

LUZERNE COUNTY COMMUNITY COLLEGE

SAFETY AND SECURITY POLICY STATEMENT

REVISED: JANUARY 2009

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.

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 4,700 full-time equivalent students in its day and evening programs. The college also has 405 non-student employees working on campus. The college provides no student housing.

Campus Hours of Operation

The campus facilities are normally open during the hours of 8 a.m. until 10 p.m. – Monday through Friday. For all other times, it is the responsibility to of Campus Security to open and re-secure facilities as scheduled. Security personnel are on duty at all times. 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, 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 security staff at LCCC presently consists of seven full-time and two 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 of these individuals 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 authorized to carry batons, pepper spray and handcuffs. Security personnel are not authorized to carry firearms of any type.

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 time and circumstances allow.

All non-criminal incidents are referred to the Vice President of Student Development. All criminal incidents are referred to the local 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, constant observations of conditions that render unsafe campus environment. Any information regarding lighting, overgrown wooded areas, walkways, pathways, and deteriorated or unsafe conditions are reported to the Director of 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.

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.

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, computer and phone broadcast messages and the College WENS text messaging system. If needed, timely notifications are also conspicuously posted throughout the campus on campus bulletin boards and other locations. The Campus Safety and Security Department maintains a log of all reported crimes and incidents which is available to the college community during normal business hours. The daily log is also available for viewing on the College website at www.luzerne.edu/security.

Campus Surveillance Systems

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.

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, in room 101. Emergency phones 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. The switchboard operator has direct radio contact with security personnel. If calling by ordinary telephone, the Security Department can be reached at 570-740-0304 (on

college phones dial only 304). The switchboard can be reached by calling 570-740-0200 or dialing “0” from any campus telephone. After hours, **Security can be contacted directly by cell phone (570) 239-0128.**

Illegal Substances

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, posses, 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.

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.

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.

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 the Nanticoke campus 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>). 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	2008		2007		2006	
	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	9	0	16	0	24	0
Criminal Mischief	1	0	11	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	1	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	0	27	0	25	0

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.

Classification	2008		2007		2006	
	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	0	0	0	0	0	0
Criminal Mischief	0	0	0	0	0	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	0	0	0	0	0	0

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 streets.

Classification	2008		2007		2006	
	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	0	0	0	0	0	0
Criminal Mischief	0	0	0	0	0	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	0	0	0	0	0	0

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 streets.

Classification	2008		2007		2006	
	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	0	0	0	0	0	0
Criminal Mischief	0	0	0	0	0	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	0	0	0	0	0	0

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 streets.

Classification	2008		2007		2006	
	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	0	0	0	0	0	0
Criminal Mischief	0	0	0	0	0	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

Kulpmont Center Clery Act Statistics

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

Classification	2008		2007		2006	
	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	0	0	0	0	0	0
Criminal Mischief	0	0	0	0	0	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

