



**Gaston College**  
Opportunities For Life

# **Annual Security Report (ASR)**

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## **Introduction**

Gaston College is one of 58 North Carolina community colleges with three campuses serving Gaston and Lincoln Counties. The vision of the College is to be viewed as the premier post-secondary educational resource in the region, consistently recognized as an exceptional community college and known in the state and nation for successful and innovative programs. The mission of the College is to promote student success and lifelong learning through high-caliber, affordable, and comprehensive educational programs and services responding to economic and workforce development needs.

As part of its vision and mission, Gaston College is further committed to providing a safe and secure working and learning environment by employing a Campus Police and Security Department and complying with the Clery Act.

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## **Campus Police and Security**

The Gaston College Campus Police and Security Department is comprised of sworn campus police officers and non-sworn security officers responsible for a variety of security-related activities including crime prevention and reporting, security-related investigations, and patrolling the campuses. Campus police officers are armed and have full police authority on College property, including College-owned or leased property and any portion of a public road or highway passing through and/or adjoining College property and are identified by their slate blue or white shirt and distinctive Campus Police shoulder patch and badge. Campus security officers are responsible for various campus security-related duties and are identified by their dark blue uniform shirt and distinctive Campus Security shoulder patch and badge.

The Gaston College Campus Police and Security Department fosters a constructive relationship with:

- NC State Bureau of Investigation
- NC Highway Patrol
- Gaston County Police Department
- Gaston County Sheriff's Department
- Dallas Police Department
- Belmont Police Department
- Lincoln County Sheriff's Office
- Lincolnton Police Department

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## **The Clery Act/Annual Security Report/Non-Discrimination Statement**

The full title of The Clery Act is *The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act*. Per The Clery Act, by October 1 of each year, Gaston College publishes this Annual Security Report (ASR), which contains information related to safety and security including crime statistics for the prior three years, various safety and security measures, and crime prevention information.

Annual Security Reports are available in the Gaston College Campus Police and Security Department, Room 122, Comer Engineering Technologies Building, Dallas, NC 28034, or on the Gaston College website at [www.gaston.edu](http://www.gaston.edu).

Gaston College prohibits any person from retaliating, intimidating, threatening, coercing, or otherwise discriminating against any individual with respect to the implementation of any provision of the Clery Act.

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**Clery Locations/Geography**

The annual reporting of crime statistics per the Clery Act includes incidents that occur on-campus, on public property, or on non-campus buildings or property that is owned or controlled by Gaston College within the same reasonably contiguous geographic area and used in direct support of, or in a manner related to, the institution’s educational purposes. Clery locations also include buildings or property owned or controlled by student organizations that are officially recognized by Gaston College and public property (e.g., thoroughfares, streets, sidewalks, and parking facilities) that is within, immediately adjacent to, and accessible from, a campus. Gaston College does not recognize any off-campus location for student organizations.

Gaston College operates three campuses, two campus centers, and several non-campus facilities:

<b>Campuses</b>	Dallas Campus (Main) 201 Highway 321 South Dallas, NC 28034	Kimbrell Campus 7220 Wilkinson Boulevard Belmont, NC 28012	Lincoln Campus 511 South Aspen Street Lincolnton, NC 28092
<b>Campus Centers</b>	Textile Technology Center 7220 Wilkinson Boulevard Belmont, NC 28012	Veterinary Technology Center Dallas, NC 28034	
<b>Non-Campus Facilities</b>	Motorcycle Training Facility	Firearms Training Facility	Truck Driving Facility

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**Crime Prevention Program**

Gaston College promotes crime prevention education and awareness to students, faculty, and staff using a variety of methods including new hire and new student orientations, presentations, and by providing information in publications such as the Emergency Response Guide, Student Handbook, and a Campus Crime Prevention brochure.

**General Crime Prevention Tips**

- Be aware of your surroundings at all times including times when you may be less alert and more vulnerable to an attack (e.g., during exams, illness, or when tired).
- Use discretion and caution when taking shortcuts through isolated parts of campus.
- Keep personal belongings in view.
- Learn self-defense techniques by enrolling in a self-defense class.
- When using ATM machines, push the cancel button to cancel your transaction if you believe the security of your personal information is being compromised. Use ATM machines that can be clearly seen from a street or public area or inside buildings or in well-lighted areas.
- Have your keys in your hand as you approach your car.
- Lock your doors when driving and immediately after entering your vehicle.

- Check the back seat and floor before you enter your vehicle.
- As you approach your vehicle, scan the area under and around your vehicle.
- Try to keep at least a half tank of gas in your car at all times.
- Keep your valuables out of sight, under the seat, in the glove compartment or trunk.
- Park in well-lighted areas.
- Be especially alert in parking structures.
- If you have vehicle trouble, signal for help by raising the hood or tying a handkerchief to the door. Remain in your vehicle with doors locked until identifiable help arrives.
- Keep an emergency kit in your vehicle that contains various items such as a flashlight, distress signs, and bottled water.
- Check the inside of an elevator before entering. Wait for the next elevator if you have any concerns.
- When riding an elevator, stand by the control board. If you feel in danger, press all the buttons and get off the elevator as soon as possible. (Note: Gaston College campus elevators are equipped with either emergency phones or push-button alarm bells).
- Check bus schedules to avoid long waits at a bus stop. Become familiar with routes and timetables in your area.
- Wait for buses at well-lighted stops and, if possible, join others at a nearby stop.
- If someone bothers you on a bus, say loudly, "Leave me alone" or "No, find another seat." and inform the driver.
- Notice others who get off the bus at your stop. If you feel someone is following you, walk towards a populated area. Avoid walking directly home.
- If someone tries to grab your bag or purse, let it go. Injuries often occur when people resist and refuse to comply with a robber's demands.
- Take a few minutes and think about how you would react to various situations that could arise, such as a robbery or if you are attacked. Remember to: trust your instincts, never be afraid to be impolite or make a scene (even if it is someone you know), and try to remain calm.

### **No Weapons Policy**

In accordance with NC state law, Gaston College maintains a no weapons policy. Per Gaston College's policy, it is a violation to possess or carry any weapon on College property including firearms, explosives, BB guns, stun guns, air rifles or pistols, sling shots, and knives or other sharp instruments. The only exceptions to this policy are for law enforcement and military personnel in the discharge of their official duties or as otherwise permitted by law, for ceremonial or educational purposes, or when tools such as knives are used for construction, maintenance, or food preparation. Further, pursuant to G.S. 14-269, a person who has a concealed handgun permit in accordance with Article 54B, that is considered valid under G.S. 14-415.24, or is exempt from obtaining a permit pursuant to G.S. 14-415.25, is permitted to have a handgun provided it is in a closed compartment or container within the person's locked vehicle and the vehicle is parked in a College parking area. A person may unlock the vehicle to enter or exit, but the handgun must remain in the closed compartment at all times and the vehicle must be locked immediately following the entrance or exit.

Violators may be subject to criminal prosecution, and faculty, staff, or student violators may also be subject to disciplinary action up to and including suspension, expulsion, and/or dismissal.

### **Sexual Misconduct and Violence Prevention Tips (Parties and Social Gatherings)**

- Be vigilant at parties and other social gatherings that may include the presence of drugs and/or alcohol and never leave your drink unattended.
- Arrive and leave with persons you trust.
- Only drink from previously un-opened containers or from drinks you have watched being made and poured and keep track of how many drinks you have.
- Avoid group drinks like punch bowls.
- To prevent a drug from being slipped into a drink, hold your hand over the top of a container or choose drinks that are contained in a bottle and keep your thumb over the opening.
- If you start to suddenly feel tired or intoxicated, you may have been drugged, so find a friend and ask him/her to leave with you as soon as possible.
- If you suspect you have been drugged, go to a hospital and ask to be tested.
- Don't give out your personal information (e.g., phone number, address, etc.). If someone asks for your number, take his/her number instead of giving yours.

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### **Sexual Harassment/Misconduct, Sexual Assault, Domestic Violence, Dating Violence, Acquaintance Rape, and Stalking**

Gaston College is committed to maintaining an environment that is free from sexual harassment and/or misconduct of any kind including sexual harassment, domestic violence, dating violence, sexual assault, rape, and/or stalking. The College is further committed to offering sexual harassment and misconduct prevention/awareness programs.

#### **Sexual Harassment**

Sexual harassment includes unwelcomed sexual advances, requests for sexual favors, and other visual, verbal, or physical conduct of a sexual nature when submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or academic status; submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the individual; or when such conduct is so severe, persistent, or pervasive that it alters the conditions of education, employment, or participation in a College program or activity, thereby creating an environment that a reasonable person in similar circumstances and with similar identities would find hostile, intimidating, or abusive. While a single isolated incident of conduct, unless extreme, may not be sufficient to create a hostile or harassing environment, such conduct itself may be sufficient to constitute another type of harassment violation as provided for by the policy.

Examples of sexual harassment may include some incidents of physical assault, including any coerced sexual relations or act; direct or implied threats that submission to sexual advances will be a condition of employment, academic status such as promotion, grades, or letters of recommendation; direct propositions of a sexual nature and/or subtle pressure for sexual activity that is unwanted and unreasonably interferes with a person's work or learning environment; a pattern of conduct that unreasonably interferes with the work or learning environment including: sexually explicit or suggestive statements, questions, jokes, or anecdotes about a person's physical attributes, clothing, or behavior regardless of the means of communication (e.g., oral, written, electronic); unwanted touching, patting, hugging, brushing against a person's body, or staring, inquiries and commentaries about sexual activity,

experience, or orientation; the display of inappropriate sexually oriented materials in a location where others can view them; and/or sexually stereotyped or sexually charged insults, humor, verbal abuse, or graffiti.

### **Hostile Working or Learning Environment**

Other unlawful harassment or misconduct may consist of unwelcome, inappropriate verbal or physical conduct that denigrates or shows hostility toward an individual and that is sufficiently severe, persistent, and pervasive from both a subjective perspective (i.e., the recipient's view) and from an objective perspective (i.e., a reasonable person's view) that it creates an intimidating, hostile, or offensive working or learning environment; interferes unreasonably with an individual's work or academic performance; or otherwise unreasonably adversely affects an individual's employment or educational opportunities.

### **Sexual Misconduct, Discrimination, and Violence**

Sexual misconduct, discrimination, and violence includes conduct directed at a specific individual or a group of individuals that subjects the individual or group to treatment that adversely affects their employment or education on account of sex or gender and may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping; physical sexual acts perpetrated against a person's will; or where a person is incapable of giving consent, which may include rape, sexual assault and/or battery, sexual misconduct, and sexual coercion. Other incidences may include inappropriate verbal or physical conduct toward an individual because of his or her race, color, religion, sex, national origin, age, or any other legally protected status, and has the purpose or effect of creating an intimidating, hostile, or offensive working or learning environment; has the purpose or effect of interfering unreasonably with an individual's work or academic performance; or otherwise adversely affects an individual's employment or educational opportunities.

### **Sexual Assault**

Sexual Assault includes rape, fondling, incest, or statutory rape per the FBI's Uniform Crime Reporting system. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. Sexual Assault in the State of North Carolina includes the following criminal offenses:

- Forcible Rape (NCGS 14-27.2/NCGS 14-27.3)
- Statutory Rape, (NCGS 14-27.2(a)(1)/NCGS 14-27.7A)
- Forcible Sexual Offense (NCGS 14-27.4/NCGS 14- 27.5)
- Statutory Sexual Offense (NCGS 14-27.4 (a)(1)/NCGS 14-27.7A(a))
- Sexual Activity by a Substitute Parent/by a Custodian/with a Student (NCGS 14-27.7)
- Indecent Liberties with a Child/between Children/with a Student (NCGS 14-202.1/NCGS 14-202.2/NCGS 14-202.4)
- Sexual Battery (NCGS 14-27.5A)
- Solicitation of a Child by Computer to Commit an Unlawful Sex Act (NCGS 14-202.3)

### **Domestic Violence**

Domestic Violence means felony or misdemeanor crimes of violence committed by:

- A current or former spouse or intimate partner of the victim.
- A person with whom the victim shares a child in common.
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner.

- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

In North Carolina, Domestic Violence includes the following criminal offenses:

- Simple Assault (NCGS 14-33(a))
- Assault inflicting Serious Injury (NCGS 14-33(c)(1))
- Assault on a Female (NCGS 14-33(c)(2))
- Assault by Pointing a Gun (NCGS 14-34)
- Violation of a Domestic Violence Protection Order (NCGS 50B-4.1)

### **Dating Violence**

Dating Violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, Dating Violence includes, but is not limited to sexual abuse, physical abuse, and threat of sexual or physical abuse.

In North Carolina, Dating Violence includes the following criminal offense: Violation of a Domestic Violence Protection Order (NCGS 50B-4.1).

### **Acquaintance Rape**

Acquaintance Rape is a term that describes forced intercourse by an attacker that is known to a victim. Acquaintance or Date Rape is illegal and is considered a Class C or Class B1 Felony in the State of North Carolina.

### **Forcible Sexual Offenses**

Forcible Sexual Offenses such as rape occur when a person forcibly engages in sexual acts against another person's will, with or without the person's consent, including when a victim is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity or because of his or her youth. Examples include sodomy or oral or anal sexual intercourse with another person, sexual assault or penetration with an object or instrument (however slightly) to the genital or anal opening of the body of another person, and fondling or the touching of the private body parts of another person for the purpose of sexual gratification.

### **Non-Forcible Sexual Offenses**

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

### **Consent**

Consent is an affirmative decision to engage in mutually acceptable sexual activity given by clear actions or words. It is an informed decision made freely and actively by all parties. Relying solely upon nonverbal communication can lead to miscommunication.



It is important not to make assumptions; if confusion or ambiguity on the issue of consent arises anytime during a sexual interaction, it is essential that each participant stops and clarifies, verbally, willingness to continue. Individuals should understand that consent may not be inferred from silence, passivity, or lack of active resistance alone. Furthermore, a current or previous dating or sexual relationship is not sufficient to constitute consent, and consent to one form of sexual activity does not imply consent to other forms of sexual activity. Being intoxicated does not diminish one's responsibility to obtain consent.

Conduct will be considered "without consent" if no clear consent, verbal or nonverbal, is given. It should be noted that in some situations an individual's ability to freely consent is taken away by another person or circumstance. Examples include, but are not limited to, when an individual is incapacitated due to alcohol or other drugs, scared, physically forced, passed out, asleep, unconscious, intimidated, coerced, mentally or physically impaired, beaten, threatened, isolated, or confined.

### **Stalking**

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her personal safety or the safety of others, or suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property; and substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Additionally, and for the purposes of these definitions, a reasonable person is defined as a person under similar circumstances and with similar identities to the victim.

In North Carolina, stalking includes the following as criminal offenses:

- Stalking (NCGS 14-277.3)
- Cyber-stalking (NCGS 14-196.3)
- Violation of a Domestic Violence Protective Order (NCGS 50B-4.1)

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### **Warning Signs of Domestic or Dating Violence or Abuse**

Some of the warning signs of domestic or dating violence or abuse are as follows:

- You are fearful of your partner.
- You are constantly watching what you say to avoid a "blow up."
- You have feelings of low self-worth and helplessness about your relationship.
- You feel isolated from family or friends because of your relationship.
- You hide bruises or other injuries from family or friends.
- You feel pressure about working, studying, going home, and/or using technology such as your cell phone.
- You are or feel as though you are being monitored by your partner.

### **Education and Training - Sexual Misconduct**

Students and employees are offered education and training that promotes awareness of matters related to sexual harassment and misconduct including education on rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking.

### **Reporting - Sexual Harassment and/or Misconduct**

All persons are encouraged to report incidents of sexual harassment and/or misconduct to a College official. Reporting should include the name of the person(s) directly involved in the incident(s); the name(s) of the person(s) who is/ are, or may be, a witness to the incident(s); a description of the incident(s), including date(s), time(s), and location(s); the specific code(s) of conduct that is/are believed to be violated; and any action(s) that has/have been taken regarding the matter.

Employees are encouraged to report matters related to sexual harassment and/or misconduct to a College official and students are encouraged to report matters related to sexual harassment and/or misconduct to a College official such as a Department Chair, Dean, Assistant or Associate Vice President, Vice President, or to the Division of Student Affairs.

The College recognizes that individuals may be reluctant to report instances of sexual misconduct when their own actions are violations of College policy related to the use of drugs and alcohol. While the College does not condone violations of its policy, it will generally extend immunity for alcohol or substance abuse violations as part of reporting instances of sexual misconduct.

Any person in a supervisory position who becomes aware of information that would lead a reasonable person to believe that sexual harassment and/or misconduct has occurred has a duty to report the matter to his or her supervisor(s). Reports regarding students may also be made to the Division of Student Affairs, and reports regarding employees may also be made to the Office of Human Resources.

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### **Investigations - Sexual Harassment and/or Misconduct**

The College has a compelling obligation to investigate allegations and suspected instances of sexual harassment and/or misconduct. Investigations will be prompt, fair, and impartial, and all individuals will be treated with appropriate sensitivity and respect.

The College is not precluded from taking any action it deems appropriate, including informing the alleged harasser of the complaint and pursuing an investigation even in cases when the complainant is reluctant to proceed.

Pursuant to Title IX, the College will insure that coordinators and investigators are trained at least annually in the matters of sexual assault, dating violence, domestic violence, and stalking. Investigations involving students will use a preponderance of evidence to determine outcomes and will generally be completed within 60 days. The complexity and severity of a complaint may require an investigation to extend beyond 60 days and persons involved will be kept informed of the status of the investigation. For investigations involving students, a complainant and the person accused will be simultaneously notified in writing of their rights and the outcome which will include the appeal procedures.

Investigations involving students do not constitute a violation of the Family Educational Rights and Privacy Act (FERPA) and include only the final determination with respect to the alleged sex offense and any sanction that is imposed.

### **Confidentiality**

The College will make every reasonable effort to conduct all proceedings in a manner that will protect the confidentiality of all parties. In certain situations, it may be necessary to disclose information as part of any investigation, disclose information to others on a “need-to-know” basis, or disclose information when compelled or required to do so by law. All persons involved should treat the matter with discretion and respect for the reputation of all parties involved.

### **Retaliation**

Retaliation is prohibited under the Gaston College policy. Retaliation is defined as acts taken in response to good-faith reporting of sexual and other unlawful harassment or misconduct and participation in an investigation. The protection against retaliation applies to all parties and to all witnesses.

### **Sanctions**

When it has been determined that sexual harassment and/or misconduct has occurred, appropriate sanctions will be taken. Sanctions may include no-contact orders, trespass notices, or other actions up to and including dismissal or expulsion. Campus Police and Security may also enforce court-issued no-contact orders, restraining, or other protective orders.

It is a violation for anyone to knowingly or with reckless disregard for the truth make false accusations of sexual harassment and/or misconduct. Failure to prove a claim of sexual harassment and/or other unlawful sexual misconduct is not equivalent to a false allegation. Sanctions may be imposed on individuals who knowingly or with reckless disregard for the truth make false accusations of sexual harassment and/or other unlawful sexual misconduct.

For more information about investigation procedures, please see the Student Code of Conduct section and Appendix F: Sexual & Other Unlawful Harassment or Misconduct in the Gaston College Student Handbook.

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### **Rights of the Victim and Accused and Resources**

A victim and the person accused have certain rights regarding incidents of sexual harassment and/or misconduct including a prompt, fair, and impartial investigation by qualified persons and the opportunity to have others present during institutional proceedings. Additionally, the College will assist victims with reporting crimes to law enforcement agencies upon request.

Individuals may choose not to report alleged sexual harassment and/or misconduct to a College official or law enforcement authorities. The College will respect an individual’s decision with regard to reporting; however, the College may notify appropriate law enforcement authorities if required or warranted. Additionally, the College may start an investigation even in the absence of an official report.

Further, a victim has additional rights including, when reasonable, a change in class assignment, a no-contact order, or a change in working environment to prevent unwanted contact or close proximity with the accused. Additionally, a victim will be provided confidential on- and off-campus counseling and information on College and community resources to assist with living, transportation, and other services. Gaston College does not endorse a particular service over another; however, some of the services available include the following:

Service	Contact Information
Gaston College Counseling/Career Development Center	704.922.6220 or 704.748.5209
Carolina Center for Counseling	704.861.2234
Family Services, Inc.	704.864.7704
Partners Behavior Health Management Referral Services	888.235.4673
Phoenix Counseling Center	704.842.6359
Piedmont Psychological Associates	704.861.0271
Gaston/Lincoln County 24-hour Rape Crisis Hotline	704.864.0060
National Sexual Assault Hotline	1.800.656.HOPE (4673)
National Domestic Violence Hotline	1.800.799.SAFE (7233)

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#### Tips for Handling Incidents of Sexual Misconduct

- Clearly communicate your sexual limits to your partner.
- Forcefully say "no" if pressured for unwanted sex. If saying "no" does not work, try to get away by running and screaming for help.
- Report the crime to a law enforcement agency.
- Get medical attention. The physician should collect specimens and make detailed notes about the physical evidence, such as bruises, cuts, torn clothing, and traces of semen. You should be tested later for pregnancy, sexually transmitted diseases, and HIV.
- Contact a rape crisis or counseling center.
- Go to a safe place.
- Call the police, rape crisis hotline, a friend, or family member.
- Reporting is your choice. If you do not report, try to write down the details of the assault and save them in case you change your mind.
- Whether you report or not, seek medical attention for treatment of external or internal injuries and testing for sexually transmitted diseases and pregnancy.

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#### Preserving Evidence

The preservation of evidence plays an important role in a sexual misconduct investigation. Below are suggestions to assist with the preservation of evidence.

- Do not wash, bathe, shower, douche, use the toilet, or change clothing before the police arrive in order to preserve DNA evidence.
- If changing clothes is unavoidable, put all the clothing you were wearing in a paper bag, not a plastic bag.
- Do not move any physical items which may have been touched by the assailant.
- Get medical attention as soon as possible.
- Do not touch any surfaces that the suspect may have touched until the police have dusted for fingerprints.

- Document any injury you suffered, either by photograph or by showing the injuries to someone you trust.

### **Bystander Intervention**

If you are a bystander to an incident of sexual misconduct, you should ask the victim if they need help and evaluate the risk of trying to stop the incident. If you determine that it is too dangerous, yell for help and call 911. As a bystander and witness, try to avoid leaving the scene. With your presence, a perpetrator is more likely to discontinue.

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### **If You Are Told About an Incident of Sexual Misconduct**

If someone tells you about an incident of sexual misconduct, you should listen carefully and not be judgmental. You should remain patient and give the other person time to talk about the incident. Try to empower the other person, but don't pressure them into doing anything that they are not prepared to do at that time. You may encourage the person to report a rape or similar incident to law enforcement. If the person has questions regarding the legal process, you can guide them to contact the National Sexual Assault Hotline at 1.800.656.HOPE (4673). If the person is willing to seek medical attention or report the assault, offer to accompany them wherever they need to go such as the hospital, local police, or to the Campus Police and Security Department.

### **Registered Sex Offenders**

Information regarding registered sex offenders in the State of North Carolina can be found at <http://sexoffender.ncdoj.gov/>.

### **Drug Free Campus, Alcohol, and Education Program**

Gaston College is committed to providing a drug-free workplace and campus by meeting the requirements of the Drug-Free Workplace Act of 1988 and Drug-Free Schools and Communities Act amendments of 1989. All persons, including visitors and vendors, are prohibited from unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, illicit drug, or alcohol on the College's premises; in vehicles owned, leased, or rented by the College; at any work site or location at which College duties are being performed by College employees or students as part of any College activity; or at sites of off-campus activities of student groups recognized by the College.

North Carolina State Law governs the possession, sale, and furnishing of alcohol, and specifically states that the consumption of alcohol is illegal by persons under age 21. Pursuant to NC State Law, Gaston College has a strict policy on the use of alcohol on College property. The Campus Police and Security Department is responsible for enforcing NC Law and the College's policy regarding alcohol.

Additionally, the College maintains a Drug and Alcohol Education program for students and employees that promote drug and alcohol awareness. Information provided includes written policies and procedures, student rights and responsibilities, College and state law sanctions, and counseling services. The education program is delivered to students and employees using a variety of methods including, but not limited to new student and new hire orientations, via publications by the College's Health and Wellness Committee, and for employees, via the College's Employee Assistance Program.

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## **Safety and Security Overview**

Gaston College is committed to providing a safe and secure working and learning environment. During normal business or class-time hours, College facilities are open to all persons. During non-business hours, access to College facilities is controlled. Only authorized personnel are permitted access during an official closing.

Campus Police and Security employ various security and environmental controls designed to maintain the safety and security of the College campus. Ongoing audits are performed to identify and correct inadequate lighting, cracked or dangerous walkways or roadways, overgrown shrubbery, or inoperable locks or doors. Additionally, all employees and students are encouraged to report to Campus Police and Security any behaviors or conditions which may present a safety and security concern.

Additional safety and security-related information is provided in the Student Handbook and on the College's website at [www.gaston.edu](http://www.gaston.edu).

## **Types of Reportable Crimes per the Clery Act**

Pursuant to the Clery Act, the following crimes, arrests, and related incidents are reportable:

- Murder and non-negligent manslaughter, which is the killing of one human by another.
- Negligent manslaughter, which is the killing of another person through gross negligence.
- Forcible sexual offenses, which is any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against that person's will where the victim is incapable of giving consent.
- Non-forcible sexual intercourse, which is considered unlawful.
- Robbery, which 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 or violence and/or by putting the victim in fear.
- Aggravated assault, which is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by a 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 that could and probably would result in serious personal injury if the crime were successfully completed.
- Burglary, which is the unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes unlawful entry with intent to commit a larceny or a felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned acts.
- Motor vehicle theft, which is the theft or attempted theft of a motor vehicle. Motor vehicle theft is classified as any case where an automobile is taken by a person not having lawful access, even if the vehicle is later abandoned, including joy riding.
- Arson, which is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle, aircraft, or personal property of another, etc.
- Hate crimes reported by category of prejudice, including race, gender, religion, sexual orientation, ethnicity, disability, gender identity and national origin. Statistics are also required for larceny, theft, simple assault, and intimidation if the crime committed is classified as a hate crime.
- Destruction, damage, vandalism of property.

- Arrests, referrals, and disciplinary actions, even if an arrest is not made, for violations of liquor and drug laws or ordinances.
- Arrests, referrals, and disciplinary actions, even if an arrest is not made, for violations of weapons laws or ordinances.

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**Reporting a Crime, Campus Security Authority, Counselors, and Confidentiality**

All persons should report any crimes; however, a Campus Security Authority (CSA) is required to report crimes specifically covered by the Clery Act. A CSA is a person who holds a position with significant responsibility for student and campus activities, outside of normal classroom instruction. The following positions are considered a CSA:

- President
- Vice President for Student Affairs and Enrollment Management
- Vice President for Economic and Workforce Development
- Vice President for Academic Affairs
- Vice President for Finance, Operations, and Facilities
- Chief Administrative Officer
- Chief Development Officer
- Assistant Vice President of Student Affairs
- Assistant Vice President for Finance, Operations, and Facilities
- Associate Vice President for Academic Affairs
- Campus Police and Security Officers
- Dean of Kimbrell Campus and the Textile Technology Center
- Dean of the Lincoln Campus
- Director of Admissions and Counseling
- Director of the Textile Technology Center
- Human Resources Department Personnel
- Title IX Coordinator(s)

Crimes should be reported in a timely manner either by telephone or in person to the Gaston College Campus Police and Security Department. When reporting a crime or related incident, a person should include details such as location, time, parties involved, and the attire of the offender(s). The following information should be used to report crimes and related incidents to Campus Police and Security:

Campus	Campus Police & Security Location	Normal Business Hours	Telephone
Dallas Campus	Comer Engineering Technologies (CET) Building Room 122.	Monday-Thursday from 7:00 a.m. until 11:00 p.m. and on Fridays from 7:00 a.m. until 4:00 p.m., unless the College is closed.	704.922.6480
Kimbrell Campus	Classroom Building Room 107	Monday-Friday from 8:00 a.m. until the campus closes, unless the College is closed.	704.922.6480
Lincoln Campus	Lincoln Classroom Building Room 113	Monday-Friday between the hours of 6:30 a.m. until the campus closes, unless the College is closed.	704.922.6480

The Campus Police and Security Department can also be contacted after business hours at 704.922.6480. In the event that no one is available, calls are automatically transferred to the campus police/security radio system, which may require multiple rings.

The Gaston College Campus Police and Security Department will investigate each crime that is reported in a timely and efficient manner. It should be noted that under NC state law, police reports are considered public records.

In some cases, a victim may want to report a crime but not want to give his or her name or pursue action through the Campus Police and Security Department or other law enforcement agencies. As permitted by the Clery Act, pastoral and professional counselors who receive confidential reports of crime are not required to report these crimes to the Campus Police and Security Department unless there is a continuing threat of serious harm to the student or to others, or there is a legal obligation to report the situation in cases such as suspected abuse or neglect of a minor. Counselors also provide information to victims on how to report a crime. Gaston College employs several professional counselors who provide counseling to members of the College's community within the scope of his or her position description, license, or certification; however, the College does not employ any pastoral counselors.

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#### **Crime and Incident Log, Disclosure of Crime Statistics, and Annual Security Report**

The Gaston College Campus Police and Security Department maintains a log of all crimes reported. The Crime and Incident Log includes 60 days of the most recent crime information and is available to anyone upon request. Crime and Incident information prior to 60 days will be made available within two business days. Crime and Incident Logs are maintained for seven years; three years following the publication of the last Annual Security Report.

The Campus Police and Security Department collects the crime statistics which appear in the Annual Security Report through a number of methods. Police Officers make written reports of all crimes and incidents which are reported and enter them into the Crime and Incident Log. Crime statistics are also collected from other local law enforcement agencies and are included in this report.

On an annual basis, the College's Campus Police and Security Department prepares the Disclosure of Crime Statistics and Annual Security Report to comply with the Clery Act and Crime Statistics Act. This report is prepared in cooperation with various College departments and local law enforcement agencies surrounding the College's campuses. The report contains crime statistics for all "Clery" reportable crimes and security policies, programs, and disciplinary actions as applicable.

The Crime and Incident Log is available for public inspection during normal business hours in the Gaston College Campus Police and Security Department in the Comer Engineering Technologies Building, Room 122 on the Dallas Campus; the Lincoln Classroom Building, Room 113 on the Lincoln Campus; and the Classroom Building, Room 107 on the Kimbrell Campus.

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### **Timely Warning, Emergency Determination, Response, and Notification**

Occasionally there may be reasons to notify the campus community of an imminent danger. Upon notification of an impending emergency situation, and when deemed necessary and appropriate, Gaston College will issue timely warnings and/or emergency notifications to the campus community and the public regarding real or potential threats and/or emergencies as soon as pertinent information is available. Examples of an emergency situation or potential emergency situation include fires, bomb threats, natural disasters, major crimes, or other situations that are deemed as such.

The purpose of a timely warning is to alert the campus community of an impending Clery Act crime to provide persons the opportunity to protect themselves. The purpose of an emergency notification is to provide the opportunity for persons to respond appropriately. Care will be taken with regard to the timing of an emergency notification so as to not compromise efforts to assist victims or any emergency response efforts.

Emergency determination and related communications and/or responses will typically be confirmed and handled by one or more positions at the College including, but not limited to, the President, Chief Administrative Officer, Chief of Campus Police, Captain of Campus Police, and/or the Director of Marketing and Public Relations. In most cases, a member of the Campus Police and Security Department will personally verify an emergency situation and report his or her findings to the Chief of Campus Police or other designated person. Unless directed or needed otherwise, the Campus Police and Security Department is responsible for the actual issuing of a timely warning and/or an emergency notification. Anyone with information warranting a timely warning and/or an emergency situation should report the details to the Campus Police and Security Department as soon as reasonably possible.

Emergency notifications will contain adequate information to effectively notify the campus and the public, as necessary. In some cases, emergency notifications may be made to specific campuses, buildings, and classrooms, and are not appropriate for general notification.

Emergency notifications and timely warnings may be issued using a variety of methods including GC Alert, webpage, telephone, PA announcement, recorded switchboard message, voice mail, social media, radio announcement, College email, TV-cable screen, news release, direct mail, and group meetings.

The GC Alert system allows a person to receive messages via text (charges may apply) or email. Subscribing to the GC Alert system can be done by visiting [www.gaston.edu](http://www.gaston.edu).

As appropriate, key internal and/or external constituents should be notified in the event of a potential or actual emergency situation. Internal constituents include faculty and staff, students and/or parents of students, members of the College's Board of Trustees, members of the College's Foundation Board, members of the College's Textile Technology Center Board, or representatives of the Gaston Early College High School. External constituents include law enforcement agencies, neighbors of the College, public officials, government agencies, the general public, the Lincoln Campus Senior Center, Gaston County District Schools, Lincoln County District Schools, customers of the Textile Center, the NC Community College System Office, and media (local, state, and/or national).

The Director of Marketing and Public Relations will typically collaborate with the President, Chief Administrative Officer, or designee to determine who should be notified. The Director of Marketing and Public Relations is also the designated spokesperson for the College for outside media communications.

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### **Emergency Notification System Testing**

On at least an annual basis, the GC Alert system is tested and an emergency response/evacuation drill is conducted. Other emergency response systems are tested periodically. Documentation of each test and drill is maintained by the Campus Police and Security Department or the Human Resources Department and includes whether the drills were announced or unannounced. The testing procedures for emergency response drills are publicized annually in the College's Annual Security Report.

### **Emergency Response Guide**

Gaston College publishes an Emergency Response Guide (ERG), which provides basic information on what to do in the event of an emergency or related situation. ERGs are located in wall-pockets at various locations on each campus.

#### **Evacuation, Shelter-in-Place, and Lockdown**

Depending on the nature of the emergency or potential emergency situation, an evacuation, shelter-in-place, or lockdown response may be necessary.

Typically only Campus Police and Security and/or a senior College official will authorize an evacuation, shelter-in-place, or lockdown; however, depending on the nature of the situation, these procedures may be implemented by others. For example, it may be necessary for a security officer or instructor to make the decision to lock down or implement a shelter-in-place response if he or she is the person who has knowledge or is in control of that specific area. In these cases, the decision should not be delayed by any effort to seek higher authorization for action. Examples might include explosions, bomb threats, sudden severe weather, hostile intruder, or active shooter.

#### **Evacuation**

In addition to evacuations resulting from real events, Gaston College also stages evacuation drills on a periodic basis. Regardless, all persons should treat evacuations as if they are real events. Evacuations are typically coordinated by the Campus Police and Security Department.

In the event of a building evacuation for **fire**, all persons should do the following:

- Remain calm and help others to stay calm.
- When an alarm sounds, or upon notification, evacuate the building quickly using the closest safe exit and ask others to do the same.
- Close all doors behind you as you leave.
- Do not use elevators.
- If safe to do so, take essential personal possessions with you.
- Assist disabled persons.
- Do not attempt to extinguish a fire unless you are trained, and it is safe to do so.
- Once outside, move away from any affected buildings or structures and go to a designated assembly locations (located on Campus Maps in the Emergency Response Guide).
- Check for missing persons and notify emergency responders of someone who may still be inside the building.
- Do not reenter a building until told to do so by a College official.

### **Persons That May Need Evacuation Assistance**

Persons with limited mobility, but who are able to walk independently, should take special care while evacuating, especially when the use of stairs is required. If needed, persons without restricted mobility should walk beside those that may require assistance.

Persons with little to no mobility should move to, or remain at, a determined location and wait for assistance from others, including rescue personnel, if deemed necessary. If needed, persons needing assistance are usually the most knowledgeable and should be consulted on how they are to be assisted.

Persons who are visually impaired should be informed of the nature of the emergency and offered guidance to the nearest emergency exit. If needed, persons should walk beside those who may require assistance and offer guidance regarding obstacles such as stairs, doors, etc.

Persons who are hearing impaired may not be able to hear certain emergency alarms and will need to be alerted to the situation by gestures or by turning a light switch on and off. Emergency instructions may be given by verbalizing, mouthing, or by a short, clear message such as "Fire alarm—leave—now!"

### **Shelter-in-Place**

In some situations, leaving a building is **not** appropriate. In these situations, a shelter-in-place approach may be necessary. Shelter-in-place means to make a shelter of the building that you are in. Examples of when a shelter-in-place might be appropriate include severe weather or when external aspects surrounding a building, such as air quality, become a concern.

In the event that a shelter-in-place is implemented, persons inside a building should do the following:

- If inside a building, stay inside the building.
- If outdoors, go to the closest building.
- Locate a shelter inside that is an interior room and above ground level, but at the lowest floor or level possible.
- Avoid a shelter-in-place that does not have any windows.
- Secure any possible supplies that may be needed, such as water.
- Secure a telephone to be used in case contact inside or outside the building is necessary.
- Shut and lock all windows with a tight seal and close exterior doors.
- Turn off air conditioners, heaters, and fans.
- Close vents to ventilation systems if possible and safe to do so. This may need to be done by trained maintenance personnel.
- Make a list of the people with you.
- In the event of certain emergencies, it may be necessary for one person to call 911 or Campus Police at 704.922.6480 (or extension 6480), so they know where you are "sheltering."
- Turn on a radio or TV, if available, and listen for further instructions.
- Follow instructions from any emergency personnel.

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## **Lockdown**

The following guidelines provide information on what to do in the event of a lockdown because of the presence of a hostile intruder. These guidelines do not include all the possible actions or procedures in the event of a lockdown. In the event of a lockdown, a person may choose to run, hide, or fight.

If a person decides to run, he or she should have an escape route and plan in mind, leave belongings behind, and keep hands visible.

If a person decides to hide, he or she should remain calm and help others to stay calm, turn off the lights and, if possible, lock and barricade doors, lock windows, take cover, stay out of sight, remain silent, keep cell phone on vibrate or silent (so an intruder is not alerted to your location), and stay until otherwise directed by law enforcement personnel.

If a person decides to fight, this should be a last resort and only when it is an imminent, life-threatening situation. Fighting might include an attempt to incapacitate the hostile intruder or active shooter with physical aggression, including throwing items at the person.

When law enforcement personnel arrive:

- Do not run toward them so you don't delay and obstruct their mission.
- Remain calm and follow law enforcement commands and do not question the reasons.
- Avoid pointing, screaming, and/or yelling.
- Put down any items in your hands.
- Immediately raise hands and spread fingers; keep hands visible at all times.
- Do not stop to ask officers for help or direction when evacuating.
- Avoid making quick movements toward officers such as attempting to hold on to them for safety.
- Remember, in the event of a hostile intruder or active shooter, law enforcement officers may not know or have a description of the intruder or shooter. All persons will be considered a threat to responding law enforcement officers until the assailant's identification is known and the campus is secure.

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### Crime Statistics 2014-2016

Crime Year	Dallas Campus	Adjacent Public Property	Lincoln Campus	Adjacent Public Property	Kimbrell Campus	Adjacent Public Property	Non-Campus Property	TOTAL	Reported as a Hate Crime
<b>Murder / Non-Negligent Manslaughter</b>									
2016	0	0	0	0	0	0	0	0	0
2015	0	0	0	0	0	0	0	0	0
2014	0	0	0	0	0	0	0	0	0
<b>Sex Offenses, Forcible</b>									
2016	0	0	0	0	0	0	0	0	0
2015	0	0	0	0	0	0	0	0	0
2014	0	0	0	0	0	0	0	0	0
<b>Sex Offenses, Non-Forcible</b>									
2016	0	0	0	0	0	0	0	0	0
2015	0	0	0	0	0	0	0	0	0
2014	0	0	0	0	0	0	0	0	0
<b>Robbery</b>									
2016	0	0	0	0	0	0	0	0	0
2015	0	0	0	0	0	0	0	0	0
2014	0	0	0	0	0	0	0	0	0
<b>Aggravated Assault</b>									
2016	0	0	0	0	0	0	0	0	0
2015	0	0	0	0	0	0	0	0	0
2014	0	0	0	0	0	0	0	0	0
<b>Burglary</b>									
2016	0	0	0	0	0	0	0	0	0
2015	0	0	0	0	0	0	0	0	0
2014	0	0	0	0	0	0	0	0	0
<b>Vehicle Theft</b>									
2016	0	0	0	0	0	0	0	0	0
2015	1	0	0	0	0	0	0	1	0
2014	2	0	0	0	0	0	0	2	0
<b>Arson</b>									
2016	0	0	0	0	0	0	0	0	0
2015	0	0	0	0	0	0	0	0	0
2014	0	0	0	0	0	0	0	0	0
<b>Negligent Manslaughter</b>									
2016	0	0	0	0	0	0	0	0	0
2015	0	0	0	0	0	0	0	0	0
2014	0	0	0	0	0	0	0	0	0

Dating Violence, Domestic Violence, and Stalking (including Cyberstalking)									
Crime Year	Dallas Campus	Adjacent Public Property	Lincoln Campus	Adjacent Public Property	Kimbrell Campus	Adjacent Public Property	Non-Campus Property	Total	Reported as a Hate Crime
Dating Violence									
2016	0	0	0	0	0	0	0	0	0
2015	0	0	0	0	0	0	0	0	0
2014	0	0	0	0	0	0	0	0	0
Domestic Violence									
2016	0	0	0	0	0	0	0	0	0
2015	0	0	0	0	0	0	0	0	0
2014	0	0	0	0	0	0	0	0	0
Stalking									
2016	0	0	0	0	0	0	0	0	0
2015	0	0	0	0	0	0	0	0	0
2014	0	0	0	0	0	0	0	0	0

Other Referrals									
Crime Year	Dallas Campus	Adjacent Public Property	Lincoln Campus	Adjacent Public Property	Kimbrell Campus	Adjacent Public Property	Non-Campus Property	Total	Reported as a Hate Crime
Liquor Law Violations									
2016	0	0	0	0	0	0	0	0	0
2015	0	0	0	0	0	0	0	0	0
2014	0	0	0	0	0	0	0	0	0
Drug Law Violations									
2016	3	1	0	0	0	1	0	5	0
2015	0	0	0	0	0	0	0	0	0
2014	0	1	0	0	0	0	0	1	0
Weapon Law Violations									
2016	0	1	0	0	0	0	0	1	0
2015	0	0	0	0	0	0	0	0	0
2014	0	0	0	0	0	0	0	0	0

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Hate Crimes								
Crime Year	Dallas Campus	Adjacent Public Property	Lincoln Campus	Adjacent Public Property	Kimbrell Campus	Adjacent Public Property	Non-Campus Property	Total
Simple Assault								
2016	0	0	0	0	0	0	0	0
2015	0	0	0	0	0	0	0	0
2014	0	0	0	0	0	0	0	0
Larceny-Theft								
2016	0	0	0	0	0	0	0	0
2015	0	0	0	0	0	0	0	0
2014	0	0	0	0	0	0	0	0
Intimidation								
2016	0	0	0	0	0	0	0	0
2015	0	0	0	0	0	0	0	0
2014	0	0	0	0	0	0	0	0
Vandalism/Damage of Property								
2016	0	0	0	0	0	0	0	0
2015	0	0	0	0	0	0	0	0
2014	0	0	0	0	0	0	0	0