



2023

# ANNUAL SECURITY REPORT

The Catawba College 2022 Annual Security and Fire Safety Report was completed utilizing the 2016 Edition of the Department of Education Handbook for Campus Safety and Security Reporting issued by the United States Department of Education.

Crime statistics compiled in this report are Clery Act specific crimes. Crimes are compiled based on reported crimes/incidents committed within Catawba College’s geography, as defined by the Clery Act, prior to being investigated and some crimes are reported on a confidential basis.

# Annual Security & Fire Safety Report

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## Message from Catawba College President

Dear Campus Community:

We hold the well-being and safety of every member of Catawba College as a top priority. Our commitment, as reflected in our mission statement, is to creating and sustaining a “dynamic community of learners”, as we seek “to unite a diverse population of students, faculty and staff as active co-participants in scholarship and service.”



Making information accessible is a key component of educating our campus community regarding our overall campus safety and health. This report may be regarded as our annual “check-up” on how we are doing, as active co-participants, in these particular areas, and to help us determine where we may need to focus our attention. Substance abuse and crime are societal ills that can affect us all. As students, faculty, and staff, our individual decisions are vital, as they may impact those around us.

At every point in which the choice is ours, it is up to each of us to use discernment, engage our best judgment, make wise choices, and support one another fully to keep our Catawba College community safe and well.

This document also contains our security and fire safety report, and crime statistics for the last three years, as required by federal legislation. Please note that this includes all reported crimes and does not necessarily mean that a crime actually occurred, or that arrests and/or convictions resulted.

You are encouraged to review this report and make yourself aware of the information it provides. We are committed, together, in our ongoing vigilance to make this a safe and healthy environment in which to live, work, and study, for all members of our campus community.

Sincerely,

David Nelson  
President

## Message from the Director of Public Safety: David Najarian

Dear Campus Community,

On behalf of the Catawba College Public Safety Office, I want to share how important your safety and security is to our office and the entire Catawba College Community. The Public Safety Office tries to be very proactive with safety and security issues. We provide our officers with training, provide educational opportunities for students, and have a strong working relationship with the Salisbury Police Department, Rowan Sheriff's Department, and Salisbury Fire Department. Our officers use many means of patrolling campus to include foot patrols, vehicle patrols, bike patrols, and golf cart patrols. We have officers on duty seven days a week, 24 hours a day. Rowan Sheriff's Department and Salisbury Police Department provide us with extra coverage specifically to campus as scheduled. The current average is about 25 hours a week.



Ensuring a safe environment is also the responsibility of the student and all members of the Catawba Community. Therefore, students are asked to be certain that their own rooms and belongings are not made accessible to unauthorized persons. Most of the campus theft recorded in the past could have been prevented if the victims had locked their room doors.

Although the campus is routinely patrolled, students are asked to assist officers and to protect themselves and the community by reporting suspicious behavior to the Office of Public Safety or the Office of Student Affairs.

Public Safety can be reached by calling 704-637-4000. The Officers of Catawba Public Safety Office take the responsibility of keeping students, faculty, staff, and the entire community safe and secure very seriously and are committed to providing a safe learning environment for all. We look forward to working with you to help make sure this campus is safe and enjoyable for all.

Regards,  
David H. Najarian  
Director Public Safety



## Message from the Dean of Students: Jared R. Tice

Dear Catawba students, faculty, and staff:



Through the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990 (Clery Act), federal law requires all institutions of higher education that receive federal funds or financial assistance to report information about crime on their campus and their efforts to inform the public and to seek improvements in campus safety.

As an institution that receives federal funds, Catawba College's Office of Public Safety and Office of Student Affairs works jointly to make information available to its constituencies and to improve the safety of the Catawba campus. As part of the Clery Act requirements, an annual security report is required; as part of the college's compliance with the Clery Act, the attached Annual Security Report is provided to each of you, along with being posted on the college's website.

Through the offices of public safety and student affairs, Catawba College seeks to provide a safe and secure environment as a foundational way of meeting our students' educational pursuits. This information is intended to assist you in having a safe and healthy experience at Catawba College. We also ask that if you see anything suspicious, please report it to Public Safety for review and investigation; if you "see something, say something" so that all parts of our community can help to build a climate of safety and well-being.

Please do not hesitate to contact myself, David Najarian, Director of Public Safety, or Laura Gilland, Director of Conduct and Deputy Title IX Coordinator, if you have any questions. Our doors are always open to serve you – our students and our community.

Best,

Jared R. Tice  
Dean of Students

## Introduction

Campus safety is an important consideration for any community. To enhance campus safety, Catawba College provides an annual report to current and prospective students and employees. The information in this report can help empower members of the campus community. Students and employees can take advantage of campus resources and can make decisions that positively impact individual as well as community safety.

## Summary of The Jeanne Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC 1092 (f)) is a federal law passed in 1990 as an amendment to the Higher Education Act of 1965. Otherwise known as the Clery Act, it mandates that all colleges and universities that receive federal financial assistance must disclose certain timely and annual information concerning campus crime and safety. Each year the updated report must be distributed to current students and employees. Prospective students and employees also must be made aware of the availability of the report.

In 1990, Congress enacted the Crime Awareness and Campus Security Act (Title II of Public Law 101–542), which amended the Higher Education Act of 1965 (HEA). This act required all postsecondary institutions participating in Title IV student financial aid programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998 and 2000. The 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of Jeanne Clery, a student who was slain in her dorm room in 1986.



## Requirements

The Clery Act requires higher education institutions to give timely warnings of crimes that represent a threat to the safety of students or employees, and to make public their campus security policies. It also requires that crime data are collected, reported, and disseminated to the campus community and are also submitted to the U.S. Department of Education. The act is intended to provide students and their families, as higher education consumers, with accurate, complete and timely information about safety on campus so that they can make informed decisions. The Campus Security Act requires colleges and universities to:

- Publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements;
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be

gathered from campus police or security, local law enforcement, and other College officials who have “significant responsibility for student and campus activities;”

- Provide “timely warning” notices of those crimes that have occurred and “pose an ongoing threat to students and employees;”
- Disclose in a public crime log “any crime that occurred on campus. . . or within the patrol jurisdiction of the campus police or the campus security department and is reported to the campus police or security department;” and
- Disclose any agreements with state and/or local law enforcement.

The Clery Act was amended to add new crimes to those that must be reported and to add new categories as hate crimes. In addition, institutions are now required to provide primary prevention and awareness programs to all incoming students and new employees to include certain requirements in the grievance procedures associated with sexual assault, domestic violence, dating violence, and stalking; and to provide written information to students and employees who are victims of certain crimes.

### Preparation of the Annual Security Report

The Catawba College Public Safety Office works with other departments and agencies to compile the information required for this report. We gather crime statistics and policy information from other Catawba College departments and Campus Security Authorities, such as the Office of Student Conduct and other offices within the Office of Student Affairs, as well as the Salisbury Police Department and other law enforcement agencies.

We encourage all members of the campus community to use this report as a guide for safe practices on and off campus. It outlines campus policies and provides important safety and crime prevention tips. Although no institution today can guarantee security and safety, Catawba College intends to be as safe as any institution of higher education can be.

The Annual Security and Fire Safety Report is available online through the Public Safety website: [catawba.edu/publicsafety](http://catawba.edu/publicsafety). A hard copy of his document can be located in the Office of Public Safety, the Office of Student Affairs, and the Office of Admissions.

The Dean of Students is a key contributor in the preparation of this report, and provides critical information concerning Student Life policies and campus referrals for inclusion in this report. The Salisbury Police Department also provides information concerning crime statistics for disclosure in the report.

## Definitions of Reportable Crimes

**Murder/Manslaughter** – the willful (non-negligent) killing of one human being by another.

**Negligent Manslaughter** – the killing of another person through gross negligence.

**Sexual Assault (Sex Offenses)** – Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- A. **Rape** — The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- B. **Fondling** — The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- C. **Incest** — Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- D. **Statutory Rape** — Non-forcible sexual intercourse with a person who is under the statutory age of consent.

**Robbery** – taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Aggravated Assault** – an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Burglary** – the unlawful entry of a structure to commit a felony or a theft.

**Motor Vehicle Theft** – the theft or attempted theft of a motor vehicle.

**Arson** – any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

**Dating Violence** – Violence committed by a person who is or has been in social relationship of a romantic or intimate nature with the victim.

**Domestic Violence** – A felony or misdemeanor crime of violence committed:

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or,

- By any other person against an adult or youth victim who is protected from that person's act under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred. **Stalking** – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to –

i. Fear for the person's safety or the safety of others; or ii.

Suffer substantial emotional distress.

**Hate Crime:** includes all of the crimes listed above that manifest evidence that the victim was chosen based on one of the categories of bias listed below, plus the following crimes:

**Larceny/Theft**—the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included.

**Simple Assault**—an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

**Destruction/Damage/Vandalism of Property** (except Arson)—to willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

**Intimidation**—to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack as well as *any other crime involving bodily injury* which is shown or suspected to have been motivated by bias against any person or group of persons, or the property of any person or group of persons based upon the perception that the person or group has one or more of the following characteristics:

**Race** – A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind.

**Religion** – A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.

**Sexual Orientation** – A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.

**Gender** – A preformed negative opinion or attitude toward a group of persons because those persons are male or female.

**Gender Identity** – A preformed negative opinion or attitude toward a group of persons based on their actual or perceived internal sense of being male, female, or a combination of both.

**Ethnicity**– A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions. **National**

**Origin** – A preformed negative opinion or attitude toward a group of persons who originate, or whose ancestors originated, from the same nation, country, or geographic area.

**Disability** – A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/ challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

**Dating Violence** – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Dating violence does not include acts covered under the definition of domestic violence.

**Domestic Violence** – A felony or misdemeanor crime of violence committed:

- By a current or former spouse or intimate partner of the victim;

**Stalking** – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- (i) Fear for the person’s safety or the safety of others; or □ (ii) Suffer substantial emotional distress.

### Incidents/Crimes Not Reported on Annual Security Report

Not all crimes are included in the College’s Clery statistical disclosure. These crimes include:

- **Non-Clery crimes.** Only crimes identified by the Clery Act and defined by the FBI’s Uniform Code Reporting Handbook are reported on the institution’s annual security report.
- **Unfounded crimes.** If a reported crime is investigated by sworn or commissioned law enforcement personnel and found to be false or baseless, the crime is “unfounded” and it will not be reported in the institution’s annual security report.
- **Crimes not committed in geographic locations specified by the Clery Act.** For a crime to be reported on the college’s annual security report it must have occurred on campus, in or on a noncampus building or property owned or controlled by the College or owned or controlled by a student organization recognized by the College, or on public property within or adjacent to and accessible from the main campus, as defined by Clery Act regulations.

## The Office of Public Safety

The Office of Public Safety exists to help ensure a safe environment for all members of the Catawba community. Public Safety Officers are specifically responsible for patrolling the campus, securing buildings and property, enforcing campus motor vehicle operations and parking regulations, assisting with traffic and crowd control at campus-sponsored events, responding to calls for assistance, and providing campus-wide prevention education. Campus Public Safety Officers and law enforcement officers collaborate to provide campus safety and security.

### Mission Statement

The Office of Public Safety at Catawba College is established to provide quality service in partnership with our community to ensure a safe and secure environment that will support and enhance the learning process. We are committed to the prevention of crime and the protections of life and property, the preservation of peace, order, and safety; the enforcement of laws of the State of

North Carolina, along with the rules and regulations of Catawba College.



With Community service as our foundation, we are driven by goals to enhance the quality of campus life, investigating problems as well as incidents, seeking solutions and fostering a sense of security through programs reflecting the needs and desires of the Catawba College community. We nurture trust by holding ourselves to the highest standards of performance and ethics.

### Contact Information

If you require assistance from the Office of Public Safety, you should:

- Call x4000 from an on-campus phone
- Call 704-637-4000 from any off-campus phone
- Push the call button on any Code Blue security tower
- Call the Salisbury Police Department emergency number by dialing 9-911 from any on campus phone, or 911 from any mobile device
- Public Safety can also be contacted via e-mail at [secure@catawba.edu](mailto:secure@catawba.edu)

### College Public Safety Officers

Public Safety Officers employed by the College seek to maintain the safety and security of persons and property on campus on a 24-hour basis. These officers are required to investigate and report criminal activity. A copy of their report is filed with the Director of Public Safety and distributed to selected campus

administrators, including the Dean of Students. The Director of Public Safety, Dean of Students, and the Student Conduct Officer will follow up on such reports and, where appropriate, report such violations to appropriate law enforcement agencies. Although campus Public Safety Officers do not carry guns and do not have the power of arrest, they may detain when certain crimes are committed in their presence.

### Off-Duty Law Enforcement Officers

In order to encourage safety and security of persons and property, the College at times employs off-duty law enforcement officers with the Salisbury Police and the Rowan County Sherriff's Departments, to assist in providing security at events. These law enforcement officers are armed and have powers of arrest. While Catawba College does not have any official memorandum of understanding with the Salisbury Police and Rowan County Sherriff's Office, the institution enjoys a close working relationship with these agencies.

### Partnerships

Through partnerships, we reach out to students, faculty, organizations, and other community groups. Through these partnerships, we hope to open better lines of communication to identify and prevent crimes on campus before they become major issues. We are proud of our active partnership with the staff of Residence Life. By working together with Resident Assistants, we are making on-campus housing a safer and better place for students.

### Proactive Patrolling

At Catawba, patrolling means more than being mobile and highly visible; it means getting officers out of the patrol car more often, so they can interact with students in a more positive manner. That is why we employ Bike Patrols and Foot Patrols as well as Motorized patrols. Our Bike Patrol Officers give us the ability to patrol areas not readily accessible by vehicles. They also give us the capability to respond to emergencies in these areas much faster than on foot. They can also be seen providing security, crowd control and traffic control at special events on campus.

### Officer Training and Education

Catawba College is striving to maintain a high quality and professional Public Safety Department. Many Public Safety Offices have college degrees and/or law enforcement backgrounds, and we are increasing officer skills and professionalism through quality training programs, in addition to the technical skills officers learn in traditional training (such as CPR and First Aid).

### Services Provided

The Office of Public Safety offers many different services for the campus community to help create a safe and enjoyable environment for all.



## Escort Service

Public Safety supports a campus escort service for community members who need an escort from any campus building or parking lot 24 hours a day, 7 days a week. Individuals interested in this service should call the main Public Safety number.

## Medical Transports

In various circumstances, Public Safety will transport students to and from medical facilities at the request of Health Services, Counseling Services, and Athletic Training.

## Property Registration

Students can register and manage personal property and equipment through our office. In the event something is stolen, lost, or misplaced, Public Safety will have access to information to provide law enforcement in helping to locate the missing item. To register and manage personal property and equipment, follow the following steps below:

1. Log into CatLink
2. Go to the “Services” tab
3. In the “Make a Request” channel, click on “Register/Manage Equipment”

## Lost and Found

Public Safety is a place for individuals to turn in lost items found on campus. Public Safety will then bring items to the Office of Student Affairs for community members to retrieve their lost items. Please contact us if you need assistance with any lost and found article.

## Programs

The Office of Public Safety partners with various offices on campus to provide educational programs for students on campus. Programs listed below are done at least once a semester or upon request.

**Smarties and Dum-Dums** – With this program, Public Safety goes through residence halls, checking to make sure that students have locked their doors. Public Safety locks doors that were found unlocked, leaving a Dum-Dum and note behind. For doors found locked, Public Safety leaves Smarties and a note.

**Active Shooter Signs** – Public Safety created and maintains the signs on classrooms walls by the door, informing students, faculty, and staff what to do in active shooter like situations.

**Handouts** – Public Safety provides handouts to faculty, staff, and students regarding information on how to maintain personal safety on campus, as well as how to report incidents of concern.

## Geography

In this year’s report there will be one main location reported in occurrences with the Clery Act based on location and how this facility was used. The location is: Catawba College (Salisbury)

Catawba College references public property as thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus. Please see the attached map for the detailed specifics for these regarding Catawba College.

### Location Definitions

**Campus:** Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to the area identified in paragraph (i) of this definition, that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or other retail vendor).

**Non-Campus:** Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to the institution's educational purposes, is frequently used by students, off campus houses and is not within the same reasonably contiguous geographic area of the institution.

**Housing:** Residence Halls or other college-owned residences.

**Public Property:** "Public property" is defined by the Clery Act regulations as all public property including thoroughfares, streets, sidewalks, and parking facilities that is within the campus, or immediately adjacent to and accessible from the campus. Include the sidewalk across the street from your campus, but do not include public property beyond the sidewalk.

For a visual image of the geography, refer to the appendix at the conclusion of this report.

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## The Annual Disclosure

### Crime Statistics on Campus Criminal Offenses

CATAWBA COLLEGE				
CRIMINAL OFFENSES	YEAR	GEOGRAPHIC LOCATION		
		ON-CAMPUS PROPERTY	ON-CAMPUS RESIDENCE HALL	PUBLIC PROPERTY
MURDER/NON-NEGLIGENT MANSLAUGHTER	2022	0	0	0
	2020	0	0	0
	2021	0	0	0
NEGLIGENT MANSLAUGHTER	2022	0	0	0
	2020	0	0	0
	2021	0	0	0
(SEX OFFENSES - FORCIBLE) RAPE	2022	0	0	0
	2020	0	0	0
	2021	0	0	0
FONDLING	2022	0	0	0
	2020	0	0	0
	2021	0	0	0
(SEX OFFENSES - NON-FORCIBLE) INCEST	2022	0	0	0
	2020	0	0	0
	2021	0	0	0
STATUTORY RAPE	2022	0	0	0
	2020	0	0	0
	2021	0	0	0

ROBBERY	2022	0	0	0
	2020	0	0	0
	2021	0	0	0
AGGRAVATED ASSAULT	2022	0	0	0
	2020	0	0	0
	2021	1	0	0
BURGLARY	2022	0	0	0
	2020	3	1	0
	2021	2	1	0
MOTOR VEHICLE THEFT	2022	0	0	0
	2020	0	0	0
	2021	0	0	0
<p>*Crimes reported in the residential facilities category are also included in the on-campus category.  **Currently, Catawba College does not own any "non-campus building property" that meets Clery definitions.  ***Public Property information retrieved from local law enforcement: Salisbury Police Department</p>				

## Arrests and Referrals

CATAWBA COLLEGE				
ARRESTS AND REFERRALS	YEAR	GEOGRAPHIC LOCATION		
		ON-CAMPUS PROPERTY	ON-CAMPUS RESIDENCE HALL	PUBLIC PROPERTY
WEAPONS: CARRYING, POSSESSING, ETC.				
ARREST	2022	0	0	0
	2020	0	0	1
	2021	2	0	0
JUDICIAL REFERRALS	2022	0	0	0
	2020	0	0	0
	2021	0	0	0
DRUG ABUSE				
ARREST	2022	0	0	0

	2020	1	0	1
	2021	0	0	0
JUDICIAL REFERRALS	2022	1	1	0
	2020	27	25	0
	2021	23	15	0
LIQUOR LAWS				
ARREST	2022	0	0	0
	2020	0	0	2
	2021	2	1	0
JUDICIAL REFERRALS	2022	3	3	0
	2020	52	44	0
	2021	49	37	0
<p>*Crimes reported in the residential facilities category are also included in the on-campus category.  **Currently, Catawba College does not own any "non-campus building property" that meets Clery definitions.  ***Public Property information retrieved from local law enforcement: Salisbury Police Department</p>				

VAWA Offenses

CATAWBA COLLEGE				
VIOLENCE AGAINST WOMEN ACT (VAWA) OFFENSES	YEAR	GEOGRAPHIC LOCATION		
		ON-CAMPUS PROPERTY	ON-CAMPUS RESIDENCE HALL	PUBLIC PROPERTY
Domestic Violence	2022	0	0	0
	2020	0	0	0
	2021	0	0	0
Dating Violence	2022	0	0	0
	2020	0	0	0
	2021	0	0	0
Stalking	2022	0	0	0
	2020	0	0	0
	2021	0	0	0
<p>*Crimes reported in the residential facilities category are also included in the on-campus category.            **Currently, Catawba College does not own any "non-campus building property" that meets Clery definitions.            ***Public Property information retrieved from local law enforcement: Salisbury Police Department</p>				

## Campus Security Authority (CSA)

Amendments to the Campus Security Act, requires colleges and universities to annually compile and publish crime statistics for their campuses. The law requires that “campus security authorities” report crime statistics for inclusion in the College’s Annual Security Report. If you meet any of the definitions outlined below or have received notification from the President and/or your supervisor, you are a “campus security authority” as that term has been defined by the United States Department of Education. “Campus security authorities” include, but are not limited to, officials of the College with ***significant responsibility for students or campus activities***.

The following are defined by the Jeanne Clery Act as Campus Security Authorities

### **Campus Security Department Individuals with Campus Security Responsibility**

Any individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department, such as an individual who is responsible for monitoring entrance into institutional property. An example of this category is: event security staff.

### **Individuals Designated by the Campus**

Any individual or organization specified in an institution’s statement of campus security policy as one to which students and employees should report criminal offenses. Examples include:

President’s Office, Human Resources, Residence Life or Resident Assistant.

### **Officials with Significant Responsibility for Student and Campus Activities**

An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. If such an official is a pastoral or professional counselor as defined below, the official is not considered a campus security authority when acting in those capacities. Examples of this category are: Dean of Students, Residence Life Officials, Student Discipline Officials, Student Judicial Affairs Officials, and Officials who oversee student extracurricular activities, Director of Athletics, Team Coaches and Faculty Advisors to student groups.

For a complete listing of all Catawba College Campus Security Authorities, please contact David Najarian.

## Daily Crime Log

The purpose of the daily crime log is to record criminal incidents, and alleged criminal incidents, that are reported to the Catawba College Public Safety Office. Crime log entries include all crimes reported to the Catawba College Public Safety Office for the required geographic locations, not just Clery Act crimes. The crime log contains the following information:

- Nature of the crime

- Date and time the crime occurred



- The general (or specific) location of the crime
- The disposition of the complaint, if known

A copy of the crime log can be obtained from the Office of Public Safety.

## Emergency Response Plan

The Catawba College Emergency Response Plan formally establishes and documents a coordinated plan for responding to crisis, whether large or small, which may arise in spite of all mitigation efforts. The aim for this plan is to provide a flexible framework of procedures which will be periodically reviewed and regularly exercised so that when crises occur the College's response will be effective and efficient to protecting human life and health and in preserving College property and resources. The protection of human life and health is of the utmost importance and shall take precedence throughout this combined effort.

### Emergency Desk Reference

For a complete listing of all emergency procedures, please review the Emergency Desk Reference, which can be found here: <http://catawba.edu/files/1614/7083/8142/DeskReference.pdf>

### Emergency Response Group

The Emergency Response Groups is a group of employees from across various areas of campus who meet regularly to keep the emergency response plan up to date, who work with local emergency response groups, and who undergo training for all types of campus emergencies.

### Threat Assessment Team

The mission of Catawba College's Threat Assessment Team (TAT) is to promote:

1. The health and safety of the campus community, and
2. Community members' health, well-being, and successful experiences by coordinating information and developing support plans for people of concern. The TAT serves both students and employees and is charged with the task of determining if an individual poses, or may pose, a threat of violence to self, others, or to the Catawba College community and to intervene to avert the threat and maintain the safety of the situation. The TAT responds to behaviors exhibited by students, employees, visitors, and nonaffiliated persons prior to critical incident in an attempt to prevent violence so that the Catawba College campus remains a safe and secure learning and working environment.

You may contact this group through the Office of Student Affairs.

## Emergency Mass Notifications

The Catawba College Public Safety, Student Affairs, or Public Relations Office may initiate the college's emergency mass notification processes, known as CatawbaAlerts, during extremely violent or hazardous incidents that pose immediate danger to the campus community when security personnel need to notify campus community members immediately in order to reduce the likelihood of casualties or injuries. Immediate notification to the campus about a seriously violent or extremely hazardous incident can be accomplished through a variety of communications methods to include the use of text/voice messaging and e-mail broadcast. When CatawbaAlerts are activated using the text/voice messaging, College officials will notify the City of Salisbury of the emergency situation, its location, and will likely request campus members to protect themselves by evacuating the affected area if it is safe to do so and/or by employing the "shelter-in-place" concept. "Shelter-in-place" means to take immediate shelter wherever you happen to be at the time of a "shelter-in-place" status until the "all clear" is communicated by emergency response personnel. College authorities may instruct you to "shelter-in-place" if a condition exists that is potentially life threatening and poses an immediate threat to the health and personal safety of the campus community.



## Signing up for CatawbaAlerts

You must create an account to receive CatawbaAlerts. To sign up, login to CatLink and click on the CatawbaAlerts link. Once your account is created, you will be directed to the CatawbaAlerts account management software (e2campus).

**IMPORTANT:** Phone numbers and e-mail addresses registered in the system **must be validated** before they will receive CatawbaAlerts. Registered text numbers will receive a validation code that you will need to enter under the "Services" section of the CatawbaAlerts system. Registered e-mails will receive a validation e-mail which you will simply send a reply to. If you have registered someone else's contact information, be sure they send you the validation code (if a text number) or that they reply to the validation e-mail (without making edits) they receive after you register their contact information. If your validation code or e-mail has been lost or deleted, you can easily **resend the validation request** from the CatawbaAlerts system, and a new validation request will be sent to the registered numbers/e-mails.

Faculty and staff do not need to register their on-campus phone numbers and e-mail addresses. Catawba office phone numbers and e-mail addresses are included by default, but you **must** create an account to receive CatawbaAlert notifications.

### Types of Emergencies

Emergencies include anything from inclement weather that results in a College closure or delay, due to a life-threatening situation. **The system will NOT be used for solicitation or random, non-emergency announcements.** Note that within the CatawbaAlerts registration process, there may be optional groups you can subscribe to in order to get *e-mail and text alerts only* regarding other situations. **You will only get these additional non-emergency notifications if you subscribe to these optional groups.** You are NOT automatically subscribed to any optional group, and you may choose to unsubscribe at any time.

Immediate threats would include, but are not limited to: active shooter incidents, mass violent acts, tornadoes, earthquakes, terrorist attacks, and hazardous materials incidents.

### Notification Settings

The CatawbaAlerts system allows you to register up to two text (cell) numbers, six (off-campus) e-mail addresses, and four voice numbers. You can update these notification settings or your personal account information at any time by logging into the CatLink portal.

The college's means of communicating during an emergency situation includes the following and not all of these communication methods are always employed:

- Text/Voice messaging
- All campus e-mail alert
- Catawba College website
- Public media (TV, radio, news websites)
- Public address system from Public Safety vehicle
- Direct on-foot and in-person notifications

The communications method used and wording utilized, would depend on the type of emergency. The institution will conduct periodic drills and tests to ensure operability, accuracy, and timeliness of emergency mass notification systems. These tests may be either announced or unannounced. For a list of notifications, announced and unannounced, please contact Public Safety.

## Timely Warning

In compliance with the Jeanne Clery Act, 20 U.S.C. § 1092(f) Public Safety will release Timely Warning Notifications as necessary to warn the campus of crimes or events, on or off campus, considered to be a potential threat to students, faculty, and staff. Posting Timely Warning Notifications is necessary if a serious crime or systematic patterns of crimes and/or series of threats has occurred that may put any member of the campus community at risk.

### Decision Criteria for Timely Warnings

The issuance of a Timely Warning must be decided on a case-by-case basis in light of all the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts. An ongoing investigation will normally not preclude the issuance of a Timely Warning. Timely Warnings will be issued without delay and will only restrict information that is sensitive to an investigation if the restriction of such information does not inhibit the ability of members of the campus community to protect themselves from harm.

Timely Warning Notifications will be issued via e-mail broadcast. Campus officials not subject to the timely reporting requirement are those with significant counseling responsibilities who were providing confidential assistance to a crime victim, such as pastoral counselors and professional counselors. It should be noted that a warning may not be issued if it will compromise efforts to contain the emergency.

### Content of Timely Warnings

The intent of a Timely Warning is to enable members of the campus community to protect themselves from harm. All Timely Warnings must include any information that would promote safety. Such information should include, at a minimum:

- Nature & location of the crime
- Date/Time of the crime
- Suspect information, if available (victim name is withheld as confidential)
- Any additional information that may aid in protecting the campus community

### Initiating Timely Warnings

Every attempt must be made to issue a Timely Warning as soon as is reasonably possible after the facts of the incidents have been established. For threats that are considered particularly exigent, a Timely Warning may be issued immediately with any known facts and then updated with additional pertinent information until the threat is contained or neutralized. The decision to release Timely

Warning Notifications will be made by the Director of Public Safety, in consultation with the Dean of Students, and any others who may provide insightful input, including local law enforcement agencies. Timely Warnings

and Emergency Notifications will be provided in an accurate and timely fashion to inform students and campus community members of the threatening situation and how they can best protect themselves from harm.

## Crime Prevention

Crime prevention is a top priority. Together with other campus offices, the Office of Public Safety provides programs to enhance personal safety, teach proactive crime reduction strategies, and help community members develop self-esteem, all of which contribute to a healthy community.

The major theme of all the College's campus crime prevention programs is to educate members of the Catawba College community on how not to be a victim. The Office of Public Safety is but one layer of the campus community's security system. Each individual has the responsibility to help prevent crime to promote personal and community safety. When crimes and accidents occur, trained and qualified individuals from the College are prepared to respond and provide victim/witness assistance. New Employees are expected to read the Employee Handbook and stay up to date with policies and procedures found on the Catawba College Human Resource website.

New students are expected to attend orientation programs, read the Student Conduct Code and Student Resource Guide, and stay up to date with policies of the institution. There are multiple stages during the orientation process in which campus safety and security is discussed with students: Preview Day, summer Freshman Orientation Retreats, and Orientation.

During **Preview Day**, Public Safety speaks with students and/or their families about various resources, policies, and crime prevention tactics. Public Safety addresses any questions potential students may have about safety and security, as well as general questions of the college itself. Public Safety also provides handouts and information to both students and parents.

During summer **Freshman Orientation Retreats**, trained leaders discuss safety and security issues with incoming students. The Director of Student Conduct discusses the Student Conduct Code, partnering with a representative of Wellness Promotions to specifically address alcohol use and abuse, substance use and abuse, and sexual violence. The frequency of this summer program is dependent on the number of incoming students.

The final stage of the orientation process for students consists of **Orientation**, in which multiple members of the Office of Student Affairs address students and their families regarding the Student Conduct Code. Public Safety also addresses campus safety again, to reiterate the message already communicated about safety and security.

During the first few weeks of school, resident students must attend a meeting with their Resident Assistant. Residence hall policies and issues related to general security and emergency procedures are among the discussion items at this meeting. Resident Assistants receive information on a variety of safety and security issues as part of their training. In addition, Resident Assistants are expected to provide additional programming during the year on a variety of topics, including safety and security issues. Speakers from both within and outside of the College community are often invited to participate.

In addition to the programs above, Public Safety participates in a number of safety committees as well as in partnerships with various departments and outside organizations.

### Personal Safety Tips

There are many steps one can take to protect oneself from crime. Many incidents are crimes of opportunity. For example, most crimes of theft and burglary are random and not calculated. These crimes often occur because community members leave a residence hall door, room door, window, or car door unlocked. On a beautiful campus like Catawba College, it is easy to think that no crime will occur; but, crime can happen anywhere. Follow these simple steps to reduce your victim profile:

#### **In Your Residence Hall**

- Always lock your door when leaving your room, even if it is for a few minutes.
- Never give your key to another person. If at any time your key is lost or misplaced, notify Student Affairs immediately.
- Do not permit anyone you do not know into any building, including residence halls.
- Always verify who is knocking on your door before opening it.
- Secure money and valuables in a diversion-type safe or lockable safe/box.
- Inscribe your state's driver's license number into all valuables.
- Keep a record of all serial numbers of valuables.
- Never prop an exterior residence hall door open, regardless the reason.

#### **When Walking**

- Give a copy of your class/work schedule to a family member or close friend.
- Walk with someone else, preferable in groups of three or more whenever possible.
- Learn where the emergency call boxes are located throughout campus.
- Call Public Safety for an escort.
- Walk only in well-lit areas and avoid short cuts through poorly lit and vacant lots and other deserted places.

- Walk near the curb on the side of the street facing traffic.
- If a driver stops you to ask for directions, do not get too close to the vehicle in order to avoid the risk of being pulled inside.
- If you expect to be walking, wear comfortable clothes and shoes in the event you need to run.
- If you think you are being followed while walking, change directions and head for a well-lit area with other people around. Cross to the other side of the street rather than confront a lone individual in an isolated area.

### **In Your Office**

- Lock and secure your desk and office when away, even if it's just for a minute.
- Keep small valuables (wallets and purses) out of sight by placing them in a closed and locked desk or filing cabinet.
- If possible, when away from your work area, let a co-worker or close neighbor know about your departure and expected time of return.
- Lock your computer screen when you get up from your computer to prevent anyone from accessing files on your computer.
- Lock computers and similar office equipment to the desk or table top with some type of security device.
- Keep a list of brand names, serial numbers, model numbers, and descriptions of all office equipment in your work area.
- Protect your personal property by marking it with an additional, special identification number, such as your driver's license number.

### **At Any Time**

- Program the Public Safety number (704-637-4000) into your phone.
- Be alert. Watch for obvious strangers around your office, your home, or your apartment. Check for signs of a break-in before entering an empty house, office, or car. Call Public Safety if you see signs of forced entry to a building or car.
- Never take your personal safety for granted. Be vigilant and cautious. Know your environment.
- Never be embarrassed to call for help or alerting others if you feel threatened or uncomfortable.
- Do not invite anyone to the campus that you do not trust and report any odd or suspicious behaviors to Public Safety.
- When at campus facilities, do not leave backpacks, books, or purses unattended. Print your name inside every textbook you own.

- If you are driving and think you are being followed, make several turns in one direction and head back the way you were going. If the car is still behind you, go to the nearest police or fire station, or to a public place. Do not stop or get out of the car. Have someone call the police for you.
- Hide all valuables before exiting your vehicle and remember to lock your car doors.
- Never give information about yourself or others to strangers on the phone.
- Maintain a record of serial numbers of your property and of identification and credit cards. Include a brief description with each and keep this information in a safe place.
- If you see something suspicious, say something by calling Public Safety. Be prepared to supply as much information as possible, such as descriptors of people, property, and cars

### SafeZone App

Catawba Connect is a free app designed to help keep you and those around you safe! The Catawba Connect app uses the SafeZone platform to raise Duress, First Aid and Help alerts for you and your community. In the event of an emergency, the app allows you to quickly share your location and details with the local response team who will be able to get the right assistance to you. We encourage all members of the Catawba community to download the app! Scan or click the codes below to get started! Read more or download the app at [catawba.edu/safezone](http://catawba.edu/safezone).

## Reporting Criminal Incidents and Other Emergencies

Catawba College has a number of ways for campus community members and visitors to report crimes, serious incidents, and other emergencies to appropriate College officials. Regardless of how and where you decide to report these incidents, it is critical for the safety of the entire College community that you immediately report all incidents to appropriate individuals.

### Reporting to the Office of Public Safety

You may report crime to the Public Safety in a number of different ways. You may call the campus emergency line by dialing x4000 from an on-campus phone. If calling from your cell or home phone call 704-673-4000. You may report crime or suspicious activity by stopping at our office, currently located 125 Summit Avenue. Our professional and courteous staff is ready to assist you 24 hours a day, seven days a week, including holidays. Victims are encouraged to accurately and promptly report crimes to the Public Safety and other local police agencies, when they elect to do so. If a victim is unable to make a report, Public Safety will accept a report from a third party. Victims may also report crimes to campus security authorities, who will promptly notify appropriate individuals, to determine whether or not a timely warning must be sent out, and to ensure all Clery reportable crimes are included in our annual crime statistic disclosure. Reports of crimes made to other campus officials, should also be referred to the Public Safety. Crimes reported to the Office of Public



Safety will be referred to the Office of Student Conduct and/or the Title IX Administrator for discipline under the Student Conduct Code.

## Reporting to the Title IX Administrator, Dean of Students, and Housing and Residence Life

In addition to reporting criminal incidents to the Office of Public Safety, individuals may also report criminal incidents to the Title IX Coordinator, the Dean of Students, and to authorities within Housing & Residence Life. The aforementioned departments will coordinate with the Public Safety, when appropriate. Reports of sex offenses, domestic violence, dating violence, or stalking can be reported to the Title IX Administrator, who will not involve Public Safety unless the victim wishes to do so. If you wish to remain anonymous every attempt will be made to maintain your anonymity, but it is not guaranteed. Aggregated crime statistics from incidents reported to the Title IX Administrator, the Dean of Students, and Housing and Residence Life, among other offices, will be included in the Annual Crime Statistics.

## Confidential Reporting of Crime and Other Serious Incidents

Occasionally, victims of a crime wish to report a crime but do not want to give their name and/or do not want to pursue action through the criminal justice or College judicial systems. There are two ways for confidential reporting: confidential reporting and Cat Watch.

### Confidential Persons

As a result of the negotiated rulemaking process which followed the signing into law of the 1998 amendments to the 20 U.S.C. Section 1092(f), clarification was given to those considered to be campus security authorities. Campus "Pastoral Counselors" and Campus "Professional Counselors" when acting as such are not considered to be campus security and are not required to report crimes for inclusion into the annual disclosure of crime statistics.

As allowed by the Clery Act, pastoral and professional counselors who receive confidential reports are not required to report these crimes to the Public Safety for inclusion into the annual disclosure of crime statistics or for the purpose of a Timely Warning, they they are encouraged. These positions are defined as follows:

**Pastoral Counselor** – a person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor. **Professional Counselor** – a person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of his or her license or certification. Pastoral counselors and professional counselors, if and when they deem it appropriate, are encouraged to inform the persons they are counseling of the procedures to a report crime to

Public Safety for inclusion in the annual disclosure of crime statistics. This reporting allows the College to maintain accurate records on the number of incidents for inclusion in the annual disclosure of crime statistics, determine if there is a pattern of crime with regard to a particular location, method or assailant, and alert the campus community of an ongoing threat if needed.

### Cat Watch

Catawba College has an online anonymous “web form” to report crimes and other serious incidents on a voluntary and confidential basis. This form allows victims or witnesses to anonymously report an incident of sexual assault or any other serious incident. It assists the College in evaluating whether a Campus Safety Advisory should be issued and in collecting

valuable information about serious incidents. It is a valuable tool available to any member of the community. You may report a crime or suspicious activity online, without giving us your name at: <https://cm.maxient.com/reportingform.php?CatawbaCollege>



**IMPORTANT: If you do not want your identity to be known, DO NOT include self-identifying information such as your name, position, phone number, e-mail address, or physical address in the OPTIONAL spaces provided within the form. However, please be advised that the IP address of the computer you are using to submit the form will be known. Even so, the IP address will be kept in confidence.**

Aggregated crime statistics from incidents reported in the Confidential Reporting system are included in the Annual Crime Statistics.

### Confidential Resources Policies on Advising Clients Regarding Options to Report Crimes

Four offices on campus have been designated as Title IX Confidential Resources – the Office of Counseling Services, the Student Health Center, Center for Wellness Promotion, and the Chaplain’s. When a client reports that she or he has been the victim of a crime on campus, the counselor shall, by policy, inform the client that they have several options regarding reporting this assault to Public Safety, the Title IX Administrator, or the Director of Conduct:

1. Clients may report the details of the assault to the Public Safety Department or to local law enforcement. If the crime is a crime of sexual assault, clients may decide whether they wish to press criminal charges against the alleged perpetrator and/or file a charge under the College’s Student Code of Conduct. Clients may make this report by contacting Public Safety at 704-637-4000, contacting the Title IX Administrator by calling 704-637-4104, by contacting the Director of Student Conduct at 704-637-4114, and/or local law enforcement;

2. Clients may make an anonymous report and include the name of the alleged perpetrator through the online reporting system, Cat Watch. This will allow the assault to be included in the Annual Security and Fire Safety Report, and will help identify if there is a pattern of similar assaults committed by the same perpetrator.

Clients who are victims of a crime also have the right not to report the assault at all and continue to work through the aftermath confidentially in counseling. The Counseling Center has established a procedure to anonymously capture aggregated crime statistics disclosed confidentially during a counseling session to ensure that such anonymous statistics are included in the College's Annual Security and Fire Safety Report.

Counselors will voluntarily provide the following anonymous statistical information:

- Date reported
- Date of incident (to the extent it can be determined)
- Approximate time of incident
- Location of incident
- Brief description of alleged criminal activity

## Monitoring and Recording Criminal Activity or Students Off-Campus

The College Student Code shall apply to conduct that occurs on College premises, at College sponsored activities, and to off-campus conduct that adversely affect the College Community and/or pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The Dean of Students shall decide whether the Student code shall be applied to conduct occurring off campus, on a case-by-case basis, in his/her sole discretion.

## Sexual Assault, Domestic Violence, Dating Violence, and Stalking Information

### Catawba College Policy Regarding Sexual Violence

**Sexual Violence Policy** – The following policy is based on the laws of the United States and of the state of North Carolina, and on the College's intent to ensure the safety of the community. Sexual assault, including but not limited to threats of, or deliberate physical contact of a sexual nature that is against another person's will or without consent.

- Committing a sexual invasion, sexual assault, or sexual misconduct, as those terms are defined herein.
- Committing sexual harassment as defined herein.

- Inflicting severe mental or emotional distress upon a person through a course of conduct involving repeated harassment, intimidation, abuse or disparagement.

The term sexual act means sexual intercourse, cunnilingus, fellatio, anilingus or knowingly inserting an object or part of one's body into another's genital or anal opening.

The term sexual assault means intentionally touching the sexual parts (breasts, genitals or buttocks) of another or intentionally touching another with one's sexual parts, without that person's consent. The term sexual harassment means engaging in unwelcome advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when the employment or academic advancement of another is made contingent upon submission to such conduct or when submission to or a rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual, or when such conduct has the purpose or effect of interfering with the other's work or academic performance, or of creating an intimidating, hostile, or offensive working or academic environment.

The term sexual invasion means knowingly engaging in a sexual act with another person without the other's consent. The term sexual misconduct means engaging in a sexual act or exposing the private parts of one's person in any public place in the presence of other persons.

**NOTE:** Use of alcohol and/or drugs by a Complainant is not an excuse for violation of the sexual assault conduct standard. An intoxicated person cannot provide informed consent to sexual activity if their judgment is impaired. Nor can a perpetrator who is intoxicated or under the influence of drugs be capable of confirming consent to the sexual activity. Thus, if your partner has been drinking or taking drugs, getting a "yes" may not be sufficient. Finally, silence, previous sexual relationships, or current relationship between the parties may not be taken as an indication of consent.

### Catawba College Policy Regarding Stalking

Stalking and cyber stalking are behaviors prohibited by Catawba College. Stalking includes a willful and malicious knowing pattern of conduct or acts over a period of time, directed at a specific person which alarms or annoys the person which causes a reasonable person to suffer substantial emotional distress, and makes a threat with the intent to place the person in imminent fear of death or bodily injury. Conduct which does not include a threat of death or bodily injury is also illegal and considered harassment by Catawba College.

Stalking is defined as repeated harassing behavior, such as:

- Following a person
- Appearing at a person's home, class or work
- Making harassing phone calls and e-mails
- Leaving written messages or objects

- Vandalizing a person's property

Stalking can be accomplished in person or by mail, telephone, electronic mail, social media, and internet communications etc.

Students, staff, and faculty may turn to a Title IX Liaison for help in dealing with incidents of stalking or harassment.

Anyone can be stalked, including college students from any economic, ethnic, or religious group. A few victims are picked at random by their stalker, but most stalking victims know their stalker, having had some type of present or past relationship. The perpetrator can be an intimate partner, former partner, classmate, roommate, or other acquaintance. A victim can be stalked for several days or for many years. The stalker's actions can also affect family, friends, and coworkers. Stalking and criminal harassment can be difficult to distinguish. Talk to one of the Title IX Administrator for help.

If you or someone you know is experiencing a similar situation, please get help by contacting any of the resources listed. If you feel frightened or uncomfortable about someone's specific behavior, pay attention to your instincts. Seek help.

#### WHAT CAN A STALKING VICTIM DO?

- Report the stalking to Public Safety, Student Affairs and/or local police and follow their advice
- Inform others close to you (family, friends, residential life staff, and coworkers) about the stalking
- Do your best to safely avoid all contact with the stalker
- Keep a journal or log of all incidents connected to the stalking
- Keep any letters, packages, taped telephone messages, or e-mails received from the stalker
- Provide police with photographs of the suspect, a description, and other information
- Inform the Office of Student Affairs and learn about other options
- Follow basic safety tips
  - Try not to walk alone
  - Know your surroundings and locations of emergency phones and panic buttons
  - Lock your car and house doors when alone
  - Consider using different routes to drive or walk to class or other routine places, keeping close friends informed
  - Park your vehicle in well-lit areas
  - Check your vehicle including front and rear passenger seat areas before getting in
  - Change locks to your home and car
  - Contact Public Safety for escorts
  - Utilize the blue lights on campus if you feel someone is following you

## Catawba College Policy Regarding Domestic and Dating Violence

### Dating Violence

Dating Violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The relationship between the alleged perpetrator and the victim is determined based on the following factors:

1. The length of the relationship
2. The type of relationship; and/or
3. The frequency of interaction between the persons involved in the relationship

### Domestic Violence

**Domestic violence** is defined as abuse or violence committed by:

1. A current or former spouse of the victim;
2. A person with whom the victim shares a child in common; and/or
3. A person who is cohabitating with or has cohabitated with the victim as a spouse. Dating and domestic violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

The state definition of domestic violence can be found in North Carolina General Statute §50B-1 ([www.ncleg.net/EnactedLegislation/Statutes/HTML/ByChapter/Chapter\\_50B.html](http://www.ncleg.net/EnactedLegislation/Statutes/HTML/ByChapter/Chapter_50B.html)), which is applicable to criminal prosecutions for domestic violence in North Carolina, but may differ from the definition used by the college to address policy violations.

## Catawba College Policy Regarding Bullying

### Bullying Policy

“Bullying or harassing behavior” is any pattern of gestures, communication (written, verbal, or electronic), or physical act that takes place by a Catawba College community member that places another Catawba College community member in actual and reasonable fear of harm to his/her person or damage to his/her property; or creates or is certain to create a hostile environment by substantially interfering with or impairing a student’s educational performance, opportunities, or benefits.

A **hostile environment** is defined as the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

Bullying or harassing behavior includes, but is not limited to acts reasonably perceived as being motivated by any actual or perceived differentiating characteristic such as: race, color, religion, ancestry, national origin, gender, socioeconomic status, academic status, gender identity, physical appearance, sexual

orientation, or mental, physical, developmental, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics.

- No student or College employee shall be subjected to bullying or harassing behavior by College employees or students.
- No person shall engage in any act of reprisal or retaliation against a victim, witness, or a person with reliable information about an act of bullying or harassing behavior.
- A College employee who has witnessed or has reliable information that a student or College employee has been subject to any act of bullying or harassing behavior shall report the incident to the appropriate College official.
- A student or volunteer who has witnessed or has reliable information that a student or College employee has been subject to any act of bullying or harassing behavior should report the incident to the appropriate College official.

### Cyberbullying Policy

Cyberbullying is the use of internet, mobile phones, social media, or other digital technologies to harm others. Communicating threats of any violence via any medium (including electronic communication) which the College interprets as posing a danger to Catawba College property, people, or the community. This Policy applies to all computer and computer communication facilities owned, leased, operated, or contracted by Catawba College. The policy compliments the Catawba College Information Technology's Acceptable Usage Policy.

### Catawba College Policy Regarding Bias Incidents

Catawba College defines a bias incident as an act of bigotry, harassment or intimidation involving a member of the Catawba community that is directed at a member or group based on any of, but not limited to, the following: race, color, ethnicity, nationality, economic background, age, physical/mental health or ability, sexual orientation, sex, gender identity or expression, height, size, weight, marital status, veteran status or religious practice.

A bias incident can occur whether the act is intentional or unintentional. Speech or expression that is consistent with the principles of academic freedom does not constitute a bias incident. Bias-related incidents, while abhorrent and intolerable, are not necessarily crimes. Hate crimes are also motivated by bias, but they include a definable crime, such as: threats of violence, property damage, personal injury, and other illegal conduct. A hate crime is an infraction of the law and will be addressed accordingly.

Note: All hate crimes are bias incidents, but not all bias incidents are hate crimes.

## Reporting a Bias Incident

Any member of the Catawba Community may report an incident.

1. Log into CatLink
2. Click on the “CatWatch” link in the “Make a Request” box (located on both the “Home” and “Services” tabs.

Once reported, an investigation of the incident will be conducted in a timely manner and appropriate actions will be taken.

## Confidentiality

The College will make reasonable efforts to keep all information relating to sexual harassment allegations and investigations confidential on a “need-to-know” basis, to the extent consistent with the College’s legal obligations, the need to investigate allegations of sexual harassment, and the need to take corrective and/or disciplinary action. Any person who violates provisions of this policy including confidentiality provisions will be subject to disciplinary and/or corrective action.

## No Retaliation

It is a violation of this policy to retaliate against a person for complaining of alleged harassment, or for assisting, participating or cooperating in an investigation of sexual harassment. When a member of the College community believes retaliation has occurred, the complainant may bring a complaint under this policy. The College also has the right to make such a determination on its own.

Retaliation is a basis for corrective or disciplinary action.

## Preventing and Responding to Sexual Assault (Basic Prevention Tips)

The College is committed to creating and maintaining a community in which students, faculty, and staff can work and study in an atmosphere free from all forms of harassment, exploitation, or intimidation. Every member of the campus community should be aware that the College does not tolerate sexual assault and harassment and that such behavior is prohibited by federal and state law and by College policy. The College will take whatever action may be needed to prevent, correct, and, if necessary, discipline and/or prosecute behavior that violates this policy and the law. **In Your Residence:**

- When someone is at your door, ask who is there before you open it, and don't let in strangers.
- Keep doors and windows locked.
- If laundry facilities are secluded, do your laundry with a friend.
- Don't give your name, address or phone number to a stranger on the phone.
- Report any suspicious activities (obscene phone calls, peepers, exhibitionists, threats, attacks, attempted attacks, etc.) to the Public Safety.
- Insist on immediate replacement when light bulbs burn out in dark walkways, parking lots and hallways.



- Always keep your residence secure.
- Never prop open exterior doors.
- Call Public Safety to report suspicious activity. **Around the Campus**
- Familiarize yourself with the security services available to you - the escort service provided and the availability of blue light emergency phones.
- Avoid shortcuts through deserted places.
- Don't walk alone at night.
- Don't accept rides from strangers.
- Whether on or off campus, walk/jog/bike in groups of three or more, especially after dark.
- Avoid giving your address, phone number or name to someone you don't know or to friends in public places where you might be overheard.
- Use your intuition. If you sense something suspicious, take appropriate precautions.
- Report any suspicious people or activities you might encounter to Public Safety.
- When driving, park in well-lit, well-traveled areas. Have your keys ready so that you can enter your car quickly.
- Look into your back seat before entering your car; lock the doors after you enter.

### If You Have Been Sexually Assaulted

Sexual assault is an act of violence. Students who are victims of an assault may be in a state of shock and disbelief and may be feeling a variety of emotions such as fear, anger and helplessness as well as shame and guilt. A victimized student may not know who to trust or turn to for help. This guide is designed to give students resources to help in recovery as well as to reduce the risk of an assault from happening again. Students are encouraged to seek help from the resource people in this guide. There are trained professionals available at Catawba College who can provide information and support. Students are encouraged to use these resources. The College will respect the wishes of the student and will not force them toward any action.

If a student is sexually assaulted, he/she/they is/are encouraged to:

1. Get to a safe place as soon as possible.
2. Understand that the assault was not your fault, nor did you do anything to cause it or deserve it. One hundred (100%) percent of the responsibility lies with the person who assaulted you.
3. Try to preserve all physical evidence. Do not wash, douche, use the toilet or change clothing if it can be avoided. If changing clothes is a must, put all clothing worn at the time of the attack in a paper bag, not plastic (this is important for evidence collection).
4. Contact any one of the following Catawba College offices to report the crime and receive assistance:

- a. Public Safety at 704-637-4000
- b. College Chaplain at 704-637-4446 or 704-231-3128
- c. Student Affairs at 704-637-4410
- d. Health Services at 704-637-4404
- e. Counseling Services at 704-637-4307
- f. Residence Life staff member.

A call to one of these offices does not mean that one has chosen to bring criminal charges. These officials are trained to assist in securing medical attention and professional counseling while assuring that evidence of the incident is collected and preserved in the event of a later decision to prosecute.

5. Report the crime to the Salisbury Police Department at 911 (non-emergency calls 704-6385333). This is a personal decision that only the student who has been assaulted can make. Understand that making a report does not require the victim to press charges. Consider that the perpetrator may have had previous victims, and if attention is not brought on their behavior, it is possible that there will be more victims in the future.
6. Get medical attention as soon as possible to address physical health needs and to collect important evidence in the event of a later decision to take legal action. For the purpose of effective evidence collection, physical examination at a local emergency room must take place as soon as possible and no later than seventy-two (72) hours after the assault. For on campus services, call Health Services at 704-637-4404. For off-campus services, call the Novant Health Rowan Medical Center at 704-210-5000.
7. Talk with a counselor who can provide emotional support and give information about resources while clarifying confidentiality. For on-campus services, call Counseling Services at 704-637-4373. For off-campus counseling and support services, call the Family Crisis Council at 704-636-4718 or the Rape/Sexual Assault Hotline at 800-656-4673.
8. Confide in someone who can be trusted, a close friend or Resident Assistant, to turn to for support through recovery. If preferred, a member of the College staff who is knowledgeable about recovery resources can be chosen as a support person. To receive information on the Catawba College Student Conduct Code and procedures, please contact the Dean of Students or the Student Conduct Administrator at 704-637-4410.

## Reporting Sexual Violence

All students are encouraged to report any instances of sexual violence. Reporting the incident allows College authorities to better protect the Reporting Party and maintain all options for resolution. A student who believes they are a victim of sexual violence has several avenues for initially reporting the incident.

## Consultation

A victim, witness, or advisor may request a meeting with the Title IX Administrator or a Deputy Title IX Administrator to discuss the allegation and to determine if there is reason to believe that sexual violence violation has occurred. Disciplinary procedures will be reviewed at this meeting, and the process for going forward within the College system will be discussed. A friend, advisor, or parent may be present at this meeting at the victim's request. A victim does not have to make an immediate decision but will have time to gather information and make an informed decision about how to proceed.

## Types of Reporting

**Reporting & Confidentiality** – Students reporting incidents of sexual violence are often concerned for their privacy and have questions about confidentiality.

**Confidential Reporting** – Victims of sexual violence have the right to speak with a Confidential Employee on campus to speak freely about incidents that may have occurred without having to feel pressured to report the incident to Mandated Reporters. Confidential reporting consists of those communications that legally cannot be disclosed, without the reporter's consent, to any other person, except under very limited circumstances such as an imminent threat of danger to self or others. When reporting to a confidential source, the information shared between the reporting person and the care provider is confidential and ordinarily will not be disclosed even to a member of the College community. In speaking with Confidential Employees, victims can disclose as much as he/she/they would like regarding details of the incident. Confidential Reporters will share the rights of the victims as well as resources available to him/her/they. If wanted, Counselors may provide advice to the victim.

### **Current Confidential Employees are:**

Dr. Nan Zimmerman, Director of Counseling Services  
Dr. Avery Barber, Counselor  
Debbie Insley, Director of Wellness Promotions/Counselor  
Kathi Welborn, Director of Health Services/Nurse Practitioner  
Teresa Bivens, Nurse Practitioner  
Dr. Ken Clapp, Senior Vice President and Chaplain.

### **Anonymous Reporting**

**On Campus** – If a student would like to report an incident anonymously, he/she/they may report an incident through our online system **without** logging into the system and identifying their name. Please utilize the form located here:

<https://cm.maxient.com/reportingform.php?CatawbaCollege>

**Off-Campus** – Anonymous reporting is the term utilized to offer an option to victims of sexual violence who are not ready to engage the criminal justice system. This decision was in response to the provisions

outlined in Violence Against Women Act (VAWA). Under this option, victims present to the hospital and have a forensic exam performed; within the standard time allowable for evidence collection, receive medical clearance, prophylactics and follow up resources. If a medical examination is completed the information that is acquired through the medical examination performed by the Sexual Assault Nurse Examiner (SANE) is maintained anonymously and given a number rather than a name. The SANE nurse will explain the legal options and the benefits of reporting to law enforcement. The evidence will be retained for one year, should a victim decide to press charges. North Carolina law guarantees that if a victim chooses not to report to law enforcement, he/she/they may still receive a free sexual assault examination, treatment for sexual transmitted diseases, and medication for pregnancy prevention. A victim can still access campus resources such as Health Services, Counseling Services. If a victim would like to utilize this option, he/she/they should identify themselves as John/Jane Doe at the hospital.

**Additional Resources:**

*Family Crisis* – <http://www.familycrisiscouncil.org/> ; **24-hour Crisis Line** 704-636-4718 \*Extension 201

*North Carolina Coalition Against Sexual Assault* –

<http://www.nccasa.org/resources/anonymous-reporting>

**Mandated Reporting** – It is important to note that all other professional employees within the campus community, not noted above as Confidential Reporter, serve as mandated reporters. Should a victim disclose to an employee of the College an incident of sexual violence, it is the obligation of that employee to report that information to the Title IX Administrator.

Some individuals within the campus community will provide limited confidential reports. These individuals will not disseminate information to others except on a need-to-know basis. These individuals have an obligation to enlist designated campus resources to ensure that necessary steps are taken to protect the community as a whole and that appropriate disciplinary measures are considered and imposed. Such disclosures will be limited to a finite group of people all with the same confidentiality obligations. These steps will include investigating the assault and disclosing the confidential communications to others on a need-to-know basis.

**Individuals Within This Area Include:**

Residence Life Staff

Director of Housing

Assistant Director of Housing

Resident Assistants

Dean of Students

Director of Conduct  
Title IX Administrator  
Deputy Title IX Coordinator  
Title IX Investigators/Committee Members  
Public Safety  
College President

## Where to Report

**Public Safety** – Victims of sexual violence have the right to file criminal reports or opt not to. The College will not discourage a student from filing a criminal report and will explain steps to ensure safety can be initiated. Steps taken to ensure safety on campus are listed under the section “interim actions.”

**Involving Law Enforcement** – If the reporting party chooses, Public Safety will call local authorities who will initiate a timely investigation including interviewing all witnesses. The victim will receive information regarding the progress of the case and will retain the option of prosecuting the case criminally with local law enforcement. Responding law enforcement will explain the details associated with criminal prosecution. This will include evidence collection, working with other jurisdictions, and testifying in court. An advocate within the off campus community, such as Family Crisis, can be present during evidence collection, court process, and on an on- going basis to support the victim.

**Regular Report** – If the reporting party elects *not* to involve law enforcement, he/she/they may provide a statement to Public Safety. Public Safety will explain steps to ensure safety. The statement provided to Public Safety will then be shared with the campus Title IX Administrator.

The Title IX Administrator will initiate a timely investigation including interviewing all witnesses. An advocate/advisor, chosen by the victim within the campus community, can be present during evidence collection, court process, and on an on-going basis to support the victim.

**Student Affairs** – The Office of Student Affairs will serve as one of the places where a victim may report incidents of sexual violence. The Reporting Party may provide a statement to individuals within Student Affairs who participate in an on-call duty rotation. Student Affairs will explain steps to ensure safety. The statement provided to Student Affairs will then be shared with the campus

Title IX Administrator. The Title IX Administrator will initiate a timely investigation including interviewing all witnesses should the student wish to move forward with the process. Student Affairs will refer a student to on and off-campus resources. Professionally trained investigators are housed in the Office of Student Affairs and under the Title IX umbrella.

**Title IX Administrator** – When students report allegations of sexual violence to employees of the College, he/she/they will be referred to the Title IX Administrator for additional information on services and processes

available for intervention. Students will then be contacted by the Title IX Administrator to arrange for any services, accommodations, and further actions.

### Requests for Anonymity

When a student requests that their name not be used, the College will evaluate the request considering the following factors: the seriousness of the alleged sexual violence and whether there have been other sexual violence reports about the same individual. If the alleged has been named, then the College has a responsibility to provide a fundamentally fair process. When anonymity is maintained, the victim should understand that the College's ability to respond is limited. In cases where the reporting party wants to proceed, the College cannot keep the reporting party's identity from the alleged student. Sexual violence is a serious offense and the alleged student has the right to know the identity of the reporting party/alleged victim. The College will inform the victim if it cannot ensure confidentiality and must proceed with an inquiry. In all cases when there is an allegation of sexual violence, the College has an obligation to take steps to limit the effects of the alleged sexual violence and prevent its recurrence.

### Parental/Legal Guardian/Partner Notification

When and if parents and/or legal guardians are contacted is a decision the victim should make unless there are extenuating circumstances. The Title IX Administrator can assist a student with notification. In some instances when there is a significant health or safety concern, the College may need to notify the parents, guardian, or partner of the individual involved in the sexual assault. In making this determination, the College will consider the wishes of those involved, their personal safety, and the safety of the campus community.

### Timely Response to Reports

Except for good cause, and taking into account pending workload requirements, other assigned cases, and the complexity of the individual report being investigated, the period of time from the filing of a report, or the College's decision to investigate a matter, to the completion of the case and final notification of the outcome shall, generally, not exceed 60 calendar days.

### Amnesty for Alcohol Use and Drugs

In deference to its compelling interest to end sexual violence, the College will not pursue alcohol/drug use and/or possession violations against a student who claims to be a victim of sexual violence or against students named as a respondents.

### Previous Relationship Concerns

Evidence of a Reporting Party's past relationships with anyone other than the respondent will not be considered as substantial evidence.

### Conflict of Interest

The Reporting Party or respondent may challenge the participation of the investigator(s) for cause. Cause is defined as personal bias, prior involvement, or inappropriate access to information concerning the incident.

The removal of one of these parties will be at the discretion of the Title IX Administrator. If the case goes before the Conduct Board, the reporting party or respondent may challenge the participation of a board member for the reasons above. The removal of a Conduct Board member for cause will be at the discretion of the remaining council members, as determined by majority vote.

### College Coordination If There is a Criminal Investigation or Prosecution

The College will respond to and cooperate with law enforcement authorities in such investigations. Regardless of whether a Reporting Party elects to file a criminal report or initiate a civil law suit, the reporting party is entitled to utilization of the College's disciplinary process and to receive appropriate interim actions and remedies by the College that may be warranted under the circumstances. A Reporting Party has a right to proceed with a criminal investigation and a Title IX report simultaneously.

### Investigation Process

#### **Preliminary Inquiry**

Once a report has come to the attention of the Title IX Administrator, a preliminary inquiry will be conducted. The inquiry is done to evaluate and decide if interim action is needed to end the sexual violence, eliminate any hostile environment and its effects, and prevent the recurrence. The Title IX Administrator will assign trained Title IX Investigators who will conduct the preliminary inquiry into the alleged sexual violence. If there is sufficient information to determine that the allegations are credible, the matter will proceed in accordance with this Policy. If there is insufficient basis to believe material elements of sexual violence as defined are present, the Reporting Party shall be advised and shall have the right to ask that the decision be reviewed by the Title IX Administrator. Such a request shall be filed within 2 days of notification by the investigator, and the Title IX Administrator shall have additional days from the receipt of the appeal to either dismiss the matter or to remand it to the investigator for further processing. This determination does not preclude reasonable accommodations and others actions to address concerns related to retaliation. The College reserves the right to conduct a preliminary inquiry and take action regardless of whether a student files a written report, asks the College to take action, or identifies the behavior as a form of discrimination.

#### **Interim Actions**

The College reserves the right to take necessary measures in response to an allegation of sexual violence in order to protect students' rights and personal safety and to address concerns for retaliation. The College will consider the concerns and rights of both the reporting party and the person alleged of sexual violence. Such measures may include but are not limited to:

- modification of living arrangements
- interim suspension from campus pending a hearing

- classes reassigned so the alleged does not share classes with the reporting party
- limitations placed on access to certain College facilities or property
- limitations of a student's eligibility to enjoy certain privileges or participation in or attendance at certain events or activities
- limitations of the accused's ability to participate on a team or activity where the alleged represents the College
- temporary limitation of a student's eligibility to communicate (verbal, written, or electronic, or through another individual) with identified students, staff, or faculty members
- issuance of "No Contact" orders

### **Investigations**

The result of the initial inquiry and wishes of the reporting party will determine if a full investigation should be conducted. Investigations will vary based upon the circumstances and availability of information. All investigations are completed by trained investigators who conduct an impartial investigation. Throughout any College investigation of sexual violence, the reporting party and respondent will have equal rights. The process of fact gathering will involve interviews of the victim, the respondent, and other witnesses. Information may be provided by both the reporting party and the respondent. The Reporting party and the Respondent may also access all documents relevant to the case, including, written statements from the parties, police reports if available, and any other pertinent information. The investigators will keep the parties informed of the progress of the investigation and take reasonable measures to assure that the parties have an opportunity to review documents and information as well as information that will be pursued as a part of the investigation. At the conclusion of the investigation, the reporting party and the respondent will each meet with the Title IX Investigator(s) to review the report and be informed of the findings. The next steps could include: proceeding to initiating charges through the Student Conduct system, determining alternative resolutions, no charges filed due to insufficient evidence or the reporting party does not wish to proceed with charges. In circumstances when the investigation results in information that supports a charge of sexual violence but the Reporting Party does not wish to pursue the matter, the College may choose to pursue the matter, if the nature of the allegation and subsequent investigation give reason to believe that the reporting party or other members of the College community may be at continued risk. If the College does not believe there is sufficient information to proceed with a charge, then the parties will be informed. Should the reporting party wish to contest the Investigator's conclusion and the decision not to initiate charges, the reporting party may request that the decision be reviewed by the Title IX Administrator. Any interim actions may remain in effect at the discretion of the Investigators and/or Title IX Administrator. If the respondent feels



that the interim actions are inappropriate, they may appeal to the Title IX Administrator to adjust the interim actions.

### **Alternative Resolutions**

When the information gathered at the conclusion of an investigation is insufficient to proceed through a disciplinary hearing or the reporting party does not wish to proceed to a disciplinary hearing, alternative resolutions may proceed, including:

- a. With the agreement of both parties, a meeting can be facilitated by the Title IX Administrator. The purpose of this meeting would be to provide an opportunity for a guided conversation between the reporting party and respondent around well-defined and pre-arranged topics. This is not an option for cases of sexual violence.
- b. At the discretion of the Title IX Administrator, the respondent may be required to complete certain educational remedies or experiences that would assist the student with the concerns that contributed to or were aggravating in the alleged incident. Examples include alcohol education, demonstrating an understanding of the College's definition of consent, or involvement or participation in other educational programs.

Educational experiences would be designed not to conflict with the respondent's ability to participate in campus life and would not be considered in any College setting as an admission of responsibility. At the discretion of the Title IX Administrator, interim actions as described in this policy may be continued through and beyond the imposition of the alternative resolution.

Reporting party and respondents may request to cease alternative resolution proceedings at any time and request that another process be initiated to resolve the report.

### **Campus Disciplinary Procedures for Cases Involving Sexual Violence**

When the College determines there is sufficient information to believe a violation of the Student Conduct Code has occurred, a charge letter will be filed. Reports of sexual violence will be handled by the College according to the procedures outlined in the Student Conduct Code found in the Student Resource Guide, unless otherwise specified in these procedures. Students who accept responsibility or are found responsible for violations of the Sexual Violence Policy will be subject to sanctions from the College as determined by the hearing authority handling the case. In addition to individuals, a student organization may be charged and found responsible for violation of the Sexual Violence Policy. Sanctions can include termination of the privileges of a registered student organization and termination of the registration of a registered student organization. Processing an allegation through the Student Conduct Code does not prevent a simultaneous action being taken in the appropriate criminal court off campus.

### **Roles in the Disciplinary Process for Sexual Violence**

The student initiating the complaint will be referred to as the Complainant or the Reporting Party. The alleged student will be referred to as the Respondent.

### **Standards of Accountability**

The disciplinary process utilizes one standard of accountability: a preponderance of the evidence. It should be clear that the standard of evidence for the conviction of a crime, beyond a reasonable doubt, is different from the standard used to determine a violation of this policy and the outcome of a police investigation or criminal proceedings is not determinative of whether alleged sexual violence violates this policy. Therefore, conduct may constitute sexual violence under this policy, even if law enforcement authorities lack sufficient evidence of a crime and decline to prosecute. In compliance with the federal directives of Title IX, a preponderance of the evidence is the standard adopted by this policy to determine if a student has engaged in sexual violence. A preponderance of the evidence means that credible information shows it is “more likely than not” that the respondent violated this policy.

### **Hearing Authority**

The Director of Conduct will serve as the primary hearing party for incidents involving student/student issues. If the incident involves an employee, the Title IX Administrator will delegate the hearing authority. When mutual settlement is reached, the Student Conduct Board and/or Title IX Investigators will serve as the next level of hearing authority. If either party wishes to appeal, the Appellate Board and/or Title IX Administrator will serve as the final level of hearing authority. All hearing authority parties receive annual investigator training.

### **Equity in Investigatory Processes and Hearings**

Throughout any College investigation of a violation of this policy, including at any hearing, the reporting party and the respondent will have equity in the process which includes: calling witnesses, presenting information, a timely review of material (including the statement of the other parties and the College Title IX investigative report), information regarding the status of the investigation throughout the investigation, and the option on having advisors present at all proceedings. Both parties will also be informed of the status of the investigation at regular intervals.

### **Multiple Disciplinary Allegations**

Respondents who have been charged with multiple violations of the Student Conduct Code including sexual violence may request a hearing to determine responsibility for the other items before the sexual violence violations are heard. The Dean of Students and/or Director of Conduct will consider the request in light of the circumstances, the coherence of the record if charges are separated, and the rights of the Reporting Party.

### **Notification of Any Special Arrangements for Hearings**

During pre-hearing interviews with the reporting party and respondent, the Title IX Administrator/Director of Conduct/Dean of Students will consider any special arrangements for the hearing to accommodate concerns for personal safety, well-being, and/or apprehensions of the reporting party, respondent, and/or other witnesses during the hearing. This may include prescribed seating arrangements for the hearing, private waiting areas, a predetermined plan for entering and exiting the hearing room, and other means appropriate to the circumstances that do not violate principles of fundamental fairness for all concerned.

### **Sanctions and Remedies**

The hearing authority is required to consider suspending or expelling any student who accepts or is found responsible for all violations of the Sexual Violence Policy; however, the hearing authority may impose any sanction that it finds to be fair and proportionate to the violation and any mitigating or aggravating circumstances. The hearing authority will also consider, as part of its deliberations, whether the sanction will (a) bring an end to the violation in question, (b) reasonably prevent a recurrence of a similar violation, and (c) remedy the effects of the violation on the reporting party and the College community. The hearing authority may impose any sanction listed within the Student Conduct Code and any remedies listed in this policy under interim actions or otherwise reasonable.

### **Notice of Outcome**

Both the respondent and reporting party shall receive written notice concurrently of the outcome of the hearing and any appeals that may follow. When the alleged conduct includes crimes of violence, the reporting party will receive a full report of sanctions. Reporting parties will only receive information about sanctions that directly relate to the reporting party, when the alleged conduct does not involve crimes of violence.

### **Appeals**

Both the respondent and reporting party may appeal the outcome of a disciplinary hearing consistent the Student Conduct Code. The grounds for appeal as listed are:

- a. To determine whether the Student Conduct Hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code was violated, and giving the Accused Student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.

- b. To determine whether the decision reached regarding the Accused Student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Code occurred.
- c. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct hearing.

The conclusion of the appeal process will stand as the final decision of the process.

### **Records**

The Title IX Administrator will maintain a record of all preliminary inquiries, investigations, and disciplinary files that result from reports of sexual violence. Disciplinary files will be maintained by both the Title IX Administrator and the Office of Student Affairs. Disciplinary records, which will include the initial inquiry, the investigation, and the disciplinary proceedings, will be maintained under the respondent's name. Preliminary inquiries that do not result in any further action beyond reasonable accommodations will be maintained under the reporting party's name. Investigations that do not result in disciplinary charges or do result in alternative resolution proceedings will be maintained under both the reporting party's and respondent's names in confidential Title IX files maintained by the Title IX Administrator. These files are not part of a student's academic record.

### **Retaliation**

It is a violation of this policy to retaliate against a person for complaining of alleged harassment, or for assisting, participating or cooperating in an investigation of sexual harassment. When a member of the College community believes retaliation has occurred, the complainant may bring a complaint under this policy. The College also has the right to make such a determination on its own. Retaliation is a basis for corrective or disciplinary action.

### **Federal Statistical Reporting Obligations**

Certain campus officials have a duty to report sexual violence for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along regarding the type of incident and its general location (on or offcampus, in the surrounding area, but no addresses are given) for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime and to ensure greater community safety. The information to be shared includes the date, the location of the incident (using Clery location categories), and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.

## Federal Timely Warning Reporting Obligations

Victims of sexual violence should also be aware that College administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The College will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

## Sexual Assault Taskforce

The Sexual Assault Taskforce convened by President Lewis began its first of six meetings on January 22<sup>nd</sup> 2015. The Taskforce is chaired by a Student Affairs staff member. President Lewis charged the Taskforce comprised of faculty, staff, students, and members of the community to review Catawba's current policies, processes, procedures, and communications about sexual assault and to examine emerging approaches to prevent and educate sexual assaults on college campus on a routine basis.

## Resources

Students and employees who are victims of dating violence, domestic violence, sexual assault, or stalking, regardless if the offense occurred on or off campus, will be provided with services such as counseling and/or health services as well as additional options which can be discussed with any confidential employee and/or the Title IX Administrator.

## Educational Programs, Trainings, and Resources to Promote Awareness of Sexual Assault, Domestic Violence, Dating Violence, and Stalking

Incoming students receive training on sexual assault, domestic violence, dating violence, and stalking through the online course "Consent and Respect." This module tackles issues of consent, bystander intervention, North Carolina laws and College policies, and other important educational information surrounding the topics of sexual assault, interpersonal violence, and stalking.

Awareness and prevention programs surrounding these significant issues also are offered in all residence areas and resources are available to personnel. Materials are available through the Department of Housing & Residence Life, Office of Public Safety, the Student Health Center, the Counseling Center, the Dean of Students Office, Title IX Administrator, and the Center for Wellness Promotion.

Specific programming and training for the 2016 calendar year included:

- Presentation on sex/gender and Title IX to the Sports Law class
- Presentation on Title IX policies and procedures to Athletics Staff
- FSA Conference Session – "The Clery Act and Title IX Compliance"
- Civil Rights Investigator Certification Training, Level One

- “Not anymore.”

- “Not Anymore” is an interactive online program designed to meet federal educational mandates and to reduce interpersonal violence on college campuses.



meet

- Sexual Violence Awareness Day

- This program is offered once a year to inform students about sexual violence and how to prevent it from occurring. Organizations from within the community come to campus and provide information on their services.

- Step Up!

- This bystander intervention training was offered to student leaders on campus. This program is a prosocial behavior and bystander intervention program that educates students to be proactive in helping others.



- “May I Kiss You”

- This program teaches students the importance of asking for consent by practicing at a kissing booth. Student take turns asking the volunteer for a kiss, and receives a Hershey Kiss as a result.

- “Clothesline Project”

- This program is an avenue in which students can express their emotions related to violence against women by decorating a shirt. The shirts are then displayed to be viewed by others as a testimony to problem of violence against women.



the

- “It’s On Us” National Campaign

- This is an education based campaign focusing on sexual assault awareness and prevention on college campuses. The program advocates for a cultural shift surrounding sexual assault, by identifying what sexual assault is and situations in which it is beneficial to step in and prevent sexual assault from happening.

- “Walk a Mile in Her Shoes”
  - This program is a playful opportunity for men to raise awareness in their community about the serious effects, and remediation’s to men’s sexualized against women.



### Bystander Intervention

Catawba College teaches and hopes to foster an environment of Bystander Intervention through training sessions that offer safe and positive options for individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking.

Options include: recognizing situations of potential harm; understanding potential facilitations of violence; overcoming barriers to intervene; identifying safe and effective intervention options; and taking action to intervene.



See Something?  
**Say Something.**

#### What is a Bystander?

- Someone who is present but is not taking part in the situation
- A spectator or witness who may or may not know what to do
- A person who is present during a potentially dangerous situation and DOES NOTHING to stop it

#### What is an Active Bystander?

- Someone who intervenes safely in situations that don't seem “quite right.” **Why become an Active Bystander?**
- To help keep you, your friends, and the campus community safe. We all have a part! Bystander Intervention training teaches participants how to Observe, Assess, ACT and Followup. Sexual assault, domestic violence, dating violence and stalking, awareness and prevention programs are offered in all residence areas and resource personnel and materials are available through the Department of Housing and Residence Life, Office of Public Safety, the Student Health Center, the Counseling Center, the Dean of Students Office, Title IX Administrator, and the Center for Wellness Promotion. For more information about Rape Victim Assistance and Victim Compensation, please contact:
- N.C. Crime Victim’s Compensation Commission, Division of Victim and Justice Services  
N.C. Department of Crime Control and Public Safety  
P.O. Box 27687  
Raleigh, NC 27611

1-800-826-6200 or 1-919-733-9900 ☐ Family

Crisis

**24-hour Crisis Line** 704-636-4718 \*Extension 201 <http://www.familycrisiscouncil.org/>

- North Carolina Coalition Against Sexual Assault – <http://www.nccasa.org/resources/anonymous-reporting>

## Sex Offender Policy

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the Catawba College Public Safety Office is providing a link to the North Carolina Department of Justice Sex Offender Registry.

This aforementioned act requires institutions of higher education to issue a statement advising the campus community where it may obtain law enforcement information provided by a State concerning registered sex offenders. It also requires sex offenders 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 a vocation, or is a student. In the State of North Carolina, convicted sex offenders must register with the North Carolina Sex Offender Registry maintained by the North Carolina Department of Justice. The Sex Offender Registry (SOR) is available via Internet pursuant to NC General Statute 14-208.5.

The General Assembly recognizes that sex offenders often pose a high risk of engaging in sex offenses even after being released from incarceration or commitment and that protection of the public from sex offenders is of paramount governmental interest.

The General Assembly also recognizes that persons who commit certain other types of offenses against minors, such as kidnapping, pose significant and unacceptable threats to the public safety and welfare of the children in this State and that the protection of those children is of great governmental interest. Further, the General Assembly recognizes that law enforcement officers' efforts to protect communities, conduct investigations, and quickly apprehend offenders who commit sex offenses or certain offenses against minors are impaired by the lack of information available to law enforcement agencies about convicted offenders who live within the agency's jurisdiction. Release of information about these offenders will further the governmental interests of public safety so long as the information released is rationally related to the furtherance of those goals.

Therefore, it is the purpose of this Article to assist law enforcement agencies' efforts to protect communities by requiring persons who are convicted of sex offenses or of certain other offenses committed against minors to register with law enforcement agencies, to require the exchange of relevant information about those



offenders among law enforcement agencies, and to authorize the access to necessary and relevant information about those offenders to others as provided in this Article. (1995, c. 545, s. 1; 1997, 516, s. 1.)

The North Carolina Department of Justice is responsible for maintaining this registry. Follow the link below to access the North Carolina Sex Offender Registry website

□ <http://sexoffender.ncsbi.gov/>

## Missing Student Information

### Investigations

The Office of Public Safety will assign an officer to follow up on all reported incidents. This includes confidential (where the reporting parties' names are known but not released) and anonymous (where the reporting parties' names are not known) reports. If necessary the officer will coordinate or provide assistance with local law enforcement. When the officer closes a case, the information will be turned over to the Office of Student Affairs for review.

### Reporting a Missing Student and Contact Procedures

The Higher Education Act of 2008 requires institutions that provide on-campus student housing to establish a missing student notification policy and procedures. Catawba College takes student safety very seriously. The following policy and procedures have been developed in order to assist in locating Catawba students living in college-owned, on-campus housing, who have been determined to be missing, based on the reports and circumstances known to the College at the time the report is made.

Missing person reports are usually the result of a parent, concerned family member or friend not being able to reach a student. This is often due to a student changing his or her routine or behavior without informing friends, family members, or roommates of the change. Anyone who believes a student to be missing for 24 hours should contact the Office of Public Safety, Residence Life, or a Resident Assistant. Every report made to the College will be followed with an immediate investigation to determine whether the student is missing. Students are under no obligation to notify the College of plans to spend time away from their residences.

At the beginning of each academic year, each student living in an on-campus student housing facility has the option to register through the Office of Student Affairs a confidential contact person to be notified in the case that a student is determined to be missing. The information that is obtained will only be provided to authorized campus officials and law enforcement officers in furtherance of a missing person investigation. This emergency information will be kept on file in the Office of Student Affairs. The contact information will

be updated each academic year. The student is responsible for ensuring that the contact information is up to date and accurate. Catawba College will notify local law enforcement for all students, even if they have not registered a contact person, if a student has been determined as missing.

If a student is determined to be missing and has designated a contact person, the contact person will be notified no later than 24 hours after the determination. If a missing student is under the age of 18, and not an emancipated individual, the College is required to notify the parent or guardian of the missing student no later than 24 hours after the determination is made that the student is missing. Public Safety will notify the appropriate local law enforcement agency when the student is determined to be missing.

The Dean of Students or his/her designee will notify the appropriate emergency contact listed for a missing student.

### Missing Residential Student

Below are the procedures Catawba College will follow when a student who resides in an on-campus student housing facility is determined to be missing for 24 hours:

- The college official who receives a report that a student is missing, or has reason to believe that a student is missing, will report the information, or evidence immediately to the Office of Public Safety. The Office of Public Safety will then notify the Dean of Students.
- Upon notification that a student may be missing, Catawba College may use any or all of the following resources to assist in locating the student:
  - Contact the missing student via his or her cell phone, e-mail, and any other social media, which may be used as a medium for communication (e.g. Facebook, Myspace, Twitter, etc.)
  - Go to the room of the missing student to verify his or her whereabouts and/or wellness, and, in some cases, deliver a message to contact a parent or family member who is searching for them.
  - Key into the room to perform a health and safety check. While in the room the staff members will look for visible items (e.g. wallet, keys, phone, etc.) that may provide clues to the missing student's whereabouts.
  - Talk to the student's Resident Assistant, roommate(s), and floor mates to see if they can confirm the missing student's whereabouts and/or confirm the date, time, and location the student was last seen.
  - Check all possible locations mentioned by friends such as the library, residence hall lounges, other friends' rooms, etc.
  - Check all college parking lots in an attempt to locate the student's vehicle, if applicable.

- If no information is gained by visiting the missing student's room, and speaking with the other occupants of the house, the Office of Student Affairs and/or Dining Services will be contacted to determine the last time the student used his/her Student ID Card to access the cafeteria or fitness center.
- Information Technology Services may be contacted to ascertain the last log-in or access of the PC network.
- If there is sufficient evidence to suggest that the student may be in danger or if foul play is suspected at any time during the process, the Office of Public Safety will immediately contact the appropriate local law enforcement agencies. If it is necessary to contact local or state authorities, police procedure and protocol will be followed by the College.

## Security of and Access to Campus Facilities

Catawba College is generally open to the public. As with any agency, there are limits to access in some areas. The amount of access granted to an individual depends on the intended space usage, residential privacy, current status of enrollment or employment, community safety, and state and federal regulations. Use of facilities is generally restricted to current students, faculty, and staff. The community is encouraged to attend and become involved in performing arts and athletic events. During routine business hours, exterior doors to academic and administrative buildings are unlocked.

Generally, exterior doors are locked after the last scheduled activity. After-hour users of these buildings are strongly encouraged to take special personal precautions such as locking the office doors where they are working. Persons working alone and after hours should be careful when using bathroom and break areas. Persons working late are also encouraged to notify Public Safety of their presence.

### Access for Students

Students have access to the public areas of campus, except where they have been excluded for disciplinary reasons, or when the buildings are officially closed. Students are granted access to various academic buildings on campus by swiping their identification (ID) card, if permissions are allowed. Students may always contact Public Safety to gain access to buildings after hours.

### Access for Residential Students

Students have access to rooms in their residence halls during the period of assignment, except where they have been excluded for disciplinary reasons, or when the buildings are officially closed to all students, or to students of another gender. Access to authorized areas will be accomplished via an issued student ID card. Access to facilities assumes that students maintain the security of the buildings, including their residence halls, where they must use a security key/card to gain access.

Student card access to residence halls is based on assignment to the respective hall.

## Student Identification Card

Students are required to have a valid Catawba College student identification card during the time of enrollment. Cards are provided during registration through the Office of Student Affairs. When asked by any authorized College official (including faculty), students are required to present their student ID card. Failure to do so will jeopardize your privilege of remaining on campus since we must have a method of determining our students from non-students. Students who fail to properly identify themselves upon request by a College official will be subject to referral to the Student Conduct Administrator. Student ID cards are necessary for admission to the dining hall, residence hall, athletic events, gym facilities, and for borrowing library materials. Cards are not transferable to other persons, and it is a violation of College policy to be in possession of another student's ID card for any reason, at any time, under any circumstance.

## Residence Halls

All external doors to a residence hall should remain shut and locked at all times, except for legal entry. Sanctions shall be imposed where students violate the security of these doors. Both oncampus and off-campus visitors to residence halls must be escorted throughout the hall by a resident.

## Authorized Entry

Authorized individuals may enter student rooms for purposes of routine maintenance, housekeeping, inspection, or search. These individuals include, but are not limited to, residence hall staff, maintenance and housekeeping personnel, public safety officers, College officials, health inspectors, and fire inspectors. When authorized individuals enter rooms, they shall exercise reasonable effort to maintain the safety and security of persons and property.

## Room Inspection

In order to encourage health and safety, a student's room will be inspected periodically by authorized individuals, including, but not limited to, residence hall staff. Although such entry is not for purposes of search, if, in the course of such inspection, items are discovered which suggest violation of college policies or legal statutes, they will be seized and disciplinary action may result. In the event that both students are under 21, alcohol will be considered an illegal substance. In the event that halls have been designated alcohol-free, alcohol will be considered a violation of College policy.

## Room Search

Where reasonable cause exists, authorized college officials, including residence hall staff, may enter and search rooms should life or property appear to be in danger or to investigate alleged violations of College policies or municipal, state, or federal laws.

## Student Conduct Code – Sanctioning Options

The following sanctions may be imposed upon any student found to have violated the Student Code:

- a. Warning—A notice in writing to the student that the student is violating or has violated institutional regulations.
- b. Probation—a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
- c. Loss of Privileges—Denial of specified privileges for a designated period of time.
- d. Fines—previously established and published fines may be imposed.
- e. Restitution—Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
- f. Discretionary Sanctions—Work assignments, essays, service to the College or other related discretionary assignments. Failure to complete assigned service and/or work assignments will result in a \$25 per hour charge of hours not completed.
- g. Residence Hall Suspension—Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- h. Residence Hall Expulsion—Permanent separation of the student from the residence halls.
- i. Social Suspension—Separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- j. College Expulsion—Permanent separation of the student from the College.
- k. Revocation of Admission and/or Degree—Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation or other violation of College standards in obtaining the degree or for other serious violations committed by a student prior to graduation.
- l. Withholding Degree—The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.

## Alcohol and Drug Use Policies & Programs

### North Carolina Laws Regarding Alcohol and Drugs

The purchase or possession of beer, wine, liquor or mixed beverages by a person less than 21 years old is illegal in the State of North Carolina. It is also illegal to sell beer, wine, liquor or mixed beverages to those less than 21 years old or to aid and abet a person less than 21 years old in obtaining alcoholic beverages. It is illegal to use a fraudulent ID or to permit the use of one's ID by a person less than 21 years old to purchase alcoholic beverages. It is illegal to give alcoholic beverages to an intoxicated person. Driving with any amount of alcohol in the body is illegal for anyone under 21; driving with a blood alcohol concentration of

.08%, "Driving While Impaired," carries a range of sentences and fines and may result in a suspended license. A person can be charged with "Driving While Impaired" with blood alcohol concentrations under .08% if police observe erratic driving. And, if you become disruptive in public (violent, insulting, using profanity, urinating, etc.) as a result of being drunk, you can be fined and spend time in jail. Penalties for alcohol offenses range in seriousness from a significant fine to imprisonment or both. Penalties vary depending on the age of the offender and the nature of the offense. A criminal record (misdemeanor or felony) may preclude admission to graduate or professional schools, professional licensure and certification or security clearance of certain professions and positions.

#### **North Carolina General Statutes 18B-102**

All members of the College community are expected to comply with North Carolina statutes prohibiting the use of alcoholic beverages by persons younger than 21 years of age. Specifically, it is against the law:

- To sell or give beer, wine, liquor or mixed beverages to anyone younger than 21 years of age;
- For a person younger than 21 years of age to purchase or possess beer, wine, liquor or mixed beverages;
- To use fraudulent identification or to permit the use of one's identification by another in order to obtain alcohol illegally Sanctions:
- Any person younger than 21 who aids or abets another in violation of the above regulations shall be guilty of a misdemeanor, punishable by a fine of up to \$500, or imprisonment for up to six months or both.
- Any person 21 years old or older who aids or abets another in violation of the above regulations shall be guilty of a misdemeanor, punishable by a fine of up to \$2,000, or imprisonment or both.
- Any person who aids or abets another in securing alcohol may be liable for personal injuries or property damages resulting from misconduct by those who are intoxicated.

Organizations and officers of such organizations may also have such liabilities.

#### **North Carolina General Statutes Article 5 of Chapter 90**

It is unlawful for any person to manufacture, sell, deliver, or possess with the intent to manufacture, sell, or deliver drugs designated as "controlled substances." Sanction:

- Include terms of imprisonment and heavy fines.

#### **Standards of Conduct Related to Alcohol**

The College has long had a personal conduct regulation that addresses improper behavior with respect to alcoholic beverages. Members of the College community are reminded that the following will subject an individual to College disciplinary review and action: distribution, possession, or consumption of alcoholic beverages in violation of stated College policy and/ or local ordinances and state law.

## Catawba College Alcohol Policy and Regulations

The following regulations are based on the Alcohol Beverage Control laws of North Carolina and on the College's intent to encourage moderation if alcohol is consumed.

1. Students under the age of 21 may not purchase, possess or consume any alcoholic beverage.
2. Students over the age of 21 may consume legal alcoholic beverages only in the privacy of residence hall rooms where at least one resident is 21. Residence hall areas such as entrances, lobbies and hallways are considered to be public areas and, therefore, alcoholic beverages may not be consumed and/or displayed in these areas.
3. Alcohol containers, whether empty or full, may not be displayed in public areas, to include windowsills and other areas in private residence rooms that may be observed from outside. Public areas include residence hall entrances, lobbies and hallways, as well as non-residence buildings 12 on campus and the campus grounds. Possession of alcohol containers, even though they are empty, may not be in rooms where the occupants are under the age of 21. In addition, students residing in a room where both residents are under the age of 21 may not host an of age student possessing or consuming an alcoholic beverage.
4. Alcohol may not be dispensed or consumed during any student social function.
  - a. College funds may not, under any circumstances, be used for the purchase of alcoholic beverages to be dispensed or consumed at any student social function on or off the campus.
  - b. Kegs or any other common source containers of alcohol are strictly prohibited on campus for student consumption.
  - c. The consumption or display of alcoholic beverages is prohibited in all areas except those specifically approved by the Office of the Dean of Students.
  - d. Student organizations may not sponsor or co-sponsor a function cooperatively with any alcoholic beverage distributor or brewing company, nor lend its name to any such activity at which an alcoholic beverage is to be dispensed as a promotion for a brewing company or alcohol distributor.

### International Implications:

As always, students traveling both domestically and internationally are expected to uphold Catawba College policies. Depending on the legal drinking age of the country visited, alcohol may be consumed by the student only if that student is of drinking age in the visiting country. Alcohol

consumption during Catawba College sponsored trips will be at the discretion of the faculty and/or staff supervisor.

### Catawba College Alcohol Policy Relating to Student Organizations

Distribution, possession or consumption of alcohol beverages, including public drunkenness, at student organization events are in violation of the College's alcohol policy. In addition to individual students being charged with a violation of the College alcohol policy, student organizations and groups are also responsible for and subject to meeting all regulations governing their charter or sponsorship. This includes all student organizations, clubs, athletic teams and etc.

### Alcohol and Drug Policy Relating to Student Athletes

In addition to the policies listed here, student athletes are also accountable for the policies as listed in the Student Athlete Alcohol and Drug Policy distributed by the Athletic Department. Athletes will receive a copy of the Student Athlete Alcohol and Drug Policy from the Athletic Department. Student athletes are encouraged to speak with their coaches or the Athletic Director for more information about this policy. This policy is meant to supplement the Code of Student Conduct and offer additional educational opportunities on an individual basis. Student Athletes who fail drug tests will also be subject to conduct action in addition to sanctions received by the Athletic Department.

### Alcohol Notification Policy

The Administration of Catawba College believes that the greatest opportunity for social and academic success exists when all members of the College community work together as a team. Therefore, College administrators reserve the right to notify and inform other College personnel who may have a significant relationship to a student of matters arising under the Student Conduct Code. Other personnel who may be notified include student advisors, professors, the Athletic Director, coaches and/or other College administrators. The College further reserves the right to notify parents of students found to be in violation of the College policies regarding the possession or use of alcohol and other drugs. If a member of a College athletic team is issued a violation of the Alcohol or Drug Policy, the Athletic Director and/or coaches will also be notified.

### Football Tailgating Policy as Applied to Alcohol Consumption

We want Catawba Football to be enjoyable for our fans as well as visiting team fans and our number one priority is your safety! For those reasons, tailgaters will be expected to meet the below standard requirements regarding alcohol:

- Kegs are NOT permitted
- No glass containers – use cans, plastic cups or plastic bottles only



- Tailgating may begin four (4) hours prior to kick-off and the parking lots to be emptied no more than two hours after the game has ended
- Tailgate activities will cease at game time. Our security must be able to focus all of their attention to inside the stadium once the game begins. Security will ask those failing to comply to leave the premises
- Tailgaters must be respectful of those around them and mindful that students are subject to policies in the Student Conduct Code and Resource Guide. Everyone else is subject to rules and regulations of the State of North Carolina, the City of Salisbury, Catawba College and the Catawba College Athletic Department.

Any violations of this policy may result in termination of tailgate privileges and criminal prosecution and/or action taken through the Catawba College Office of Public Safety, the Dean of Students, the Rowan County Sheriff's Department, or the Salisbury Police Department.

### Guidelines for Alcohol Policy Violation Sanctions

Violations of the College Alcohol Policy are sanctioned on two levels.

Level 1 – General violations of the College Alcohol Policy, including but not limited to the following:

- Underage consumption or possession of alcohol;
- Consumption or possession of alcohol in a substance free residence hall;
- Consumption of alcohol in a public area;
- Intoxication or public drunkenness;
- Presence of alcohol containers in an under-aged student's room;
- Participation in drinking games/possession (Unless under age of 21)
- Possession or use of drinking devices.

Level 2 – Violations of the College Alcohol Policy related to more serious or harmful behavior, including but not limited to the following:

- Causing harm to oneself, others or damage to College property;
- Engaging in physical violence or vandalism;
- Participation in drinking games (under age of 21)
- Showing disrespect to a College employee;
- Providing or distributing alcohol to an underage person;
- Illegally operating a vehicle after having consumed alcohol;

- g. Use of false identification to purchase or gain access to an establishment at which alcohol is served;
- h. Possession of a common source container.

Level 2 violations are of a more serious nature and a violation will therefore carry a two-offense penalty. Students who are issued a Level 2 alcohol violation will be responsible for the next two offenses as listed in the sanctioning schedule. The violation will count as two offenses in determining the student's scheduled sanction. The College reserves the right to issue an alcohol violation based on information received from outside agencies such as law enforcement officers or other colleges. The Student Affairs Office is charged with the enforcement of all College policies.

### Alcohol Sanctions

The following sanctions will be assessed when students accept responsibility or are found responsible for a violation of the College alcohol policy. A charge against the student may be rescinded after one full year if no further substance abuse violations occur. First Offense

1. Education: The student will be required to complete an alcohol educational workshop addressing the issue of alcohol use and abuse. This workshop is conducted by the Alcohol and Substance Abuse Coordinator in Student Affairs. BASICS (Brief Alcohol Screening and Intervention for College Students) – The BASICS program consists of one 15 minute Intake, then two one-hour one-on-one sessions with a staff member. During these sessions, students will complete alcohol drug assessments, discuss their history of substance use, analyze their current use, and review alcohol and drug information. The initial fifteen (15) minute Intake appointment is at no charge: however students who are required to complete BASICS will be required to pay the fee (\$100.00) for the program,
2. \$100.00 fine,
3. A letter will be sent to the parent(s) or guardian(s) of the student notifying them of the election to complete the Alcohol Education Option in response to a charge of the student violating the general provisions of the Alcohol Policy.

Second Offense or First after Clemency:

1. \$125.00 fine,
2. Parental Notification,
3. 10 Hours Community Service and completion of an Online Education Class (\$50.00 fee).

Third Offense:

1. \$175 Fine
2. Parental Notification,

3. 20 Hours Community Service,
4. Substance Abuse Assessment with Counseling Services staff (\$50.00 fee).

Fourth Offense:

1. Suspension

The Online Education Component will be added to all new sanctions for students who are issued an alcohol violation passed their first and have not completed the Online Education Component.

In regards to all alcohol and drug violations that would result, by our sanction schedule, in suspension, the Dean of Students or his or her designee will have the ability to review and revise the final outcome based on the situation.

All fines will be placed in the Substance Abuse programming account to fund educational speakers, programs, services, and supplies to address the challenge of alcohol or drug use and abuse.

Any sanction may be accompanied by a required educational component.

### Amnesty Clause

Catawba College wants to prevent any tragedy from occurring due to alcohol or drug abuse. Therefore, when a student dials 911, contacts an RA or Public Safety to seek medical help for another student who is intoxicated, that individual will not be subject to judicial record. Although students will have to complete an educational component and the victim may be mandated for substance abuse evaluation and counseling, neither will receive violations. This educational component will allow the student to learn more about drug and alcohol abuse to help prevent future incidents. The assessment of the victim will allow for physical and mental evaluations and treatments as needed. The incident will go into their file and only be activated if a second incident occurs, or if the educational sanctions are not completed. (A greater emphasis through programming and recourse dedication to ensuring student awareness.)

### Standards of Conduct Related to Drugs

In accordance and compliance with the requirements of the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), effective October 1, 1990, the following behavior is prohibited: the unlawful possession, use or distribution of drugs by students and employees on College property or as part of any College activity.

### Catawba College Drug Policy and Regulations

Catawba College is an academic community that believes that the life of the mind is intrinsically alluring and worthy of pursuit. The abuse of drugs seriously runs counter to that deeply held value and is clearly

detrimental to the individual's welfare. Thus, consistent with the beliefs and purposes of this institution, the use of any drugs in the College community must be within the limits of federal and state laws. The College reminds students of their responsibility to be aware of and to obey those federal and state statutes that prohibit the use of various drugs. While the College is not specifically responsible for the enforcement of federal and state drug laws, those agencies charged with this legal responsibility have the authority to carry out their duties on the campus. The College cannot, nor does it wish to, provide a haven for illegal drug activity. Thus, individuals who illegally possess, use or supply prohibited drugs within the academic community risk action by the appropriate civil authorities and consequent penalty. In addition, there is considerable evidence that prolonged use of such drugs can be harmful to the individual's psychological or physical health. Students whose use of drugs results in academic difficulties or psychological/ physical health problems will be advised to seek professional assistance and may be required to withdraw from the College. Students who actively promote, supply or sell illegal drugs thereby engage in behavior that may infringe on the rights of others, endanger the wellbeing or safety of others, or result in psychological or physical injury to others. They will, therefore, be subject to the full range of College disciplinary action as defined in this Handbook, including permanent expulsion. The local police may be summoned by a member of the College who encounters the possession, use, distribution or sale of a drug by a student on the campus.

#### Performance-Enhancing Drugs

The use of performance-enhancing drugs (e.g. anabolic steroids, amphetamines, etc.) by athletes in an attempt to gain a possible athletic advantage is a threat to their health and undermines the spirit of sportsmanship. Such drug use also threatens the health of others because of the pressure it may put on them to experiment with dangerous substances. The Catawba Department of Athletics states emphatically that the use of such drugs will not be tolerated, and that anyone using them will not be permitted to represent the College in intercollegiate athletic competition. When an athlete is found to be using such drugs, that individual may be referred to the Office of the Dean of Students.

#### Controlled Substances

The unlawful distribution, possession or use of controlled substances on property owned or controlled by the College, or as part of any College activity, or off campus when the interests of the College are involved, is strictly prohibited. Controlled substances include, but are not limited to, substances that are prescribed by a physician that are being distributed to others even though the distributor may have a prescription from a physician for that particular controlled substance. Health Services must be notified of any medications taken on a daily basis. Students are required to complete this information on the health history form and to notify Health Services of any additions or changes that may occur.

## The Abuse of Prescription and Over-the-Counter Drugs

Individuals should follow the instructions of the prescribing physician in using prescription and/or over-the-counter drugs. Abuse of such drugs can result in serious physical and mental disability.

## College Drug Regulations

The use, possession, distribution or sale of any illegal drug or controlled substance for which the student does not possess a prescription from a physician is strictly forbidden on the Catawba College campus. The distribution of a controlled substance for which a student has a prescription from a physician is also a violation of this policy. The use or possession of any drug paraphernalia is prohibited.

## Positive Drug Test Results in Athletics

Positive drug test results in athletics will be referred to judicial action in addition to sanctions imposed by Catawba Athletics or the NCAA. The Conduct Office will dictate sanctions depending on the number of drug violations committed.

## Drug Violation Sanctions

Students found responsible for possessing, using, manufacturing or distributing illegal or unprescribed drugs will be subject to strict College sanctions.

## Marijuana Violations

In the residence halls, the minimum evidence required for finding someone in violation of marijuana use is two (2) staff members identifying odor originating from a given room or area. A student found responsible for possessing or using marijuana will be subject to the following set of progressive sanctions, which may include, but are not limited to:

First Violation (minimum sanction):

- \$75 fine
- Online educational component
- Notification letter to student's parents
- Put on notice that if s/he is subsequently found in a room or situation where marijuana is

identified as being used, s/he will be subject to second violation sanctions

- Twenty (20) hours of substance abuse counseling
- Second Violation (minimum sanction):
- \$150 fine
- Disciplinary Probation for two (2) years
- Notification letter to student's parents
- Forty (40) hours of substance abuse counseling
- Third Violation (minimum sanction):

- Immediate suspension from the College
- Notification letter to student's parents

## Program to Prevent Use of Illegal Drugs and Alcohol Abuse

Drug and Alcohol Abuse Educational Programs Sanctions for violating Catawba's alcohol and drug policy include the appropriate disciplinary measures while requiring an educational component depending on the severity of the violation. Each level and offense requires at least one educational component, the completion of an on campus alcohol educational assessment.

The Office of Wellness Promotions, as well as the Office of Public Safety, are dedicated to taking a proactive approach to positively shaping students' drinking behaviors and perceptions. These offices are proactive in holding campus alcohol and drug education as well as community programs throughout the academic year.

- "Otoberfest" ○ Alcohol Awareness Week deemed "Otoberfest" includes speakers, demonstrations by the Rowan County Sheriff's Office, and goodie bags with alcohol awareness facts. Students can take turns wearing drunk goggles and walking in a straight line.
- Drinking and Driving ○ This program provided an opportunity for students to wear the drunk goggles while driving a golf cart on a course with traffic cones. At the conclusion of the driving experience, Highway Patrol speak briefly about the student's driving experience.
- Game Plan for Life: "Decisions = Destiny" program for student athletes ○ The devastation caused by underage drinking cannot be overstated. People die from alcohol poisoning, others are killed or seriously injured in traffic accidents and there's commonly a connection between underage drinking and rapes.
- "Six-Pack Project" ○ This program provides incoming freshmen with their first "legal six-pack" of soda. Information regarding alcohol use and abuse are included in this goodie bag along with other fun swag.
- Catawba's Alcohol Peer Education Program facilitates regular alcohol awareness programs while providing peer role models to students. For more information please see <http://www.catawba.edu/administrative/studentaffairs/conduct/alcohol/>.
- Drug Dog Action ○ During this program, local law enforcement teach student leaders about various drugs that can be found on college campuses. The program concludes by having a drug dog sniff out planted imitation drugs.



from

Catawba's Resident Assistants are also active on campus awareness. Resident Assistants are required to hold substance abuse hall programs within the residence halls every semester. Lastly, Catawba employs a certified substance abuse counselor to do substance abuse screening programs and regular counseling sessions.

## Weapons Policy

North Carolina State Law (G.S. 14-269.2) gives the following definition and penalties for bringing or possessing a weapon on campus. Campus by General Statute includes private colleges such as Catawba College.

It shall be a Class I felony for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine, or powerful explosive as defined in G.S. 14-284.1, on educational property.

It shall be a Class I felony for any person to cause, encourage, or aid a minor who is less than 18 years old to possess or carry, whether openly or concealed, any gun, rifle, pistol, or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine, or powerful explosive as defined in G.S. 14-284.1, on educational property.

It shall be a Class 1 misdemeanor to any person to possess or carry, whether openly or concealed, any BB gun, stun gun, air rifle, air pistol, any type of knife to include a pocket knife, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), and any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance, on educational property.

It shall be a Class 1 misdemeanor for any person to cause, encourage, or aid a minor who is less than 18 years old to possess or carry, whether openly or concealed, any BB gun, stun gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), and any sharp pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance, on educational property.

This policy pertains to all campus areas including, but not limited to, common areas, public or private buildings, vehicles, student housing, and any campus residences occupied by full-time and/or part-time employees of the College.

Catawba College will implement strict consequences for members who violate these provisions, and violators are subject to, termination, suspension and/or expulsion from the College.

## Weapons On-Campus or Other Educational Property

It is against College policy to possess weapons (concealed or otherwise) on the College campus. This can be defined as any illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals on College premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others. No persons, including but not limited to students, faculty, or staff shall possess, or carry, whether openly or concealed, any gun, rifle, dynamite cartridge, bomb, grenade, mine, explosive, any type of knife to include a pocket knife, bowie knife, dirk, dagger, sling-shot, leaded cane, switchblade knife, blackjack, metal knuckles or any other weapon of like kind, not used solely for instructional or College-sanctioned ceremonial purposes, in any public or private College building or vehicle. Possession of any type of firearm, explosive (including any type of fireworks) or any other weapon is not allowed on campus. All BB, pellet or air rifles are considered firearms and are not permitted on campus.

This policy pertains to all campus areas including, but not limited to, common areas, public or private buildings, vehicles, student housing, and any campus residences occupied by full-time and/or part-time employees of the College.

This policy does not apply to law enforcement personnel.

Persons violating the provisions of this section may also violate state and/or federal law and be subject to fines and penalties. Catawba College will implement strict consequences for members who violate these provisions, and violators are subject to, termination, suspension and/or expulsion from the College.

Other Violations Students may be subject to disciplinary action for violating any other published or posted college regulation not specifically mentioned in this section, including the Housing Contract or other residence guides, student activities regulations and any other campus guidelines. Students may be subject to disciplinary action for acting as an accomplice through any act or negligence to the commission of any prohibited act, or by attempting or intending to commit any violation of the Student Conduct Code and other college policies.

## College Policy Manual

The College has a series of policies approved by its Board of Trustees. Several of these policies were referenced in this report. For a complete list of College policies and the student conduct process, please review the Student Resource Guide found here: [catawba.edu/studenthandbook](http://catawba.edu/studenthandbook).



# Annual Fire Safety Report

## The Campus Fire Safety Right-to-Know Act

The *Campus Fire Safety Right-to-Know Act* is an amendment to the *Higher Education Opportunity Act*. This amendment serves to increase campus fire safety awareness across the nation, providing students and their families with the fire safety records of colleges/universities. Signed into law by President George W. Bush on August 14, 2008, this amendment requires post-secondary institutions to publicly release fire safety information and statistics, much as they already do with other safety statistics, such as campus vehicle theft and assaults. This information provides prospective and current students of the policies, concerns, and fire safety conditions that are present at the institution in which they have applied or are enrolled.

## Fire Log

The purpose of the Fire Log is to document any reported fire that occurred in any student housing.

The Fire Log contains the following information:

- The date the fire was reported.
- The nature of the fire.
- The date and time of the fire.
- The general location of the fire.

A copy of the Fire Log may be obtained from the Office of Public Safety.

## General Statement of College Owned/Controlled Student Housing

At Catawba College all residence halls are equipped with fire alarm systems that annunciate to the Public Safety Office and are monitored by Simplex Grinnell 24 hours/day, seven days/week. Hollifield, Pine Knott, Goodman East, Goodman West, Purcell, Fuller, and Graham residence halls are equipped with fire sprinkler systems.

## Fire Fighting Equipment/Systems

Fire Alarm systems, fire extinguishers, and other fire-fighting equipment are placed in each building for the protection of occupants. Such systems and devices are required by applicable law and must be in operating condition at all times. The unlawful use, tampering, destruction or theft of fire alarm and fire-fighting equipment is a serious offense. The College will charge violators with a policy violation and take disciplinary action that may include suspension or expulsion from the College. Any person(s) who intentionally compromises these systems, in any way, will be held accountable, sanctioned and/or arrested and fined. Fire equipment includes, but is not limited to, room and hallway smoke detectors, exit signs, fire alarms, breaker panels, fire extinguishers, etc.

Mechanical problems with locks, doors, or other security or fire equipment should be reported to Facilities Management or the Public Safety Office.

Students are encouraged not to walk on fire escapes of college buildings excepting during drills or a fire emergency. Any student found not evacuating the building immediately will be fined \$50 and is subject to additional disciplinary action.

### Fire Safety – North Carolina Statute

Tampering with fire equipment or giving a false alarm is a serious offense and may result in suspension from the College. North Carolina General Statute 14-286 reads as follows: Giving false fire alarms; molesting fire-alarm, fire-detection or fire extinguishing system. It shall be unlawful for any person or persons to wantonly and willfully give or cause to be given, or to advise, counsel or aid and abet anyone in giving a false alarm or fire or to break the glass key protector or to pull the slide, armor lever of any pull station or signal box of any fire-alarm system, except in case of fire, or willfully misuse or damage a portable fire extinguisher, or in any way to willfully interfere with, damage, deface, molest or injure any part or portion of any fire alarm, fire-detection, smokedetection or fire-extinguishing system. Any person violating any of the provisions of this section shall be guilty of a misdemeanor punishable by a fine not to exceed five hundred dollars (\$500.00), imprisonment for not more than six months or both.

### How to Report a Fire

If a burning odor or smoke is present, call the Public Safety Office at extension 4000 (or dial 911). Report the exact location of the fire and, if known, what is burning. If a fire is detected, sound the building alarm by pulling an alarm station.

### Emergency Telephone and Campus Number

The emergency telephone and campus number for all fire related incidents is: 704-637-4000 or 911

### Fire Safety Terms

**Fire equipment:** includes, but is not limited to, room and hallway smoke detectors, exit signs, fire alarms, breaker panels, fire extinguishers, etc.

**Fire Alarm:** any action that causes the alarm system to be activated

**Flame:** any form or source of a flame

**Confiscation:** the College will immediately remove all sources of hazardous materials or other items determined to be in violation of the fire safety policy. These items will not be returned to students.

**Unintentional Fire Alarm:** is defined as an event where the student could not have reasonably anticipated that the action or behavior would activate a fire alarm during normal daily activities within a college environment

**Intentional Fire Alarm:** is defined as an event where the action, behavior or result of the behavior exceeds the expected, normal, daily activities within a college environment

**Emergency Activation Fire Alarm:** The use of fire safety equipment in response to an emergency situation

## Fire Safety Plans

If a fire is discovered in any college building members of the campus are encouraged to call the Catawba College Public Safety Office at, 704-637-4000. The fire alarm emergency signal is a continuous sounding of the fire alarm. In case of a fire each person in the residence hall or building should leave the building as quickly as possible, using available stairways and fire escapes. Each student or campus community member should also leave room doors unlocked and close the door upon exiting their room. Students and community members should walk quietly and quickly downstairs and stand in a designated area away from the building. After reaching safety, call the Public Safety Office at ext. 4000 or dial 911 for assistance.

## Fire Safety Procedures

The Student Conduct Administrator will use the resources and information provided by the resident Life Staff, Public Safety Officers, other college officials and local fire and law enforcement officers to determine the circumstances involved in the activation of the alarm. The activation of a fire alarm will be investigated and subject to immediate conduct proceedings. The Student Conduct Administrator will make a determination of an (intentional) or (unintentional) fire alarm and proceed accordingly within the guidelines of the student conduct process.

## Fire Alarms

Each residence hall is equipped with a fire alarm system that is monitored by the Catawba College Public Safety and the Salisbury Fire Department (SFD). The SFD responds to each alarm on campus. The fire alarm system is maintained to monitor all areas of the residence hall including rooms. Because it's impossible to immediately determine the difference between an actual emergency and a false alarm, students are required to evacuate the building for every alarm and assemble in the designated area outside of the building. Each semester the college will stage two sets of fire drills to test the response and evacuation time of students and to ensure all fire alarm equipment is operational. Any student found not evacuating the building immediately will be fined \$50.00 and is subject to additional disciplinary action.

The Student Conduct Administrator will use the resources and information provided by the Residence Life Staff, Public Safety Officers, other College officials and local fire and law enforcement officers to determine the circumstances involved in the activation of an alarm. The activation of a fire alarm will be investigated and subject to immediate conduct proceedings. The Student Conduct Administrator will make a determination of an *intentional* or *unintentional* fire alarm and proceed accordingly within the guidelines of the student conduct process. An unintentional fire alarm is defined as an event where the student could not have reasonably anticipated that the action or behavior would activate a fire alarm during normal daily activities within a college environment. Intentional fire alarm activation is defined as an event where the action, behavior or result of the behavior exceeds the expected, normal, daily activities within a college environment. The

determination of unintentional and intentional fire alarms will be made in the context of a residential college environment that must consider the safety of all members of the community. The following categories provide a few examples of what may constitute a fire alarm. The list is not exhaustive and the Student Conduct Administrator will evaluate student behavior on a case by case basis to make a determination of the appropriate category.

### Actions to Take and Response to Audible Fire Alarms

- If you can help control the fire without personal danger, take action with available firefighting equipment. If not, leave the area.
- A local alarm station will cause the alarm to sound; this will notify the alarm company and annunciate the panel box located in the Public Safety Office.
- Never allow the fire to come between you and an exit.
- Remove all persons from the danger area. Close doors behind you to confine the fire.
- If the audible alarm sounds, evacuate the building immediately.
- Do not use the elevators.
- If requested, accompany and assist persons with disabilities who appear to need assistance.
- Leave all parcels and personal property inside.
- Remain approximately 100 feet from the exits to help facilitate clear access to the building for the fire department.
- Return to the building only when instructed to do so by campus public safety, police, or fire department officials.

### Fire Safety Training Catawba

College Student Affairs, Resident Assistants and Public Safety Office conduct four fire drills annually in campus residence halls. At the beginning of each academic year all Resident Assistants receive fire extinguisher training from the Salisbury Fire Department. The Office of Student Affairs conducts four times annually health and safety inspections to insure residence are complying with North Carolina laws, as well as Catawba College's policies and procedures regarding fire safety. Catawba College currently and routinely contacts the Salisbury Fire Department for training and advice.

### Tobacco Policy

The Catawba College Board of Trustees has the clear authority to adopt, implement and enforce a written policy prohibiting at all times the use of any tobacco product by any person in college buildings on college property whether the building be owned, leased or operated by the College.

The 2006 and 2010 U.S. Surgeon General's Reports have concluded that secondhand smoke exposure causes disease and premature death in children and adults who do not smoke; and that any exposure to tobacco smoke, even an occasional cigarette or exposure to secondhand smoke, is harmful. Achieving a tobacco-free environment requires support from all members of the College. College officials will develop and maintain a plan for communicating the policy to their constituents including, but not limited to, students, college employees, contractors, vendors and visitors.

Catawba College is committed to providing its employees and students with a safe and healthy working and learning environment. The College recognizes that the use of tobacco products in campus buildings is detrimental to the health and safety of students, staff, faculty and visitors.

Due to the acknowledged hazards arising from exposure to and use of tobacco products, it is the policy of Catawba College to provide a smoke-free environment on campus except for the specified areas listed below. This policy covers the smoking of any **tobacco product** or **smokeless tobacco product** and applies to students, employees and visitors of the College. **Tobacco use of any kind is prohibited in all campus buildings.**

To limit the difficulties associated with second-hand smoke, a number of outdoor smoking areas have been established on the campus. Smoking is only permitted in the designated area and not in transit to or from them. Cigarette receptacles are located only in established smoking areas. Those areas are:

1. The area on the sidewalk between Lerner Wellness Center (in the Cannon Student Center) and Ketner Hall.
2. Hoke Hall: The uncovered portion of the patio located on the interior campus side of Hoke Hall.
3. Abernethy Physical Education Center: The patio at the entrance to the Kirkland Lobby, located on the interior side of campus (Ruth Richards House/Abernethy Village side).
4. Robertson College Community Center in the areas specified below:
  - a. On the patio located between Peeler Crystal Lounge and Hedrick Little Theatre.
  - b. To the left of the entrance area to the main doors to Keppel Lobby, under the tall covered walkway area (portico).
  - c. Outside the Keppel Lobby doors which lead out to the parking lot behind the Robertson College Community Center (at the far opposite end of the lobby from Peeler-Crystal Lounge).
  - d. At the stage door entrance of the theatre, located on the right side of the building as you face the front of the building from the street.

5. Catawba College Theatre Annex: Immediately outside of the front entrance.
6. Florence Busby Corriher Theatre: Immediately outside of the lobby entrance.
7. Shuford Science Building: Outside on the concrete sidewalk from the greenhouse to the side entrance of the Shuford Science Building.
8. Immediately outside main entrance to Newman Park Baseball Stadium.
9. On the Dearborn Patio between Shuford Stadium and the Baseball Clubhouse.
10. On the loading dock outside of the Maintenance Facility.
11. On the loading dock outside the Chartwells kitchen area of the Cannon Student Center. Any Catawba College student, employee, or visitor to our campus found in violation of smoking outside of a designated area will be subjected to possible fine of \$50.00.

For the purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to: any product containing, made or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, or any component part or accessory of a tobacco product, including but not limited to cigarettes; cigars; little cigars; cheroots; stogies; periques; granulated, plug cut, crimp cut, ready rubbed and other smoking tobacco; snuff; snuff flour; Cavendish; plug and twist tobacco; finecut and other chewing tobacco; shorts; refuse scraps, clippings, cutting and sweepings of tobacco, ecigarettes, hookah; and other kinds and forms of tobacco. A tobacco product excludes any product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. The sale or free distribution of tobacco products, including merchandise, is prohibited on campus or at school events.

Smoking and use of other tobacco products is prohibited by students, staff, faculty and visitors:

- a. In all campus buildings, facilities or property owned, leased or operated by Catawba College;

Student organizations are prohibited from accepting money or gifts from tobacco companies, including:

- a. Parties sponsored by tobacco companies or allowing tobacco companies to distribute free, reduced-price or fully priced tobacco products (t-shirts, hats, etc.) on campus.
- b. All tobacco advertising, such as billboards and signs owned and used by Catawba College. Tobacco advertisements are prohibited in college-run publications and on grounds or facilities, including athletic facilities, owned or used by Catawba College. Smoking and the use of tobacco products are prohibited in buildings of Catawba College being used for private events.

## Policies Related to Fire Safety Measures

**Open Flames:** Students are strictly prohibited from using any object with the capability to create an open flame in the residence halls.

**Candles and Incense:** In conjunction with the open flames fire safety policy, all candles incense, oil burners, etc., are strictly prohibited in the residence halls.

**Fireworks:** The College strictly forbids the use or possession of fireworks, firecrackers, or any other type of explosive.

**Decorations:** The College strictly prohibits LIVE Christmas trees. Also, holiday and decorative lighting is prohibited as decorations in the rooms as this does not comply with fire safety regulations.

**Electrical Equipment:** In the event that students need additional outlets or plugs, surge protectors with an automatic circuit breaker are accepted electrical devices for use. All other plug extenders or multipliers are prohibited. Extension cords may not contain multiple plug ends or be connected to other extension cords.

**Appliances and Cooking:** The College has approved only a limited number of appliances that may be used in the residence halls. The following appliances are strictly prohibited: Open coil 46 burners (hot plates), griddles or grills, regular toasters, electric hamburger or hotdog cookers (including George Foreman grills), indoor/outdoor grills or hibachis, and any high heat appliance capable of heating cooking oil to the boiling point.

Because residents of Abernethy Village and Hurley Hall will have access to kitchen facilities within their building, small plug in appliances (such as George Foreman grills, toasters, coffee makers, etc.) will be permitted in these areas. Appliances must use wall outlets and special care should be taken to insure the proper operating procedures are strictly followed. Items such as oil fryers and coil burners (hot plates) will not be permitted.

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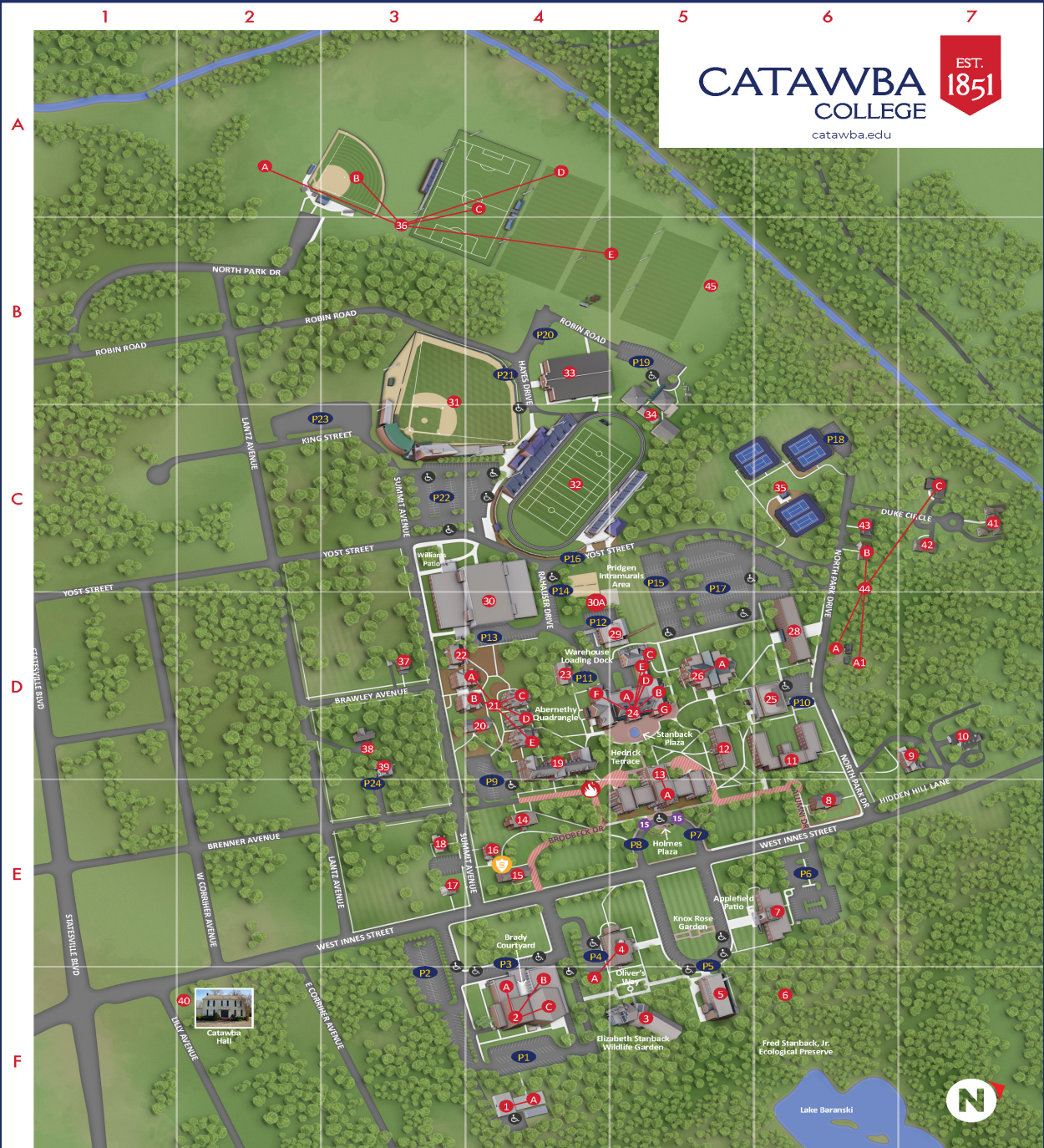
Statistics for On-Campus Student Resident Facilities

CATAWBA COLLEGE									
SUMMARY OF FIRES									
	2022			2020			2021		
NAME OF FACILITY	FIRES	INJURIES	DEATHS	FIRES	INJURIES	DEATHS	FIRES	INJURIES	DEATHS
GOODMAN EAST	0	0	0	0	0	0	0	0	0
GOODMAN WEST	0	0	0	0	0	0	0	0	0
PURCELL HALL	0	0	0	0	0	0	0	0	0
GRAHAM HALL	0	0	0	0	0	0	0	0	0
FULLER HALL	0	0	0	0	0	0	0	0	0
PINE KNOT HALL	0	0	0	0	0	0	0	0	0
HURLEY HALL	0	0	0	0	0	0	0	0	0
HEATH HILL	0	0	0	0	0	0	0	0	0
SALISBURY-ROWAN HALL	0	0	0	0	0	0	0	0	0
FOIL HOUSE	0	0	0	0	0	0	0	0	0
BARGER ZARTMAN HALL	0	0	0	0	0	0	0	0	0
HOLLIFIELD HALL	0	0	0	0	0	0	0	0	0
STANBACK HALL	0	0	0	0	0	0	0	0	0
WOODSON HALL	0	0	0	0	0	0	0	0	0
CATAWBA HALL	N/A	N/A	N/A	N/A	N/A	N/A	0	0	0

*[Remainder of page left blank intentionally.]*



# Appendix: Campus Map



ACADEMICS & ADMINISTRATION	ATHLETICS	RESIDENCE HALLS	PARKING
Administrative Offices C-6 44A	Abernethy Physical Education Center D-4 30	A - Goodmann Hall West D-4 21A	General: Students, Faculty & Staff F-4 P1
Admin. Offices A and A1 D-6 44A	Bunkie Field A3 across B5 45	B - Goodmann Hall East D-4 21B	Commuter Lot: 24 hours, 7 days F-3 P2
Admin. Offices B C-6 44B	Frock Athletic Complex B-3 26	C - Graham Hall D-4 21C	General: Students, Faculty & Staff E-4 P3
Admin. Offices C C-7 44C	A - Lacrosse Practice Fields A-2 36A	D - Purcell Hall D-4 21D	Faculty & Staff: 24 hours, 7 days E-4 P4
Baseball & Softball E-3 18	B - Whitley Softball Field A-3 36B	E - Fuller Hall D-4 21E	Faculty & Staff: 7 am - 4 pm, M-F Sat & Sun 24 hours F-5 P5
Cannon Student Center D-3 26	C - Soccer Field A-4 36C	Barger-Zartman Hall D-5 12	Resident Students: 24 hours, 7 days E-6 P6
A - Bookstore D-5 26A	D - Practice Field #1 A-4 36D		General Visitors: 24 hours, 7 days E-5 P5
B - Dining Commons D-5 24B	E - Practice Field #2 B-5 36E		Admissions Visitors: 24 hours, 7 days E-5 P5
C - Hurley Room D-5 24C	Hayes Field House B-4 33		Resident Students: 24 hours, 7 days E-4 P4
D - Learner Wellness Center D-5 24D	Johnson Tennis Complex C-6 35		
E - Post Office / Mail Services D-5 24E	Newman Park B-3 31		
F - Proctor Student Health Center D-4 24F	Prigden Intramurals Area D-4 30A		
G - The Coop D-5 24G	Shurford Stadium C-4 32		
Catawba Multiplex C-5 34			
Center for the Environment D-7 10			
Cloninger Guest House E-6 7			
Corriner-Linn-Black Library C-7 42			
Faculty / Project Admin. Offices F-4 1			
Florence-Busy-Corriner Theatre E-4 16			
A - Theatre Arts Annex D-3 39			
Heath Hill Alumni House D-3 38			
Heath Hill Lodge D-3 38			
Hedrick Building D-5 13			
A - Admissions Welcome Center E-5 13A			
Hoke Hall D-6 25			
Ketner Hall D-5 25			
A - Tom Smith Auditorium D-5 26A			
McCachren-Epperson Theatre Arts Office E-3 17			
Athletic Administration Office D-3 27			
Omwake-Cleburne Chapel D-7 9			
President's House E-4 16			
Public Safety / Jann House C-7 41			
Hoke Hall D-6 25			
Robertson Community Center F-4 2A			
A - Hedrick Little Theatre F-4 2B			
B - Peeler Crystal Lounge F-4 2C			
C - Keppel Auditorium E-5 7			
A - Greenhouse F-4 4A			
Shurford Science Building F-4 4B			
The Smokestack D-5 29			
A - Greenhouse F-4 4A			
Stanback Ecological Preserve D-5 29			
Williams Music Building E-4 14			
Catawba Hall F-2 40			
Foil House Hall D-4 23			
Hofffield Hall E-6 31			
Hurley Hall E-4 18			
North Park Hall C-6 42			
Pine Knot Hall D-4 29			
Ruth Richards House D-3 22			
Salisbury-Rowan Hall D-4 19			
Stanback Hall D-4 11			
Woodson Hall D-6 28			
Public Safety, Student Affairs & Physical Plant: 24 hours, 7 days D-4 P11			
Public Safety & Physical Plant: 24 hours, 7 days D-4 P12			
Faculty & Staff: 7 am - 4 pm, 7 days D-4 P13			
Faculty & Staff: 7 am - 4 pm, 7 days C-4 P14			
General: Students, Faculty & Staff C-5 P15			
Faculty & Staff: 7 am - 4 pm, M-F Sat & Sun 24 hours C-4 P16			
Resident Students: 24 hours, 7 days C-5 P17			
General: Students, Faculty & Staff C-6 P18			
Faculty & Staff: 24 hours, 7 days B-6 P19			
Faculty & Staff: 24 hours, 7 days B-4 P20			
Faculty & Staff: 7 am - 4 pm, M-F Sat & Sun 24 hours B-4 P21			
General: Students, Faculty & Staff C-3 P22			
General: Students, Faculty & Staff C-2 P23			
Staff & Visitors: 24 hours, 7 days E-3 P24			

Revised May 2024