

STATEMENT OF POLICY LCCC SAFETY AND SECURITY

Mission Statement

The mission of the Campus Security Department is to promote and enhance the safety of the members of the college community and the security of all of the campus' facilities. The Department enforces, in an effective, consistent and fair manner, institutional policies and municipal and state laws in support of the academic mission. Providing professional security services to the academic community, and educating its' members on awareness of safety and security issues, are the Department's most important objectives and responsibilities.

The Campus Security Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires all colleges and universities in the United States to report their crime statistics, campus security/law enforcement policies, and reporting procedures to the United States Department of Education and the campus community on an annual basis. The Campus Security Act requires colleges and universities to publish an annual report showing crime statistics for the past three (3) years; Disclose crime statistics for the campus and adjacent public areas; provide "timely notice" warnings of those crimes that have occurred and pose an ongoing threat to students and employees and disclose in a public log any crime that has occurred on or near the campus and make the log available for viewing during normal business hours.

Colleges and universities in Pennsylvania also report this information under a similar act, Pennsylvania Act73, which requires colleges and universities to report crime statistics to the Pennsylvania State Police and the campus community.

Campus Information

Luzerne County Community College is a co-educational college located on 167 acres of land in the city of Nanticoke, Pennsylvania. The college enrolls approximately 5,400 full-time equivalent students in its day and evening programs. The college also has 409 non-student employees working on campus. The college provides no student housing.

The college campus is an open community without fences or physical barriers in a semi-rural area. Security on campus is considered everyone's responsibility. Community members are encouraged to report suspicious behavior or incidents to a Campus Security Officer as soon as it is noticed. Luzerne County Community College remains one of the safest campuses in the nation. The webpage of the U.S. Department of Education provides statistics for all colleges and universities in the United States.

Campus Hours of Operation

The campus facilities are normally open during the hours of 8 a.m. until 10 p.m. – Monday through Saturday. For all other times, it is the responsibility of Campus Security to open and re-secure facilities as scheduled. Campus Security personnel are on duty at all times.

Responsibilities: Administrators and Security Staff

The Campus Safety & Security Department is the administrative office responsible for safety and security on the campus. This includes the Director of Safety & Security and the Deputy Director of Campus Security who report directly to the College President. The Director of Campus Safety & Security is a full-time administrator with twenty-seven years of progressive law enforcement experience.

The uniformed security staff at LCCC presently consists of six full-time and four part-time security officers. All full-time security officers are certified under Pennsylvania Lethal Weapons Training Certification (Act 235) and also receive annual training in first aid and CPR/AED. All security officers have been trained in handling, or at least stabilizing, most emergency situations such as fire, disturbances, and medical emergencies. Security personnel are also trained and certified in the use of defensive weapons and are authorized to carry batons, pepper spray and handcuffs. Security personnel are not authorized to carry firearms of any type and do not have arrest powers. The College utilizes contracted uniform security services for its' dedicated off-campus sites.

Incident Reporting Procedures

Security personnel initially handle all non-criminal and criminal incidents reported. It is left to the discretion of the investigating officer, in conjunction with the officer's supervisor, as to the seriousness of the offense and as to whether or not state or local officials should become involved. All investigations are to be conducted as thoroughly as possible and brought to a close as quickly as time and circumstances allow.

All non-criminal incidents are referred to the Vice President of Student Development. Criminal incidents are referred to the Nanticoke City Police Department and/or the Pennsylvania State Police. State and local police are summoned to campus to assist security officers in any way necessary. The Nanticoke Police also provide patrols through the campus.

In the case of a sex offense, a victim, witness, or anyone with knowledge of such an act should notify the Office of the Vice President for Student Development and/or the Campus Safety and Security Department. It is important to preserve physical evidence until law enforcement authorities can arrive on the scene. Victims of a sex offense will also be assisted by college personnel in notifying the police if desired. Counseling and support services are available to victims of crime, including sexual assault. All reasonable accommodations will be made as requested by the victim if available.

Victims and witnesses are also able to report crime on a voluntary, confidential basis. Reports of this nature are filed for informational purposes, but there is no formal investigation of the incident. Counselors, from the Student Development Center, who are informed by persons they are counseling of the commission of a crime, shall also inform that person that crimes can be reported to the Campus Safety and Security Department on a voluntary, confidential basis for inclusion in the college's crime statistics only.

During formal campus disciplinary proceedings that involve an alleged crime or violent incident, including sexual offenses, both the accused and the victim may have someone accompany her/him and be present at all of the proceedings. Both the victim and the alleged perpetrator will be notified of the outcome of these proceedings. Disciplinary action can include suspension, immediate expulsions and other remediation. Please refer to the student handbook for campus disciplinary procedures.

Security Patrol Procedures

Regular patrol duties of security personnel include responding to calls for assistance and constant observations of conditions that may render an unsafe campus environment. Any information regarding lighting, overgrown wooded areas, walkways, pathways, and deteriorated or unsafe conditions are reported to the Director of Safety and Security. This includes such information as the hazard, its location, and recommended corrective action. The appropriate administrative personnel will then be contacted so that corrective action can be taken.

Facilities

Members of the LCCC Physical Plant staff routinely care for the buildings and grounds and ensure the aesthetic quality of the campus is balanced with the safety and security needs. Input and suggestions are

welcomed from students and staff to ensure an attractive and safe campus. Outdoor lighting is a continuous high priority. Lights in disrepair are reported immediately to the Physical Plant Department. Outdoor lighting conditions are monitored daily by security officers on their routine patrols.

Campus Communication

The College community is informed about safety and security matters annually through the publication of a Security Policy Statement brochure. In the event of an emergency, information is provided to the College radio station, the College website, video display monitors in all buildings, computer and phone broadcast messages and the College's WENS text messaging system. If needed, timely notifications are also conspicuously posted throughout the campus on campus bulletin boards and other locations.

Contacting Campus Security

To report an emergency or crime, students, faculty and staff may call, write or walk into the Office of Campus Security. This office is located in Building 1, Room 101. **In an emergency, Dial "0" from any on-campus phone or use emergency phones that are installed in all publicly accessible buildings on campus.** Activating the red phone marked "Emergency" will connect you with the College operator in Building #5. Provide the Operator with the incident type and location, names of persons involved, etc. The switchboard operator will notify the proper College officials and has direct radio contact with security personnel. If needed, Campus Security has direct radio communication with police, fire and EMS responders. For non-emergencies, the Campus Security Department can be reached at 570-740-0304 (on college phones dial ext. 304). The College switchboard can also be reached by calling 570-740-0200 or by dialing "0" from any campus telephone. After hours, **Security can be contacted directly by cell phone (570) 239-0128.**

Daily Crime Log

The Campus Safety and Security Department maintains a log of all reported crimes and incidents that occur on campus and adjacent public property. It includes the nature, date, time, and location of each incident, in addition to the incident disposition. The Daily Log is available to the college community during normal business hours and is also available for viewing on the College website at www.luzerne.edu/security.

Campus Surveillance Systems

The College is committed to enhancing the quality of life throughout the campus community by integrating the best practices of public and private security with state-of-the-art technology. A critical component of the comprehensive security plan is video surveillance.

The College, including all off-campus campuses, are protected by an extensive video surveillance system. Video monitoring and recording are conducted in a manner consistent with all College policies. Information obtained through video recording will only be used for security and law enforcement purposes and for compliance with College regulations and can only be released when authorized by the College President or Provost, in accordance with policy procedures. Video monitoring of areas for security purposes is limited to locations that do not violate the reasonable expectation of privacy as defined by law.

College Workplace Safety Committee

The College has a Workplace Safety Committee in place that meets monthly to review all accidents and incidents, as well as safety recommendations, which occur on campus during the previous month. The Committee is certified annually by the Pennsylvania Department of Labor and Industry and strives to ensure a safe and healthy work environment for all employees, students, visitors and general public as well as to protect all buildings, grounds and other property.

Comprehensive Emergency Response Plan

The college has adopted a Comprehensive Emergency Response Plan that provides recommended procedures to be followed during specific types of emergencies that could potentially result in personal injury, loss of life and/or loss of property. Since an emergency is often sudden and without warning, the procedures outlined in the plan are designed to be flexible in order to accommodate contingencies of various magnitudes. Specific types of emergencies addressed in the plan include fires, medical emergencies, chemical spills, bomb threats, weather emergencies, etc. The College works closely and continuously with the Nanticoke Police and Fire Departments, the Luzerne County Emergency Management Agency and other public safety agencies to ensure the safety of the entire college community. The plan is reviewed annually by the College Safety Committee and updated as needed. The plan is provided to college staff and the Luzerne County Emergency Management Agency and can be viewed at www.luzerne.edu/security and on the college's student and staff intranet.

Due to the close proximity (within the 10 mile exposure pathway) of the PPL Susquehanna Steam Electric Station located in Salem Twp., it is important that college staff and students are aware of proper emergency procedures in the event of a nuclear accident. There are four stages of emergency classifications at a nuclear plant. They are as follows:

- (1) Unusual Event: A minor problem has occurred at the power plant.; no release of radioactivity is expected.
- (2) Alert: A minor problem has occurred that is not expected to affect power plant safety.
- (3) Site Area Emergency: A more serious problem has occurred. It may affect major plant safety systems, but any release of activity is not expected to exceed federal limits beyond power plant property.
- (4) General Emergency: A problem has occurred involving serious damage at the power plant and the release of radioactivity beyond the power plant property is expected.

The College and the surrounding area is protected by an early-warning siren system which is used for notification of nuclear emergencies, chemical spills, severe weather, etc. When you hear the siren, it is not necessarily a nuclear emergency.

- The siren system is tested monthly. The College is notified in advance.
- A steady tone, lasting three to five minutes, is used to alert the community to tune the Emergency Broadcast System for further instructions. *It is not an evacuation signal.*
- Campus Security maintains direct radio communication with emergency officials.
- In the event of an incident, information would be displayed on video monitors, the WENS text messaging system.

Only the Governor of Pennsylvania can order and compel a mass evacuation of the population. If such an evacuation is ordered, notice of the order will be sent to the College by the Pennsylvania Emergency Management Agency.

Student Identification Cards

Each student enrolled in credit course(s) may be issued an official student identification card. If enrollment is terminated or interrupted, the card must be returned to the Admissions Office. A current and valid student identification (ID) card is required to use the Fitness Center, Aerobics Room, Gymnasium and Computer Labs, and may be required for various student activities and other College functions.

Criminal Records

Information obtained regarding criminal conduct of an employee is obtained through the personnel application and qualification forms. This information is then reviewed and judged on its merits. This information is not available on the student application.

Drug and Alcohol Policy

The consumption or possession of alcoholic beverages by students on or about the campus at any time is forbidden. By state law, anyone under the age of 21 who purchase, or attempts to purchase, possesses, consumes or transports any alcoholic beverage is subject to a fine, imprisonment, or both. The possession, use or sale of illegal drugs is not allowed at any time on campus. Any members of the college community caught consuming, using, selling, providing, or possessing any illegal drug will be turned over to the local or state police for prosecution and may also be subject to dismissal from the college. The College's alcohol and drug policies, including disciplinary procedures and possible sanctions are further described in the College student handbook and policy manuals.

Firearms and Other Weapons

The possession or use of firearms, explosives, chemicals, and other lethal weapons on college property by unauthorized persons is strictly forbidden. Also prohibited are any CO2 and spring-propelled guns. Individuals who have a permit to carry a concealed firearm may not bring the firearm on campus or to college-sponsored events on or off campus. Only authorized on-duty law enforcement personnel may possess a firearm on college owned property.

Sexual Assault Policy

Luzerne County Community College seeks to maintain a campus environment emphasizing the dignity and respect of all college community members and visitors. Sexual assault is against the law and represents a fundamental violation. It threatens a person's safety, well-being, and educational experience. Luzerne County Community College will not tolerate any form of sexual assault. LCCC has developed a policy pertaining to sexual assault. Specifically, the policy provides for; Procedures which are sensitive to victims in responding to reports of sexual assault, including informing victims of medical, legal, counseling, and support services both on and off campus; The availability of college disciplinary sanctions for those who commit sexual assaults; and the full cooperation with law enforcement where investigation and/or prosecution is warranted. The Sexual Assault Policy can be viewed in its entirety at www.luzerne.edu/security

Sex Offender Notification Statement

The Federal Campus Sex Crimes Prevention Act, effective October 28, 2002, states that higher education entities be involved in community notification regarding campus affiliates and that such entities issue a statement advising the campus community where law enforcement agency information provided by a state regarding registered sex offenders may be obtained. The Campus Sex Crimes Act also mandates that sex offenders who are already required to register in a state to provide notice of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. In turn, The State of Pennsylvania is obligated to notify Luzerne County Community College when any registered individual convicted of one or more of eight separate offenses registers as a student or becomes employed by the college.

Luzerne County Community College, Department of Safety and Security, in compliance with the Campus Sex Crimes Prevention Act, is obliged under law to make information available to the college community in order to afford the community with the opportunity to be aware of the condition of their environment concerning known sex offenders. This information is not to be used in any other fashion or for any other purpose. Information regarding the enrollment or employment of convicted sex offenders is available from the Luzerne County Community College Safety and Security Office.

Information regarding Sex Crimes Offenders is available on the Pennsylvania State Police Megan's Law Sex Offender Registry accessible through the internet at: <http://www.pameganslaw.state.pa.us/>

Safety Information

All safety and security materials and information are currently distributed throughout the campus by means of the student newspaper and the college newsletter published by the College Relations Office. Safety materials are also posted on campus bulletin boards and video monitors for all campus visitors to view and on the web at www.luzerne.edu/security.

Crime statistics and safety and security materials are available from the Office of Student Development located in Building 5 and the Security Office located in Building 1. A daily log of incidents reported to campus security is available in the Security Office and also at www.luzerne.edu/security.

Annual Disclosure of Crime Statistics

This report indicates the known crime statistics occurring on Luzerne County Community College locations for the past three years, in compliance with the Jeanne Clery Security on Campus Act. This information is also reported to the Pennsylvania State Police on a monthly basis. State Police Uniform Crime Reporting System can be viewed on their web site (<http://ucrreport.psp.state.pa.us>). Pennsylvania UCR Reporting Act index rate is calculated by multiplying the actual number of reported offenses by 100,000 (a theoretical population for comparison purposes) and dividing that product by the number of FTE students and employees for the reporting period. The College's crime rate index is shown in brackets next to the actual number of reported crimes. Statistics are reported to the U. S. Department of Education by more than 6,000 colleges and universities annually and are available through their web site (<http://ope.ed.gov/security>).

Luzerne County Community College Clery Act Main Campus Statistics

The campus category below encompasses crimes that occurred on the LCCC main campus and the Public Safety Training Institute, located on Prospect, Kosciuszko and Prospect streets.

Classification	2009		2008		2007	
	Campus	Public Property	Campus	Public Property	Campus	Public Property
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0
Non-Forcible Sex Offense	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Theft	5 (86.2)	0	9	0	16	0
Criminal Mischief	5 (86.2)	0	1	0	11	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0

Illegal Weapons Possession	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
Total	10 (172.4)	0	27	0	25	0

Arrests (including non-campus sites)

Weapons	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0

Disciplinary Actions (including non-campus sites)

Weapons	0	0	0	0	0	0
Drug Violations	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0

There were no reported crimes during the past three years (2009, 2008 and 2007) at the following Luzerne County Community College dedicated off-campus sites;

Wilkes-Barre Corporate Learning Center Clery Act Statistics

The 'Public Property' category below includes crimes reported at the Wilkes-Barre Corporate Learning Center, 2 Public Square, Suite 150, Wilkes-Barre, PA., and the adjacent public parking areas and streets.

Berwick Center Campus Clery Act Statistics

This report includes crimes that occurred at the Berwick Campus, 107 South Market St. Berwick, PA., and the public parking lots and adjacent streets.

Hazleton Campus Clery Act Statistics

This report includes any crimes that occurred at the Hazleton Center, 100 West Broad St. Hazleton, PA., and the public parking areas and adjacent streets.

Northumberland/Shamokin Clery Act Statistics

This report includes any crimes that occurred at Northumberland County Career Center, 2 East Arch St. Shamokin, PA., and the public parking areas and adjacent streets.

Kulpmont Center Clery Act Statistics

This report includes any crimes that occurred at the Kulpmont Center, 1100 Spruce Street, Suite 200, Kulpmont, PA., and the public parking areas and adjacent streets.