

HUNTINGTON JUNIOR COLLEGE CAMPUS SECURITY POLICY

SECURITY AWARENESS

Huntington Junior College strives to maintain a safe educational environment. Community members, students, faculty, staff and guests are encouraged to report all crimes and public –safety- related incidents to the Campus Security Authorities in a timely manner. To encourage personal safety and security, all students and employees need to be aware of their responsibility for their own security and the security of others.

The building is monitored with security cameras 24 hours per day. There is only one entrance to the College building. It is observed by office personnel.

The College does not have any off-campus student organizations.

The College does maintain a zero tolerance policy for any type of verbal or physical abuse or harassment. It is the policy of Huntington Junior College to promote a productive educational and work environment.

During the first week of class, consumer report information and its location are distributed on a quarterly basis. All of this information is also posted on the College website. This includes the Campus Security Policy and the Campus Security Report.

To enhance personal safety, and especially after an evening class, walk with friends or someone from class that you know well, or contact the front office for an escort.

If assistance is required from the Huntington Police Department or the Huntington Fire Department, the College will contact the appropriate unit.

DRUG AND ALCOHOL ABUSE POLICY

Huntington Junior College is designated as “Drug and Alcohol Free”. It is a violation of the HJC Alcohol Policy for anyone to possess or consume alcohol in any public or private area of the campus.

The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Violators are subject to College disciplinary action, criminal prosecution, fine, and imprisonment.

More detailed information on the substance abuse education program is available on the College website, in the College catalog, and in the Employee Handbook.

ACCESS POLICY

During business hours, the College will be open to students, parents, employees, contractors, guests and invitees. During nonbusiness hours, access to the College is by key.

TIMELY WARNINGS

In the event that a situation arises, either on or off campus, that, in the judgment of the Campus Security Authorities, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the college e-mail system, posted on the front door of the College, and announced over the PA system, as well as aired on the phone message for students, staff, or faculty calls. Beginning in January 2008, SMS text messaging will also be used to notify students that select that method.

If time permits, the local television and radio stations are also notified. Weather closings are always reported through local media outlets.

Anyone with information warranting a timely warning should report the circumstances to the Campus Security Authorities. Names and titles are listed below.

CONFIDENTIAL REPORTING

If you are the victim of a crime and do not want to pursue action with the College System or the criminal justice system, you may still want to consider making a confidential report. The purpose of a confidential report is to comply with your wish to keep the matter confidential while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

CAMPUS SECURITY PERSONNEL

The College does employ off-duty Huntington Police Department officers to randomly patrol the building and adjacent areas.

If assistance is required from the Huntington Police Department or the Huntington Fire Department, the College will contact the appropriate unit.

POLICY FOR REPORTING THE ANNUAL DISCLOSURE OF CRIME STATISTICS

A campus security authority prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our website at www.huntingtonjuniorcollege.edu or in the College administrative offices.

DESIGNATED COLLEGE SECURITY AUTHORITIES

Carolyn Smith - Director

Cathy Snoddy - Assistant Director

Linda West – Academic Affairs Director