

Crime Awareness & Campus Security Report



**West Virginia
Northern**
COMMUNITY COLLEGE

**New Martinsville
Weirton
Wheeling**

Emergency Response Plan

WVNCC realizes that an emergency typically occurs with very little notice. Therefore a defined approach to responding to an emergency may vary depending on the specific conditions at the time of the emergency. It is also possible that an emergency may occur that has not been identified in this plan. The Emergency Procedures chart is designed to prepare for campus emergencies and can be found in all classrooms either on the wall or at the podium. A copy has been provided to every employee and is displayed in some public areas. The Emergency Procedures are campus specific and may have different steps based on the campus locations.

The College has initiated a written Emergency and Safety Plan including definitions of terms, lines of authority, campus responsibility and emergency management team, resources and contacts. This information is available to the College community through the Safety Committee.

In the event of an emergency the College will use a number of means to communicate including the WVNCC Watch Text Alert system, email, WVNCC Web site, classroom telephones, etc., as deemed appropriate for the given emergency.

The College's Emergency Management team will meet after each event to review and summarize the occurrence and response.

INTRODUCTION

West Virginia Northern Community College has taken prudent steps to promote a safe and secure environment that is compatible with the College community's academic and co-curricular pursuits. We solicit your support in making our College community safe and secure by accepting responsibility for your actions and committing to participate in programs to assist others.

No institution can guarantee the total safety and security of all its members. Only through community support and involvement can we be successful in achieving our goal. We ask you to help us by reporting any suspicious activity or crime immediately. Together, we can make West Virginia Northern a safe and secure environment for the community.

TIMELY WARNINGS/ALERT

In the event that a situation occurs, either on or near campus, that in the judgment of WVNCC constitutes an ongoing or continuing threat, a "timely warning" will be issued. The warning will be issued through the College's e-mail system and WVNCC Watch Text Alert System to students, faculty and staff. Warnings will be issued by the Campus Dean, Dean of Enrollments Management or through the appropriate Vice President's Office.

Depending on the particular circumstances of the crime, especially in situations that could pose an immediate threat to the community and individuals, the College may also post a written notice on campus bulletin boards and near entrance ways to campus buildings.

WVNCC Watch Text Alert System

The College beginning in August 2009 has contracted with a text messaging service Timecruiser to use their Cruiser

Alert system to allow WVNCC faculty, staff and students to sign up to receive text message alerts that the College will send under emergency notification. Emergency notification could mean a weather alert which affects large numbers of the WVNCC college community, campus emergency or other urgent need to get information out.

HOW TO SIGN UP

- 1) From the NOW button on our website - go to WVNCC Watch (Cruiser Alert) link
- 2) Use the beginning of your WVNCC email address (before the @ sign) as your login and your N number (Northern ID number) as your password. You will need to "ACCEPT" the terms of their standard usage agreement.
- 3) You will be prompted to change your password and put in a password hint (in case you forget your password.)
- 4) You will then go to the My Cruiser tab and CLICK ADD PHONE NUMBER and add your cell phone number and choose your cell phone carrier from the list - Make sure to have your cell phone close by to receive your activation code (code is case sensitive). You are automatically signed up for emergency alerts.
- 5) When you receive your confirmation text get the 4 digit code in the text and put the CODE in the box on your screen. Click activate.
- 6) You are finished. Remember if your change cell phone numbers to update the number here.

The text messaging system is for MOBILE/CELL PHONES ONLY not home phone (land lines).

To add voice or only select voice from the text alert system the following must be done:

- 1) Under My Cruiser choose the Cruiser Alert Channels tab
- 2) Under Emergency Alert choose the "Change" button on the far right side
- 3) Check the "By Voice" box and hit "Save Subscription" (note: you can do both voice and text or just voice)
- 4) Then you are done

(NOTE: if you are not already part of the text alert system you must do that first including confirming by text the confirmation code)

PREPARATION OF DISCLOSURE OF CRIME STATISTICS REPORT

The annual Campus Crime notification includes statistics for crimes defined under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act which are reported for all WVNCC on-campus buildings, public property adjacent to campus buildings and off-campus property owned by the College or used for College activity during the time in use. Statistics are requested from local police for reporting in each year's publication. If information is unavailable from local police, a notation will be made at the time of reporting on information not provided. Information is also gathered from on-campus crime logs, which are available through each Campus Dean and from College officials listed in the Clery Act as responsible for reporting, including the Director of Student Activities, Campus Deans, and Dean of Enrollments Management. The final reporting of statistics is provided by the Office of Institutional Research at WVNCC.

GENERAL PROCEDURE FOR CRIME REPORTING AND CRIME PREVENTION

To report a crime, contact your Campus Dean as follows:

New Martinsville Campus Dean—
455-4684 ext. 8760

Weirton Campus Dean—
723-2210 ext. 7500

Wheeling Campus Dean—
233-5900 ext. 8925

In the event of sexual assault, report immediately to local police using the emergency number of 911.

All crime and any suspicious activity must be reported to the Campus Dean or any official of the College. All crimes reported become a matter of public record; no confidential reporting of crimes is available. Violations of law will be referred to local law enforcement agencies and, when appropriate, through the Student Code of Conduct.

The College does not have a security department or security personnel. WVNCC at the Wheeling campus employs a Wheeling Police officer for evening hours of 6-10 p.m. to act as evening security and provide escort to parking areas during much of the Fall and Spring semesters. No evening service is available during the summer at the Wheeling Campus, at any time in New Martinsville or Weirton or during other times the College is open.

During new student orientation each fall and spring the College will address matters of safety related to the student's home campus and awareness of available resources related to that campus. The College has a Safety Policy in effect and it is provided to all full-time faculty and staff through the Safety Committee. The Safety Policy as provided is a living and working document which is updated as needed. The College currently does not have any regular or ongoing crime prevention programs or safety awareness programs.

The Campus Crime Report as required

is available in print from any Campus Counselor or Campus Service Center and is also available on the College's Web site. Annual notice is provided by student I-mail and faculty and staff e-mail when the current report is available with a direct link to the report.

POLICY ON SECURITY AND ACCESS

During business hours, the College's main service center area is open to students, parents, employees, contractors, guests, and those seeking information and business with the College. Classroom areas, open computer labs and student activity areas are open to all registered students, faculty and staff during business hours. Office areas are available during posted hours of operation. The College's Learning Resource Centers (LRC/Library) are available to the community during business hours and patrons are required to follow policies for use of computers and other library materials, services and space.

During non-business hours or during periods when the College is closed, access is limited to those with prior approval or with admittance by an approved College official. Emergencies or other College-determined need may necessitate changes or alterations to any posted schedule. The College also has a published firearms policy.

STATEMENT ADDRESSING OFF-CAMPUS ACTIVITY

WVNC does not currently have any recognized organizations which are housed off campus. College organizations sponsoring off-campus events are subject to the applicable College Code of Conduct standards and any crimes reported during those events will be reported to the local police authorities.

REPORTABLE CRIMES

The Clery Act requires colleges and universities to report on seven basic categories of crime. These are the same seven categories contained in the Federal Uniform Crime Report as compiled by the Federal Bureau of Investigation. These categories are as follows:

- **Criminal Homicide**—Murder, negligent and non-negligent manslaughter
- **Sex Offenses**—forcible and non-forcible
- **Robbery**
- **Aggravated Assault**
- **Burglary**
- **Motor Vehicle Theft**
- **Arson**

Additionally, the Clery Act requires the report on arrests and/or disciplinary referrals for the following: liquor law violations, drug law violations and illegal weapons possession.

The Clery Act also requires an accounting of hate crimes reported as happening on campus or on public property adjacent to campus.

West Virginia Northern Community College requests crime figures from law enforcement agencies whose jurisdiction includes the College campuses. This information is used to generate the statistics. All figures are for the three calendar years immediately preceding the publication year. Any questions can be addressed to the Campus Dean or the Dean of Enrollments Management

ALCOHOL AND DRUG-FREE WORKPLACE POLICY

West Virginia Northern Community College prohibits the unlawful manufacture, distribution, dispensation, possession, or use of an illicit substance or abuse of a legal or controlled substance,

including alcohol, by students and employees at any of its campuses or facilities, including leased or owned property or other sites at which off-campus activities are conducted. Prohibited acts under this policy also include failure to report a criminal conviction for a violation of any criminal drug law, based on conduct occurring in the workplace, and violations of any alcoholic beverage control law, or law which governs driving while under the influence of an intoxicant or substance, based on conduct occurring in or related to the workplace.

New Martinsville Campus Crimes Reported to Police

OFFENSE	2007	2008	2009
Murder/Non-negligent manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses - Forcible	0	0	0
Sex Offenses - Non-forcible (incest and statutory rape)	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple assault	N/A	N/A	0
Larceny	N/A	N/A	0
Intimidation	N/A	N/A	0
Destruction/damage/vandalism of property	N/A	N/A	0
Any Other Crime Involving Bodily Injury	0	0	0
Illegal Weapons Possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0

New Martinsville Campus Persons Referred for Disciplinary Action

OFFENSE	2007	2008	2009
Illegal Weapon Possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0

Weirton Campus Crimes Reported to Police

OFFENSE	2007	2008	2009
Murder/Non-negligent manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses - Forcible	0	0	0
Sex Offenses - Non-forcible (incest and statutory rape)	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Simple assault	N/A	N/A	0
Larceny	N/A	N/A	0
Intimidation	N/A	N/A	0

OFFENSE	2007	2008	2009
Destruction/damage/vandalism of property	N/A	N/A	0
Any Other Crime Involving Bodily Injury	0	0	0
Illegal Weapons Possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0

Weirton Campus Persons Referred for Disciplinary Action

OFFENSE	2007	2008	2009
Illegal Weapon Possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0

Wheeling Campus Crimes Reported to Police

OFFENSE	2007	2008	2009
Murder/Non-negligent manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses - Forcible	0	0	0
Sex Offenses - Non-forcible (incest and statutory rape)	0	0	0
Robbery	0	0	1
Aggravated Assault	1	0	0
Burglary	2	0	0
Motor Vehicle Theft	1	0	0
Arson	0	0	0
Simple assault	N/A	N/A	0
Larceny	N/A	N/A	0
Intimidation	N/A	N/A	0
Destruction/damage/vandalism of property	N/A	N/A	0
Any Other Crime Involving Bodily Injury	0	0	0
Illegal Weapons Possession	0	0	0
Drug Law Violations	4	0	0
Liquor Law Violations	2	0	0

Wheeling Campus Persons Referred for Disciplinary Action

OFFENSE	2007	2008	2009
Illegal Weapon Possession	0	0	1
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0

Rev.09/10

There were no hate crimes reported for the years 2007, 2008 or 2009. Reports were received from all major police districts where campus buildings are located. Also reviewed were on-campus reports generated by the college. Not included in these reports are the following locations where courses may have been offered (such as a high school for early entrance courses) in accordance with the Clery Act. Since the College has no control over the facility nor a lease agreement for the property or space, this information is not included in our reporting. These locations include Wheeling Park High School, John Marshall High School, Cameron High School, Northern Regional Jail, Elm Grove Bowling Lanes, Oak Glen High School, John D. Rockefeller, Brooke High School, Weir High School, Tyler Consolidated High School,

all Wetzel County high schools. The College no longer owns the Hazel Atlas building and only reports crimes for the space leased in that building.

The College has no residence halls nor does it own or lease any living arrangements and therefore does not report fire safety or missing persons related to student's living on campus.

A campus crime log for on-campus reports was available beginning October 1, 2007, through the office of each Campus Dean (for 60 days) and through the Office of the Dean of Enrollments Management after 60 days.

SEXUAL ASSAULT Sexual Assault Policy

West Virginia Northern Community College is committed to providing a safe learning and working environment. This safe environment includes all campus locations and all off-campus, College-related activities and sites. Sexual assault is a violation of College policy and of state law. Sexual assault is broadly defined as being any unwanted attempted or actual sexual activity, including forcible and non-forcible sexual offenses.

Sexual harassment and discrimination are addressed by the College in separate policies for students and faculty and staff. Copies of the current sexual harassment and discrimination policies are available in the Student Handbook, College Catalog, and Personnel Manual.

Definition of types of assault covered under guidelines

A forcible sexual offense is any sexual act directed against another person, including unwanted touching, that is against that person's will or which involves the use of force, violence or

the threat of force or violence, or a sexual act against a person incapable of giving consent. Forcible sexual offenses include rape, sodomy, sexual assault with an object, and all forms of nonconsensual touching such as fondling. *Non-forcible sexual offenses* are acts of unlawful sexual activity against persons incapable of giving consent, such as statutory rape. Acts which are commonly expressive of familiar or friendly affection and accepted medical purposes are not included.

Persons found guilty of sexual assault will be disciplined in accordance with disciplinary policies, which include expulsion from the College or termination of employment. These sanctions will be in addition to criminal or civil penalties imposed by federal or state courts. Any person found guilty of filing a false accusation of sexual assault will be subject to appropriate disciplinary action as well.

Each campus will develop an educational and informational campaign to assist with the prevention of sexual assaults and sexual harassment. Below are listed procedures for reporting and handling of cases of sexual assault.

S e x u a l A s s a u l t R e p o r t i n g P r o c e d u r e

Any victim of a sexual assault should report the incident to any of the following:

Campus Dean or any
College Administrator

What to Do If You Are Sexually Assaulted Get to a safe place.

For your own protection, call the police immediately, especially if the assailant is still nearby. The police will help you whether or not you choose to prosecute the assailant.

Call a friend or family member for support.

Get medical attention immediately. The primary purpose of a medical examination following a rape is to check for physical injury, the presence of sexually transmitted diseases or pregnancy as a result of the rape. The secondary purpose of a medical examination is to aid in the police investigation and legal proceedings. So get medical attention as quickly as possible.

Don't bathe or douche. Bathing or douching might be the first thing you want to do. You might literally be washing away valuable evidence. Wait until you have an examination.

Save your clothing. It is all right to change clothes. But save what you were wearing. Your clothing could be used as evidence for prosecution. Place each item of clothing in a separate paper bag for police.

Report the incident to the police. It is up to you, but reporting a rape isn't the same thing as prosecuting a rape. Prosecution can be determined later. Contact police by calling 911. Campus Deans are willing and able to assist victims in getting them information on how to report incidents to the proper authorities. If you are a victim of a sexual assault and decide not to notify the police, please secure medical attention. The Campus Dean will also assist the victim with a list of supporting agencies. WVNCC has no campus services for counseling or mental health related to sexual assault.

The campus will investigate sexual assault complaints in accordance with the College's Code of Conduct. Both the victim and the accused are entitled to the same opportunities

to have others present during the hearing process, and will be notified of the outcome of final determination and sanction of the accused only of the campus disciplinary process. The College will work with the victim to make reasonable accommodations to the student's schedule as a result of the alleged sex offense. The following offenses of sexual assault can result in a final determination of disciplinary action and the College may impose a maximum sanction of expulsion for the actions of rape, acquaintance rape or other forcible or non-forcible sex offenses for the first offense or any subsequent offenses.

Beginning with the 2008-08 school year, an educational and informational campaign to assist with the prevention of sexual assaults will be made available to students, faculty and staff at least once per academic year. The educational program may be provided through various formats (films, workshops, handouts, etc.), which address issues of sexual assault and its prevention.

Sex Offender Information

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, West Virginia Northern Community College is providing a link to the West Virginia State Police Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already mandated

to register in a state to provide notice of each institution of higher education in that state at which the person is employed, carries a vocation or is a student. In the state of West Virginia, convicted sex offenders must register according to the West Virginia state law.

Per West Virginia State Police Web site, "This information is provided in the interest of public safety and should be used only in order to take appropriate precautions. The information accessed through the use of this Web site may not be used to threaten, intimidate or harass registered sex offenders and violation of law will be investigated by the West Virginia State Police."

The West Virginia State Police is responsible for maintaining this registry. Follow the link below to access the West Virginia State Police Web site.

<http://www.wvstatepolice>.

West Virginia Northern's Sexual Assault Resources

New Martinsville

For Medical Assistance:

Wetzel County Hospital (304) 455-8000
New Martinsville Health Care Center (304) 455-2600

To Report Crime:

City Police (304) 455-9100
County Sheriff (304) 455-2430
State Police (304) 455-0913
Campus Dean (304) 455-4684
Ext. 8760

Counselor (304) 455-4684
Ext. 8769

For Support Services:

Rape and Domestic Violence (304) 292-5100
Sexual Assault Help Center (304) 234-1783
After 4 p.m. and on weekends (304) 234-9782

Weirton

For Medical Assistance:

Weirton Medical Center (304) 797-6000
Hancock County Health Dept. (304) 564-3343
Brooke County Health Dept. (304) 737-3665

To Report Crime:

City Police (304) 797-8555
Brooke County Sheriff (304) 527-1430

Hancock County Sheriff (304) 564-4100
Campus Dean (304) 723-2210
Ext. 7500

Counselor (304) 723-2210
Ext. 7515

For Support Services:

Healthways (800) 774-2429
Sexual Assault Center (304) 234-1783
After 4 and on weekends (304) 234-9782

Wheeling

For Medical Assistance:

Ohio Valley Medical Center (304) 234-0123
Wheeling Hospital (304) 243-3000
Ohio County Health Department (304) 234-3682

To Report Crime:

City Police (304) 234-3661
County Sheriff (304) 234-3607
State Police (304) 238-1100
Campus Dean (304) 233-5900
Ext. 8925
Counselor (304) 233-5900
Ext. 8946

For Support Services:

Sexual Assault Help Center (304) 234-1783
After 4 p.m. and on weekends (304) 234-9782
Tri-County Help Center (740) 695-5441
or (800) 695-1639

CONSUMER INFORMATION

- Information contained in this publication was correct at the time of printing. WVNCC reserves the right to make changes without prior notice or obligation to information contained in this publication.
- WVNCC is accredited by The Higher Learning Commission and a member of the North Central Association. Web address: ncahigherlearningcommission.org. Phone number: 312-263-0456.
- WVNCC complies with the regulations of the Federal Educational Rights and Privacy Act (FERPA) of 1974, as amended. Any student who does not want certain information released must state it in writing to the Records Office each academic year. Students may obtain a Release of Information form from the Campus Counselor.
- West Virginia Northern Community College, pursuant to the requirements of Titles IV, VI, and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, does not discriminate against applicants, employees, or students on the basis of race, color, religion, sex, disability, age or national origin in its employment policies and/or educational programs or activities, including admissions to such. Inquiries concerning this policy should be directed to the Campus Dean at an individual campus or to the Human Resources office (extension 8901).



Weirton Campus
304-723-2210

• **New Martinsville Campus** •
304-455-4684

Wheeling Campus
304-233-5900

www.wvncc.edu

E-mail: info@mail.wvncc.edu