

## Security and Access to Campus Facility

To assure the security and access to Southeast Kentucky Community and Technical College is monitored, the college will:

- a. Lock all doors at the close of each day including classrooms, labs, and offices.
- b. Leave all lights in hallways on at the end of each day
- c. Ensure all parking lot lights are on at the end of each day
- d. Check building to assure vacant at the end of each day
- e. Mechanical room doors locked at all times
- f. Deposit all currency each day
- g. Issue keys on a check-in/ check-out basis

The Maintenance and Operations Supervisor on each campus will maintain a computerized log of individuals with keys.

## Emergency Phone Numbers

SNAP (Safety Notification Alert Process)  
On campus phone 13050  
Cell Phone 606-589-3050

Cumberland Police Department  
589-2105

Harlan Police Department  
911

Middlesboro Police Department  
911

Pineville Police Department  
911

Whitesburg Police Department  
633- 2737

Rape Crises Hotline Harlan County  
1-523-9386

Rape Crises Hotline Bell County  
523-9386

Rape Crises Hotline Letcher County  
1-800-375-7273

The Dean of Business Affairs and Campus Directors shall serve as chief security officers and will contact local police agencies to investigate all crimes. Southeast Kentucky Community and Technical College will cooperate with the appropriate city, state, and federal authorities in any criminal investigation.

## SECURITY AND ACCESS TO CAMPUS FACILITIES



## CRIME AWARENESS AND CAMPUS SECURITY ACT

The following criminal offences were reported to the Office of Postsecondary Education from 2009-2011:

Year	Criminal Offense	Occurrence
2009	Burglary	3
	Weapons Arrest	1
	Drug Abuse Violation	1
	Aggravated Assault (Public Property Not SKCTC Campus)	1
	Aggravated Assault	5
2010	Burglary	6
2011	Burglary	5

There has been no history of murder, rape, or aggravated assault on any of the campuses. Additionally, there have been no arrests for liquor law. The absence of crime requires the continued active support of the entire college community. We urge you to work with us to help keep our campus safe.

The Business Affairs Office, working in conjunction with our local police departments, encourages prompt and accurate reporting of all criminal matters occurring on any campus. These incidents should be reported to the local police and the Dean of Business Affairs.

## **CRIME PREVENATION MEASURES**

Safeguard yourself and protect your belongings by using common sense and taking the following precautions that will reduce the likelihood of you becoming a victim of crime.

### **IF YOU DRIVE A CAR**

1. Close all windows and lock all doors before leaving your car.
2. Do not store valuables in your car, even in your trunk
3. If you are going to be leaving school or work after dark and you parked your car in what would be a desolate area after dark, consider moving it to a safer place during a break.
4. The installation of an alarm system that detects glass breakage can protect most car stereos from theft.
5. If your car is damaged by an accident, hit and run or vandalism, notify the police.
6. A police report is usually necessary in order to file with your insurance company.

## **FOR YOUR BELONGINGS**

1. Mark all your books with your name in several inconspicuous locations throughout the books.
2. Never leave your books or other personal property (back pack, purse, coat, etc.) unattended in the library, classrooms, grill, bathrooms, study areas, etc.

### **ASSAULT PREVENTION**

Personal safety must begin with you. Be aware of the possibility of being assaulted. Take the following precautions to protect yourself:

1. Always be aware of your surroundings
2. Walk with confidence
3. Never work or travel alone at night. If you must, let a friend or relative know where you are going and what time you intend to return (If you can afford it, purchase a cellular telephone).
4. When walking never take shortcuts. Always use a main thoroughfare.
5. Make sure you have enough gas to get where you are going. Keep your car in good repair.
6. Keep your key ready so you can enter your car or home without delay.
7. Never leave a party with someone you just met.
8. If you feel you're being followed, change your pace or walk in the opposite direction. If they persist, go to the nearest populated area (gas station, restaurant, etc.) and call the police immediately.

## **IF YOU ARE VICTIMIZED**

1. Get help immediately
2. Tell the first person you see.
3. Remember everything you can about your assailant's description.
4. If your offender was on a bike or driving a car, remember as many details as possible: make, model, color, license number, any damage to the vehicle and direction of travel.
5. Call the police immediately. The shorter the time between an incident and the investigation, the greater the chances are in apprehending the assailant.

Your welfare and preventing a repeat occurrence is our main concern.

### **STUDENT CODE OF CONDUCT**

For additional information regarding academic and non-academic relationships between students and the college, refer to the Student Rights and Responsibilities in the Student Code of Conduct Handbook.