
**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 am to 5:00 pm, 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 Springfield Center of Innovation: The Dome, Greene County Career Center, Miami Valley CTC, Ohio Hi-Point and Springfield-Clark CTC.

**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 Rhodes Hall on the Leffel Lane Campus in Room 224. Hours are 8:00 a.m. to 5:00 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 the College’s health plan can be found on Medical Mutual of Ohio’s website [www.medmutual.com](http://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](http://www.matrixpsych.com) at 800.866-1171 or [www.matrixpsych.com](http://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**
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/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 Edward Busher, Dean of Student Support Services at 937.328.6095 or Nina Wiley, Dean, Enrollment Services at 937.328.7936 or to the Title IX Coordinator Marvin Nephew, Chief Human Resources Officer at 937.328.6125. 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) is available in the Counseling Center on Tuesdays from 9 a.m. – 1 p.m. Project Woman’s 24-hour crisis line is 1.800.634.9893.

**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](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 (available as an app for mobile devices - Mobile Emergency Response Plan) 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 President, Vice President for Business Affairs and Risk Management Coordinator 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, Risk Management Coordinator and Building Project Officers. The Vice President for Business Affairs 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 with the Risk Management Coordinator on an annual basis 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 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 Police Department (in Springfield) 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 (in Springfield) 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 at the Springfield campuses requesting safety escorts to their vehicle can call 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
Springfield Campuses: On Campus – Extension 3856 or 9-911 Off Campus – 328.3856 or 911
Beavercreek (Greene Center) Campus: On Campus – 937.605.8339 or 9-911 Off Campus – 937.605.8339 or 911
Bellefontaine (Ohio Hi-Point) Campus: On Campus – 937.599.3010 ext. 1211 or 937.599.1010 or 9-911 Off Campus – 937.599.3010 ext. 1211 or 937.599.1010 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, the Beavercreek City Police at 937.426.1225, or the Bellefontaine Police Department at 937.599.1010 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. A BIT team member can be contacted at the Springfield campus by calling 937.328.6056. At the Greene Center, BIT contacts include: Ron Gordon at 937.429.8913, Natalie Johnson at 937.429.8926, or Moonlight Security at 937.605.8339.

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. Services provided include Crisis Intervention and Assessment, Consultation and Referral, Personal Development Workshops, Short-term Counseling 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. 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. Greene Center students can call 937.328.7961 for an appointment.
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 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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<tr>
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Arrests/Referrals for Disciplinary Action

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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                Gender = G      Religion = RE        Sexual Orientation = S
Ethnicity = E            National Origin = NO  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.

09/2016