

Campus Safety

Procedures for Reporting a Campus Concern

If a student, employee or visitor of the College becomes aware of a campus crime, emergency, threat, or issue of concern at the Rutherford Campus, Rutherfordton Learning Center, or Polk Campus they are personally responsible for reporting information to the proper authorities in a timely manner.

Also, any concern regarding suspicious activity or person seen anywhere on campus, in the parking lots or loitering around vehicles, inside or around campus buildings should be reported to Campus Enforcement at 828-289-5850. In addition, a student, employee or visitor may report a concern and/or campus crime to the following areas:

Dean of Students	Student Center	828-395-1429
Dean of Continuing Education	Foundation	828-395-1404
Director of Human Resources	Administration	828-395-1294
REaCH Principal	LLC	828-395-4164
Director of Polk Campus	Polk Campus	828-395-1163
President	Administration	828-395-1300
Executive VP	Administration	828-395-1663
VP of Administrative Services	Administration	828-395-1293
VP of Community and Workforce Education	Administering	828-395-1624

Polk Campus employees and students may call the Columbus Police Department at 828-894-5464 and the Director of Polk Campus at 828-395-1163. Rutherfordton Learning Center employees and students may contact the Rutherfordton Police Department at 828-287-5062 and the Dean of Continuing Education at 828-395-1404.

If there is an imminent, life-threatening emergency immediately call 911 (9-911 from a campus phone). General guidelines to follow are:

- Stay as calm as possible
- Describe the nature of the problem
- Give the campus location of the incident by building name
- Do not hang up until instructed to do so
- Send someone to watch for the emergency unit and direct the unit to the scene, if deemed safe
- Notify a College employee
- Report sexual harassment and sexual assaults in accordance with the sexual harassment policies. (See 306-01-02BP and 601-02-05BP.) The Title IX Coordinator and the Title IX Deputy Coordinators are responsible for investigating sexual harassment and sexual assaults.

Guidelines for specific emergencies can be found in the Campus Safety Manual.

An incident report must be submitted to a college employee as soon as possible.

Incident reports should be submitted to Campus Enforcement, Dean of Students, Dean

of Continuing Education, Director of Polk Campus or Director of Human Resources. All reportable incidents will be included in the annual crime statistics.

Campus Enforcement

Campus Enforcement is staffed by two deputies of the Rutherford County Sheriff's Department. The deputies are available to respond to situations involving classroom safety and security, drug and alcohol policy violations, harassment, and other potential criminal activity. Campus Enforcement may be contacted at (828)289-5850.

Safety Orientation

Students are informed each year of safety procedures, services offered by Campus Enforcement and steps to follow if they are aware of a campus crime, emergency or threat. Safety information is disseminated to students through the Student Handbook, special awareness events, new student orientation, etc.

Employees are informed each year of safety procedures, services offered by Campus Enforcement and steps to follow if they are aware of a campus crime, emergency or threat. Safety information is disseminated to employees at the time of hire, professional development days, departmental trainings, Student Handbook, special awareness events, etc.

Statistical Reporting of Criminal Offenses

The College compiles a Crime Awareness Statistical Report on the Rutherford Campus, Polk Campus, and Rutherfordton Learning Center as required by the Crime Awareness and Campus Safety Act of 1990. The report covers the three complete previous years.

In addition, an Annual Security Report containing campus security disclosures and statistics is published annually.

The Campus Safety Coordinator (Campus Enforcement) maintains a crime log that records, by date reported, all campus crimes reported. The crime log is available to the public during business hours. To contact Campus Enforcement, call (828)289-5850.

Registered Sex Offenders

It is unlawful for anyone on the sex offender list to knowingly be at any place where minors gather for regularly scheduled educational, recreational or special programs. Registered sex offenders needing further guidance are encouraged to seek information from the Rutherford County Sheriff's Office.

General information regarding registered sex offenders in the local region may be obtained by contacting the Rutherford County Sheriff's Office at 828-287-6247 or at the NC Department of Justice website (<http://sexoffender.ncdoj.gov>).

Policy Number: 902-01-00

Cross-reference:

- [Safety Manual](#)

Adopted: May 22, 1991

Amended: September 14, 1999; July 20, 2006; January 28, 2009; November 17, 2014

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