table>
## Hate Crimes - On campus

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred On campus. Then break down each total by category of bias (e.g., race, religion).

<table>
<thead>
<tr>
<th>Criminal offense</th>
<th>2013 Total</th>
<th>Category of Bias for crimes reported in 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Race</td>
<td>Religion</td>
</tr>
<tr>
<td>a. Murder/ Non-negligent manslaughter</td>
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<tr>
<td>l. Simple assault</td>
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<td>0</td>
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<td>m. Larceny-theft</td>
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<td>n. Intimidation</td>
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### Occurrences of Hate crimes

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<tr>
<td>l. Intimidation</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>m. Destruction/damage/vandalism of property</td>
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<td>Statutory rape</td>
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</table>
### Occurrences of Hate crimes

<table>
<thead>
<tr>
<th>Criminal offense</th>
<th>2011 Total</th>
<th>Race</th>
<th>Religion</th>
<th>Sexual orientation</th>
<th>Gender</th>
<th>Disability</th>
<th>Ethnicity/National origin</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Murder/ Non-negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>b. Negligent manslaughter</td>
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<tr>
<td>Statutory rape</td>
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<td>f. Aggravated assault</td>
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<td>h. Motor vehicle theft</td>
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<td>j. Simple assault</td>
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<tr>
<td>k. Larceny-theft</td>
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<td>l. Intimidation</td>
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<tr>
<td>m. Destruction/damage/vandalism of property</td>
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</tbody>
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<th>Criminal offense</th>
<th>2013 Total</th>
<th>2012 Total</th>
<th>Category of Bias for crimes reported in 2013</th>
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</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Race</td>
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<td>Gender</td>
</tr>
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<td>a. Murder/ Non-negligent manslaughter</td>
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</tr>
<tr>
<td>Statutory rape</td>
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<tr>
<td>e. Robbery</td>
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<tr>
<td>f. Aggravated assault</td>
<td>0</td>
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<td>0</td>
<td>0</td>
</tr>
<tr>
<td>g. Burglary</td>
<td>0</td>
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</tr>
<tr>
<td>h. Motor vehicle theft (Do not include theft from a motor vehicle)</td>
<td>0</td>
<td>0</td>
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<td>0</td>
</tr>
<tr>
<td>i. Arson</td>
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<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>j. Simple assault</td>
<td>0</td>
<td>0</td>
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<td>0</td>
</tr>
<tr>
<td>k. Larceny-theft</td>
<td>0</td>
<td>0</td>
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<tr>
<td>l. Intimidation</td>
<td>0</td>
<td>0</td>
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<td>0</td>
</tr>
<tr>
<td>m. Destruction/damage/vandalism of property</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Criminal offense</td>
<td>2011 Total</td>
<td>Category of Bias for crimes reported in 2011</td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------</td>
<td>------------</td>
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<td></td>
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<tr>
<td></td>
<td>Race</td>
<td>Religion</td>
<td>Sexual orientation</td>
<td>Gender</td>
</tr>
<tr>
<td>a. Murder/ Non-negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>b. Negligent manslaughter</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Sex offenses - Forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>d. Sex offenses - Non-forcible</td>
<td>0</td>
<td>0</td>
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<td>0</td>
</tr>
<tr>
<td>Incest</td>
<td>0</td>
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<td>0</td>
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<tr>
<td>Statutory rape</td>
<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
### Arrests - On campus

Enter the number of **Arrests** for each of the following crimes that occurred **On Campus**.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

<table>
<thead>
<tr>
<th>Crime</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Weapons: carrying, possessing, etc.</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>b. Drug abuse violations</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>c. Liquor law violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### Arrests - Noncampus

Enter the number of **Arrests** for each of the following crimes that occurred in or on **Noncampus** buildings or property.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

<table>
<thead>
<tr>
<th>Crime</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Weapons: carrying, possessing, etc.</td>
<td>0</td>
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<td>0</td>
</tr>
<tr>
<td>b. Drug abuse violations</td>
<td>0</td>
<td>0</td>
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</tr>
<tr>
<td>c. Liquor law violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### Arrests - Public Property

Enter the number of **Arrests** for each of the following crimes that occurred on **Public Property**.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

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<thead>
<tr>
<th>Crime</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
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<tr>
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<tr>
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<td>0</td>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
### Disciplinary Actions - On Campus

Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories. Do not include disciplinary actions that were strictly for school policy violations. If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

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<tr>
<th>Crime</th>
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<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Weapons: carrying, possessing, etc.</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>b. Drug abuse violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>c. Liquor law violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### Disciplinary Actions - Noncampus

Enter the number of persons referred for disciplinary action for crimes that occurred in or on Noncampus buildings or property for each of the following categories. Do not include disciplinary actions that were strictly for school policy violations. If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

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<td>0</td>
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</tr>
</tbody>
</table>

### Disciplinary Actions - Public Property

Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories. Do not include disciplinary actions that were strictly for school policy violations. If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

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<tr>
<td>c. Liquor law violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
**Emergency Call Boxes:** HCC has solar powered emergency call boxes (pole mounted with blue lights) in the following locations:

- Freedlander Learning Center/Library (200 Building) parking lot
- Between Student Services (1500 Building) and Cosmetic Arts (3200 Building)
- Creative Art Building (7000 Building) Outside upper and lower Entrances

**HCC Security Services:**
- Key Extraction
- Jump Starts
- Minor Repairs
- Campus Escort to vehicles, upon request

**Other Services:**
- Manage Traffic Flow
- Address minor maintenance issues (utility outages, etc. and notify the proper authorities
- Respond to public safety issues

**None of us are invincible.**

Risks, crime and personal injury are threats we all face in daily living. But we can keep ourselves and others safe by using our heads and being aware of our surroundings. Safety is not just the responsibility of security officers or administration; everyone has a role to play. We hope this guide provides you with the tools needed to deal with these scenarios effectively.

**Report It!**

When reporting an incident to authorities, remember to provide the following pertinent information:


While on college premises, all persons are expected and required to comply with federal, state, and local laws and ordinances, as well as College policies governing conduct. Persons in violation of these standards will be subject to action deemed appropriate by the responsible authority.
HCC employees and students participating in off-campus (college sponsored) activities must report criminal incidents to the local law enforcement agency having jurisdiction, and inform Campus Security as soon as possible after the incident. Violations of the HCC Student Code of Conduct must also be reported.

Known or suspected violations of federal and state laws and other emergencies should be reported to Campus Security. Campus Security supports the Vice President of Student Services in the enforcement and investigation of violations of the HCC Student Code of Conduct as outlined in the HCC Catalog & Handbook. HCC students agree to abide by this policy upon enrollment at the College.

**When describing an incident:**
- Stay objective
- Keep things in order
- Give your location

**When describing a person:**
- Note features i.e., hair color, height, facial structure, build, etc. rather than solely focusing on clothes which can be changed quickly.
- Describe distinctive characteristics, such as tattoos, birthmarks or scars.

**When describing an object:**
- Note of the basics: size, color, and shape.
- Jot down any other identifying characteristics; a license number, a distinguishing smell, or any other attributes that may be used to identify the object.

“Little things” can cause big problems. When in doubt, report them.
Emergency Notification

In the event of an Emergency Situation or an event that poses an immediate threat, HCC will immediately initiate our mass notification system.

All students and employees are encouraged to sign up for alerts

Please follow the steps below to begin receiving emergency notifications.

1. You will need to request a new password by going to the Forgotten Password page and entering your @haywood.edu email address:
   [https://haywood.regroup.com/passwords/new](https://haywood.regroup.com/passwords/new)
   You will be sent an email to your @haywood.edu email address with a link to click that will take you a webpage to set your password. Click on the link sent to you and follow the instructions to set your password. This is only your Regroup password.

2. After your password is set you will be taken to your preferences page. From there you can add phone numbers to receive voice and/or text alerts and you can add additional email addresses to receive email alerts to as well.

Be sure to add your desk phone to receive voice notifications and your cell phone for both voice and text notifications. Your college email address is the default address, but you can add personal addresses.

3. At any time you can access your Emergency Notification Settings again by clicking the Emergency Notifications link on login.haywood.edu or by going to haywood.regroup.com
HAYWOOD COMMUNITY COLLEGE EMERGENCY GUIDE

Crime and Violent Behavior

PROTECT YOURSELF FIRST

CALL 911 if crime in progress:
- Location of crime
- Number of people involved and their description
- Injuries of persons, if known
- Nature of any weapons involved
- Any vehicle descriptions
- Stay on line with 911 operator

*Call Security 734-5410
ARO 593-8477 to assist w/response

Fire Procedures

If you discover a fire or smoke or if you hear a fire alarm:
- Evacuate the Building – Get Out – Don’t Use Elevators, use the stairs. Close (Don’t Lock) doors to contain fire
- Alert others – Activate the fire alarm (If not already activated)
- CALL 911
  - Location of fire
  - Description of fire

*Call Security 734-5410
ARO 593-8477 to assist w/response

Medical Emergencies

Check the scene for safety.
Care for illness and injuries within the scope of your training.
CALL 911 if serious illness/injury:
- Location of person needing assistance
- Nature of accident/illness
- Number of people involved
- Stay on line with 911 operator

*Call Security 734-5410
ARO 593-8477 to assist w/response

Bomb Threat/Suspicious Package

Watch for and report what is strange, unusual or out of place. If you discover a suspicious object/potential bomb or receive a bomb threat:

**Immediately NOTIFY College President 627-4515
  - Do not handle the object
  - Evacuate the area calmly.

Be aware that there may be a secondary device!

Be alert for suspicious packages and letters.
They can contain explosives, chemical or biological agents.

Hazardous Material Spill/Release

For spills, releases or incidents requiring special training and/or personal protective equipment (PPE):
- Immediately notify people in area and College President **NOTIFY College President 627-4515
- Evaluate area of spill/release
- Isolate exposed people for:
  - Decontamination
  - Evaluation
  - Treatment
  - DO NOT RE-ENTER THE AREA UNTIL DIRECTED!

Severe Weather Warning

- Avoid automobiles and open areas
- Move to secure area
- Keep away from windows/exterior doors

*NOTIFY College President 627-4515

PRESIDENT’S OFFICE 627-4515
HCC Security 734-5410
HCC ARO 593-8477
Bomb / Terror Threats

These dangers can come in a variety of shapes and forms. Know how to keep yourself and others safe.

- Listen carefully and follow the directions given by Security, Law Enforcement or college employees.
- Try not to panic or assume the worst.
- Take drills seriously and encourage those around you to do the same.
- Don’t Delay. Many disasters have been averted because an individual took the time to report something out of the ordinary.
- Don't "joke" about a bomb threat. Doing so can cause panic, waste valuable resources, threaten your academic future, and/or get you a fast-pass to the police department.

Natural Disasters

Catastrophic events, such as tornados, hurricanes, and flooding, can leave behind varying degrees of disarray. Take natural disaster response seriously by:

- Following evacuation procedures quickly and completely.
- Comply with the directions given by trained personnel.
- Be proactive. Learn what to do in an emergency situation beforehand.

Cyberspace

Cyberspace is not necessarily a safe space, despite the perceived anonymity. An increasing number of technology based threats are present in today’s world. Don't get caught up in the web. Stay informed and take the proper precautions to maintain your safety.

Identity Theft

Don’t give your Social Security number to unknown individuals. This information can be used to obtain sensitive, personally-identifying information, including credit reports, account information, etc. Identity theft is hard to overcome, often involving years of tracking, damage control, and re-establishing damaged credit ratings. Don’t risk it!

Keep Your Stuff Safe!

- Don't leave your personal belongings unattended anywhere any time.
- Always lock your vehicle and if you are going to leave personal belongings inside your vehicle don't leave them in plain view.
Hate / Bias-related Incidents

Notify Security if someone threatens you or someone else based on race, religion, gender, sexual orientation or other characteristics. No one needs to tolerate fear or intimidation.

The Dos and Don'ts of a Crisis

- If a classmate seems ill, intoxicated or drugged, get Help Immediately! Don't worry about getting them “in trouble," their safety and well-being must be your main concern.
- Stay calm in a crisis situation. Quick, clear thinking can make all the difference in a bad situation.
- Don't interfere with the efforts of medical or emergency personnel. They have been trained to deal with emergency situations. Stay out of their way.
- If someone is bleeding, apply pressure and ask someone to get help.
- Don't transport a friend to the hospital. You may do more harm than good by moving someone without having medical training.
- Don't play Hero by stepping into a dangerous situation. You may get hurt, creating a more difficult scenario. Get Help.

Know What to Do

- Be prepared.
- Know the ins and outs of your campus
- Know the locations of emergency phones and call boxes.
- Memorize Security's contact numbers (save time every second counts!)
- Know where fire alarm pull boxes, fire extinguishers and first aid kits are located at in all the buildings you frequent.
Fire Extinguishers: Understand the different types and how to use them.

Fire Alarms: Know where they are on campus, Sounded immediately when a fire is found.

Quick action save lives.

Fire Exits: Know where all the fire exits are in your buildings.

Stalkers: If someone is stalking you, report it to Security and local Law Enforcement agencies. A restraining order or some other action may be taken to keep you safe. And it makes them aware of the situation and gives them and you back some of the control of the situation.

Obscene Phone Calls: Don’t engage an unknown caller in conversation or give out any personal information. Keep record of when the calls are received and what was stated. Save any messages that you receive. And turn everything over to the proper authorities.

Walking Around: Don’t walk alone, especially after dark ask for a Security escort or use the Buddy System. And stay on populated well lit paths.

Being Followed: If you think you are being followed, head toward people, lights, or buildings.

The Element of Surprise: Make it tough for someone to take you by surprise, don’t let anything distract you or interfere with your vision or hearing.
Parking Decals must be displayed in all vehicles parked on
Haywood Community College’s property

Citations will be issued for the following violations:

- Occupying more than one parking space
- Not displaying current decal
- Parking in lane of traffic
- Blocking building entrances
- Obstructing sidewalk
- Double parking
- Parking in restricted lot or zone
- Parking in reserved space
- Parking on grass
- Parking within 15 feet of a fire hydrant
- Parking against flow of traffic
- Protruding into lane of traffic
- Parking in visitor and or handicapped space
- Reckless driving
- Blocking loading zone
- Parking on shoulder or road

Driving in excess of posted speed

Parking lots are designated by signs and individual spaces are color coded:

- White outlined spaces = Student / Open
- Yellow outlined spaces = Faculty / Staff
- Blue outlined spaces = Handicap

Handicap spaces are marked with D.O.T. approved signs and are enforced by Law Enforcement as well as Haywood Community College Security.

A state handicapped parking violation issued by our Campus ARO can cost up to $250.00 and requires a court appearance.

Once an individual receives 10 parking violations, security can charge the individual and take them to the Vice President of Student Success Services for discipline.

Parking decals clearly display the expiration date.

All state and local laws pertaining to traffic apply on all of Haywood Community College’s property and will be enforced. Campus-wide speed limit is 15 MPH and no more than 10 MPH in the campus’ parking lots.
Parking Safety

- Never hesitate to call Security for an escort.
- Always keep your car locked whether you are in it or not.
- Ensure the windows are closed.
- Make note of where you have parked.
- Park near a light, if possible, close to your building.

Alcohol and Other Drugs

The majority of safety-related incidents, from sexual assaults to fires to injuries, occur when students are under the influence. You are more likely to take unwise risks when your inhibitions are lowered and your judgment is impaired. If you are going to drink, never leave a drink unattended, especially when you are at a bar or a party. Never drink from common sources like punch bowls, and never accept drinks from strangers because there may be more in your drink than the ingredients you expect such as GHB, Rohypnol (Roofies), or Ketamine (Special K) otherwise known as Date Rape Drugs. They are odorless and tasteless which make it easy for someone to add it to your drink and you not realize it. And while the impact is a lot worse than a hangover, it puts you into a sedated state which makes you lose inhibitions, succumb to drowsiness, slur your speech and you forget everything that happens. You can put you in that state for four to six hours. A lot can happen in that amount of time!

Impaired Driving

One drive with or as an impaired driver can alter your life forever. You know this stuff.... say "NO" and don't feel bullied into accepting a ride with someone who doesn't have your best interests at heart. And, if you have had too much, don't get behind the wheel. Don't even think about it.

Haywood Community College promotes a drug and alcohol free environment and supports this nationwide movement. Haywood Community College is committed to maintaining such an environment for all employees and students.
Sexual Misconduct

Haywood Community College strongly supports local, state, and federal laws concerning sexual assault and sexual harassment. Any violation or complaint should be made immediately to Campus Security, Human Resources, or the Vice President of Student Success Services. Victims are entitled to all services of HCC and available county services. Crime statistics are gathered from Campus Security logs and incident documentation.

Registered Sex Offenders

Pursuant to North Carolina General Statute 14-208, individuals who have reportable convictions for any sex offense are required to maintain a registration with the sheriff of the county in which they reside. Any nonresident with such a conviction who works or attends school in North Carolina is required to maintain a registration with the sheriff in the county in which that individual works or is a student. Additionally, the North Carolina Division of Criminal Statistics is responsible for compiling and keeping current a central statewide sex offender registry. Specific information as set forth in General Statute 14-208.10 is public record and is made available for public inspection. The Division of Criminal Statistics provides free public access to automated data from the statewide registry including photographs provided by the registering sheriffs, via the internet. The public is able to access the statewide registry to view individual registration record, a part of the statewide registry, or the entire statewide registry. The Division may also provide copies of registry information to the public upon written request and may charge a reasonable fee for duplicating costs and mailing cost. The North Carolina Sex Offender Registry website may be accessed at the following link: http://sexoffender.ncdoj.gov/.

Crime Prevention and Awareness is addressed at Student Orientation, Student Events and safety newsletters are available throughout the year.

Faculty, staff and students must recognize that they must take individual steps to protect themselves from becoming a victim of a crime and work together as a campus community in the prevention of crime and promotion of security.
Mental and/or Physical Abuse – “Bullying”

In order to provide a safe learning environment for students, HCC forbids any type of mental and/or physical abuse, “bullying.”

Abuse is the willful, conscious intent to hurt, threaten, intimidate, or embarrass another individual. It is behavior that is repeated, intentional, and has an imbalance of power.

Examples include, but are not limited to:

- Punching
- Tripping
- Kicking
- Spitting upon
- Using abusive language, including name calling, racial and homophobic name calling
- Threatening
- Sexual harassment
- Ridiculing
- Unwanted teasing
- Treating another unfairly
- Spreading rumors, including using social media, texts, etc.
- Destroying property
- Graffiti
- Exclusion
- Unwanted physical contact

Students who are abused or witness abuse are strongly encouraged to report it to the Vice President of Student Services who is located in Student Service in the 1500 Building or Campus Security.

Students may also speak with the counselor in 1532 (Student Services).
Access to Haywood Community College facilities is open to students and the general public
Monday-Friday  6:00 a.m. - midnight   Saturday  8:00 a.m. - 5:00 p.m.
Sunday  8:00 am-5:00pm.

Haywood Community College’s Emergency Response Plan can be found on the College’s website
www.haywood.edu. All college policies can also be found on the website.

Security & Safety Surveys

Haywood Community Colleges primary goal is campus safety and security. Members of the
Campus Safety & Security Department regularly conduct Campus Security & Safety Surveys.
These surveys look at lighting, landscape, locks, steps, walkways, roadways, etc. for any safety or
security concerns. We encourage campus community to report any safety or security about the
campus climate to the Office of Campus Safety & Security Services 828.564.5113
mgreenarch@haywood.edu.

Annual Fire Safety Policy

Haywood Community College does not have any residence facilities. Therefore, the college is not
required by the Campus Safety and Security Reporting Act to maintain a fire report.

Missing Student Policy

Haywood Community College does not have any residence facilities. Therefore, the college is not
required by the Campus Safety and Security Reporting Act to maintain a missing student policy.

Daily Crime Log

The HCC Campus Safety & Security Services Office maintains a daily crime log to record criminal
incidents and alleged criminal incidents that are reported. The log contains reported incidents
from the last 60 days. This log can be viewed at the Office of Campus Safety & Security Services
located in the lower level of the 1500 building.

Sources of Crime Statistics

Campus crime, arrests, and referral statistics include those reported to HCC Security Department
and Office of the Vise President of Student Services. HCC also request statistics for crimes
reported directly to law enforcement agencies.
Some updates to HCC Policies are Pending Board Approval

Policy 6.27: Harassment

**Related Policies & Procedures**

**Procedures**

- **Sexual Harassment Procedure**

**Effective Date:** Sat, Apr 03, 1999

**Amended Date:** Tue, May 13, 2008

Haywood Community College fosters an environment of respect for the dignity and worth of all members of the College community and therefore has zero tolerance for harassment in any form. Harassment is unacceptable and impermissible conduct which will not be tolerated.

The College expressly forbids harassment of employees and/or students based upon age, race, sex, color, creed, handicapping condition/disability, religion, national origin, political affiliation, and marital status. All employees and students should clearly understand that, even in mild forms, such harassment constitutes unsatisfactory job/school performance and is subject to disciplinary action. More serious instances of harassment will carry more serious penalties up to and including dismissal.

Sexual harassment is defined by federal guidelines as “unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made, either explicitly or implicitly, a term or condition of employment/enrollment, or
2. submission to or rejection of such conduct by an individual is used as a basis for employment/enrollment decisions affecting such individuals, or
3. conduct has the purpose or effect of unreasonably interfering with an individual’s work or study performance or creating an intimidating, hostile, or offensive work or study environment.
Procedure 6.27.1: Sexual Harassment Procedure

Amended Date: Tue, May 13, 2008

Complaint Procedure

If you are being harassed by your supervisor, instructor, another employee/student, or a non-employee/student, or other person interacting with the college (such as vendors and relatives of persons employed by or enrolled in the College), there are three alternative complaint procedures:

Alternative 1

Notify your supervisor/instructor or Vice President of Academic and Workforce Development of the situation. These individuals are responsible for notifying the President’s Office of the Complaint, and cooperating in investigating the situation and taking corrective action.

Alternative 2

If you do not feel that you can talk with your supervisor/instructor about the problem, or if the harassment is coming from your supervisor/instructor, you are encouraged to seek out another superior within your department and notify him or her of the situation. If the matter is not resolved to your satisfaction, you may file a formal written Complaint with the President.

Alternative 3

If at any point in the process you prefer to do so, students may go to the Vice President of Student Development Services and employees may go to their supervisor or to Human Resources. These individuals will notify the President of the Complaint, and cooperate in investigating the situation and taking reasonably prompt, appropriate action.

Reporting

Whenever the Vice President of Academic and Workforce Development, Vice President of Student Development Services, Human Resources, or any other supervisor or superior referred to in Alternative 1, Alternative 2, or Alternative 3, receives a complaint of harassment, he or she shall promptly notify the President of such complaint.
Resolution

Upon receiving notice of a harassment complaint, the President, or the President’s designee shall, based upon the particular circumstances, arrange for the complaint to be investigated, and a report of the investigation to be submitted by the appropriate person(s). The scope and degree of the investigation, including direction as to the person(s) (employed and/or not employed by the College) whom will make inquiries, the degree of formality used in the investigation, and other considerations, shall be determined by the President or the President’s designee. All elements of any investigation shall remain confidential to the extent possible in conducting the investigation. The College will thereafter implement such corrective action as it deems necessary or appropriate.

The College reserves its authority to, in its judgment and discretion; take various precautionary measures, before, during, or after investigating a harassment complaint, in order to ensure that harassment and retaliation, actual and/or perceived, does not occur. Such precautionary measures (which may or may not include cautionary letters, temporary reassignment of duties, etc.) are not, absent explicit written statement to the contrary, to be considered as disciplinary in nature.

Student

Haywood Community College strongly supports state and federal laws concerning sexual assault and sexual harassment. Any violation or complaint should be made immediately to Campus Security or to the Vice President of Student Services. Victims are entitled to all services of HCC and available county services. These instructions are posted on bulletin boards across campus. Crime statistics are gathered from Campus Security logs and incident documentation and reported annually in this section.

Sexual Harassment

It is the policy of Haywood Community College, consistent with its effort to foster an environment of respect for the dignity and worth of all members of the college community, the sexual harassment students and employees of Haywood Community College is unacceptable and impermissible conduct which will not be tolerated. Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to:

- Vice President of Student Services, Student Center Building (1500), 828.565.4220
- For specific acts of sexual assault against a student, immediately contact the HCC Armed Resource Officer at 828.593.8477, Campus Security at 828.734.5410, or local law enforcement and emergency agencies at 911. A formal complaint should also be filed with the Vice President of Student Services.
Sexual and Other Unlawful Harassment Policy

Policy

It is the policy of the Board of Trustees of the College that a learning and working environment free from sexual and other unlawful harassment shall be maintained. Harassment, retaliation, coercion, interference, or intimidation of an employee or student due to his or her race, color, religion, sex, age, national origin, disability, veteran’s status, creed, sexual orientation, political affiliation or any other legally protected status not listed herein, or that of any employee’s or student’s relatives, friends, or associates, is strictly forbidden and will not be tolerated of anyone associated with the College either at a campus facility or College-sponsored event. The scope of this policy also extends to any visitor, vendor, or contractor while on campus property.

Sexual Harassment

Sexual harassment includes physical contact and/or conduct that creates an unwelcome or hostile environment. It includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature when submission to the conduct is made a term or condition of an individual’s employment or academic performance (either implicitly or explicitly), when submission to or rejection of the conduct is used as the basis for employment or educational decisions affecting the individual, or when the conduct is sufficiently severe, persistent, or pervasive to interfere with an individual’s work or academic performance or to create an intimidating, hostile, or offensive working or learning environment. Occasional compliments of a socially acceptable nature do not constitute sexual harassment.

Sexual harassment may include, but is not limited to:

a. Physical assault, including rape, or any coerced sexual relations.

b. Subtle pressure for sexual activity or for a relationship that takes on a sexual or romantic coloring, thereby exceeding the limits of healthy relation.

c. Any demeaning sexual propositions.

d. Unnecessary touching in any form.

e. Sexually explicit or suggestive remarks about a person’s physical attributes, clothing, or behavior.

f. Sexually stereotyped or sexually charged insults, humor, verbal abuse, or graffiti.

g. Any sexually inappropriate behavior that prevents an individual from participating in their employment, academic performance, or in any functions of the College.

Other Unlawful Harassment

Other unlawful harassment may consist of verbal or physical conduct that denigrate or shows hostility or aversion toward an individual because of his or her race, color, religion, age, national origin, disability, veteran’s status, creed, sexual orientation, political affiliation, or any other legally
protected status not listed herein, or that of his or her relatives, friends, or associates, and has the purpose or effect of creating an intimidating, hostile, or offensive work or learning environment; has the purpose or effect of interfering unreasonably with an individual’s work or academic performance; or otherwise adversely affects an individual’s employment or educational opportunities.

Other unlawful harassment may include, but is not limited to:

a. Threatening or intimidating conduct directed at another because of the individual’s race, color, religion, age, national origin, disability, veteran’s status, creed, sexual orientation, political affiliation, or any legally protected status not listed herein.

b. Jokes, name calling, or rumors based upon an individual’s race, color, religion, age, national origin, disability, veteran’s status, creed, sexual orientation, political affiliation, or any legally protected status not listed herein.

c. Ethnic slurs, negative stereotypes and hostile acts based on an individual’s race, color, religion, age, national origin, disability, veteran’s status, creed, sexual orientation, political affiliation, or any legally protected status not listed herein.

Reports and Investigations

Employees and students, without any fear of reprisal, have the responsibility to bring any form of sexual or other unlawful harassment (whether by a co-worker, student, or other person who is participating in, observing or otherwise engaged in the activities of Haywood Community College) to the attention of his or her immediate supervisor or instructor so that a prompt investigation into the circumstances of the incident and the alleged harassment may be conducted.

An employee who has a complaint of harassment at work is urged to bring the matter to the attention of his or her immediate supervisor. If the employee is not comfortable bringing the complaint to the immediate supervisor, then the complaint should be brought to the Director of Human Resources. If an employee is not comfortable bringing the complaint to the Director of Human Resources, then the complaint may be brought to the Vice President of Business Operations or a Campus Security Officer.

A student who has a complaint of harassment is urged to bring the matter to the attention of his or her instructor. If the student is not comfortable bringing the complaint to the instructor, then the complaint should be brought to the Vice President for Student Services. If a student is not comfortable bringing the complaint to the Vice President for Student Services, then the complaint may be brought to the Director of Human Resources, Vice President of Business Operation or Campus Security Officer. The student may bring the matter to any college employee they are comfortable speaking with and that employee can contact the appropriate individuals.

Individuals with complaints of harassment are urged to place their complaints in writing. All charges of harassment shall be brought to the attention of the Director of Human Resources. The Director of Human Resources shall conduct an investigation of charges of harassment made
by an employee. The Vice President for Student Services shall conduct an investigation when a charge of harassment is made by a student.

A confidential file regarding the charge of harassment by an employee shall be maintained in the office of the Director of Human Resources. A confidential file regarding the charge of harassment by a student shall be maintained in the office of the Vice President for Student Services.

Both the Director of Human Resources and the Vice President of Student Services shall work as a team if an employee and student are both involved in a charge of harassment.

Haywood Community College will keep all information relating to harassment allegations and investigations as confidential as possible.

Corrective and/or Disciplinary Action

Following an investigation, a review of the results of the investigation with the person involved will be conducted and if appropriate, corrective and/or disciplinary action will be taken. Appropriate disciplinary action shall depend upon the seriousness of the misconduct and may include a warning, written reprimand, demotion, suspension from employment or from the College, termination of employment, expulsion, removal from College property, or denal of access to College services or programs.

Protection against Retaliation

Haywood Community College will not in any way retaliate against an individual who makes a report of harassment in good faith or who assists in an investigation. Retaliation includes, but is not limited to, any form of intimidation, disciplinary action, reprisal or harassment. Retaliation is a serious violation of this harassment policy and should be reported immediately. Haywood Community College will take appropriate action against any employee or student found to have retaliated against another in violation of this policy.

Prohibition of Relationships between Employees and Students

Romantic or sexual relationships between College employees and students are prohibited if the employee and the student have an academic relationship. Academic relationships include any activities in which the employee is a direct or indirect supervisor or instructor for the student, as in a classroom or lab, or is a sponsor for any College activity involving the student, including work study or organizational/club/sport activities. This prohibition shall continue until the student or the employee is no longer affiliated with the College. Employees engaging in inappropriate relationships with students will be subject to disciplinary action, up to and including termination of employment.
Important Campus Contacts:

Campus Armed Resource Officers:
Deputy David Smith  aro-smith@haywood.edu
Deputy Cody Greene  aro-greene@haywood.edu
828.593.8477  828.627.4514

Campus Security:
security@haywood.edu
828.734.5410  828.627.4514

Campus Safety & Security Services Officer:
Misty Greenarch
mgreenarch@haywood.edu
828.564.5113

Director of Human Resources:
Marsha Stines
mstines@haywood.edu
828.627.4529

Vice President of Student Services:
Dr. Laura Leatherwood
lbleatherwood@haywood.edu
828.565.4220

Vice President of Business Operations:
Karen Denney
kdenney@haywood.edu
828.627.4546

Counselor:
Angie Uhl-Kalev
auhl-kalev@haywood.edu
828.627.4504

Other contacts can be found on Haywood Community College Website Directory:
http://www.haywood.edu/directory
The following are some of Haywood Community College’s Policies and Procedures. A complete list and description of all Policies and Procedures can be found at the following link: [http://www.haywood.edu/policies_and_procedures](http://www.haywood.edu/policies_and_procedures)

**Policy 3.1: College Operating Hours**

**Effective Date:** Fri, Jun 12, 1992  
**Amended Date:** Mon, Feb 04, 2013

All HCC campus locations are open to faculty, staff, students, and visitors during normal operating hours as follows:

- Monday through Friday 6:00 a.m. to midnight  
- Saturday and Sunday 8:00 a.m. to 5:00 p.m.

The campus gate will be locked at all other times unless prior written permission is granted by the President or designee.

Access to the College Arboretum (grounds) may be extended at the discretion of the President or designee. Access to facilities outside of the times listed above would follow the current operating hour’s procedures for access.

Facilities are available for public use in accordance with State law under short-term (less than three months) and long-term (three months to twelve month) agreements. College sponsored events shall take priority over other scheduled events. Board of Trustee approval must be obtained prior to granting use of College facilities which are greater than three months. The College does not discriminate when allowing use of College facilities.

Facilities are also available as per Senate Bill 565 which authorizes limited use of college facilities by private business enterprises that loan, or donate instructional equipment to the College.

Supervision by College employees is required for student access to classrooms and computer labs outside of the hours of 8:00 a.m. to 4:00 p.m. between the hours of 8:00 a.m. and 4:00 p.m., the college may make some rooms available for students to occupy for educational purposes. Two persons must be present at all times when using a facility such as a shop or laboratory where injury potential exists.

While on College premises, all persons are expected and required to obey all federal, state, and local laws and ordinances, as well as College procedures governing appropriate conduct as determined by the College. Persons in violation of the above will be subject to any action deemed appropriate by the responsible authority.
Procedure 3.1.1: College Operating Hours

Effective Date: Sat, Nov 01, 2008

Amended Date: Tue, Nov 01, 2011

Definitions

College Operating Hours

Haywood Community College (HCC) campus locations are open to faculty, staff, students, and visitors during normal operating hours as follows:

- Monday through Friday 6:00 a.m. to midnight
- Saturday and Sunday 8:00 a.m. to 5:00 p.m.

Request for Use of Campus Facilities – College Operating Hours

Use of College facilities during normal operating hours for internal events requires submission of an events request through the Haywired system. Request for use of College facilities by external users is facilitated by the Events Coordinator.

Request for Use of Campus Facilities – Non-operating Hours

Use of College facilities during non-operating hours by College employees requires submission of a written request to the Vice President of Business Operations using the “Request for Use of Campus Facilities during non-operating hours” form. Security will contact the employee making the request to let them know whether the request was approved and forward it to the Events Coordinator for development of an action plan for the event.

See form: Request for Use of Campus Facilities During Non-operating hours

Action Plan

An action plan will be developed on a case by case basis for requests to use College facilities during non-operating hours. This plan will define the roles and responsibilities of those involved in the event and allow for support services such as security, maintenance and custodial.

Procedure

College locations are open to faculty, staff, students, and visitors during normal operating hours and use is scheduled via the request system in Haywired. The Events Coordinator shall schedule and coordinate all events after receiving the electronic notification from Haywired. The dates requested will be checked on the events calendar and if available will be scheduled; the event requestor will be notified by email of availability of the space requested.

Use of College facilities during operating hours by non-college employees requires contacting the Events Coordinator to request scheduling an event. The Events Coordinator will confirm
availability and a contract will be generated. This contract shall include the terms and conditions of the event and will be signed by the requestor and Events Coordinator before it is scheduled on the Events Calendar. Subsequent to contracting for the event, the requestor is responsible for obtaining support services which include but are not limited to: security, custodial and technical services. The event sponsor must contract with HCC approved support services. Copies of the contracts for these services must be on file prior to the scheduled event to ensure adequate coverage.

During non-operating hours, the College gate will normally be locked; off Campus locations shall be locked also. Use of College facilities during non-operating hours for classes, events, or other special needs will necessitate developing an action plan. For classes and or events it is advisable to develop the action plan at least ten (10) working days in advance of the class/event.

Classes/events planned during non-operating hours are scheduled on a case by case basis. Access to the College by employees during non-operating hours is subject to approval by the Vice President of Business Operations (or designee) using the “Request for Access/Use of Campus Facilities – Non-operating Hours” form. Use of College facilities during non-operating hours by non-College employees shall be approved by the Events Coordinator and/or the Vice President of Business Operations.

Subsequent to the Vice President of Business Operations (or designee) approval for access to facilities during non-operating hours, the Events Coordinator will facilitate the development of an action plan; the access/event will be placed on the College calendar once the plan is complete. This plan shall be in writing and will establish the facility needs (security, facility services, etc) for the event and shall include a minimum of the following information:

- Primary contact during the event
- Secondary contact during the event
- Date and time of the event
- Location of the event
- Contract for security services (if applicable)
- Contract for Facility Services (if applicable)
- Employee responsible for unlocking/locking the gate/building
- Form for issuing required keys
- Details of the event
- Certificates of insurance

The action plan will be signed by the Events Coordinator and the event sponsor and as such become an agreement which will be followed by those involved in the event. The Events Coordinator will distribute the information as necessary to the departments involved in set-up of the event (Facilities Maintenance, Technology, etc). Security will be responsible for distributing and retrieving any keys or other College related equipment issued for an event. If any College key issued for an event is lost, the event sponsor shall be responsible for re-keying the used space.
Policy 3.25: Reporting Criminal Activity

Effective Date: Fri, Oct 09, 1992

Amended Date: Thu, Feb 27, 2014

Faculty/Staff/Students/Visitors will report known and suspected violations of Federal and North Carolina criminal laws to the College Security Department for appropriate action.

Criminal incidents occurring off-campus to students or staff participating in a College sponsored activity should be reported to the law enforcement agency having jurisdiction. The College Security Department should be informed of the incident as soon as possible.

Note: If the incident is of a nature requiring the immediate attention of a College administrator, the Armed Resource Officer or Security Officer on duty should be notified by calling (828)593-8477 or (828)734-5410.

Procedure 3.25.1: Reporting Criminal Activity

Effective Date: Thu, Feb 27, 2014

A. Security Department will upon notification of criminal activity:
   1. Assign response officer(s) to process and document the complaint/report.
   2. Involve (as necessary) the appropriate law enforcement support agency.
   3. Conduct necessary follow-up activities and file required documentation to the College administration.
   4. A report shall be entered into Maxient, the College’s incident reporting system, by the reporting person or a member of the Security Department.

B. The Campus Safety Services Officer will review campus crime reports with the Security Department to ensure that:
   1. The data required by the Crime Awareness and Campus Security Act is compiled and disseminated.
   2. Campus crime prevention programs are followed with special emphasis placed on campus community involvement.
   3. The information flow stresses the necessity for individual’s awareness and that faculty, staff, and students take some responsibility for their own personal safety.

C. The College's Drug and Alcohol Policy (see General Policies and Procedures section) is considered a component of the campus safety program.
Policy 3.31: Weapons on Campus

Effective Date: Wed, Feb 22, 2006

Amended Date: Mon, Oct 07, 2013

N.C.G.S. § 14-269.2 generally prohibits carrying a "weapon" either openly or concealed on community college property. A"weapon"includes; firearms, explosives, BB guns, stun guns, air rifle or pistol, and certain types of knives or other sharp instruments. N.C.G.S. § 14-269.2. However, effective October 1, 2013, a firearm is permissible on a community college campus only under the following limited circumstances:

1. The firearm is a handgun; AND
2. The individual has a valid concealed handgun permit or is exempt from the law requiring a permit; AND
3. The handgun remains in either: a closed compartment or container within the permit holder's locked vehicle; or a locked container securely affixed to the permit holder's locked vehicle; AND
4. The vehicle is only unlocked when the permit holder is entering or exiting the vehicle; AND
5. The firearm remains in the closed compartment at all times.

Haywood Community College may allow contracted security personnel to carry a firearm in the official discharge of their duties as a means of further assuring the safety of all students, faculty, staff and visitors on HCC property.

All Contracted security personnel carrying firearms shall comply with all local, state and federal laws for the carrying of firearms.

The contracted security agency employing security personnel for HCC shall guarantee HCC that their personnel are in compliance with all local, state and federal laws for carrying firearms in the discharge of their duties.

Haywood Community College property includes but is not limited to: college buildings, vehicles, grounds, recreation areas, athletic fields, or other property owned, used or operated by the College Board of Trustees.
Policy 3.38: Disruptive Behavior

Effective Date: Wed, Feb 15, 2012

Any person, including students, who are deemed by the college’s administration to be disruptive, dangerous, or interfering with the operation, function or safety of the college’s personnel, students, guests or property; and/or is on campus without apparent need, or permission, may be directed to leave the campus at the discretion of the college’s administration or be subject to administrative action, as well as civil and criminal prosecution.

Policy 5.4: Student Rights and Code of Conduct

Effective Date: Tue, Aug 09, 1994

Amended Date: Mon, Oct 07, 2013

I. Preamble

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of this academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Freedom to teach and freedom to learn are inseparable facets of academic conditions in the classroom, on the campus, and in the community. Students should exercise their freedom with responsibility. As members of the academic community, students are subject to the obligations that accrue to them by virtue of this membership. As members of the larger community of which the College is a part, students are entitled to all rights and protection accorded them by the laws of that community.

By the same token, students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instance, College discipline will be initiated only when the presence of the student on campus will disrupt the educational process of the College. However, when a student's violation of the law also adversely affects the College's pursuit of its recognized educational objectives, the College may enforce its own regulations. When students violate College regulations, they are subject to disciplinary action by the College whether or not their conduct violates the law. If a student's behavior simultaneously violates both College regulations and the law, the College may take disciplinary action independent of that taken by legal authorities.

These actions and the process for implementing them are described in HCC Policy 5.7: Student Discipline Policy and Procedures.

Likewise, employees of the College are expected to treat students with all the rights to which they are duly entitled. The College provides students with a process to file complaints against a college employee as defined in HCC Procedure 5.4.1: Student Complaint/Grievance/Appeal Procedure.
Student Rights

A. All rights and privileges guaranteed to every citizen by the Constitution of the United States and by the State of North Carolina shall not be denied any student.

B. Students are free to pursue their educational goals. Appropriate opportunities for learning in the classroom and on the campus shall be provided for by the College. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

C. Students have the right to freedom of expression, inquiry, and assembly without restraint or censorship, subject to reasonable and non-discriminatory rules and regulations regarding time, place, and manner.

D. Students have the right to inquire about and to propose improvements in policies, regulations and procedures affecting the welfare of students through established student government procedures, campus committees, and College offices.

E. The Family Educational Rights and Privacy Act of 1974 provides safeguards regarding the confidentiality of and access to student records, and this Act will be adhered to by the College. Students and former students have the right to review their official records and to request a hearing if they challenge the contents of these records. No records shall be made available to unauthorized personnel or groups outside the College without the written consent of the student involved, with the exception of FERPA Guidelines of Disclosing Education Records without consent. FERPA Guidelines for disclosing student information can be found on the HCC website.

F. No disciplinary sanctions, other than temporary removal from class or activity (only for duration of said activity) may be imposed upon any student without due process. Due process procedures are established to guarantee a student accused of a Student Code of Conduct violation the right of a hearing, a presentation of charges, evidence for charges, the right to present evidence, the right to have witnesses on one's behalf and to hear witnesses on behalf of the accuser(s), the right to counsel, and the right to appeal.

G. Students have the right to a voluntary medical withdrawal. When illness, injury, or psychological/psychiatric conditions or disabilities occur while a student is enrolled that interfere with a student’s ability to participate in the College’s programs, a student or guardian may request a medical withdrawal from school. The Vice President of Student Services must approve all medical withdrawals. (See related procedures)

H. It may become necessary for an involuntary/administrative withdrawal for a student with illness, injury, or psychological/psychiatric conditions or disabilities when Section III.E of the Student Code of Conduct is violated due to behavior related to a disability that is sufficiently serious to constitute a direct threat. (See related procedures)
Student Code of Conduct

The College reserves the right to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of College officials, a student's conduct disrupts or threatens to disrupt the College community, appropriate disciplinary action will be taken to restore and protect the sanctity of the community.

Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and morality. The purpose of this code is not to restrict student rights, but to protect the rights of individuals in their academic pursuits.

The following regulations set forth rules of conduct that prohibit certain types of student behavior. Violation of one or more of the following regulations may result in one of the sanctions described in the Student Discipline Policy:

I. Academic Dishonesty - taking or acquiring possession of any academic material (test information, research papers, notes, etc.) from a member of the College staff or student body without permission; receiving or giving help during tests; submitting papers or reports (that are supposed to be original work) that are not entirely the student's own; not giving credit for others' work (plagiarism).

J. Theft of, misuse of, or damage to College property, or theft of or damage to property of a member of the college community or a campus visitor on College premises or at College functions; unauthorized entry upon the property of the College or into a College facility or a portion thereof which has been restricted in use and thereby placed off limits; unauthorized presence in a College facility after closing hours.

K. Possession of or use of alcoholic beverages or being in a state of intoxication on the College campus or at College-sponsored or supervised functions off campus or in College-owned vehicles. Possession, use or distribution of any illegal drugs, except as expressly permitted by law. Any behavior that may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the consequences of his/her actions.

L. Lewd or indecent conduct, individually or using any college resources for such purposes, including public physical or verbal action or distribution of obscene or libelous written material.

M. Mental or physical abuse of any person on College premises or at College-sponsored or College-supervised functions, including verbal or physical actions which threaten or endanger the health or safety of any such persons or which promote hatred or racial prejudice.

N. Any act, comment, or behavior which is of a harassing nature or a sexually suggestive nature and which in any way interferes with a student's or an employee's performance or creates an intimidating, hostile, or offensive environment.

O. Intentional obstruction or disruption of campus practices, teaching, research, administrative or disciplinary proceedings, or other College activities, including public service functions, and other duly authorized activities on College premises.
P. Occupation or seizure, in any manner, of College property, a College facility or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.

Q. Participating in or conducting an assembly, demonstration, or gathering, or individual activity in a manner which threatens or causes injury to person or property; which interferes with free access to, ingress or egress of College facilities; which is harmful, obstructive or disruptive to the educational process or institutional functions of the College; and/or remaining at the scene of such an assembly after being asked to leave by a representative of the College staff.

R. Possession or use of a firearm, (with the exception of law enforcement officers and with the exception of HB 937 as listed below), incendiary device or explosive, except in connection with a College-approved activity. This also includes unauthorized use of any instrument designed to inflict serious bodily injury to any person.

N.C.G.S. § 14-269.2 generally prohibits carrying a “weapon” either openly or concealed on community college property. A “weapon” includes firearms, explosives, BB guns, stun guns, air rifle or pistol, and certain types of knives or other sharp instruments. N.C.G.S. § 14-269.1. However, effective October 1, 2013, a firearm is permissible on a community college campus only under the following limited circumstances:

1. The firearm is a handgun; AND
2. The individual has a valid concealed handgun permit or is exempt from the law requiring a permit; AND
3. The handgun remains in either: a closed compartment or container within the permit holder’s locked vehicle; or a locked container securely affixed to the permit holder’s locked vehicle; AND
4. The vehicle is only unlocked when the individual with the permit is entering or exiting the vehicle; AND
5. The firearm remains in the closed compartment at all times.

Violation of the above North Carolina Law will be considered a violation of the HCC Student Code of Conduct.

S. Setting off a fire alarm or using or tampering with any fire safety equipment, except with reasonable belief in the need for such alarm or equipment.

T. Gambling on the College campus or at College-sponsored functions off-campus.

U. Smoking and/or using other forms of tobacco products on HCC property, which includes, but is not limited to, College vehicles, classrooms, shops, and labs or other unauthorized areas.

V. Violation of College regulations regarding the operation and parking of motor vehicles.

W. Forgery, alteration, or misuse of College documents, records, or instruments of identification with intent to deceive.

X. Failure to comply with instructions of College officials acting in performance of their duties.

Y. Violation of the terms of disciplinary probation or any College regulation during the period of probation.
Z. Fiscal irresponsibility such as failure to pay College-levied fines, failure to repay College-funded loans, or the passing of worthless checks to College officials.

AA. Violation of a local, state, or federal criminal law on College premises adversely affecting the College community’s pursuit of its proper educational purposes.

BB. Willful creation or distribution of anonymous documents, letters, phone calls, etc. containing libelous, slanderous, erroneous, or unfounded information that is disruptive to the mission, administration, students, and educational environment of the College.

CC. Willfully or deliberately made false or misleading statements about College business or official records or about College employees or students.
Procedure 5.4.1: Student Grievance Procedure

Amended Date: Tue, Feb 11, 2014

A. Purpose

The purpose of the student grievance procedure is to provide a system to channel student complaints against faculty and staff concerning the following:

1. Alleged discrimination on the basis of age, sex, race, disability or other conditions, preference or behavior, excluding sexual harassment complaints.
2. Sexual harassment complaints should be directed to the Vice President of Student Services. Because of the sensitive nature of this kind of complaint, a conference with the Vice President of Student Services will replace the first step of the grievance procedure. The Vice President of Student Services will counsel with the student to determine the appropriate action that is required. If the grievance is not resolved after this meeting, then the remainder of the grievance procedure will be followed.
3. Academic matters, excluding individual grades and classroom attendance. Individual grades and/or attendance appeals will be routed through the Vice President of Academics and follow the documented procedure.

B. Procedures

1. Student Resolution

The student must go to the instructor or staff member where the alleged problem originated. An attempt will be made to resolve the matter equitably and informally at this level. The conference must take place within five (5) working days of the incident which generated the complaint.

2. Supervisor Resolution

If the grievance is not resolved at the informal conference, the student may file a written grievance. A Grievance Form, or link to the electronic Incident Reporting Form, shall be made available to the student by the Vice President of Student Services. The Vice President of Student Services will explain the grievance process to the student. The completed Grievance Form must be presented or submitted electronically to the Vice President of Student Services within five (5) working days after satisfying the first step in the grievance process. The Vice President of Student Services will then refer the grievance to the immediate supervisor involved. The supervisor shall respond in writing to the student within ten (10) working days of receipt of the Grievance Form from the department involved.

3. Student Grievance Request
If the written statement of the supervisor does not satisfy the grievant, a request to appear before the Student Grievance Committee may be made.

The student must submit a written request within five (5) working days after receiving the written response of the supervisor. The request shall include a copy of the original Grievance Form and the reason why the supervisor’s response is unsatisfactory. A copy of the supervisor’s response must be attached to the request by the student.

4. Student Grievance Committee Organization

The Vice President of Student Services shall immediately notify the President, who shall ensure that the Committee is organized in a manner consistent with this procedure. The Vice President of Student Services will send copies of the appeal to the members of the Committee, the employee, and the employee’s supervisor. The employee against whom the grievance was filed shall be given an opportunity to respond in writing to the Chairperson of the Committee.

- Meeting(s) shall be conducted between five (5) and fifteen (15) working days following the date of the request. A postponement may be granted by the Chairperson upon written request of either party, if the reason stated justifies such action.
- The Committee shall hold interviews with the grievant, the employee, and the supervisor, singularly, and in the absence of other witnesses. The Committee may interview any additional witnesses that it considers necessary to render a fair decision.
- The Committee shall decide, by a majority vote, the solution of the grievance. In case of a tie, the Chairperson shall vote, thus breaking the tie. The Chairperson shall forward a copy of the Committee’s decision to all parties involved and to the Office of the President of the College within two (2) working days.

5. Appeal of Decision to the President

The Committee’s decision may be appealed by either party involved to the President of the College within ten (10) working days of the Committee’s decision.

The President shall review the Committee’s findings, conduct whatever additional inquiries that are deemed necessary, and will render a decision within ten (10) working days of receipt of the appeal.

6. Appeal of Decision to the Board of Trustees

Either party involved may file an appeal with the Board of Trustees, if he/she feels due process was not followed.

The Board of Trustees or a committee of the Board may review information to-date and render a decision without the personal appearance of the parties of the Grievance Committee/Discipline Review hearing before them, or they may choose to have the parties appear before them before rendering a decision regarding compliance with due
process. The decision of the Board will be made within twenty (20) working days and will be final.

C. The Student Grievance Committee
   The Disciplinary Review Committee may serve as the Student Grievance Committee or, at the direction of the President; a new committee may be formed for each grievance. Committee makeup and method of appointment will be the same as for the Disciplinary Review Committee.

D. Right of Parties Involved in a Grievance
   When a grievance committee meeting is scheduled, the parties involved are entitled to:

   1. A written notice of the complaint.
   2. A written notice of the time and place of the meeting. This notice shall be forwarded to all parties at least five (5) working days prior to the meeting, unless they waive this requirement.
   3. Review all available evidence, documents, or exhibits that each party may present at the meeting.
   4. Have access to the names of the witnesses who may testify.
   5. Appear in person and present information on his or her behalf, call witnesses, and ask questions of any person present at the meeting.
   6. The right to counsel. The role of the person acting as counsel is solely to advise the client. The counsel shall not address the Committee.
Policy 5.7: Student Discipline Policy

Effective Date: Wed, Oct 21, 2009

Amended Date: Tue, Apr 15, 2014

HCC considers the guidelines set forth by the Student Rights and Code of Conduct Policy as conducive to a positive environment. If a student fails to behave in a manner consistent with these guidelines, the college reserves the right to impose disciplinary action. Disciplinary action may be initiated for violation of any rule or regulation of the College. This policy applies to conduct which occurs while a student is attending or participating in any Haywood Community College sponsored event or activity, on campus and on other property or facilities owned, controlled or used by HCC. (See related procedures)

Sanctions

Note: Per State Board Code, the transcript of the student receiving a sanction of suspension or expulsion will denote: “disciplinary expulsion” or “disciplinary suspension.”

A. Reprimand: A written communication which gives official notice to the student that any subsequent offense against the Student Code of Conduct will carry heavier penalties because of this prior infraction.

B. General Probation: An individual may be placed on General Probation when involved in a minor disciplinary offense; General Probation has two (2) important implications: the individual is given a chance to show capability and willingness to observe the Student Code of Conduct without further penalty, secondly, if the individual errs again, further action will be taken. This probation will be in effect for no more than two (2) semesters.

C. Restrictive Probation: Restrictive Probation results in loss of good standing and becomes a matter of record. Restrictive conditions may limit activity in the College community. Generally the individual will not be eligible for initiation into any local or national organization, and may not receive any College award or other honorary recognition. The individual may not occupy a position of leadership or responsibility with any College or student organization, publication, or activity. This probation will be in effect for not less than two (2) semesters. Any violation of Restrictive Probation may result in immediate suspension.

D. Restitution: Paying for damaging, misusing, destroying or losing property belonging to the College, College personnel, or students.

E. Interim Suspension: Exclusion from class and/or other privileges or activities as set forth in the notice, until a final decision has been made concerning the alleged violation.

F. Loss of Academic Credit or Grade: Imposed as a result of academic dishonesty.

G. Withholding transcript, diploma, or right to register or participate in graduation ceremonies: Imposed when financial obligations are not met. (Student will not be allowed to register until all financial obligations are met.)
H. Suspension: Exclusion from class(es), and/or all other privileges or activities of the College for a specific period of time. This sanction is reserved for those offenses warranting discipline more severe than probation, or for repeated misconduct. Students who receive this sanction must get specific written permission from the Vice President of Student Services before returning to campus.

I. Expulsion: Dismissing a student from campus for an indefinite period, losing student status. The student may be readmitted to the College only with the approval of the College President.

J. Group Probation: This is given to a College club or other organized group for a specified period of time. If group violations are repeated during the term of the sentence, the charter may be revoked or activities restricted.

K. Group Restrictions: Removing College recognition during the semester in which the offense occurred or for a longer period (usually not more than one additional semester. While under restriction, the group may not seek or add members, hold or sponsor events in the College community, or engage in other activities as specified.

L. Group Charter Revocation: Removal of College recognition for a group, club, society, or other organizations for a minimum of two years. Re-charter after that time, must be approved by the College President.

M. Community Service: Assigning a specific community service project and number of contact work hours to be completed for a designated department on the College Campus for a violation of the Student Code of Conduct as deemed appropriate by the Vice President of Student Services.

Personal Counseling Referral

In addition to the above stated sanctions the college may require counseling.

The student may be required to attend one or more counseling sessions with a licensed professional counselor. The student may be required to complete counseling before returning to the College. The student must provide written documentation from the licensed professional that the requirement has been met; additionally, if required by the Vice President of Student Services, a statement from the licensed professional that the student is able to return to class based on his/her professional judgment. The student may be referred to the College’s licensed professional counselor at no charge or elect to use his/her own licensed professional counselor and bear the cost.
Procedure 5.7.1: Student Discipline Procedures

Effective Date: Tue, Aug 09, 1994

Amended Date: Wed, May 14, 2014

HCC considers the guidelines set forth by the Student Rights and Code of Conduct Policy as conducive to a positive environment. If a student fails to behave in a manner consistent with these guidelines, the College reserves the right to impose disciplinary action. Disciplinary action may be initiated for violation of any rule or regulation of the College. This policy applies to conduct which occurs while a student is attending or participating in any Haywood Community College sponsored event or activity, on campus and on other property or facilities owned, controlled or used by HCC. (See related procedures)

Immediate Suspension

If an act of misconduct threatens the health or well-being of any member of the academic community or seriously disrupts the function and good order of the College, an instructor or administrative officer may direct student(s) involved to cease and desist such conduct and advise them that failing to cease and desist will result in immediate suspension. If the student(s) fail to cease and desist, the instructor may then suspend the student(s) from the class. An administrative officer may suspend the student(s) from either the class or the College until a resolution of the matter can be made.

The instructor or administrative officer invoking such suspension shall notify the Vice President of Student Services in writing of the individual(s) involved and the nature of the infraction as soon as possible, but no more than two days following the incident. The Vice President of Student Services shall resolve the matter in a timely fashion utilizing the steps outlined below.

Responsibility for Implementation

The Vice President of Student Services or his/her designee is responsible for implementing student discipline procedures.

General Disciplinary Procedures

In order to provide an orderly procedure for handling student disciplinary cases in accordance with due process and justice, the following procedures will be followed:

1. Charges/Notification
   a. Any administrative official, faculty/staff member, or student may file charges with the Vice President of Student Services against any student or student organization for violations of the Student Code of Conduct.
b. The individual(s) making the charge(s) must complete the appropriate electronic Incident Reporting Form. Links to the Incident Report Forms are located at https://www.haywood.edu/incident_reporting.

c. The completed Incident Report Form should be submitted within five (5) working days of the incident.

d. The Vice President of Student Services will notify the student of the charge(s) within five (5) working days of receipt of the Incident Report Form. The notification will be presented via student email, certified mail, telephone, or in person.

e. The student must schedule an appointment to meet with the Vice President of Student Services within five (5) working days after receiving notification of the charge(s).

f. In instances where the student cannot be reached, the Vice President shall send a certified letter to the student’s last known address with the Notification.

The notification will include the following:

1. Name of the student being charged.
2. The alleged specific violation(s) of the Code of Conduct
3. The time, place, and date of the incident
4. Names of any person(s) directly involved and witness/s to the alleged infractions
5. Any action taken that relates to the matter

2. Investigation and Decision

Within five (5) working days after the charge is filed, the Vice President of Student Services shall complete a preliminary investigation of the charge(s) and shall schedule a meeting with the student. After discussing the alleged infraction with the student, the Vice President may act as follows:

1. Drop the charge(s)
2. Impose a sanction consistent with those shown in Policy 5.7: Student Discipline Policy
3. Refer the student to a College office or community agency for services

Student Responsibilities:

Upon notification of the alleged charge(s), the accused student must meet with the Vice President of Student Services and/or provide a written statement regarding the issue within five (5) working days. A written request for an extension must be approved by the Vice President during that same time period (before the end of the five (5) working days).

In the event that the accused student does not respond to the Vice President’s request for a meeting or statement, or fails to meet with the Vice President or provide a statement within five (5) working days of the date of notification of the alleged charge(s), or does not file a written request for an extension, findings will be based on information available at the time.

3. Sanction
The decision of the Vice President of Student Services shall be presented to the student in writing, electronically or in person, within five (5) working days of the meeting with the student. In instances where the student cannot be reached, the Vice President shall send a certified letter to the student’s last known address providing the student with a list of the charges, the Vice President’s decision, and instructions governing the appeal process.

4. Appeals

Appeals Procedure: A student who disagrees with the decision of the Vice President of Student Services may request a hearing before the Disciplinary Review Committee. This request must be submitted in writing to the Vice President within three (3) working days after receipt of the Vice President’s decision. The Vice President shall refer the matter to the Disciplinary Review Committee together with a report of the nature of the alleged misconduct, the name of the complainant, the name of the student against whom the charge has been filed, and the relevant facts revealed by the Vice President’s investigation.

Disciplinary Review Committee Composition

Membership of the Disciplinary Review Committee shall be composed of the following:

. Three faculty/staff members appointed by the President of the College.
 a. Three student members appointed by the Student Government Association and approved by the President of the College.
 b. The President will appoint one administrator to serve as committee chairperson who will vote only in case of a tie.
 c. The Vice President of Student Services will serve as an ex-officio non-voting member.
 d. Committee members will serve one year from the beginning of fall semester through summer semester with replacements appointed by the President or SGA, if necessary.
 e. At least two faculty/staff members, two students, and the Chairperson must be present in order for the committee to conduct business.

Procedures for Hearings before the Disciplinary Review Committee

F. Procedural Responsibilities of the Vice President

Review Committee Meeting: The Review Committee must meet within ten (10) working days of receipt of a request for a hearing. At least five (5) working days prior to the date set for the hearing, the Vice President shall issue a letter (send a certified letter to the student’s last known address or present the letter in person) providing the student with the following information:

1. A restatement of the charge or charges
2. The time and place of the hearing
3. A statement of the student’s basic procedural rights
4. A list of witnesses
5. Names of committee members

On written request of the student, the hearing may be held prior to the expiration of the five-day (5) notification period, if the Vice President concurs with this change.

G. Student Rights: Basic Procedural Rights of Students Include the Following:

1. The right to counsel. The role of the person acting as counsel is solely to advise the student. The counsel shall not address the Committee.
2. The right to produce witnesses on one’s behalf.
3. The right to request, in writing, the President to disqualify any member of the Committee for prejudice or bias. (The request must contain reasons). A request for disqualification, if made, must be submitted at least three (3) working days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved by the President.
4. The right to present evidence.
5. The right to know the identity of the person(s) bringing the charge(s).
6. The right to hear witnesses on behalf of the person bringing the charges.
7. The right to testify, or to refuse to testify, without such refusal being detrimental to the student.
8. The right to appeal the decision of the Committee to the President, who will review the official record of the hearing. The appeal must be in writing and it must be made within five (5) working days of the completion of the hearing.

H. Disciplinary Review Committee Responsibility: The Conduct of the Committee Hearings

1. Hearings before the Committee shall be confidential and shall be closed to all persons except the following:
   a. The student
   b. Counsel
   c. Witnesses who shall:
      i. Give testimony singularly and in the absence of other witnesses
      ii. Leave the committee meeting room immediately upon the completion of the testimony.
2. The hearing will be recorded.
3. Recordings will become the property of the College, and access to them will be determined by the Chairperson of the Committee and the Vice President. All recordings will be filed in the Office of the Vice President.
4. The Committee shall have the authority to adopt supplementary rules of procedures consistent with this code. The Committee shall have the authority to render written advisory opinions concerning the meaning and application of this code.
5. Upon completion of a hearing, the Committee shall meet in executive session to determine concurrence or non-concurrence with the original finding and to recommend sanctions, if applicable. Decisions of the Committee shall be made by majority vote.
6. Within two (2) working days after the decision of the Committee, the Vice President shall inform the student in writing of the Committee’s decision.

Appeal to the President

A student who refuses to accept the findings of the Committee may appeal in writing to the President within five (5) working days after receipt of the Committee’s decision. The student must state the reasons for the appeal. The President shall have the authority to:

9. Review the findings of the proceedings of the Committee.
10. Hear from the student, the Vice President and the members of the Committee before ruling on an appeal.
11. Review the information and make a judgment without the personal appearance of the student.
12. Approve, modify, or overturn the decision of the Committee.
13. Inform the student in writing of the final decision within ten (10) working days of the receipt of the appeal.
14. The decision of the President will be final, except for an appeal to the Board of Trustees regarding compliance with due process.

Appeal to the Board of Trustees

Any party of the Review Committee hearing may request, in writing, a hearing before the Board of Trustees or a committee of the Board regarding compliance with due process within five (5) working days of the decision of the President. The student or party filing the appeal must state the reason(s) for the appeal, i.e. why he/she feels due process was not followed.

The Board of Trustees or a committee of the Board may review information to date and render a decision without the personal appearance before them of the parties of the Disciplinary Review Committee hearing. They may choose to have the parties appear before them before rendering a decision regarding compliance with due process. The decision of the Board will be made within twenty (20) working days of the appeal request and will be final.

Academic Dishonesty Disciplinary Procedures

It is the responsibility of all college employees to ensure the academic integrity of the College. Violations of academic integrity are considered serious offenses and have a negative impact on the teaching and learning environment and will not be tolerated. Students are forewarned that some acts of academic dishonesty may result in action being taken by outside individuals or entities.

The faculty member has the option to follow the process below or refer the matter to the Vice President of Student Services who will follow the same procedure as with any other Code of Conduct Violations.
In the case where a student is charged with academic dishonesty by a member of the faculty, the faculty member will follow these steps:

1. Notify the Vice President of Student Services, at which time the Vice President will confirm whether the offense is a first offense. If it is anything other than a first offense, the Vice President will follow the discipline procedure that is followed as with all other violations. An electronic incident report must be submitted by the faculty member within five days of the alleged offense. A link to the Academic Dishonesty Incident Report Form is located at haywood.edu/incident_reporting.

2. Due process will be afforded to the student. Prior to notifying the student of the sanction, the instructor may fully vet and discuss the desired sanction with the Vice President of Student Services and the Vice President of Academics. If the academic dishonesty is a first offense, the faculty member may do the following:
   a. Contact the student and explain the charge. The faculty member has the option to notify the student in the presence of another college official.
   b. Give the student an opportunity to respond to the charge
   c. The student must confirm receipt of the charge notification (this applies to on-line and face-to-face students)
   d. The correspondence must be documented by the faculty member
   e. The faculty member will follow up with any witnesses or parties to the incident
   f. The faculty member will then notify the student of the sanction. The faculty member has the option to notify the student in the presence of another college official.
   g. The sanction information will be forwarded to the Vice President of Student Services along with all documentation
   h. The student has the right to appeal the academic dishonesty sanction to the Vice President of Student Services and Vice President of Academic Affairs
   i. If the student appeals the instructor sanction, the appeal will be heard by both the Vice President of Academic Affairs and the Vice President of Student Services
   j. Any additional appeal will follow the appeal procedure for all other code of conduct violations

The following sanctions may be issued by the faculty member:

1. Redo the assignment
2. Loss of credit for the assignment
3. Loss of credit for the class
4. Other: if any other sanctions are desired by the faculty member, the Vice President of Student Services and Vice President of Academics will be consulted.
Policy 6.1: Alcohol and Drug Free Campus

Effective Date: Sat, May 19, 1990

Amended Date: Tue, May 13, 2008

It is the policy of Haywood Community College that the unlawful manufacture, distribution, dispensation, possession or use of alcohol or a controlled substance is prohibited while in the workplace, on College premises, or as part of any College sponsored activities. Any employee or student violating this policy will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.

This policy complies with the Drug-Free Schools and Communities Act (Amendment of 1989, Public Law 101-226) as well as the Drug-Free Workplace Act of 1988.
Procedure 6.1.1: Alcohol and Drug Free Campus

The use and abuse of drugs and alcohol are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the users of drugs may impair the well-being of all employees, the public at large, and result in damage to College property. Therefore, it is a policy of this College that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or alcohol is prohibited while in the workplace, on College premises, or as part of any College sponsored activities. Any employee or 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 as follows:

1. Haywood Community College does not differentiate between drug users and drug pushers or sellers. Any employee or student who possesses, uses, sells, gives or in any way transfers a controlled substance to another person or manufactures a controlled substance while in the workplace, on College premises, or as part of any College sponsored activity, will be subject to disciplinary action up to and including termination, or expulsion and referral for prosecution.

2. The term "controlled substance" means any drug listed in 21 CFR Part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of the North Carolina General Statutes. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to:
   1. Heroin
   2. Marijuana
   3. Cocaine
   4. PCP
   5. "Crack"

   They also include - "legal drugs" which are not prescribed by a licensed physician.

3. Each employee or student convicted of violating any criminal drug statute while in the workplace, on College premises, or as part of any College sponsored activity, he or she will be subject to termination or expulsion. Alternatively, the College may require the employee or student to successfully finish a drug abuse program sponsored by an approved private or governmental institution as a precondition for continued employment or enrollment at the College.

4. Each employee or student is required to inform the College, in writing, within five (5) days after he or she is convicted for violation of any federal, state, or local criminal drug statute
where violation occurred while in the workplace, on College premises, or as part of any College sponsored activity. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in federal or state court.

5. Conviction of employees working under federal grants, for violating drug laws in the workplace, on College premises, or as a part of any College sponsored event, shall be reported to the appropriate federal agency. The President of Haywood Community College must notify the U.S. government agency with which the grant was made within ten (10) days after receiving notice from the employee or otherwise receives actual notice of violation of a criminal drug statute occurring in the workplace. The College shall take appropriate action within 30 calendar days from receipt of notice. As a condition of further employment on any federal government grant, the law requires all employees to abide by this policy.

6. Any employee or student who unlawfully possesses, uses, sells, or transfers alcoholic beverages to another person while in the workplace, on College premises, or as part of any College sponsored activity, will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.

7. If an employee or student is convicted of violating any alcohol beverage control statute criminal while in the workplace, on College premises, or as part of any College sponsored activity, he or she will be subject to disciplinary action up to and including termination or expulsion. Alternatively, the College may require the employee or student to successfully finish an alcohol rehabilitation program sponsored by an approved private or governmental institution as a precondition for continued employment or enrollment at the College.

8. The term alcoholic beverage includes beer, wine, whiskey, and any other beverage listed in Chapter 18B of the General Statutes of North Carolina.

9. Each employee or student is required to inform the College, in writing, within five (5) days after he or she is convicted of any alcoholic beverage control statute where such violation occurred while in the workplace, on College premises, or as part of any College sponsored activity.
Listed below are the possible sanctions that may be imposed on students and employees. Each case will be reviewed on an individual basis and the disciplinary sanctions imposed will be determined by the appropriate administrator, consistent with College policy.

Students

- admonition
- censure
- probation
- expulsion
- refer for prosecution
- denial of participation in College activities
- denial of opportunity to represent College
- denial of permission to drive or park on campus
- successful completion of a drug or alcohol rehabilitation program

Employees

- admonition
- censure
- leave with pay pending investigation
- leave without pay pending investigation
- reprimand
- probation
- suspension
- relocation or reassignment
- denial of promotion
- demotion
- successful completion of a drug or alcohol rehabilitation program
- termination
- refer for prosecution
Policy 6.7: Disciplinary Action, Suspension, and Dismissal

Amended Date: Mon, Oct 07, 2013

The President, or his/her designee, has the authority to warn, reprimand, suspend, or dismiss any employee of Haywood Community College regardless of occupation, classification, or profession. Disciplinary action may be taken for causes relating to performance of duties or personal conduct. These causes shall include, but are not necessarily limited to:

Performance of Duties

- Non-performance of duties.
- Failure to use proper care in the performance of duties.
- Physical or mental incapability to perform duties when reasonable accommodations are made.
- Failure to maintain satisfactory and harmonious working relationships with the public, employees, and students to include the use of anonymous documents, letters, phone calls, etc. per the Open Communication Policy.
- Improper or fraudulent use of leave privileges.
- Failure to be present for duty at the assigned time and place.
- Failure to obtain or maintain a current license, certificate, or credentials required as a condition of employment.
- Refusal to accept a reasonable and proper assignment from an authorized supervisor.

Personal Conduct

- Disgraceful or gross misconduct that is prejudicial to the college.
- Conviction of a felony or a criminal act that may be prejudicial to the college or detrimental to the performance or integrity of the position.
- Misuse or theft of college funds.
- Careless, negligent, or improper use of, or theft of college property or equipment.
- Submission of falsified information or the omission of material information for the purpose of obtaining employment with the college.
- Participation in action that would seriously disrupt the normal operation of the college.
- Willful damage or destruction of college property.
- Willful acts endangering the lives, property or reputation of others.
- Possession of unauthorized firearms, explosives and other weapons on college property.

N.C.G.S. § 14-269.2 generally prohibits carrying a “weapon” either openly or concealed on community college property. A “weapon” includes firearms, explosives, BB guns, stun guns, air rifle or pistol, and certain types of knives or other sharp instruments. N.C.G.S. § 14-
269.1. However, effective October 1, 2013, a firearm is permissible on a community college campus only under the following limited circumstances:

- The firearm is a handgun; AND
- The individual has a valid concealed handgun permit or is exempt from the law requiring a permit; AND
- The handgun remains in either: a closed compartment or container within the permit holder’s locked vehicle; or a locked container securely affixed to the permit holder’s locked vehicle; AND
- The vehicle is only unlocked when the individual with the permit is entering or exiting the vehicle; AND
- The firearm remains in the closed compartment at all times.
- Reporting to work under the influence of alcohol or a controlled substance or possessing such items while on campus.
- Acceptance of gifts in exchange for favors or influence related to the college.
- Betrayal of confidential information or tampering with official records.
- Taking part in political management or campaigns prohibited by law.
- Engaging in employment or activities that constitute a conflict of interest.
- Engaging in sexual harassment of employees or students.
- Unprofessional or inappropriate conduct, including unwelcome sexual advances, requests for sexual favors, or other offensive verbal or physical conduct of a sexual nature.
- Deliberately or willfully making false or misleading statements in connection with any college business or official records or about college employees, students, or others.
- Creating and distributing anonymous documents, letters, phone calls, etc. about College employees, students, and others as specified in the Open Communication Policy.
Procedure 6.7.1: Disciplinary Action Addressing Suspension and Dismissal

Amended Date: Tue, May 13, 2008

The following procedure shall be followed for disciplinary action, suspension, or dismissal:

Depending upon the severity of the situation, the President has the authority to alter the progressive levels of discipline contained in this policy, including, but not limited to, immediate suspension or dismissal.

1. The employee shall receive an oral warning or reprimand from the supervisor explaining the reason for the warning and corrections to be made. This oral warning is to be accompanied or followed by a letter or memorandum to the employee with a copy to the Personnel Officer to be placed in the personnel file for a length of time to be specified by the supervisor.

2. If the situation continues, the next step will be a formal, written warning from the appropriate Vice President or director. The contents of the letter will include a statement that a continuation of the practice may result in further disciplinary action. A copy of this letter will be placed in the employee’s personnel file permanently.

3. If the problem is not corrected, the President shall impose the appropriate disciplinary action, suspension, or dismissal based upon the seriousness of the conduct. Before an employee is disciplined, suspended, or dismissed, a written summary of the case will be prepared by the appropriate Vice President or director and reviewed with the President. The Chairperson of the Board of Trustees will be notified of each proposed dismissal.

4. The employee shall be notified with a written notice of dismissal and will be provided a copy of this policy and the policy covering the appeal process. A copy of the dismissal notice will be placed in the personnel file.
Policy 6.27: Harassment

Effective Date: Sat, Apr 03, 1999

Amended Date: Tue, May 13, 2008

Haywood Community College fosters an environment of respect for the dignity and worth of all members of the College community and therefore has zero tolerance for harassment in any form. Harassment is unacceptable and impermissible conduct which will not be tolerated.

The College expressly forbids harassment of employees and/or students based upon age, race, sex, color, creed, handicapping condition/disability, religion, national origin, political affiliation, and marital status. All employees and students should clearly understand that, even in mild forms, such harassment constitutes unsatisfactory job/school performance and is subject to disciplinary action. More serious instances of harassment will carry more serious penalties up to and including dismissal.

Sexual harassment is defined by federal guidelines as “unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made, either explicitly or implicitly, a term or condition of employment/enrollment, or
2. submission to or rejection of such conduct by an individual is used as a basis for employment/enrollment decisions affecting such individuals, or
3. conduct has the purpose or effect of unreasonably interfering with an individual’s work or study performance or creating an intimidating, hostile, or offensive work or study environment.
Procedure 6.27.1: Sexual Harassment Procedure

Amended Date: Tue, May 13, 2008

Complaint Procedure

If you are being harassed by your supervisor, instructor, another employee/student, or a non-employee/student, or other person interacting with the college (such as vendors and relatives of persons employed by or enrolled in the College), there are three alternative complaint procedures:

Alternative 1

Notify your supervisor/instructor or Vice President of Academic and Workforce Development of the situation. These individuals are responsible for notifying the President’s Office of the Complaint, and cooperating in investigating the situation and taking corrective action.

Alternative 2

If you do not feel that you can talk with your supervisor/instructor about the problem, or if the harassment is coming from your supervisor/instructor, you are encouraged to seek out another superior within your department and notify him or her of the situation. If the matter is not resolved to your satisfaction, you may file a formal written Complaint with the President.

Alternative 3

If at any point in the process you prefer to do so, students may go to the Vice President of Student Development Services and employees may go to their supervisor or to Human Resources. These individuals will notify the President of the Complaint, and cooperate in investigating the situation and taking reasonably prompt, appropriate action.

Reporting
Whenever the Vice President of Academic and Workforce Development, Vice President of Student Development Services, Human Resources, or any other supervisor or superior referred to in Alternative 1, Alternative 2, or Alternative 3, receives a complaint of harassment, he or she shall promptly notify the President of such complaint.

Resolution
Upon receiving notice of a harassment complaint, the President, or the President’s designee shall, based upon the particular circumstances, arrange for the complaint to be investigated, and a report of the investigation to be submitted by the appropriate person(s). The scope and degree of the investigation, including direction as to the person(s) (employed and/or not employed by the College) whom will make inquiries, the degree of formality used in the investigation, and other considerations, shall be determined by the President or the President’s designee. All elements of any investigation shall remain confidential to the extent possible in conducting the investigation. The College will thereafter implement such corrective action as it deems necessary or appropriate.
The College reserves its authority to, in its judgment and discretion, take various precautionary measures, before, during, or after investigating a harassment complaint, in order to ensure that harassment and retaliation, actual and/or perceived, does not occur. Such precautionary measures (which may or may not include cautionary letters, temporary reassignment of duties, etc.) are not, absent explicit written statement to the contrary, to be considered as disciplinary in nature.
Key Definitions:

Domestic Violence – Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction or by any other person against an adult or youth who is protected from the person's acts under the domestic or family violence laws of the jurisdiction.

Sexual Assault – an offense classified as a forcible or non-forcible sex offense under the uniform reporting system of the FBI

Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (a) fear for his or her safety or the safety of others; or (b) suffer substantial emotional distress.

Dating Violence – violence committed by a person (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship shall be determined based on: (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship

Harassment

(Either harris-meant or huh-rass-meant) n. the act of systematic and/or continued unwanted and annoying actions of one party or a group, including threats and demands. The purposes may vary, including racial prejudice, personal malice, and an attempt to force someone to quit a job or grant sexual favors, apply illegal pressure to collect a bill, or merely gain sadistic pleasure from making someone fearful or anxious. Such activities may be the basis for a lawsuit if due to discrimination based on race or sex, a violation on the statutory limitations on collection agencies, involve revenge by an ex-spouse, or be shown to be a form of blackmail ("I'll stop bothering you, if you'll go to bed with me"). The victim may file a petition for a "stay away" (restraining) order, intended to prevent contact by the offensive party. A systematic pattern of harassment by an employee against another worker may subject the employer to a lawsuit for failure to protect the worker.
IMPORTANT NUMBERS

Security / ARO Office: 828-627-4514
Security Cell: 828-734-5410
ARO Cell: 828-593-8477

Emergency Services
If you have a fire, police or medical emergency, always call 9-1-1

Other Emergency Numbers:

Ambulance – (828) 452-6600

Fire:
648-3418 - Canton
452-6600 - Center Pigeon, Clyde, Cruso, Junaluska, Maggie Valley, North Canton, Saunook
456-8611 - Waynesville

Police:
828-648-2376 (Canton, Clyde)
828-452-6666 (Maggie Valley)
828-456-8611 (Waynesville)

Haywood County Sheriff’s Department– 828-452-6666

North Carolina State Highway Patrol – 1-800-445-1772

National Suicide Prevention Lifeline
1-800-273-TALK (8255)
10800-799-4TTY (4889)

Smoky Mountain Center (Mental Health, Developmental Disability and Substance Abuse)
1-800-849-6127 Immediate Help
1-888-757-5726 Customer Service

Reach of Haywood
828-456-7898

Carolinas Poison Control Center – 1-800-800-3855
Additional Information

http://www.haywoodnc.net/index.php?option=com_content&view=article&id=183&Itemid=158

Haywood County Sheriff's Office

OFFICE OF THE SHERIFF
Now Located in west Waynesville at the corner of Brown Avenue and Hemlock Street
1620 Brown Avenue
Waynesville, NC 28786

Greg Christopher, SHERIFF
Email: gchristopher@haywoodnc.net

Jeff Haynes, Chief Deputy
Email: jhaynes@haywoodnc.net

Jason Smiley, Capt./Patrol/Admin.
Email: jsmiley@haywoodnc.net

Front Office 828-452-6768 (Hours: M-Th: 8a-6p, F: 9a-5p)
Emergency: 911
Dispatch: 828-452-6666 (Hours: 24 hours daily)
Toll Free: 1-800-545-1541


GENERAL INFORMATION
The Haywood County Office of the Sheriff is open 24 hours a day, seven days a week regardless of holidays or adverse weather conditions. We diligently seek to maintain the highest level of integrity, honor, and professionalism during any and all situations.

JURISDICTION
With the exception of a 9-1-1 emergency, crimes or incidents are reported to the law enforcement agency that covers the area where the crime or incident took place. If your car is vandalized, if someone is harassing you, etc., you need to contact the agency covering that location.

If a crime occurs inside of Waynesville city limits, please contact the Waynesville Police Department at 456-5363.

If a crime occurs inside Canton City limits then the report should be made to the Canton Police Department at 648-2376.
Inside Maggie Valley city limits call 926-0867 or 452-6666 and inside Clyde City limits call 648-2376.

The Haywood County Office of the Sheriff covers anything outside of the town limits. This is for criminal matters. If you have a civil paper to be delivered anywhere in the county, this must be done by the Office of the Sheriff.

CRIME PREVENTION, COMMUNITY WATCH & DARE
Deputy Heidi Warren is our DARE (Drug Abuse Resistance Education) Officer. She is also our Crime Prevention and Community Watch Deputy. You can contact her at 828-356-2880 Monday through Friday 9:00 am – 5:00 pm. You may also email her at hwarren@haywoodnc.net.

MISSING PERSON OR RUNAWAY
There is no waiting period to file a missing person or juvenile runaway report. Call the law enforcement agency where the missing person or juvenile was last seen.

OBTAINING A WARRANT
If you need to obtain a warrant for assault, trespassing, communicating threats, harassing telephone calls, or any other misdemeanor violation, go to the Magistrate’s Office at the Law Enforcement Center located at 1620 Brown Avenue.

Any responsible adult can get a misdemeanor warrant provided you can explain to the Magistrate (Judge) the reason for getting the warrant and provide evidence or sworn testimony to support it. The Magistrate may require that you file a report with the corresponding law enforcement agency where the crime took place. Only a Deputy Sheriff or a Police Officer can obtain a felony warrant on your behalf.

VICTIM ASSISTANCE
For victim assistance, contact the District Attorney's Office at 454-6510. If the assistance needed stems from domestic violence, you can also contact Suzie Pressley, Domestic Violence/Sexual Assault Victim’s Advocate, within the Haywood County Sheriff’s Office at 452-6672 ext.2284, M-F from 9am-5pm.

SEX OFFENDER REGISTRATION
North Carolina now has a Sex Offender Registration for anyone sentenced or convicted of a sexual offense and released after January 1st, 1996. There is a public list of Sex Offenders registered in Haywood County located in the Sheriff’s Office.

If you are a Sex Offender who moves into Haywood County from another county or from out of state, or were convicted and released after January 1st, 1996, you must register at the Haywood County Sheriff’s Office within 3 days.
You must also notify the Sheriff's Office of any address changes. Failure to do either will result in you being charged with a criminal offense.

Anyone who lies for a sex offender about his or her whereabouts or fails to report someone in violation of the sex offender registry can also be charged with a felony.

Sex offenders are listed by the State of North Carolina on the Internet at: NC Sex Offenders and a listing is also kept at the Sheriff's Office for review on request. Offenses of registered sex offenders are public information by legislative mandate. Any changes to employment, academic status, address, etc. must be done in person. There are residential restrictions that apply to persons that establish residences within 1,000 feet of a public or private school or child care center after December 1, 2006. To view these and other applicable changes, go to: NC House Bills

In 2013 there are a total of 89 registered sex offenders living in Haywood County.

CHILD ABUSE TASK FORCE

The Haywood County Office of the Sheriff has two investigators who work full time on child abuse cases. If you know of a child being abused physically or sexually, contact the Task Force at 452-3088.

DOMESTIC VIOLENCE TASK FORCE

We currently have one full time officer, Deputy Kevin Smathers and one full-time victim's advocate, Suzie Pressley who specialize in domestic violence and sexual assault cases. If you are a victim of domestic violence or sexual assault, or know someone who is, contact the Domestic Violence Task Force at 452-6672 for more information.

If you are being threatened or assaulted by a person you have been married to or with whom you have had a relationship you may be able to obtain a Domestic Violence Protective Order. The Domestic Violence Task Force can help you with this process.
Domestic Violence

The family violence laws that protect spouses from abuse also apply to people who have been in a relationship or who have a familial relationship with one another, including people of opposite sex who are together but are not married, as well as people who have a child in common, whether or not they are together. Children are also protected against abuse from parents, the live-in partners of parents, or individuals who act as parents. In addition to physical domestic violence, threatening to cause injury, if the words cause actual fear, may constitute domestic violence.

In 1995 and 1996, the North Carolina General Assembly enacted laws strengthening existing North Carolina violence laws, primarily the Domestic Violence Act found in the North Carolina General Statutes 50B.

Domestic Violence Protection Orders

North Carolina General Statutes Chapter 50B provides that victims of domestic violence can get an order of protection from the Court. Domestic Violence Restraining Orders ("50B", restraining orders, or DVPO's) are civil orders limiting the contact a person may have with a victim and the statutes provide for two types:

An Ex Parte Domestic Violence Protective Order is a temporary order that is available if there is a danger of serious and immediate injury to a qualifying adult or to a minor child. Such an order may be applied for at the Clerk of Superior Court's office during normal hours and the victim will be required to appear before a judge to explain the need for an order of protection. If a judge finds that there is danger to the victim or a minor child, the judge can issue an emergency ex parte order of protection with any provisions the judge feels is needed to protect the victim or the minor child. Such an order is good for ten days.

If an ex parte order is requested and the judge feels it is not an emergency, a hearing date will be set. This hearing will allow the judge to decide if an order of protection should be issued without the other party being present. If the judge issues an emergency ex parte order, a hearing will still be required in order that the judge may decide whether another order, one lasting for one year, is necessary.

If a victim wishes to ask the judge for the year-long order, he or she will be required to come to court again. Otherwise, the judge will not grant the longer lasting order and the emergency order will expire. Once granted, this order becomes effective in every county of the state. Nevertheless, it is important that the victim keep a copy with them so that law enforcement officers in another county will be able to determine that such an order is in effect.

If the police are called, and if they have probable cause to believe that the person against whom the order is written has violated it, Section 50B-4(b) requires that they take the person into custody. He or she will be brought before a magistrate and a Magistrate's Order for Violation of a 50B
obtained. Defendant will then be subject to restrictive conditions of the "48-hour" rule and its bond and conditions of release guidelines will apply.

**Campus Prevention and Awareness campaigns:**

Discussed with every new Employee at their Orientation

Discussed during Student Orientation

Partnership with Reach Domestic Violence Rally every October

Denim Day every April to raise awareness