

COLUMBIA COLLEGE POLICE DEPARTMENT

***2013
ANNUAL CRIME AND FIRE
SAFETY REPORT***

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Mission Statement

The Columbia College Police Department ensures the safety and security of the Columbia College campus and surrounding community. It assists other federal, state, county and local law enforcement, and other agencies as required and appropriate.

Columbia College Police provide fair and equitable treatment to all persons regardless of race, gender, ethnicity or religion, and enforce federal, state and local laws with impartiality and integrity.

Campus Crime Report

In 1990, Congress enacted the *Crime Awareness and Campus Security Act* (Title II of Public Law 101-542), which amended the *Higher Education Act of 1965* (HEA). This act requires all postsecondary institutions participating in Title IV student financial aid programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998 and 2000. The 1998 amendments renamed the law the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* in memory of a student who was slain in her dorm room in 1986.

The information in this publication is in compliance with requirements set forth under the Crime Awareness and Campus Security Act of 1990. This report is updated on an annual basis and is disseminated to all College students and employees. Upon request, this report will also be provided to any applicant for enrollment or employment.

Status of Campus Security

The Columbia College Police department places a high priority on the personal safety of its students, faculty, staff and visitors. Historically, Columbia College has been one of the safest campuses in the Southeast. However, since it is impossible to prevent all crime, we wish to remind people that they must also take responsibility for their own personal safety. To that end, we offer several "Security Awareness and Crime Prevention Programs."

Security Awareness and Crime Prevention Programs

The Columbia College Police Department provides the following services and programs to improve safety on campus and to educate the community about security issues:

- 1) Escort Service** - Our Department provides an escort service for people walking to and from residence halls to parking lots or, a College-owned property. Students, staff, and faculty are asked to walk with others when possible.
- 2) New Student Orientation** - Crime prevention materials are provided and questions are answered during new student orientation meetings.
- 3) Personal Safety** - Classes on self defense, Rape Aggression Defense (RAD), and Alive At 25 are given throughout the school year. Please contact Our Departments Training Corporal at (803)786-3163 for more information on these classes.
- 4) Residence Hall Security** - All residence halls remain locked at all times and can be accessed by a Columbia College Police Department issued ID card only.
- 5) Emergency Code Blues** - There are several Code Blues located throughout the campus. The Code Blues are located in parking lot A, parking lot E, parking lot I and between Wesley and Hudson Hall. A Code Blue is also located at the front door of the Police Department.
- 6) Crime Prevention Material** —Brochures and posters related to substance abuse, personal safety, seat belt use, and identity theft prevention are distributed campus wide.
- 7) Community Notification of Criminal Activity** - Our Department routinely notifies the campus community of ongoing security concerns by campus email. If circumstances warrant, specially printed crime alerts will be prepared and distributed campus wide. And if imminent danger exists, messages will be sent out via email, text and over our loud speaker system.
- 8) Training with Residence Life** – Our Department participates annually with the Department of Residence Life in crisis training as well as their House Call training. This training helps introduce new and returning residence hall assistants (R/A's) to certain crisis they may encounter in their residence halls and on campus. It teaches them how to correctly handle the crisis situation as it relates to their Departments and Columbia College's policies and procedures.

How to report A Crime or Emergency

To report a crime, contact the Columbia College Police Department at (803)786-3343 (non-emergencies), (803)786-3333 (emergencies), by using the Code Blues located in parking lot A, parking lot E, the front door of the Police Department or between Wesley and Hudson Residence Halls. To make anonymous crime calls or tips please call our Departments Tip-Line at (803)786-3425. Any suspicious activity or persons you observe loitering around residence halls, parking lots, or around other campus buildings should be reported. Crime reports can be made at any time. A copy of the crime report (if necessary) is available free of charge at our Department located at 4825 Burke Ave. Columbia, SC 29203.

Columbia College Police Department

The Columbia College Police Department is a fully functional police agency. We have complete police authority to apprehend and arrest anyone involved in illegal acts on-campus and areas immediately adjacent and contiguous to the campus. If minor offenses involving Columbia College policies and regulations are committed by a Columbia College student, our Department may also refer the individual to the disciplinary Columbia College Student Conduct Board. All criminal offenses occurring on-campus or on Columbia College property should be reported to the Columbia College Police Department immediately. The department operates twenty-four hours a day, seven days a week.

Officers conduct foot, vehicle, bicycle and Segway patrols on-campus and in the neighborhood contiguous to campus.

The prosecution of all criminal offenses, both felony and misdemeanor, are conducted at either Magistrate or General Sessions of Richland County, South Carolina.

The Columbia College Police Department has a Memorandum of Understanding with the Columbia City Police Department and the Richland County Sheriff's Department. The Department's personnel work closely with local, state, and federal police agencies and have direct radio communication with the Richland County Sheriff's Department, as well as many other state and local agencies.

Access to Campus Facilities

All campus buildings are controlled by key and ID card access. Academic buildings and administrative offices are open during normal business hours, Mon-Fri, 9 am-5 pm. Residence halls are controlled by ID card access 24 hours a day, 7 days a week. Access to buildings after hours may be granted to students, faculty and staff of Columbia College if deemed appropriate and necessary by the Columbia College Police Department.

Maintenance of Campus Facilities

Columbia College Police officers, as part of their general patrol procedure complete work orders to the Facilities Management Department when any defective lighting or unsafe condition on campus is noted. Students, faculty, and staff are encouraged to report any safety or security concerns directly to the Facilities Management or our Department.

Missing Student Procedure

If a member of the College Community has reason to believe that a student is missing, they should *immediately* notify our Department at (803)786-3333. All possible efforts will be made to locate the student to determine his or her state of health and well-being through the collaboration with the Department of Residence Life, the Department of Student Affairs and the Registrar's Office. Concurrently, College officials will endeavor to determine the student's whereabouts through contact with friends, associates, and/or employers of the student. If not located within 24 hours of receiving the initial report notification of the missing student's first person of emergency contact and family will be made to determine if they know of the whereabouts of the student. The missing student biological and physical information will also be provided to other law enforcement agencies to help locate student. If the student is under 17 years of age the parent or guardian, in addition to the emergency contact, must be notified. Local law enforcement will be notified within 24hrs. of the initial report.

Sexual Assault

On July 1, 1993, amendments to the *Campus Security Act* required that all institutions of higher education have campus sexual assault programs. The Columbia College Police Department offers Rape Aggression Defense System (RAD) training throughout the school year by certified RAD instructors within the Department. It is a comprehensive course that begins with awareness, prevention, risk reduction and avoidance, while progressing on to the basics of hands-on defense training. Certified RAD instructors will teach the courses provided.

If you are the victim of a sexual assault and you choose to report this crime, please contact the Columbia College Police Department. If requested, we will assist you with steps to take such as preserving evidence and assist with the additional notification of other campus authorities or law enforcement agencies, if necessary.

We will provide the victim with our Department's Victims Advocate. The Victim Advocate can assist the victim with information on victim services.

An institution is obligated to comply with a student's request for a living and/or academic situation change following an *alleged* sex offense.

The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding. Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense. Compliance with this paragraph does not constitute a violation of the *Family Educational Rights and Privacy Act* (FERPA). For the purpose of this paragraph, the outcome of a disciplinary proceeding means only the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.

In all sexual assault cases, the South Carolina Law Enforcement Division must be notified, if the victim chooses to prosecute or not.

Sex Offender Notification

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, 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. That information can be obtained at the following website:

<http://services.sled.sc.gov/sor/>

You may also call the South Carolina Law Enforcement Division at (803)896-7000, or you can call our Department at (803)786-3343 and ask for Captain Jamison with help on researching this information.

Crime Statistics

An institution must keep the most recent three years of crime statistics that occurred: on campus, in institution residential facilities, in non campus buildings, or on public property. The report must also indicate if any of the reported incidents, or any other crime involving bodily injury, was a "hate crime." The following offenses are required to be included in the institution's annual security report as well as sent to the U.S. Department of Education annually:

Criminal Homicide:

- Murder and non-negligent manslaughter
- Negligent manslaughter

Sexual Offenses:

- Forcible
- Non-forcible

Robbery

Aggravated assault

Burglary

Arson

Motor Vehicle Theft

Arrests and/or disciplinary referrals for:

- Liquor law violations
- Drug law violations
- Illegal weapons possessions

Timely Warnings/Emergency Test and Evacuation Drills

Mass Notification System

The Mass Notification System used at the Columbia College broadcasts a campus wide audible alert and immediate e-mail, text, and voice-mail messages to those who have chosen to participate in the program. The Columbia College Police Department will, without delay, immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty, or staff occurring on the campus. Taking into account the safety of the community, our Department will determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. After the initial notification, follow-up information may be disseminated to the community via the messaging system or by email, as needed.

Columbia College maintains a subscription to a third party voice and email messaging service (Blackboard connect) that enables/allows the notification system and our Department to send voice and email messages for emergency alerts to students, faculty and staff of Columbia College and send them to a list of subscribed cell phone or other wireless device users, as well as email accounts. The emergency messaging service requires users to opt-in (or out) to the service by subscribing their cell phone, or wireless device number, and e-mail address through the Columbia College, Koala Connection website.

Our Department conducts a Mass Notification System test/exercise twice a year (February and October). We have two ways of activating the system. The system can be activated from the stationary unit located at Columbia College Police Department Headquarters by the police dispatcher. It may also be activated from the portable unit that is kept by the on-duty patrol officer. We will notify the campus community of the results of the tests through the campus email.

Higher Education Opportunity Act Campus Fire Safety Annual Compliance

Overview

The Higher Education Opportunity Act (Public Law 110-315) became law in August 2008. It requires all United States academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire-related on-campus statistics. The following public disclosure report details all information required by this law.

General Statement of Columbia College Student Resident Housing

At Columbia College, all residence halls (Knox, Kneece, McNair, Hudson, Wesley and Mirse) are covered with integrated fire sprinkler systems and an audible fire alarm.

Residence Hall Fire Safety Systems

<u>Residence Hall</u>	<u>Fire Detection System</u>	<u>Fire suppression system</u>	<u>Extinguishers</u>	<u>Fire Drills each year</u>
Knox	Yes	Yes	Yes	4
Kneece	Yes	Yes	Yes	4
McNair	Yes	Yes	Yes	4
Hudson	Yes	Yes	Yes	4
Wesley	Yes	Yes	Yes	4
Mirse	Yes	Yes	Yes	4

Fires Reported in Residence Halls for 2012

	<u>Fire</u>
Knox	0
Kneece	0
McNair	0
Hudson	0
Wesley	0
Mirse	0

Fire Log

A fire log is kept at the Columbia College Police Department and is available to the public during normal business hours (Monday-Friday, 8:30 am-5:00 pm). However, any portion of the log that is older than 60 days will be available within two business days of a request. A paper copy of this report is also available during business hours. Please contact Captain Jamison at (803)786-3343 for more information.

Fire Safety Improvements and Upgrades

The Department of Facilities management and the Columbia City Fire Department annually reviews the fire systems in our residence halls and will make upgrades, repairs or revisions when problems are identified.

Residence Hall Open Flame/Smoking Policy/Electrical Policy

Residence Life policy prohibits candles, smoking or open flames in residence halls. There are limits on the number electrical appliances allowed in a specific room. These policies can also be found in the student handbook, and are discussed with students when they move into the residence halls during orientation.

Residence Hall Fire Drills

The Columbia College Police Department conducts fire drills are held twice a semester for each residence hall. Fire drills are mandatory supervised evacuations of a building for a fire. The fire drill is scheduled with the Department of Student Affairs, the Department of residence Life and the fire alarm monitoring company. The supervised fire drill is scheduled within the first 4 weeks of the beginning of the semester. Evacuation route locations are posted in the Columbia College Student Handbook and the students are advised throughout the semester by the residence hall advisors assigned to each residence hall. A fire drill report is done at the end of each drill. Residents are educated by their residence hall advisors on the following information:

In case of a fire, please sound the nearest fire alarm and evacuate the building. Evacuation procedures are as follows:

- Know the emergency routes from your room and hall.
- Check to see if your door is hot or has smoke around it. If so, stay in your room and wait to be evacuated by firefighters.
- Shut your door tightly when you leave.
- Exit your building and follow the directions of staff members.
- DO NOT remain in courtyards or in close proximity to the buildings.

Remain in designated locations until cleared for re-entry by either the residence hall advisor (s), a member of the residence life staff or the Columbia College Police Department.

Students are also advised that failure to evacuate a building after a fire alarm is activated could result in judicial action, including fines and the possibility of expulsion from the residence halls. This information is also available in the Columbia College Student Handbook.

EMERGENCY PHONE NUMBERS

Columbia College Police Emergency, (803)786-3333
Columbia College Police Non-Emergency, (803)786-3343
Fire or Medical, 9-911 also notify (803) 786-3333
Columbia College Information Line (803)786-3500

Other Helpful Numbers

Campus Counseling (803)786-3856
Residence Life (803)786-3602