
**GENERAL INFORMATION**

*Access to Campus Facilities*
Campus buildings and facilities are accessible to members of the campus community, guests, and visitors during normal hours of operation and during other hours for special events. Normal hours of operation are Monday through Thursday 7:30 am to 10:30 pm, Friday 7:30 am to 5:00 pm, and Saturday 10:00 am to 3:00 pm (when classes are in session). If there are no special events scheduled, campus buildings are secured.

*Physical Plant*
The Springfield campus consists of approximately 103 acres and eleven buildings. Four buildings are located in downtown Springfield and seven buildings are located on Leffel Lane. The Beavercreek campus consists of one building on 3.6 acres. Additionally, the College has leased training facilities in Bellefontaine, Urbana and Tremont City.

**POLICIES**

*Alcohol Policy*
The Clark State Community College Performing Arts Center and the Hollenbeck Bayley Creative Arts & Conference Center hold a liquor license for the sale of alcoholic beverages. Individuals or organizations may be granted permission to serve alcoholic beverages in other campus buildings in compliance with Ohio State Liquor Laws. The unauthorized use and/or distribution of alcoholic beverages on College owned or controlled property or at College sponsored events are strictly prohibited. Underage persons consuming alcohol and/or anyone found in violation of the liquor laws shall be subject to arrest, criminal prosecution, and disciplinary action by the College.

*Drugs*
The unlawful possession, use, or distribution of any drug or controlled substance is prohibited on College owned or controlled property or at College sponsored events. Anyone found in violation of the drug laws shall be subject to arrest, criminal prosecution, and disciplinary action by the College.

The Counseling Center at Clark State Community College has an independently licensed mental health counselor who provides screenings and referrals for students struggling with alcohol/drug use. Students can be referred to treatment centers within their community as well as 12-step support groups; pamphlets explaining these local resources are available in the Counseling Center. For students requesting information about alcohol/drugs, educational information about warning
signs of abuse and dangers of alcohol/drugs is also available. The Counseling Center is located in the LRC Building on the Leffel Lane Campus in Room 113. Hours are 9:00 a.m. to 3:00 p.m. Monday through Friday. Melinda Van Noord MS LPCC-S, Counselor, can be contacted at 937.328.7961. Treatment programs for faculty and staff covered under our insurance plan can be found on Anthem’s website (www.anthem.com).

**Firearms/Dangerous Weapons**
The possession of firearms, explosive devices, fireworks, dangerous or illegal weapons, or hazardous materials on College owned or controlled property or at College sponsored events is prohibited. A valid license does not authorize the licensee to carry a concealed handgun into any facility on College owned or controlled property. Anyone found in violation of the firearms, deadly weapon, dangerous ordinance, or concealed carry laws shall be subject to arrest, criminal prosecution, and disciplinary action by the College.

**Sex Offender Notification**
House Bill 180 (21st General Assembly) concerning the registration of sex offenders and community notification of registered sex offenders went into effect July 1, 1997. The law, commonly known as Megan’s Law, requires certain sex offenders to register with the Sheriff in the county in which they reside. The Sheriff must notify the College of any such registrations.

The Campus Sex Crime Prevention Act went into effect on October 28, 2002. This federal law provides for tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, or working or volunteering on campus. This act amends the Jacob Wetterling Crimes against Children and Sexually Violent Offender Registration Act. Clark State Community College is notified by mail about individuals registered as sexual predators and individuals registered as habitual sex offenders with community notification. Websites for the four service counties of Clark State as well as the website for the State of Ohio are:

- Clark County – [www.clarkcountysheriff.com](http://www.clarkcountysheriff.com)
- Greene County – [www.co.greene.oh.us/sheriff](http://www.co.greene.oh.us/sheriff)
- Logan County – [http://www.logansheriff.com](http://www.logansheriff.com)

Individuals seeking further information about these laws, or the notifications made to the College in accordance with these laws, should contact the Vice President for Business Affairs at 937-328-6003.

**Rape/Sexual Assault**
Clark State will sponsor rape and sexual assault awareness education/prevention programs during the academic year to all members of the campus community. Victims of rape/sexual assault are strongly encouraged to report any assault to the Campus Police Department. The College will make accommodations in a victim's academic situation if reasonably possible. Victims are encouraged to seek professional assistance from a professional counselor, Clark State’s Behavioral Support Services Department, and/or the College’s Campus Ministry Office.

**Emergency Preparedness/Homeland Security**
It is important that visitors, students, guests, and employees feel safe on campus. The United States Department of Homeland Security has created the National Terrorism Advisory System which replaces the color-coded advisory system. This information can be found at [http://www.dhs.gov/national-terrorism-advisory-system](http://www.dhs.gov/national-terrorism-advisory-system).

**Emergency Response and Evacuation Procedures**
The College’s emergency response and evacuation procedures are outlined in the Emergency Resource Guide which is distributed widely to the campus community. Upon the confirmation of a significant emergency or dangerous situation involving an immediate health or safety threat, students, faculty and staff will be notified via the College’s mass notification system (Eagle Alert System), mass e-mails, megaphones, and/or in person by assigned Building Project Officers and Campus Police. This notification will occur without delay and shall be worded appropriately depending on the emergency. The Vice President for Business Affairs will determine when there is a significant emergency and who shall be notified and shall also initiate the notification. Evacuation procedures are reviewed periodically. Campus Police will work closely with the Vice President for Business Affairs and Building Project Officers. The Vice President for Business Affairs will stay in contact with the College President and the College Relations Department. Any off-campus communication that is deemed necessary will
be determined by the College Relations Department. Building Project Officers meet on an annual basis to review emergency response and evacuation procedures and plan an annual evacuation exercise.

**CLARK STATE SAFETY AND SECURITY**

*Safety and Security*

The College contracts with the City of Springfield to provide safety and security services. The Campus Police Department is staffed by officers from the Springfield Police Department. The College maintains a close working relationship with the City of Springfield Police Department, the Clark County Sheriff’s Office, the Beavercreek City Police Department, and other federal, state, and local law enforcement agencies. It is the College’s mission to provide a safe and secure environment for students, employees, guests, and visitors while on campus (no officially recognized student organizations exist at off-campus locations, i.e. off-campus student housing). Information regarding Safety and Security at the College can be found at [http://www.clarkstate.edu/student-life/safety-security/](http://www.clarkstate.edu/student-life/safety-security/).

**Battery Jump Starts**

The Campus Police Department has a jump start service for faculty, staff, students, and visitors whose vehicles are parked on or near campus. This service is available on a first-come first-serve basis as time and weather permit. Anyone parked on Clark State campuses can get a free jump start. A waiver must be signed releasing the College from liability. Police Officers may elect but are not required to provide such service particularly if other patrol and/or emergency care duties are put at risk.

**Vehicle Lock-Outs**

The Campus Police Department will attempt to open vehicles with keys locked inside. A waiver must be signed releasing the College from liability. Proof of ownership and proper identification are required. Police Officers may elect but are not required to provide such service particularly if other patrol and/or emergency care duties are put at risk.

**Safety Escorts**

Students, faculty, staff, and guests requesting safety escorts to their vehicle can call Campus Police at ext. 3856.

**Emergency Telephone Numbers**

On Campus – Extension 3856 or 9-911
Off Campus – 328-3856 or 911

If the situation is not life-threatening but of an immediate nature, please call either the Springfield City Police at 937-324-7680, the Clark County Sheriff’s Office at 937-328-2560, or the Beavercreek City Police at 937-426-1225, depending on the location of the incident.

**BEHAVIORAL SUPPORT SERVICES**

**Behavioral Intervention Team (BIT)**

The Behavioral Intervention Team is a consultation team that works together to support and protect Clark State's environment, both inside and outside the classroom, and promote the safety and well-being of students, faculty and staff. The BIT members represent various areas on campus. The BIT is intended to be an immediate intervention that addresses student situations that may pose threat of harm or be disruptive to student and College safety, security or operations, thus impeding the College’s educational mission and preventing academic and personal success.

**Counseling Services**

An experienced counselor is available to provide a variety of services to assist students in personal growth and to resolve behavioral/emotional problems and concerns that may impede academic performance. Services provided include Consultation and Referral, Personal Development Workshops, Personal Counseling (limited) and a Peer Listening Program.

Counseling and the Peer Listening Services are available on a walk-in basis, however, appointments are strongly encouraged. Counseling sessions are free and confidential (except in cases in which disclosure of information is necessary to protect the student or others from physical harm or life-threatening injuries) otherwise no information will be released without the student’s written permission. Students are encouraged to seek the Counseling Center’s help and guidance in a proactive manner.
CRIME REPORTING

The Campus Police Department is here to serve the entire Clark State community. However, they cannot do it alone. They need and seek your assistance at all times. Clark State currently does not have a policy allowing voluntary, confidential crime reporting. However, information divulged during pastoral/professional counseling can be done on a confidential basis. Anyone who is a victim or witness to a crime is encouraged to report the incident to Campus Police or the local authorities. All reports will be investigated. Campus crime and crime-related problems are communicated to all members of the campus community.

Crime Statistics

A comprehensive annual report of crime-related information is compiled, published, and distributed to all students and employees, and to any prospective student and employee upon request. Crime statistics are obtained from the Clark State Campus Police Department, Springfield City Police Department, Clark County Sheriff’s Office, Beavercreek City Police Department, and non-police officials.

Faculty, staff, and students are notified via e-mail that the updated Campus Crime Report is available in printed copy and online at http://www.clarkstate.edu/student-life/safety-security/. Additionally, the College’s statistics as well as statistics submitted by other colleges and universities can be found on the U. S. Department of Education’s website at http://ope.ed.gov/security/.

<table>
<thead>
<tr>
<th>Crimes</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses – Forcible</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses – Non-Forcible</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Arrests/Referrals for Disciplinary Action</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Law Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug-Related Violations</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Weapons Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

HATE CRIME LEGEND

Criminal offenses listed above that manifested evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity/national origin, or disability are noted as follows:

Race = RA  Gender = G  Religion = RE  Sexual Orientation = S
Ethnicity = E  Disability = D

KEY

a = Crimes on campus  b = Crimes in or on non-campus buildings or property  c = Crimes reported on public property (adjacent public streets and sidewalks)

The above categories and reported alleged criminal activity do not necessarily constitute an arrest or conviction. These are allegations of wrongdoing.

10/2014