
**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 a.m. to 10:30 p.m., Friday 7:30 a.m. to 5:00 p.m., and Saturday 7:30 a.m. to 3:00 p.m. (when classes are in session). If there are no special events scheduled, campus buildings are secured.

**Physical Plant**
The Springfield campus consists of approximately 107 acres and twelve buildings. Four buildings are located in downtown Springfield and eight 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 Tremont City as well as leasing space at The Dome: Springfield Center of Innovation, Greene County Career Center, Miami Valley CTC, Ohio Hi-Point, Xenia REACH Center and Springfield-Clark CTC.

**Policies**

**Alcohol Policy**
The Clark State Community College Performing Arts Center and the Hollenbeck Bayley Creative Arts and 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 twelve-step support groups; pamphlets explaining these local resources are available in the Counseling Center. Students may also request information about alcohol/drugs or educational information about warning signs of abuse and dangers of alcohol/drugs. The Counseling Center is located in Rhodes Hall on the Leffel Lane Campus in Room 224. Hours are 8 a.m. to 5 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 the College’s health plan can be found on Medical Mutual of Ohio’s website (www.medmutual.com). Faculty and staff members may also access 24/7 confidential counseling on alcohol/drug abuse as well as anger management, stress, grief and loss, and other personal life concerns by contacting our Employee Assistance Program (EAP) provided by Matrix Integrated Psychological Services at 800.866.1171 or www.matrixpsych.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**
Megan’s Law, effective July 1, 1997, 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
- Greene County – www.co.greene.oh.us/sheriff
- Logan County – http://www.logansheriff.com
- Champaign County – http://www.co.champaign.oh.us/Sheriff/html/esorn.html

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/Dating Violence/Stalking
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, dating violence, or stalking are strongly encouraged to report incidents to the Campus Police Department. The College will make accommodations in a victim’s academic situation if reasonably possible. Students who have experienced sexual harassment or sexual violence on campus should report incidents to a Title IX Deputy Coordinator Ron Gordon, Dean, Enrollment Services at 937.328.6095, Nina Wiley, Dean, Student Engagement and Support Services at 937.328.7936, Natalie Johnson, Associate Dean (Greene County campuses) at 937.429.8926, Yolanda Hall, Sr. Human Resources Generalist at 937.328.6125 or to the Title IX Coordinator Laura Whetstone, Director, Human Resources at 937.328.7958. Victims can seek assistance from Clark State’s Counseling Center (Rhodes Hall Room 224, Monday-Friday 8 a.m. – 5 p.m., 937.328.7961). A campus advocate from Project Woman (a sexual assault and domestic violence prevention agency) can meet with victims on campus. Please contact the Counseling Center at 937.328.7961 to arrange this. Project Woman’s 24-hour crisis line is .800.634.9893.

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 replaced the color-coded advisory system. This information can be found at 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 Crisis Response Manual and the Mobile Emergency Response Plan (available as an app for mobile devices), both of which are 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, phone speakers in offices and classrooms, beacons installed in public areas, computer screen displays, 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 President, Senior Vice President, Technology, Safety and Strategic Initiatives and Risk Management Coordinator will initiate the notification upon determination of a significant emergency and will further determine the content and the extent of the notification. Evacuation procedures are reviewed periodically. Campus Police will work closely with the Senior Vice President, Technology, Safety and Strategic Initiatives, Risk Management Coordinator and Building Project Officers. During an event, the Senior Vice President, Technology, Safety and Strategic Initiatives and Risk Management Coordinator will stay in contact with the College President and the Marketing Department. Any off-campus communication that is deemed necessary will be determined by the Marketing Department. Building Project Officers meet semi-annually with the Risk Management Coordinator to review emergency response and evacuation procedures.

CLARK STATE SAFETY AND SECURITY

Safety and Security
The College contracts with the City of Springfield to provide safety and security services for the Springfield Campuses. The Campus Police Department is staffed by officers from the Springfield Police Department. The College contracts with Moonlight Security to provide safety and security services for the Beavercreek (Greene Center) campus. The College follows safety and security procedures at Ohio Hi-Point Career Center for the Bellefontaine campus. 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, the Xenia Police Department, the Logan County Sheriff’s Office, the Bellefontaine 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/.

Battery Jump Starts
The Campus Cadets (in Springfield at 937.605.8269) have 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.
Vehicle Lock-Outs
The Campus Cadets (in Springfield at 937.605.8269) 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.

Safety Escorts
Students, faculty, staff, and guests at the Springfield campuses requesting safety escorts to their vehicle can call Campus Cadets at 937.605.8269, or Campus Police at ext. 3856. Students, faculty, staff and guests at the Beavercreek (Greene Center) campus requesting safety escorts to their vehicle can call Moonlight Security at 937.605.8339.

Emergency Telephone Numbers
In an emergency, always dial 911.
If you think the situation is not an emergency, but you would like to contact Campus Security, call:
Springfield Campuses: Extension 3856 or 937.328.3856
Beavercreek (Greene Center) Campus: 937.605.8339
Bellefontaine (Ohio Hi-Point) Campus: 937.599.3010 ext. 1314

Non-emergency numbers at local safety services include:
Springfield City Police: 937.324.7680
Clark County Sheriff’s Office: 937.328.2560
Beavercreek City Police: 937.426.1225
Xenia Police Department: 937.372.9901
Bellefontaine Police Department: 937.599.1010

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. BIT consultation is intended to provide for an immediate intervention that can address student situations that may pose a threat of harm or be disruptive to student and College safety, security or operations. A BIT team member can be contacted at any campus by calling 937.328.6056.

Counseling Services
Counseling Services is staffed by a licensed mental health counselor. Services provided include Crisis Intervention and Assessment, Consultation and Referral, Suicide Prevention Training and Outreach, Short-term Counseling and a Peer Listening Program. Counseling Services can assist students with a wide range of problems including stress management issues, relationship conflicts/abuse, or major mental health problems. 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. The Counseling Center’s office hours are: Monday through Friday 8:00 a.m. to 5:00 p.m. The office is located in Rhodes Hall, Room 224, at the Springfield Leffel Lane Campus. Students may walk-in or call 937.328.7961 for an appointment; however, appointments are encouraged. Students attending classes at other locations, may call 937.328.7961 for an appointment. Virtual appointments are available.

CRIME REPORTING
The Police and Security Department are here to serve the entire Clark State community. However, they cannot do it alone. Through the Clark State See Something, Do Something campaign, we encourage all Clark State students and employees to report identified concerns. Confidential reporting can be made by notifying the Behavioral Intervention Team at 937.328.6056, or by using the on-line Report a Concern link at the bottom of every Clark State web page. Information divulged during pastoral/professional counseling can also 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. Confidential reporting may also be made to designated Campus Security Authorities: Ron Gordon, Dean, Enrollment Services at 937.328.6095; Nina Wiley, Dean, Student Engagement and Support Services at 937.328.7936; Natalie Johnson, Associate Dean (Greene County campuses) at 937.429.8926; Justin McCulla, Director, Athletics and Student Life, Student Services at 937.328.7819; or Lisa Castle, Student Services Coordinator, Enrollment Services (Bellefontaine campus) at 937.328.6484. 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, Xenia Police Department and Bellefontaine Police Department.

Faculty, staff, and students are notified via e-mail that the updated Annual Campus Safety 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/.
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### 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
- **Religion** = RE
- **Ethnicity** = E
- **National Origin** = NO
- **Gender** = G
- **Sexual Orientation** = S
- **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.*