Ashland Community & Technical College

Annual Security Report 2013

For Calendar Year 2012

Ashland
Community & Technical College
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Annual Security Report for 2013 for Reporting Year 2012

Ashland Community & Technical College is a two-year college that has been serving the Ashland area since 1938. It is one of sixteen colleges that make up the Kentucky Community and Technical College System (KCTCS). The college has three campuses in Boyd County, Kentucky.

- College Drive Campus(CDC)
  1400 College Drive – Ashland, KY 41101
- Roberts Drive Campus(RDC)
  4818 Roberts Drive – Ashland, KY 41102
- Technology Drive Campus(TDC)
  902 Technology Drive – Grayson, KY 41102

This report is being made in order to be in compliance with the federal Jeanne Clery Act. This is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies.

The Clery Act

The Crime Awareness and Campus Security Act of 1990 was amended in 1998 and renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of a student who was slain in her dorm room in 1986. Today, this act is referred to as The Clery Act. In 2008, the Higher Education Opportunity Act amended the Clery Act by requiring additional reporting requirements including hate crimes, campus security personnel's relationship with local law enforcement agencies, as well as emergency notification and timely warning procedures. Current students and employees will receive this report electronically. Prospective students and employees may request a hard copy of this report from the Office of the Director of Maintenance and Operations located on the College Drive Campus in room M161 or by calling (606) 326-2027.

Reporting of Crimes

Visitors, students, faculty and staff are encouraged to report all crimes and emergencies by dialing 911. If you are the victim of a crime and do not want to pursue action with college's student judicial system or criminal justice system, you may still report in a confidential manner the details of the incident to the college's assigned Boyd County Deputy Sheriff, contracted security personnel, or the college's campus security authority personnel. The purpose of allowing confidential reporting is to ensure future safety of others, determine a pattern of crime, and possible danger to the college campus locations. Confidential reports are included in the college's annual crime statistics.

The college does not have the following:

- Pastoral counselors or professional counselors on staff;
- A campus police department, but does have contracted security and an agreement with the Boyd County Sheriff's department to assign one deputy to the college;
- Off-campus locations of officially recognized student organizations requiring the monitoring and recording of activities;
- On-campus student housing.

In the event of a campus crime or emergency, the following procedures are encouraged to be used:

1. Dial 911
2. After dialing 911, the person reporting the incident is encouraged to notify the college's assigned Boyd County Deputy Sheriff (606) 326-2483. This may be done by:
    a. Dialing the Deputy Sheriff's number directly (606) 326-2483
    b. Contacting the college's contracted security personnel CDC (606) 326-2176, RDC (606) 326-2256 or TDC (606) 326-2276
    c. Contacting an employee at the college who can contact the assigned Deputy Sheriff
    d. Email as_security@kctcs.edu

Summary of Emergency Response and Evacuation Procedures

Emergency response and evacuation procedures are published in the ACTC Crisis Management Plan which is online at

http://www.ashland.kctcs.edu/~/media/Ashland/Documents/Security/ACTC_Crisis_Action_Plan.ashx

The emergency response and evacuation procedures outlined in the Crisis Management Plan are designed to aid in the protection of lives and property through effective use of available campus resources. Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measures, the president may declare a state of emergency and implement these guidelines. The president serves as overall emergency director during any major emergency disaster.

Emergency Notifications

The college will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. An "immediate" threat as used here encompasses an imminent or impending threat, such as an approaching forest fire, as well as a fire currently raging in one of your buildings. In the event that a situation arises on one of three campuses that in the judgment of the college's Crisis Management Team, as described in the Crisis Management Plan, constitutes an ongoing or continuing threat, a college-wide or campus-wide "timely warning" or "emergency notification" will be issued.

Methods that may be used for a timely warning may include but are not limited to and depending on the circumstances:

- College email (all current students and employees have a college email account) as_all@kctcs.edu
- SNAP Notification and Alert system that students and employees have enrolled to receive messages either by phone, text message and email. To enroll in the SNAP alert system go to http://legacy.kctcs.edu/snap
- Public address system for all three campuses.
- Television monitors on CDC and TDC
- Electronic sign on CDC

Security and Access to Campus Facilities

The Director of Maintenance and Operations serves as the Director of Security. The director coordinates and works with the assigned Boyd County Deputy Sheriff and contracted security guard service to promote a safe and secure environment. Campus facilities are accessible for academic, training, recreational, and administrative purposes. Our campuses are also accessible by the general public. Only authorized employees have keys to facilities. During non-business hours, security guards check the facilities to verify they are secure. Our maintenance and operations department maintain and repair any potential safety and security hazards.

Campus Law Enforcement

The college has a formal agreement with the Boyd County Sheriff to assign a Deputy to the college. The deputy patrols all three campus locations. Additionally the college has contracted security who may ask for identification of persons on campus to determine whether individuals have lawful business with the college, issue parking tickets, and work closely with local law enforcement agencies. The contracted security personnel do not have police authority. The

college enjoys an excellent working relationship with other area law enforcement agencies, but the college does not operate under a signed agreement with them.

Security Awareness Programs

Campus safety policies and crises manual are available on the college website for easy access by students, employees, and the public. Crime awareness and campus security information is printed in the student handbook. The safety policies and crisis manual are also distributed to employees and students electronically.

Crime Prevention Programs

The college provides students with crime prevention information during new student orientation. Additionally, new students are provided with a student handbook which also addresses general safety tips such as "stay alert and tune in to your surroundings."

Employees are provided with general crime prevention techniques as well as a review of the college's Crisis Management Plan during the college's in-service day held prior to the start of the fall semester of each new academic year.

Alcohol and Drugs

ACTC has a drug-free policy which follows federal and state laws. Students, faculty, and staff are prohibited from the unlawful possession, use, dispensation, distribution, or manufacture of illicit drugs on campus property. Kentucky law states that it is unlawful to drink or be drunk at a public place. Our campuses are considered public property.

Any member of the student body, staff, or faculty who is in violation of this policy are subject to appropriate action up to and including suspension and/or termination.

Sexual Assault

ACTC condemns sexual offenses committed by or against any member of our campus community. Sexual assault is a criminal act and Kentucky law prohibits such conduct. This conduct is grouped into two categories: Forcible and non-forcible. Forcible is defined as any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. Non-forcible sex offenses are incidents of unlawful, non-forcible sexual intercourse.

- **Reporting a Sexual Assault**
  This can be done immediately following an incident by calling 911 or contacting the campus assigned Deputy Sheriff. The purpose of reporting is to:

1. Obtain the necessary medical assistance and emotional support.
2. Protect yourself and others from future victimization.
3. Apprehend the assailant.
4. In some way seek justice for the wrong done to you.

If you choose to report the incident, the Deputy Sheriff will take a statement from you regarding what happened. This does not mean you have to proceed with criminal charges. You can request that your identity be kept confidential.

- **Medical Treatment**
  It is important to seek immediate medical attention for several reasons. First, to assess and treat any physical injuries you may have sustained. The second is to determine the risk of sexually transmitted diseases or pregnancy. Third, is to gather evidence for aiding in the criminal prosecution of the assailant. Physical evidence should be collected immediately by qualified personnel, preferably within the first 24 hours. It may be collected later than this, however, the quality and quantity of evidence may be diminished.

- **Transportation**
  The Deputy Sheriff will coordinate arrangements to transport sexual assault victims to a local hospital.

- **College Disciplinary Action**
  If you have been sexually assaulted by another student and are considering college action, you are encouraged to discuss the matter with the Dean of Student Affairs. This will allow you the opportunity to review procedures should you decide to file a formal complaint through ACTC's procedures for student violations and incidents. This discussion does not obligate you to pursue official action.

Sex Offender Notification

In compliance with the federal Campus Sex Crimes Prevention Act of 2000, KCTCS, through the Kentucky State Police, makes information available to the campus community concerning registered sex offenders who may be employees or students at ACTC.

The Kentucky State Police provides sex crime offender registration information to the public through the Sex Offender Registry web site http://www.kentuckystatepolice.org/sor.htm. In

addition, names supplied to the college by the Kentucky State Police may be obtained by contacting the Dean of Student Affairs.

According to the Kentucky State Police, this website is for public safety and awareness. Pursuant to KRS 525.070 and 525.080, use of information from this website to harass a sex offender is a criminal offense punishable by up to 90 days in the county jail. More severe penalties apply for more sever crimes committed against a sex offender.

Campus Crime Statistics

Below are the campus crime statistics as reported in the Westat database in compliance with the Jean Clery Act.

Federal Campus Security and Campus Statistics Disclosure Jeanne Clery Act

Technology Drive Campus

Crime Category	2010	2011	2012
Aggravated Assault	**0**	**0**	**0**
Arson	**0**	**0**	**0**
Burglary	**0**	**0**	**0**
Hate Crimes	**0**	**0**	**0**
Motor Vehicle Theft	**0**	**0**	**0**
Murder/Non-negligent Manslaughter	**0**	**0**	**0**
Negligent Manslaughter	**0**	**0**	**0**
Robbery	**0**	**0**	**0**
Sex Offenses-Forcible	**0**	**0**	**0**
Sex Offenses-Non-forcible	**0**	**0**	**0**
Illegal Weapons Possession	**0**	**0**	**0**
Drug law Violations	**0**	**0**	**0**
Liquor Law Violations	**0**	**0**	**0**

Federal Campus Security and Campus Statistics Disclosure Jeanne Clery Act

College Drive Campus

Crime Category	2010	2011	2012
Aggravated Assault	**0**	**0**	**0**
Arson	**0**	**0**	**0**
Burglary	**0**	**0**	**1**
Hate Crimes	**0**	**0**	**0**
Motor Vehicle Theft	**0**	**0**	**0**
Murder/Non-negligent Manslaughter	**0**	**0**	**0**
Negligent Manslaughter	**0**	**0**	**0**
Robbery	**0**	**0**	**0**
Sex Offenses-Forcible	**0**	**0**	**0**
Sex Offenses-Non-forcible	**0**	**0**	**0**
Illegal Weapons Possession	**0**	**0**	**0**
Drug law Violations	**0**	**0**	**0**
Liquor Law Violations	**0**	**0**	**0**

Federal Campus Security and Campus Statistics Disclosure Jeanne Clery Act

Roberts Drive Campus

Crime Category	2010	2011	2012
Aggravated Assault	**0**	**0**	**0**
Arson	**0**	**0**	**0**
Burglary	**0**	**0**	**0**
Hate Crimes	**0**	**0**	**0**
Motor Vehicle Theft	**0**	**0**	**0**
Murder/Non-negligent Manslaughter	**0**	**0**	**0**
Negligent Manslaughter	**0**	**0**	**0**
Robbery	**0**	**0**	**0**
Sex Offenses-Forcible	**0**	**0**	**0**
Sex Offenses-Non-forcible	**0**	**0**	**0**
Illegal Weapons Possession	**0**	**0**	**0**
Drug law Violations	**0**	**1**	**0**
Liquor Law Violations	**0**	**0**	**0**

The college uses as a reference guide The Handbook for Campus Safety and Security Reporting prepared for the U.S. Department of Education Office of Postsecondary Education by Westat.