



**Annual Security/Fire Safety Report  
2016-2017**

[www.smcc.edu](http://www.smcc.edu)

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*SAFETY AND  
SECURITY IS A  
SHARED  
RESPONSIBILITY.*



## **Southwest Mississippi Community College Police Department**

The Southwest Mississippi Community College (SMCC) Police Department is committed to providing superior law enforcement services to the Southwest campus, has implemented and maintains campus safety through “community policing,” has twelve sworn personnel empowered to fulfill all duties of a police officer, and is dedicated to ensuring that the campus is safe and conducive to a positive learning environment. Moreover, it supports the overall mission of SMCC and strives to support that mission through crime prevention, law enforcement, education, and incident investigation. The overall crime rate remains low at SMCC, but this low crime rate would not be possible without the teamwork of all members of the SMCC community. The SMCC Police Department works very closely with other law enforcement agencies, including the Pike County Sheriff’s Department, the Summit Police Department, the Southwest Mississippi Narcotics Unit, the Mississippi Highway Patrol, the Mississippi Bureau of Narcotics, the Mississippi Alcohol Beverage Control, and various federal agencies. The SMCC Police Department encourages anyone to report incidents that could compromise the safety and welfare of SMCC students, faculty, and guests.

## **Policy for Reporting the Annual Disclosure of Crime Statistics**

The SMCC Police Department prepares the Combined Annual Security and Fire Safety Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crimes Act and the Higher Education Opportunity Act. A full text copy of this report is available at [www.smcc.edu](http://www.smcc.edu) or at the Office of Student Services, Monday through Thursday, 8 a.m. – 4:30 p.m. and Friday, 8a.m.-4:00p.m.

This report is prepared in cooperation with local law enforcement agencies surrounding the SMCC campus and the Office of Student Affairs. Each entity provides updated information on its educational efforts and programs to comply with the Act. Campus crime, arrest, and referral statistics include those reported to the SMCC Police Department and local law enforcement agencies.

## Whom to Call in Case of Emergency

Emergency situations require immediate attention to achieve successful resolution. It is your responsibility to familiarize yourself with the action steps in this plan in the event of an emergency. If a situation escalates beyond your control or is unsafe on the SMCC Campus, dial one of the following phone numbers:

<b>Emergencies Only</b>	911
<b>Campus Police Department</b>	601-551-3838
<b>Campus Operator</b>	601-276-2000
<b>Vice President for Student Affairs</b>	601-276-3717
<b>Maintenance</b>	601-276-2016
<b>Summit Police Department</b>	601-276-9511
<b>Summit Fire Department</b>	601-276-3356
<b>Pike County Sheriff's Office</b>	601-783-2323
<b>MS Highway Patrol (*47)</b>	601-833-7811
<b>Pike County Civil Defense</b>	601-684-3564



## What to Do in Case of Emergency

Faculty, staff, students, and others in the community should contact the SMCC Police Department or the Office of Student Affairs with any information regarding behaviors of a person on campus that they might view as cause for concern. If you are notified of or involved in an emergency or crisis, stay calm, assess the situation, and be prepared to take safety precautions based on your personal situation.

Here are some tips to follow:

- Stay away from the area of the emergency or crisis.
- Find a safe place and stay there until notified that the emergency is over.
- Call 911 or the SMCC Police Department, as soon as it is safe to do so, if you are directly affected by the emergency. Provide as much information as you can and stay on the phone until told to hang up.
- Alert others, if you can, without endangering yourself.
- Evacuate the area by a safe route, if possible.
- Attempt to seek an area of safe refuge if the emergency is an active threat and if you are unable to evacuate the area. If you must seek refuge, secure doors and windows as quickly as possible and barricade as many items as possible between you and the threat.
- Do not attempt to make contact with the individual(s) responsible for the threat unless no other option is available.
- Do not open the door for anyone but the police once you are in a secure location.



## Emergency Management Planning & Response

SMCC has an emergency operations document related to its emergency response and management procedures. Access this plan at <http://www.smcc.edu/files/student-services/eop.pdf>



## Campus Facilities & Grounds

SMCC is a public institution and, with the exception of the residence halls, is open to the public during the day and evening hours when classes are in session. During the times that the campus is officially closed, its buildings are usually locked, and only faculty, staff, and certain students may be admitted. The SMCC Police Department provides regular patrols of the campus property, buildings, and parking facilities to assist the entire campus in providing a safe environment for the development of student relationships, fun, living-learning communities, and friendships that last a lifetime.

Ensuring the safety and security of SMCC residents is a top priority of the residence hall hosts. Residents must be in their rooms by 10:00 p.m. If residents are off campus after 10:00 p.m., they must return to their residence halls by the 1:00 a.m. campus curfew. Although the hosts for the female residents are on duty 24 hours daily, these hosts lock the hall at 11:00 p.m. To allow female residents to enter the hall after 11:00 p.m., campus police opens the front door for five minutes at 11:25 p.m., 11:55 p.m., 12:25 a.m., and 12:55 a.m. No male visitors are permitted in the female residence hall before 1:00 p.m. or after 10:00 p.m., and female students are not permitted into the male residence hall at any time. The SMCC Police Department assists with exterior patrols of dormitory buildings and with monitoring video surveillance cameras positioned around the residence halls.

Campus lighting is a high priority, and improving lighting conditions is a continual effort. There are lighted routes to academic buildings and residence halls.

Additionally, shrubbery control is an ongoing project for the physical plant and the SMCC Police Department. Hedges, trees and shrubbery are trimmed regularly to enhance visibility and lighting on campus.

## Reporting a Crime

SMCC encourages prompt and accurate reporting of all crimes, suspected crimes, and other emergencies.

Appropriate emergency personnel respond quickly to all reports. When reporting a crime or other emergency, the following information should be provided:

- Nature of the crime or emergency
- Name, address, and phone number of caller
- Location of the incident
- Description of the scene and suspects
- Description of any vehicles involved, especially license plate numbers



## Silent Witness Program

The SMCC administration, faculty, and staff are dedicated to providing a safe learning environment; therefore, SMCC provides a silent witness program. If you witness a crime, you may submit a form to report it to the SMCC Police Department. To report a crime anonymously, complete all fields in the form except the contact information field.

Access the form at <https://southwestmscc.wufoo.com/forms/silent-witness-program/> Please help us ensure that SMCC remains a safe place to further your education.

## Criminal Activity off Campus

When a SMCC student is involved in an off-campus offense, SMCC police officers may assist with the investigation in cooperation with local, state, or federal law enforcement. The Pike County Sheriff Department, the McComb Police Department, and the Summit Police Department routinely work and communicate with SMCC officers about any serious incidents occurring on campus, in the immediate neighborhood surrounding the campus, or on controlled property.

# Campus Security Authorities

Campus security authorities include the following:

1. A campus police department
2. Any individual who has responsibility for campus security but who is not a member of the campus police department
3. Any individual specified in the SMCC Statement of Campus Security Policy as an individual to whom students and employees should report a criminal offense
4. Any individual of SMCC who has significant responsibility for student and campus activities

The following individuals are designated as SMCC campus authorities:

## **SMCC Campus Police Department**

Chief of Police  
All Sworn Police Officers

## **Division of Student Affairs**

Vice President for Student Affairs  
Office of Student Affairs  
Director of Student Activities and Housing  
Head Residence Hall Hosts  
Assistant Residence Hall Hosts  
Office of Financial Aid  
Financial Aid Counselors  
Office of Academic Counseling  
Office of Disability Support Services

## **Athletic Department**

Athletic Director  
Head Coaches of Teams  
Assistant Coaches of Teams  
Athletic Trainer  
Assistant Athletic Trainer

## **Physical Plant**

Vice President for Physical Resources  
Director of Physical Plant  
Director of Grounds Keeping  
Director of Housekeeping

## **College**

President  
Vice President for Admissions / Registrar  
Vice President for Academic Affairs  
Vice President for Business Affairs  
Vice President for Career & Technical Education  
Director of Associate Degree Nursing  
Director of Licensed Practical Nursing  
Division Chair, Humanities & Fine Arts  
Division Chair, Math & Science  
Division Chair, Social Sciences & Business  
Counselors

## Campus Safety Tips

Safety is a shared responsibility. As a member of the campus community, you should help to make the campus a safer place. Using some simple safety precautions will greatly reduce your chance of becoming a victim of crime.

### Personal Safety

- Walk or jog with a friend, not alone.
- Avoid isolated areas.
- Tell a friend where you are going and when you will return.
- Carry a whistle or noise maker. Do not be afraid to scream if you need help.
- Use your cell phone or the nearest phone to call for assistance if your car breaks down. Additionally, raise the hood and stay in your car. If people stop to assist, ask them to call the police.
- Be aware of your surroundings.

### Residence Hall Safety

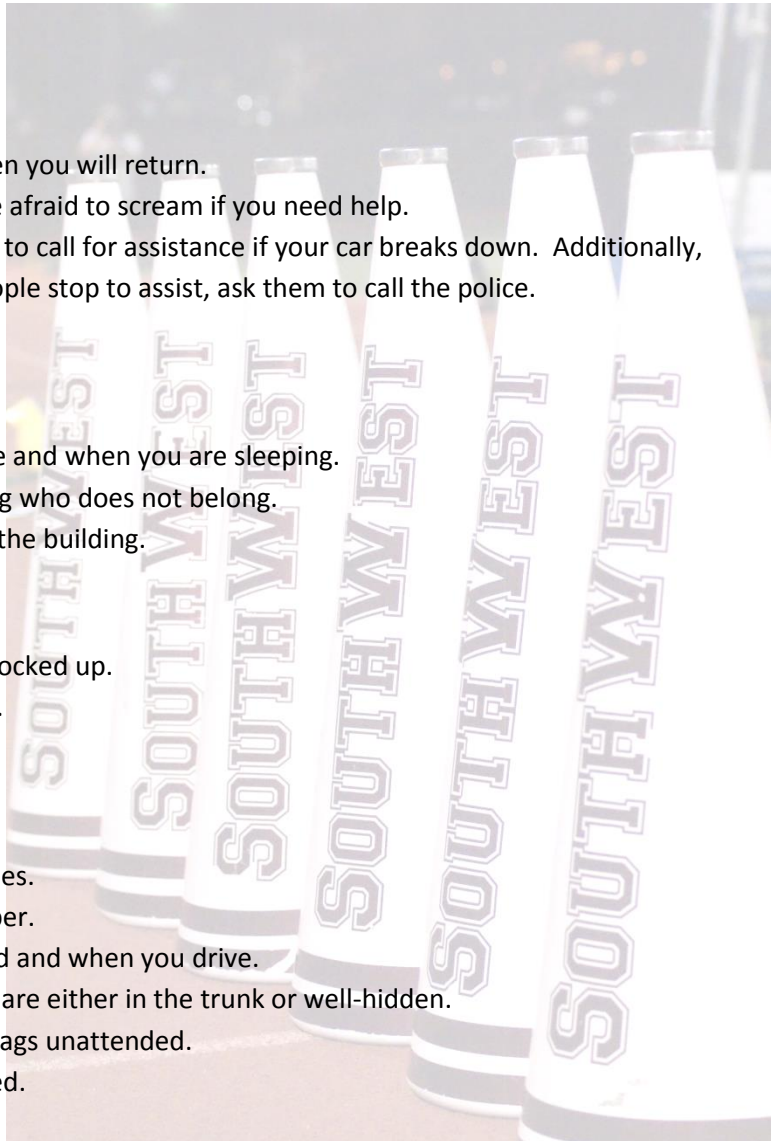
- Lock your dorm room whenever you leave and when you are sleeping.
- Call 911 if you see someone in the building who does not belong.
- Do not allow strangers to follow you into the building.

### Workplace Safety

- Keep personal items (purses, book bags) locked up.
- Secure the work area when no one is in it.
- Report suspicious people to the police.

### Protecting Your Property

- Record the serial numbers of your valuables.
- Engrave valuables with your license number.
- Keep your vehicle locked when it is parked and when you drive.
- Make sure all valuables inside the vehicle are either in the trunk or well-hidden.
- Do not leave textbooks, purses, or book bags unattended.
- Do not leave laptop computers unattended.



## Emergency Notification System / Timely Warnings

SMCC's policy is to notify the campus community in a timely manner of any significant emergency or dangerous situation that occurs on the campus and that poses an immediate threat to the health or safety of students or employees. Campus police or first-responders can identify certain threats that allow for the immediate activation of the notification system; however, other threats would warrant consultation with other experts before such activation. After assessing the safety of the campus



community, a SMCC official will issue a timely warning through Bear Aware, unless doing so would compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

When an emergency situation arises, the Emergency Operations Director or his/her designee will determine the nature and severity of the situation, and, if appropriate, will declare an immediate campus threat and will authorize activation of the Emergency Notification System. Once immediate notification has been made, more detailed follow-up information will be released on SMCC's email system or website of [www.smcc.edu](http://www.smcc.edu).

Bear Aware is an emergency alert system available to our students and employees and is used in conjunction with existing college avenues of emergency communication, including outdoor warning sirens, public address systems, news alerts, and SMCC's website. Participants can elect to receive emails, phone calls, and text messages in an emergency situation. To log in to Bear Aware, visit [www.myschoolcast.com](http://www.myschoolcast.com). If you need your login information or help with your account, use your SMCC email address to email [bearaware@smcc.edu](mailto:bearaware@smcc.edu). In order to ensure the security of your account and your information, only requests from SMCC email addresses will be honored. SMCC schedules drills, tests, and exercises internally and externally with outside agencies (Pike County Civil Defense, etc.) to evaluate the procedures and response plans. Some activities occur monthly, such as testing the outdoor warning system, with larger scale tests and exercises occurring less frequently (e.g., annually, bi-annually).



## Student Counseling Services

SMCC provides assistance to all students, faculty, and staff through Student Counseling Services. This center provides academic counseling, individual counseling, group counseling, and assessment and referral services. Hours are Monday through Friday, 8 a.m. – 4:30 p.m. Students can be seen on a walk-in basis. For more information regarding these services, call 601-276-3844.

Anyone who prefers to seek counseling assistance off campus is urged to contact Southwest Mental Health Complex at 601-684-2173 or Southwest Mississippi Regional Medical Center at 601-249-5500.

## Southwest Mississippi Community College Police Department

### Crime Summary

Classification of Offense Reported	Year 2014	Cases Cleared 2014	Year 2015	Cases Cleared 2015	Year 2016	Cases Cleared 2016
Homicide	0	0	0	0	0	0
Forcible Rape (Including Attempts)	0	0	0	0	0	0
Assault	3	3	1	1	0	1
Domestic Violence	1	1	1	1	0	0
Robbery	0	0	0	0	0	0
Stalking	0	0	1	1	0	0
Burglary	2	2	3	3	0	2
Hate Crimes	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0
Grand Larceny	1	1	0	0	0	0
Dating Violence	0	0	0	0	0	0
Petty Larceny	23	23	13	13	0	8
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Missing Students	0	0	0	0	0	0
Fire	0	0	0	0	0	0
<b>Totals</b>	30	30	19	19	0	0

Campus Violations	Year 2014	Cases Cleared 2014	Year 2015	Cases Cleared 2015	Year 2016	Cases Cleared 2016
Liquor Law Violations	5	5	9	9	12	12
Drug Abuse Violations	2	2	2	2	11	11
Weapons Possessions	0	0	0	0	0	0
<b>Totals</b>	7	7	11	11	23	23

Criminal Offences Reported by Pike County Sheriff's Department	2014	2015	2016
Murder / Non-negligent Manslaughter	3	1	2
Negligent Manslaughter	0	0	0
Robbery	8	8	13
Hate Crime	0	0	0
Aggravated Assault	15	26	16
Forcible Sex Offenses, including Forcible Rape	6	5	8
Non-Forcible Sex Offenses	0	0	0
Domestic Violence	Unknown	Unknown	Unknown
Dating Violence	Unknown	Unknown	Unknown
Stalking	Unknown	Unknown	Unknown
Burglary	198	194	225
Arson	Unknown	Unknown	Unknown
Motor Vehicle Theft	3	5	1



## **Alcohol and Drug Abuse Policy**

### **Drug and Alcohol Prevention Program (DAAPP)**

In keeping with its educational mission, Southwest MS Community College will emphasize educational strategies in addressing problems related to the abuse of alcohol and other drugs by any member of the college community (students, faculty and staff). However, any of those who violate the drug and alcohol abuse policy will be subject to prosecution by the civil authorities and to disciplinary action by the college. Thus, all employees, athletes, cheerleaders, and band members must undergo drug testing.

The Board of Trustees of Southwest MS Community College adopts this plan to accomplish the following:

1. Aid in the prevention of alcohol and other drug abuse through strong educational efforts;
2. Encourage and facilitate counseling and rehabilitation programs by those members for the academic community who need assistance with alcohol and/or other drug related problems; and
3. Discipline appropriately those members of the SMCC academic community who engage in substance abuse and/or related behaviors while maintaining confidentiality. This policy is in accordance with Miss. Code Section 71-7-3.

#### **Education and Prevention Efforts**

Southwest Mississippi Community College will provide educational programs aimed at preventing the abuse of alcohol and other drugs. Educational efforts shall be directed toward all members of the

college community and will include information about the incompatibility of the abuse or sale of alcohol and other drugs with the goals of Southwest MS Community College; the health hazards associated with the abuse of alcohol and other drugs, the incompatibility of the abuse of alcohol and other drugs with the maximum achievement of educational, career, and other goals. In addition, the potential legal consequences of such involvement with alcohol and other drugs.

### **Drug Test**

Southwest Mississippi Community College will require all current administrators, faculty and staff to be drug tested by August 15, 2005. All new employees will be drug tested and are subject to a criminal background check prior to employment. All employees will be subject to a random drug test throughout each school year or anytime there is reasonable cause. Employees will be tested for: heroin, cannabis, mescaline, lysergic acid, diethylamide or LSD, opium, cocaine, amphetamine, MDMA or ecstasy, methaqualone. Any employee failing a drug test will be allowed to take a second test on the same day, at the employee's expense, at a site selected by the administration. If an employee who fails a drug test voluntarily submits to treatment or rehabilitation agencies, then they will have another drug test upon completing treatment. For employees working in good faith with treatment or rehabilitation agencies, every attempt will be made to return the individual to full employment or student status. However, any employee who cannot pass an acceptable drug test will no longer be employed by Southwest Mississippi Community College. If an employee refuses to take a drug test, then they are in violation of the DAAPP. If a potential employee refuses, then a job offer may be rescinded. Athletes, cheerleaders, athletic aids, and band members will also be drug tested. All students required to be tested will be given a copy of the drug testing policy for students.

### **Counseling and Rehabilitation Services**

Those students, faculty, or staff who seek assistance through the college for an alcohol or drug related problem will be provided with information about counseling and rehabilitation services available through the college and/or community resources. Professional standards of confidentiality shall be observed at all times. Individuals will be encouraged to voluntarily avail themselves of services. For those working in good faith with treatment or rehabilitation agencies, every attempt will be made to return the individual to full employment or student status. The abuse of alcohol and/or drugs is harmful to the individual's health and may cause serious health problems, break down of the family structure, decrease productivity in the workplace, and impair the education and learning process.

Drug and alcohol counseling and referral services are available to the college community through the H.R. Department/Counseling. A complete listing of drug and alcohol counseling, treatment, rehabilitation, and re-entry programs is also available to employees and students of this college (within this document).

### **Students**

Students must make their own arrangements to pay for treatment and/or substance abuse counseling; however the Office of Academic counseling and recruiting in addition to career and technical counselors will make referrals based upon student need.



## **Employees**

Employees who are members of the State & School Employees' Health Insurance Plan have the following options; information about this benefit can be obtained from the department of human resources in Kenna Hall.

Benefits are provided for inpatient, residential treatment facility, intensified outpatient program, and outpatient substance abuse treatment. All inpatient hospital and residential treatment facility admissions for substance abuse treatment must be certified as medically necessary by ActiveHealth. Refer to the Medical Management and Utilization Review section for certification requirements.

Intensified Outpatient Program: as provided for the treatment of substance abuse, intensified outpatient program refers to a program provided as a continuation of inpatient substance abuse treatment prescribed by a physician, under the management of a substance abuse provider, which is licensed or certified by the appropriate state or federal agency and is approved by the Plan.

## **Referral information for Employees and Students:**

**Chemical Dependency Unit Services.** Inpatient or hospital-based facilities offer services for individuals with more severe alcohol and/or drug problems and who require a medically-based environment. Treatment usually includes detoxification, group, individual, and family therapy, education services, and family counseling. Chemical Dependency services are provided by the following programs.

**Detoxification Services.** Detoxification is the process through which a person who is physically and/or psychologically dependent on alcohol, illegal drugs, prescription medications, or a combination of these drugs is withdrawn from the drugs of dependence. Methods of detoxification include: medical detoxification (detoxification in a hospital setting) and social detoxification (detoxification in a non-hospital supportive environment). Detoxification services are provided by the following programs.

**General Outpatient Services.** General outpatient substance abuse treatment is appropriate for individuals whose clinical condition or environment does not require a more intensive level of care. Multiple treatment modalities, techniques and strategies include individual, group, and family counseling. Central outpatient services are provided by the following programs.

**Intensive Outpatient Services.** The 10-15 week Intensive Outpatient Program is a community-based outpatient program which provides an alternative to traditional residential treatment or hospital settings. The program is directed to persons who need services more intensive than traditional outpatient services, but who have less severe alcohol and drug problems than those typically addressed in residential treatment. The IOP allows the consumer to continue to fulfill his/her obligations to family, job, and community while continuing treatment. Intensive outpatient services are provided by the following programs.

## **Providers**

Pine Grove Recovery Center, Hattiesburg  
2255 Broadway Dr., Hattiesburg, MS 39402  
(601) 288-2273

Jolimar Recovery Center Inc., Summit  
740 Jolimar Trail SE, Summit, MS 39666  
(601) 276-9556

**Region 11** Adams, Amite, Claiborne, Franklin, Jefferson, Lawrence, Pike, Walthall, Wilkinson  
Southwest MS Mental Health Complex  
701 White Street P. O. Box 768 McComb, MS 39649-0768  
(601) 684-2173  
<http://www.swmmhc.org/>

## **Resources**

The Mississippi Department of Mental Health  
Alcohol and Drug Services: <http://www.dmh.ms.gov/alcohol-and-drug-services/>  
Alcohol and Drug Prevention and Treatment Recourses Directory:  
[http://www.mdhs.state.ms.us/media/9416/fcs\\_20132015alcoholanddrugresourcesdirectory1.pdf](http://www.mdhs.state.ms.us/media/9416/fcs_20132015alcoholanddrugresourcesdirectory1.pdf)

## **Disciplinary Actions**

Students, faculty members, administrators, and other employees are responsible, as citizens, for knowing about and complying with the Mississippi law that makes it a crime to possess, sell, deliver, or manufacture those drugs designated collectively as “controlled substances” in Section 41-29-113 et seq. of the Mississippi Statutes. The college will impose disciplinary sanctions on students and employees outlined in this policy for violation of the standards of conduct required by the Drug and Alcohol Abuse Prevention Program. Faculty and staff in violation of this college policy will be subject to disciplinary actions as outlined in college disciplinary procedures. State and Federal Statutes will regulate mandatory participation in rehabilitation programs.

The following minimum penalties shall be imposed for the particular offense described.

### **Corrective Action**

Any employee conduct that in the opinion of Southwest Mississippi Community College interferes or adversely affects our business is sufficient grounds for corrective action. Corrective action can range from oral warnings to immediate termination. When coaching, counseling, and development plans fail to assist an employee in achieving the expected level of performance, or when behavior or conduct is severe enough to require immediate corrective action, the College follows a general policy of progressive discipline typically in the following order:

- Counseling Session documented to file
- Verbal Warning documented to file
- Written Warning to file
- Final Written Warning to file
- Suspension
- Termination

### **Conditions for Immediate Suspension**

When a student, faculty member, administrator, or other employee has been charged by the college with a violation of policies concerning alcohol and other drugs, he or she may be suspended from enrollment or employment before initiation or completion of regular disciplinary proceedings, if, assuming the truth of charges, the responsible authority concludes that the person's continued presence within the college community would constitute clear and immediate danger to the health or welfare of other members of the college community.

An immediate suspension and subsequent hearing will be in accordance with college disciplinary procedures.

### **College Regulations Governing Illegal Drugs:**

1. Trafficking in Illegal Drugs:
  - a. For the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substances identified in Schedules I and II of Section 41-29-113 and Section 41-29-115 of the Mississippi Statutes (including, but not limited to heroin, cannabis, mescaline, lysergic acid, diethylamide or LSD, opium, cocaine, amphetamine, MDMA or ecstasy, methaqualone), any student shall be expelled, and any faculty member, administrator, or other employee shall be discharged.

- b. For the first offense involving the illegal manufacture, sale or delivery, or possession with intent to manufacture, sell or deliver, of any controlled substance identified in Schedule III through V of Section 41-29-117, Section 41-29-119, Section 41-26-121 of the Mississippi Statutes (including, but not limited to steroids, diazepam, Phenobarbital), the minimum penalty shall be suspension from enrollment or from employment. For a second offense, any student shall be expelled and any faculty member, administrator, or staff employee shall be discharged.

## 2. Illegal Possession of Drugs

- a. For a first offense involving the illegal possession of any controlled substance identified in Schedules I or II of Section 41-29-113 and Section 41-29-115 of Mississippi Statutes, the minimum penalty shall be suspension from enrollment or from employment.
- b. For the first offense involving illegal possession of any controlled substance identified in Schedules III through V of Section 41-26-117, Section 41-29-119, and Section 41-29-121 of the Mississippi Statutes, the minimum penalty shall be probation for a period to be determined on a case by case basis. A person on probation may be required to participate in a drug education and counseling program, consent to regular drug testing, and accept such other conditions and restrictions as the appropriate college official deems applicable.
- c. Refusal or failure to abide by the terms of probation on second or other subsequent offenses involving the illegal possession of controlled substances, progressively more severe penalties shall be imposed including expulsion of students, faculty members, administrators or employees.
- d. The college reserves the right to dismiss any student from the residence hall and/or from the college for having or using illegal drugs.
- e. The college reserves the right to dismiss any student for drinking alcohol on or off campus. Any student who brings alcoholic beverages on the campus, or has alcohol in his/her dorm room, or enters the campus while under the influence of alcohol may be dismissed from the dormitory.

## **Possession, Sale or Consumption of Alcoholic Beverages**

1. Possession, sale, or consumption of alcoholic beverages on campus or at off-campus sponsored activities is prohibited.  
Alcoholic beverages include but are not limited to beer, wine, distilled spirits, wine coolers, and liqueurs.
2. State Laws are outlined as follows:



a. Drinking Age

- The legal drinking age in Mississippi is 21.
- Selling, giving, or serving alcoholic beverages to persons under 21 is unlawful.
- In Mississippi, this law extends to possession of alcoholic beverages by anyone under 21.
- It is unlawful for any person to misrepresent or misstate his or her age in order to obtain alcoholic beverages. This includes the manufacture or use of false identification. Any person who does either of these things for the purpose of obtaining alcohol shall be fined a maximum of \$200, and on failure to pay such fine and all cost, he/she shall be imprisoned up to 30 days in jail. Section 67-1-81.

b. D.U.I. (Driving While Under the Influence of Alcohol or other Drugs (Section 63-11-30) provides.

- A mandatory suspension of license for a period not to exceed 1 year for the first conviction,
- Fines of up to \$1000 and /or 24 hours in jail for the first offense, and
- Attending and completing an alcohol safety education program as provided in Section 63-11-32.

3. In addition to the legal requirements and penalties above, students found to be in violation of this college policy will be subject to penalties under the student Code of Conduct.

**Civil Conviction for Drug and Alcohol Offenses**

If employees of Southwest MS Community College, in performance of college duties within the scope of their employment, are convicted of an offense related to drugs, they will be subject to the same penalties as the offense would warrant if committed on college property or at a college sponsored event. The term “conviction” would mean a findings of guilt (including a plea of nolo contendere), or imposition of sentence, or both, by and judicial body charged with the responsibility to determine violations of Federal or State criminal drug statutes.

The individual involved is required to notify the college of the conviction or incident within five (5) working days following said conviction or incident.

A biennial review of the Drug and Alcohol Abuse Prevention Program will be conducted to

1. Determine its effectiveness and implement changes to the program as needed; and
2. To ensure the disciplinary sanctions described in the policy are consistently enforced.

**Southwest Mississippi Community College Drug Education and Testing Program for Athletes, cheerleaders, athletic aids, and Band Members**

(Approved by the Southwest MS Community College Board of Trustees on June 10, 2003.) SMCC is very interested in the academic performance and athletic development of all young men and women who represent this institution in all arenas. Since our society has many problems associated with certain drug and alcohol use that cause great concern, SMCC is especially interested in our college students' abilities to avoid these problems.

To address such activity, the Athletic and Band Department shall develop and implement a program of drug and alcohol education for all athletes, managers, trainers and all students working with the athletic program and in the band program; a testing program to identify those students who are involved with the use of drugs and/or alcohol; and special counseling and assistance to enable the involved student to become and remain drug and alcohol free. Administrative procedures shall be set forth by which the student will become and remain drug and alcohol free in order to continue in the applicable program. The SMCC Athletic Department and Band Department administers a program of drug prevention for the purpose of assisting athletes, managers, trainers and all students working with the athletic program (who, for this document, will be termed athletic aides) and the band program. The objectives of the program are as follows:

1. To provide the student athlete, athletic aides, and band members information on the dangers of drug and alcohol use and abuse.
2. To identify those athletes, athletic aides, and band members involved in drug and alcohol usage by administering mandatory drug tests at the beginning of the fall semester or prior to their initial season of competition, by administering unannounced random drug tests throughout the year, and by administering drug tests due to an athlete's, athletic aid's, band member's, or manager's association with drug paraphernalia or possession.
3. To maintain confidential records and recommend treatment for those individuals with drug and/or alcohol use problems. According to MACJC rules, a student athlete who tests positive for drugs and is dismissed from the SMCC athletic program may not participate at another member's (MACJC) school athletic programs for a period of two calendar years.
4. To remove from the SMCC athletic programs any athlete, athletic aide, or band member who tests positive for the following controlled substances as defined by Section 41-29-101 et. Seq. of the Mississippi Code of 1972 being the Mississippi Uniform Controlled Substances Law, and their derivatives to include: Amphetamines, Barbiturates, Cannabinoids (Marijuana), Cocaine Metabolite (as Benzoyl-Ecgonine) Opiates, Phencyclidine, THC Metabolite and Steroids. To remove from the SMCC athletic programs and band program any student that has a second alcohol violation.

The following procedures shall be used in the operation of the SMCC Drug Education and screening Program:

- 1. All athletes, cheerleaders, athletic aides, and band members participating in every sport/event will take part in a mandatory drug screening conducted by the Office of the Vice-President for Student Affairs at the start of the fall semester or prior to student's participation in said sport/event for the school year and in random drug tests throughout the school year. All athletes, athletic aides, and band members can additionally be required to take a drug test if drug paraphernalia is found in their dorm room, on their body, or in their car.**

2. All athletes, cheerleaders, athletic aides, and band members will be required to sign a consent form for drug screening and room searches giving Southwest Mississippi Community College permission to search their dorm room and test the athlete, athletic aide, or band member for drug use. Students less than 18 years of age will be required to have their parents or guardians to sign the consent form before they will have any scholarship awarded and before being allowed to participate in any SMCC athletic or band program or live in the dorm.
3. All students will report to the appropriate official any prescribed medication, and may have to present a copy of the doctor's prescription, and any over-the-counter medication they are taking prior to any drug test.
4. The drug test will monitor for the substances listed in Objective 4 (page1). of SMCC Student Handbook: as defined by Section 41-29-101 et. Seq. Of the Mississippi Code of 1972 being the MS Uniform Controlled Substances Law, and their derivatives to include: Methamphetamine, Amphetamines, Barbiturates, Cannabinoids (Marijuana), Cocaine Metabolite (as Benzoyl Ecgonine) Opiates, Phencyclidine, MDMA (Ecstasy), and THC Metabolite and anabolic steroids.
5. Urinalysis will be used on collected urine samples to determine that a student is drug free. Blood tests or other tests may be used.
6. Steps will be taken to ensure proper collection, identification, and confidentiality when urine samples are collected.
7. The urine samples on each screening date may be selected randomly to test for steroids.
8. Alcoholic drinks will be included as illegal substances. It is against the state law of Mississippi to have alcoholic drinks on a college campus. Use, possession, or being under the influence of alcohol will carry the following penalties: 1<sup>st</sup> Offense – The athlete, athletic aide, or band member will be fined \$75.00 for possession on campus. For any alcohol violation the athlete, athletic aide, or band member will be subjected to additional discipline by his/her coaches/director and will write a typed, three page paper on the dangers of alcohol for the VP of Student Affairs in order to continue in any SMCC athletic or band program. 2<sup>nd</sup> Offense – The athlete, athletic aide, or band member will be fined \$150.00 for possession on campus. For a second alcohol violation the athlete, athletic aid, or band member will be suspended from the athletic team/band and will have to move out of the residence hall.
9. Drug test results will be made known to the athletic director, VP of Student Affairs, Head Coach, or Director of Bands.
10. In the event of a positive drug screen the student has the option to pay to have the sample sent to a lab (selected by SMCC) for confirmation. The student may consent in writing to have the fee charged to their student account or the student could admit violating the SMCC Drug Education and screening program and sign the SMCC statement of Acceptance of Disciplinary Action. If student does neither, then they are presumed to be in violation of the SMCC Drug Education and screening program and will be treated as though they have a first positive drug test. The student may not participate in the athletic/activity program until the results from the lab are returned.

The following actions will be taken:

**A. First positive drug test – Prior to Season or initial drug screen**

1. If it is on **the initial drug screen** during the start of the fall semester **or prior to the start of a season** in a sport, the student will not be allowed to move into an SMCC residence hall or will have to move out of the residence hall. The student will be removed from the team/group and his/her scholarship will be suspended for the remainder of that semester after which the student must test drug-free prior to the next semester of participation. Any athlete, athletic aide, band member screening positive will have a confidential meeting with Vice-President for Student Affairs, the Head Coach of the sport with which he/she is associated or the Director of Bands. Prior to the next semester of participation the athlete, athletic aide, or band member must pay for his/her drug testing to regain eligibility for athletic/band participation and pass a drug - screen administered by the Office of the Vice-President for Student Affairs.
2. If school has already started, the scholarship will be prorated by the week on a 16-week semester. If school has not started, the student will have to pay for his/her school expenses until such time that the scholarship is re-instated at the head coach's or director of band's discretion on a prorated basis, after the athlete, athletic aide, or band member tests drug free.
3. The athlete, athletic aide, or band member will be required to attend a drug rehabilitation/counseling program with an outside agency at his/her own expense and present acceptable evidence of completion of the rehabilitation program before being reinstated.
4. In the event of a positive drug screen the student has the option to pay to have the sample sent to a lab (selected by SMCC) for confirmation. The student may consent in writing to have the fee charged to their student account or the student could admit violating the SMCC Drug Education and screening program and sign the SMCC statement of Acceptance of Disciplinary Action. If student does neither, then they are presumed to be in violation of the SMCC Drug Education and screening program and will be treated as though they have a first positive drug test. The student may not participate in the athletic/activity program until the results from the lab are returned.

**B. A first positive drug test during a random drug screening**

1. The student will have a confidential meeting with the Vice-President for Student Affairs, and the head coach/sponsor of the sport/group with which they are associated, or the director of bands.
2. Drug counseling will be required and will be paid for by the college.
3. A two week suspension from the team will occur and the student-athlete must sit out 20% of scheduled games (minimum of: 2 football games; 5 basketball games based on 23 game season, 9 baseball games based on 46 game season, 4 soccer games/matches based on 18 games/matches, 9 softball games based on 46 game season.) This excludes scrimmages and jamborees. If the breach in policy occurs during the off-season, the two week suspension will be enforced during the next season of participation.
4. Suspension begins from the date the college becomes aware of the test results.
5. No participating in team/band activities (ie. practice/games/band competition/travel) during the suspension and the athlete, athletic aide, band member will be mandatorily tested with the next three random drug screenings performed.
6. In the event of a positive drug screen the student has the option to pay to have the sample sent to a lab (selected by SMCC) for confirmation. The student may consent in writing to have the fee charged to



their student account or the student could admit violating the SMCC Drug Education and screening program and sign the SMCC statement of Acceptance of Disciplinary Action. If student does neither, then they are presumed to be in violation of the SMCC Drug Education and screening program and will be treated as though they have a first positive drug test. The student may not participate in the athletic/activity program until the results from the lab are returned.

### C. Second positive drug test

1. In the event of a positive drug screen, the student has the option to pay to have the sample sent to a lab (selected by SMCC) for confirmation. The student may consent in writing to have the fee charged to their student account or the student could admit violating the SMCC Drug Education and screening program and sign the SMCC Statement of Acceptance of Disciplinary Action. If student does neither, then they are presumed to be in violation of the SMCC Drug Education and screening program. The athlete, athletic aide, or band member will be suspended from athletic/band participation for the remainder of the season or school year. The student will not be allowed to participate in SMCC athletics/programs again or live on campus.



## Policy on Sexual Harassment

### Title IX

SMCC is in compliance with the requirements of Title IX of the Educational Amendments of 1972, which prohibit sex discrimination in federally assisted educational programs.

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance...”

- SMCC will initiate a preventative education program in order to educate its students as to what sexual violence is and seek to prevent sexual violence by educational programming, awareness promotion, and preventative measures.
- After SMCC Campus police and/or the Vice-President for Student Affairs has been informed of possible sexual violence, the college will take immediate and appropriate action to investigate or otherwise determine the facts of the incident. A student who is a victim may also, but is not required to, to press charges.
- If sexual violence has occurred, SMCC will take prompt and effective steps to end the sexual violence, prevent its recurrence, and address its effects, whether or not the sexual violence is the subject of a criminal investigation.
- SMCC will take steps to protect the complainant as necessary, including interim steps taken prior to the final outcome of the investigation.
- SMCC has provided a grievance procedure for students to file complaints of sex discrimination, including complaints of sexual violence. These procedures include an equal opportunity for both parties to present witnesses and other evidence and the same appeal rights.
- SMCC's grievance procedures use the preponderance of the evidence standard to resolve complaints of sex discrimination.
- SMCC will notify both parties of the outcome of the complaint.

Questions and complaints may be directed to Dr. Bill Ashley, Vice President for Student Affairs, Title IX Coordinator. You may write to SMCC, 1156 College Drive, Summit, MS 39666, or call 601-276-3717.

Investigative process: The investigation may include, but is not limited to, conducting interviews of the complainant, the alleged perpetrator, and any witnesses; reviewing law enforcement investigation documents, if applicable; reviewing student and personnel files; and gathering and examining other relevant documents or evidence. While a school has flexibility in how it structures the investigative process, for Title IX purposes, a school must give the complainant any rights that it gives to the alleged perpetrator. A balanced and fair process that provides the same opportunities to both parties will lead to sound and supportable decisions. Specifically:

- Throughout the investigation, the parties must have an equal opportunity to present relevant witnesses and other evidence.
- SMCC will use a preponderance-of-the-evidence (*i.e.*, more likely than not) standard in any Title IX proceedings, including any fact-finding and hearings.
- Both parties are allowed have lawyers or other advisors at any stage of the proceedings, it must do so equally for both parties. Lawyers or other advisors may not speak or otherwise participate in the proceedings and applies equally.
- If the school permits one party to submit third-party expert testimony, it must do so equally for both parties.
- If the school provides for an appeal, it must do so equally for both parties.
- Both parties must be notified, in writing, of the outcome of both the complaint and any appeal

## The Campus SaVE Act

The Campus Sexual Violence Elimination Act (SaVE Act) was passed in March 2013 as part of the Violence Against Women Reauthorization Act (VAWA). The Campus Sexual Violence Elimination Act imposes expanded crime reporting obligations, and even more significant in the long run, it requires institutions to implement specific policies, procedures, and training related to sexual violence and intimate partner violence.

### **Policy on Sexual Based Offenses (and VAWA)**

Southwest Mississippi Community College recognizes the “dignity of the human person” and calls for all members of the Southwest Mississippi Community College community to act in ways that respect that dignity. Sexual behavior of any kind that occurs 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, is considered to be a sex offense. The college will neither tolerate nor condone any form of sex offense or other sexually abusive behavior on the part of its community members whether physical, mental, or emotional. This includes any actions that are demeaning to others including, but not limited to verbal or written harassment.

Domestic violence, dating violence and stalking as defined by the Violence Against Women Reauthorization Act of 2013 (VAWA) are prohibited and incidents of such that may occur on campus will be documented in annual crime statistics beginning in 2014.

The first priority of a student who has experienced a sexual offense is to get to a place of safety. The student should then obtain necessary medical treatment. The college strongly recommends that a victim of a sexual offense report the incident in a timely manner. A sexual offense should be reported directly to Campus Police, Head Resident, Director of Student Activities and Housing, or Vice-President for Student Affairs, or if the offense occurred off-campus, the local police. Speaking with the police **does not obligate** the student to press charges. Filing a police report will ensure that the victim of sexual offense receives the necessary medical treatment and tests. It also provides the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later. The victim should avoid showering, douching, using the toilet or changing clothes before seeking medical help as this may destroy physical evidence that will be collected during the exam.

Whether occurring on or off-campus, the college will comply with student’s requests for assistance in reporting these acts to local police and/or college officials charged with investigating such conduct. The victim of a sexual offense may choose for the investigation to be pursued through the criminal justice system and the College Student Conduct process, or only the latter. A student may wish to consult with his or her head resident, the Director of Student Activities and Housing, the Vice-President for Student Affairs, the Director of Academic Counseling, his or her parents, close friends, or legal counsel. In the end, the decision to pursue charges rests entirely with the student.

In addition to assistance available from the Director of Academic Counseling, the victim will have the option of speaking with a member of the SMCC Police Department who has been trained to assist victims of sexual assault. Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual offense, if such changes are reasonably available.

Student Conduct Proceedings involving an accusation of a sexual offense will be conducted in a prompt, fair and impartial manner as described in the SMCC Student Handbook and in compliance with the policy on Sexual Harassment. Both the accuser and the accused student are entitled to the same opportunities to have an advisor present during proceedings.

### **Disclosures to Alleged Victims of Crimes of Violence or Sex Offenses**

Southwest Mississippi Community College will disclose to the alleged victim of a crime of violence, or a sex offense, the outcome of any disciplinary conference or conduct board conducted by the college in the case of a student who is the alleged perpetrator of the crime or offense. The outcome is to include the final determination of responsibility, and any sanction that may be imposed against the accused. As with all violations, students found responsible for violating the College sexual misconduct policy may receive sanctions that range from verbal or written reprimand to expulsion from the college. If the alleged victim is deceased as a result of the crime or offense, Southwest Mississippi Community College will provide the results of the disciplinary conference or conduct board to the victim's next of kin, if so requested. Appeals, which may be filed by either the accused or accusing student, must be submitted within three (3) working days of written notification of the decision.

### **Sex Offense Prevention**

The College educates the student community in awareness and prevention of domestic violence, dating violence, sexual assault and stalking through mandatory freshman orientations each fall. Additional information on sexual assault education, risk reduction, and response is provided through regular programming and hall meetings

Southwest Mississippi Community College prohibits sexual violence, domestic violence, dating violence, and stalking. SMCC encourages prompt and accurate reporting of all sex crimes, suspected crimes, and other emergencies. Whom to contact: Campus Police 601-551-3838, or 601-551-3837

Appropriate emergency personnel respond quickly to all reports. When reporting a crime or other emergency, the following information should be provided:

- Nature of the crime or emergency
- Name, address, and phone number of caller
- Location of the incident
- Description of the scene and suspects
- Description of any vehicles involved, especially license plate numbers

A student who reports a sexual crime has options regarding law enforcement and campus authorities, including notification of the victim's option to:

- Notify proper law enforcement authorities, including on-campus and local police.



- SMCC will protect the confidentiality of victims to the extent permissible by law.
- Be assisted by campus authorities in notifying law enforcement authorities, if the victim so chooses; and
  - Decline to notify such authorities
  - Where applicable, the rights of victims and the institution’s responsibilities for orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court or by the institution”
- SMCC will provide written notification to students and employees about existing:
  - Counseling:
    - SMCC Academic Counseling & Recruitment and SMCC Career & Technical Education Counseling.
    - **Region 11** Adams, Amite, Claiborne, Franklin, Jefferson, Lawrence, Pike, Walthall, Wilkinson  
Southwest MS Mental Health Complex  
701 White Street P. O. Box 768 McComb, MS 39649-0768  
(601) 684-2173  
<http://www.swmmhc.org/>
  - Health
    - Southwest Mississippi Regional Medical Center  
215 Marion Ave, McComb, MS 39648  
(601) 249-5500
  - Mental Health
    - **Region 11** Adams, Amite, Claiborne, Franklin, Jefferson, Lawrence, Pike, Walthall, Wilkinson  
Southwest MS Mental Health Complex  
701 White Street P. O. Box 768 McComb, MS 39649-0768  
(601) 684-2173  
<http://www.swmmhc.org/>
  - Victim Advocacy
    - WINGS  
3167 Highway 51 McComb, MS 39648  
601-684-9111
  - Legal Assistance
    - **MS Attorney General, Domestic Violence Prevention Unit**  
Post Office Box 220  
Jackson, MS 39205-0220  
Hotline: 800-829-6766  
Phone: (601) 359-4251

Fax: (601) 359-9681

Email: [domesticviolence@ago.state.ms.us](mailto:domesticviolence@ago.state.ms.us)

- Other Services Available for Victims
  - A student or employee, who reports to an institution of higher education that the student or employee has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on or off campus, shall be provided with a written explanation of the student or employee's right and options.

## Campus Sexual Assault Victims' Bill of Rights

Public Law: 102-325, section 486(c)

- Accuser and accused must have the same opportunity to have others present.
- Both parties shall be informed of the outcome of any disciplinary proceeding.
- Survivors shall be informed of their options to notify law enforcement.
- Survivors shall be notified of counseling services.
- Survivors shall be notified of options for changing academic and living situations.

The United States Congress enacted the "Campus Sexual Assault Victims' Bill of Rights" in 1992 as a part of the *Higher Education Amendments of 1992* (Public Law: 102-325, section 486(c)). It was signed into law by President George Bush in July of 1992.

This law requires that all colleges and universities (both public and private) participating in federal student aid programs afford sexual assault victims certain basic rights.

It also requires the school to notify victims of their option to report their assault to the proper law enforcement authorities. Schools found to have violated this law can be fined up to \$35,000 or lose their eligibility to participate in federal student aid programs. Complaints about schools that have failed to comply with this law should be made with the U.S. Department of Education.

The "Campus Sexual Assault Victims' Bill of Rights" exists as a part of the campus security reporting requirements, commonly known as the Jeanne Clery Act, of the federal law that establishes all student aid programs, the Higher Education Act of 1965.

Sexual harassment, like harassment on the basis of race or religion, is a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964. With the adoption of this policy on sexual harassment, SMCC demonstrated its continued commitment to upholding the rights of individuals – whether students, faculty, or staff – to study and work in a place free of intimidation, fear, reprisal, or coercion. The "Policy on Sexual Harassment" is published in the *SMCC Faculty Handbook* and the *SMCC Student Handbook*. SMCC reaffirms this policy specifically as it pertains to prevention of sexual harassment and to the obligations of students, faculty, administrators, and staff in their capacities as teachers and colleagues.

Sexual harassment, like harassment on the basis of race or religion, is a form of discrimination prohibited by Title VII of the Civil Rights Act of 1964, and Title IX as well. With the adoption of this policy on sexual harassment, SMCC (College) demonstrated its continued commitment to upholding the rights

of individuals – whether students, faculty, or staff – to study and work in a place free of intimidation, fear, reprisal, or coercion. The “Policy on Sexual Harassment” is published in the SMCC Faculty Handbook and the SMCC Student Handbook. The college reaffirms this policy specifically as it pertains to prevention of sexual harassment and to the obligations of male and female students, faculty, administrators, and staff in their capacities as teachers and colleagues.

It is the policy of the college that no male or female member of the college – students, faculty, administrators, or staff – may sexually harass any other member of the college. Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute harassment when:

- Submission to such conduct is made or threatened to be made, either explicitly or implicitly, a term or condition of an individual’s employment or education;
- Submission to or rejection of such conduct by an individual is used or threatened to be used as the basis for academic or employment decisions affecting that individual; or
- Such conduct has the purpose of substantially interfering with an individual’s academic or professional performance or creating what a reasonable person would sense as an intimidating, hostile, or offensive employment, educational, or living environment.

The administration of the college is responsible for ensuring that there is a timely and thorough investigation of all complaints. A member of the college who believes that he or she has been the victim of sexual harassment as defined above or who becomes aware of an incident of sexual harassment as defined above should bring any such matter to the attention of either the appropriate administrator or the Vice President for Student Affairs, as he or she prefers. A fellow student, staff member, or faculty member may accompany an individual who wishes to make a complaint as the complainant desires. The person receiving the complaint should immediately seek to resolve the matter by informal discussions with the person involved. If the complainant or the alleged offender is not satisfied with the proposed resolution, he or she may secure review of the matter by the President of the College, Vice President for Academic Affairs, the Vice President for Student Affairs, or the Vice President for Career-Technical Education, as appropriate.

If the suggested procedures outlined above do not result in a satisfactory resolution of a complaint, members of the college retain the right to file formal complaints in cases of alleged sexual harassment. Complaints against students are filed with the Vice President for Student Affairs; against faculty and staff, with the Vice President for Academic Affairs; against career-technical instructors and staff, with the Vice President for Career-Technical Education; and all other staff and administrators, with the President of the College.

The college will take appropriate steps to ensure that a person who in good faith brings forth a complaint of sexual harassment will not be subjected to retaliation. The college will also take appropriate steps to ensure that a person against whom such a complaint is brought is treated fairly, has adequate opportunity to respond to such accusations, and that findings, if any, are supported by clear

and persuasive evidence. Complaints of sexual harassment shall be handled confidentially, with the facts made available only to those who need to know, in order to investigate and resolve the matter. The complainant and the person complained against will be notified of the final disposition of the complaint.

If a complaint of sexual harassment is found to be substantiated, appropriate corrective action will follow, up to and including separation of the offending party from the college, consistent with college procedures.

## **Campus Sex Crime Prevention Act**

The Campus Sex Crime Prevention Act (CSCPA) provides requirements relating to registration and community notification for sex offenders who are enrolled in or work at institutions of higher education. Effective October 2003, the law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. This information can be obtained by accessing the Mississippi Sex Offender Registry at <http://state.sor.dps.ms.gov/>

## **Hate Crimes**

If a member of the SMCC community has reason to believe that he or she is the victim of a crime in which the perpetrator's bias influenced the crime, he or she must report the crime to the SMCC Police Department. At that time campus police will conduct an investigation and contact the appropriate local, state, and federal authorities.

## **Missing Persons Policy**

### **Purpose and Definition**

The purpose of this policy is to establish procedures for the college's response to reports of missing students, as required by the Higher Opportunity Act of 2008.

The Higher Education Opportunity Act requires institutions of higher education to establish:

- A missing student notification policy for students who reside in on-campus housing.
- A process for students to register a confidential contact for use under the policy.
- Procedures to implement this policy for students who reside in on-campus housing.

For purposes of this policy, a student may be considered to be a "missing person" if the person is found to be missing or absent from the college for a period of more than 24 hours contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. A student will be considered missing immediately, if his/her absence has occurred under circumstances that are suspicious or cause concerns for his/her safety. Such circumstances could include, but not be limited to, reporting or suspicion that a missing person may be the victim of foul play, has expressed suicidal

thoughts, is drug dependent, is in a life threatening situation, or has been with persons who may endanger the student's welfare.

## **Procedures**

If there is reason to believe a student at Southwest Mississippi Community College is missing, all possible efforts are made to locate the student to determine his or her state of health and well-being through the collaboration of SMCC Campus Police Department and the Office of Student Affairs.

### **Official Notification Procedures for Missing Person**

1. Any individual on campus who has information that a residential student may be a missing person must notify either SMCC Campus Police Department or the Office of Student Affairs.
2. The department which receives the information will conduct an investigation to verify the complaint and determine circumstances which exist relating to the reported missing student. If the student's absence is verified, the incident report will be shared between both departments and they will continue the investigation to locate the missing student.
3. SMCC Campus Police Department should enlist the aid of the neighboring police agency having jurisdiction.
4. Appropriate SMCC faculty, staff, and administration will be notified to aid in the search of the student.
5. The Office of Student Affairs and SMCC Campus Police Department will gather information about the residential student from the reporting person, any of the student's acquaintances, SMCC faculty, staff, and administration. These things include but are not limited to:
  - Description
  - Clothes last worn
  - Where student might be
  - Who student might be with
  - Vehicle description
  - Information about the physical and mental well-being of the student
  - Up-to-date photograph
  - Class schedule
  - Last class/event attended
  - Work schedule

If the student is located, verification of the student's state of health and intention of returning to the campus is made as well as appropriate referrals to the Director of Counseling if needed.

If the student is not located within 24 hours of the report or if it is apparent immediately that the student is a missing person, SMCC Campus Police Department or the Office of Student Affairs will

contact the Pike County Sheriff's Department to report the student as a missing person and the Pike County Sheriff's Department will assist in the investigation.

6. No later than 24 hours after determining that a residential student is missing, the Vice President for Student Affairs and SMCC Police Chief or his designee will notify the confidential emergency contact (\*for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.

\*Contact is contingent upon the correct emergency contact information being made available by the student.

### **Procedures for Designation of Confidential Emergency Contact Information**

In accordance with the Higher Education Act of 2008, all students may register, on a voluntary basis, a confidential contact with the Director of Student Activities and Housing. The confidential contact does not have to be a parent of the student. This is the individual will be updated as to the progress of the investigation into the missing person. A confidential emergency designee will remain in effect until changed or revoked by the student. In the event a student is under 18 years of age, and has not been legally emancipated, the student's parent will also be contacted.

Students are encouraged to stop by Student Services, located in Kenna Hall, to receive a missing person's packet. These packets contain forms to be filled out and kept in a secure location. In the event a student is reported missing, a family member or trusted friend should deliver this packet to the appropriate law enforcement agency to assist in locating the missing person.

A student can be reported missing at any time. The SMCC Campus Police Department will conduct a thorough investigation into all persons report immediately. SMCC Campus Police Department will also enlist the assistance of the Pike County Sheriff's Department and other appropriate law enforcement agencies to locate the missing person.

If a Southwest Mississippi Community College residential student is suspected missing from the campus, immediately contact a member of the Residence Hall Staff within the student's residence hall. A member of the Residence Hall Staff will contact the Director of Student Activities and Housing, the Vice President for Student Affairs, or the SMCC Campus Police Department.

All reports of missing persons made to the Office of Student Affairs and/or SMCC Campus Police Department are followed up with on-going investigation. If determined by the SMCC Campus Police Department that a student for whom a missing person report has been filed has been missing for more than 24 hours, then within the next 24 hours the college will:

- Notify the individual identified by the student as the missing person contact;
- If the student is under 18 years old, the college will notify a parent or guardian; and;

- In cases where the student is over 18 and has not identified a person to be contacted, the college will notify the appropriate law enforcement officials.

## Firearms Policy

Possession of firearms on campus is prohibited by state law and SMCC policy. Failure to comply with college policy or state law will result in disciplinary action or criminal prosecution. Section 97-37-17 of the Mississippi Code makes it a felony for any student to possess or carry, whether openly or concealed, any firearm on college property.

## Southwest Mississippi Community College Police Department Fire Safety Report 2016

Residence Halls	Total Fires	Cause of Fire	Deaths	Injuries	Property Damage
Female Residence Hall	0	N/A	N/A	N/A	N/A
Male Residence Hall	0	N/A	N/A	N/A	N/A

## Fire Log 2016

Date of Fire	Time	Date Reported	Building	Location	Nature of Fire	Damage Estimate	Injuries	Deaths
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

## Fire Safety Systems 2016

Residence Halls	Fire Extinguishers	Stand-Alone Smoke Detectors	Fire Drills Per Year
Female Residence Hall	Yes	Yes	2
Male Residence Hall	Yes	Yes	2
Alford Conerly Hall	Yes	Yes	2

## Tobacco Free Policy

In order to promote a healthy environment for students, faculty, staff and visitors, Southwest Mississippi Community College is tobacco-free, effective July 1, 2014. The use of tobacco and smoking products is prohibited on any SMCC-owned property, including, but not limited to, buildings,



dormitories, grounds, parking lots, sidewalks, recreational/sporting facilities and college-owned vehicles. This policy applies to college employees, students, contractors, vendors and visitors. If a student is found in violation of this policy, he or she will be fined, \$25.00 first offense, \$50.00 second offense, \$100.00 third offense, and referred to the Disciplinary Committee. Faculty, staff, and administrators will be referred their direct supervisor.



## **Fireworks**

Fireworks are prohibited on campus; furthermore, fireworks are illegal in Pike County. Hall residents who bring fireworks on campus may be dismissed from the residence hall. Persons who explode fireworks on campus may be fined and prosecuted.

## **Student Housing Policies and Procedures**

Tampering with fire or smoke alarms is prohibited. Penalty for such offense may be a fine or dismissal from the dorm. Tampering includes pulling false fire alarms, discharging fire extinguishers, removing exit signs, and interfering with smoke detectors. Interference with smoke detectors mandates immediate attention.

### *Air Conditioners/Space Heaters*

Individual air conditioners and/or heaters are not permitted in the residence halls at any time. Due to fire hazards, items of this type will be confiscated if they are found in the halls. Although all the halls are air conditioned, residents may wish to bring small fans to use in their rooms.

### *Cooking and Appliances*

Due to the nature of residence hall living, the physical facilities of the halls, and the concerns for fire and safety standards, only microwave cooking is permitted in resident rooms. While small refrigerators and MicroFridges (combination microwave, refrigerator and freezer) are allowed, cooking appliances, such as percolators, toasters, and hot plates, are not allowed in resident rooms. Also, George Foreman grills or similar products are not permitted.

### *Electrical Requirements*

Only heavy-duty, single-receptacle extension cords should be used in residence hall rooms. Due to threat of fire, extension cords should never be placed under carpets. Outlet multiplier cubes and household extension cords are prohibited. A power strip with a built-in circuit breaker should be used if more receptacles are needed. All appliances must be UL -approved.

#### Halogen Lamps

Due to high operating temperatures that could result in threat of a fire, halogen lamps are prohibited in the residence halls.

#### Incense/Candles

Incense, candles, and heated potpourri pots are not permitted in the residence halls. Burning substances in any form creates a fire hazard.

## **If You Hear a Fire Alarm**

1. Evacuate the building immediately by the shortest and safest route.
2. Use the alternative escape route if you notice smoke.
3. Knock on doors and yell "Fire!" as you leave the building.
4. Do not hesitate or stray from your path as you leave.
5. Do not stop or go back for belongings.
6. Test doors with the back of your hand before opening them. If the door is warm or if you notice smoke, use an alternative escape route. Check paths for safety before proceeding and close doors behind you.
7. Crawl low if you have to go through smoke.
8. Go to a safe area or to a pre-assigned exterior area for your building. If you suspect that someone is missing or trapped, contact the emergency personnel outside the building.
9. Close all doors between you and the fire if you are trapped during a fire emergency. Stuff cracks around the doors to keep out smoke. Wait at a safe window and signal/call for help. If there is a phone in the room, call the fire department or 911 and tell them exactly where you are.
10. Stop, drop, and roll if your clothing catches fire.

## **If You Discover a Fire**

1. Leave the fire area and close the door to the area.
2. Sound the fire alarm.
3. Evacuate the building immediately by the shortest and safest route.
4. Use fire extinguishers with discretion. If used, do so within extinguisher limits and by trained individuals and only after the building alarm has been activated and people have been evacuated.
5. Use the alternate escape route if you notice smoke.
6. Test doors with the back of your hand before opening them. If the door is warm or if you notice smoke, use an alternative escape route. Check paths for safety before proceeding and close doors behind you.
7. Crawl low if you have to go through smoke.

8. Go to a safe area or to a pre-assigned exterior area for your building.
9. Call 911 from the nearest phone in a safe area.
10. Await emergency response personnel at a safe location and direct them to the scene.
11. Contact the emergency personnel outside the building if you suspect that someone is missing or trapped.
12. Close all doors between you and the fire if you are trapped during a fire emergency. Stuff cracks around the doors to keep out smoke. Wait at a safe window and signal/call for help. If there is a phone in the room, call the fire department or 911 and tell them exactly where you are.
13. Stop, drop, and roll if your clothing catches fire.

## Once You Have Evacuated

1. Call 911 from the nearest phone in the safe area.
2. Contact firefighters on scene or at the fire engine, police officers, or ambulance personnel if you suspect that someone is missing or trapped.
3. Await emergency response personnel at a safe location and direct them to the scene.
4. Follow directions of fire and police personnel.
5. Report to the person who is taking roll.
6. Do not re-enter the building to save your personal belongings.
7. Stay calm.



## General Information on FIRE and SAFETY

### Two (2) Fire Drills per Semester

SMCC conducts fire drills in the following manner:

- One fire drill involving the local fire department is scheduled during each semester in every residence hall.
- In addition, a random fire drill is done during each semester.
- A room-to-room inspection is done in each residence hall during each fall semester.
- Mandatory training in all aspects of fire safety is required for all residence hall hosts.
- Fire safety classes, fire extinguishers classes, and general safety classes are given at any time upon request.

### **Inspections**

SMCC conducts fire inspections twice a year throughout the various facilities and residence halls on campus. This inspection includes, but is not limited to, fire extinguishers, fire suppressant systems, fire sprinkler system, smoke detectors, and smoke alarms.

## **Persons to Be Notified in Case of Fire**

### **SMCC Campus Police Department**

Chief of Police  
All Sworn Police Officers

### **Division of Student Affairs**

Vice President for Student Affairs  
Office of Student Affairs  
Director of Student Activities and Housing  
Head Residence Hall Hosts  
Assistant Residence Hall Hosts  
Office of Financial Aid  
Financial Aid Counselors  
Office of Academic Counseling  
Office of Disability Support Services

### **Athletic Department**

Athletic Director  
Head Coaches of Teams  
Assistant Coaches of Teams  
Athletic Trainer  
Assistant Athletic Trainer

### **Physical Plant**

Vice President for Physical Resources  
Director of Physical Plant  
Director of Groundskeeping  
Director of Housekeeping

### **College**

President  
Vice President for Admissions / Registrar  
Vice President for Academic Affairs  
Vice President for Business Affairs  
Vice President for Career & Technical Education  
Director of Associate Degree Nursing  
Director of Licensed Practical Nursing  
Division Chair, Humanities & Fine Arts  
Division Chair, Math & Science  
Division Chair, Social Sciences & Business  
Counselors

## **Future Improvements**

SMCC continuously strives to make the campus and facilities safer for students, faculty, and staff. One way SMCC is making campus facilities safer is by retrofitting all existing residence halls with sprinkler systems as funds become available.

## **Definitions of Criminal Offenses**

### *Aggravated Assault*

Aggravated assault is an unlawful attack by one person upon another for the purpose of inflicting severe aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used, which could or probably would result in a serious potential injury if the crime were successfully completed.

### *Arson*

Arson is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property, etc.

### *Burglary*

Burglary is the unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes the following: unlawful entry with intent to commit larceny or a felony, breaking and entering with intent to commit larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned.

### *Dating Violence*

Violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

### *Domestic violence*

Asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

### *Motor Vehicle Theft*

Motor vehicle theft includes the theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joy riding.)

#### *Murder and Non-Negligent Manslaughter*

Murder and non-negligent manslaughter is the willful (non-negligent) killing of one human being by another.

#### *Manslaughter by Negligence*

Manslaughter by negligence is the killing of another person through gross negligence.

#### *Robbery*

Robbery is the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force, violence, and/or causing the victim fear.

#### *Larceny*

Larceny is the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

#### *Vandalism*

Vandalism is to willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

#### *Weapons Law Violations*

Weapons law violations are violations of laws or ordinances dealing with weapon offenses, regulatory in nature, such as the manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

#### *Drug Abuse Violations*

Drug Abuse violations are violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include the following: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

#### *Liquor Law Violations*

Liquor law violations are violations of laws or ordinances prohibiting the following: the manufacture, sale, transporting, furnishing, and possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition).

#### *Simple Assault*

Simple assault is an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

#### *Stalking*

A course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

#### Intimidation

Intimidation is to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

### **Geography Definitions from the Clery Act**

#### On-Campus

On-campus is defined as the following:

1. Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls
2. Any building or property that is reasonably contiguous to the area identified as Item 1, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes, such as a food or retail vendor

#### Non-Campus Building or Property

A non-campus building or property is defined as the following:

1. Any building or property owned or controlled by a student organization that is officially recognized by the institution
2. Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution

#### Public Property

Public property is defined as all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

### **Sex Offenses as per the National Incident-Based Reporting System Edition of the Uniform Crime**



## Reporting Program

### Sex Offenses—Forcible

Forcible sex offenses are sexual acts directed against another person, forcibly and/or against that person's will, or not forcibly against the person's will where the victim is incapable of giving consent.

#### Forcible Rape

Forcible rape is the carnal knowledge of a person, forcibly and/or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

#### Forcible Sodomy

Forcible sodomy is oral or anal sexual intercourse with another person, forcibly and/or against that person's will, or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

#### Sexual Assault with an Object

Sexual assault with an object is the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will, or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

#### Forcible Fondling

Forcible fondling is the touching of the private body parts of another person for the purpose of sexual gratification, 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 because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

### Sex Offenses—Non-Forcible

#### Incest

Incest is non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

#### Statutory Rape

Statutory rape is non-forcible sexual intercourse with a person who is under the statutory age of consent.

Southwest Mississippi Community College does not discriminate on the basis of race, color, national origin, age, sex, religion, or disability in its programs, activities or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: Mrs. Rhonda Gibson, ADA and OCR Coordinator, 601-276-3885; Dr. Bill Ashley, Vice President for Student Affairs and Title IX Coordinator, 601-276-3717, 1156 College Dr., Summit, MS 39666.