



Garden City Community College Annual Security Report And Fire Safety Report 2021

Statistics for 2018, 2019 & 2020

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and Published by October 1, 2021.

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Notice of Nondiscrimination

Garden City Community College does not discriminate in its employment practices, educational programs or activities on the basis of age (40 years or older), ancestry, color, disability, gender, gender expression, gender identity, genetic information, marital status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, or status as a veteran. Retaliation against an individual filing or cooperating in a complaint process is also prohibited. Sexual misconduct, relationship violence and stalking are forms of sex discrimination and are prohibited under Title IX of the Education Amendments Act of 1972. The Title IX Coordinator oversees the College's efforts to comply with Title IX. Students concerned about the above should contact Tammy Tabor, 620-276-9508, Student and Community Services Center, 801 Campus Dr., Garden City, KS 67846, and employees with concerns may contact Kellee Munoz, Director of Human Resources, 620-276-9574, Student and Community Services Center, 801 Campus Dr., Garden City, KS 67846, compliance@gcccks.edu.

From the President of Garden City Community College

At Garden City Community College (GCCC), the safety of our students, employees, and general public is our top priority. The GCCC Campus Police Department is committed to providing a safe and secure learning environment while on campus, or in any facility owned or operated by GCCC. We will achieve this through community partnerships, education, planning, and the enforcement of state and local laws. GCCC has made a significant investment in having certified law enforcement officers on campus to strengthen our commitment to safety.

Our Campus Police officers are professionally trained and certified through the State of Kansas. We enforce State and local laws as well as GCCC rules and regulations. In addition to traditional police services, Campus Police provide other noteworthy services to students such as:

- Emergency Vehicle Unlocks: Campus Police can help by unlocking your vehicle for you, free of charge.
- Safety Escorts: Campus Police Officers will escort you anywhere on campus. Please call 620-272-6828. There may be a delay due to calls for service, please call in advance if possible.
- Vehicle Jump Starts: In situations where your vehicle needs a jumpstart, Campus Police will assist you.
- Crime Prevention Services: Direct reporting of campus issues and concerns to the GCCC Campus Police is made easy through an incident reporting form.

Garden City Community College is passionate and committed to creating a safe campus and has taken measures for increased safety such as enhanced security cameras, new lighting across campus, and increasing full-time coverage of certified law enforcement. We are intentional in our efforts to protect students from all forms of sexual misconduct – sexual violence, dating violence, domestic violence, and stalking. Accordingly, we provide programs focused on prevention and advocacy, as well as counseling and consultation services. Safety and security are a primary focus at GCCC, and we continue to look at ways of enhancing and improving this focus. The College also has an incident reporting form that allows anyone to report concerns that will be directly received and reviewed by campus personnel. This information is located at [Safety Assessment Form](#).

We welcome you to our beautiful campus and look forward to helping you achieve your goals through GCCC. We are committed to creating a positive and safe campus and learning environment. Enjoy your time at GCCC and let us know if there are ways that we can work to improve how we serve the public.

Preparation of the Annual Security Report and Disclosure of Crime Statistics

The Vice President for Student Services, Executive Director for Student Services/Title IX Coordinator, Campus Police Chief, Campus Health Nurse, and Director of Residential Life, jointly prepare this report to comply with the Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics Act. The Annual Security & Fire Report is published each year on or before October 1 by the Campus Police Chief and Title IX Coordinator. The Campus Police Chief, working in collaboration with relevant campus officials and law enforcement agencies, authors the report based upon:

- Information provided and maintained by Campus Security
- Information collected by and solicited from local law enforcement
- Information gathered from Campus Security Authorities

The College's annual crime statistics are available electronically. An annual notice is emailed to all students and employees providing the web link to access the College's annual security report. A paper copy is available upon request. Anyone interested in this report may request a copy from the GCCC Campus Police Department, Students Services, Human Resources, or Admissions offices. The Campus Police Chief is responsible for gathering and submitting the crime statistics for the campus annually basis. The Chief will request from the Vice President for Student Services, counselors, and/or other pertinent campus security authority's information to obtain the applicable crime statistics. Crime statistics will be requested from the local police department for the campus and contiguous property.

All crimes should be reported to Campus Police or a Campus Security Authority as noted below (defined as someone with "significant responsibility for student and campus activities").

- Campus Police (all)
- Residence Life Staff
- Vice President for Student Services
- Executive Director for Student Services
- Athletic Director, Associate Athletic Directors, and Coaches
- Director of Human Resources
- Advisors to student groups or organizations

Garden City Community College encourages all victims of a crime to immediately report any incident to any for the above positions. Reports can be made on a voluntary basis and all such reports are processed immediately. Certain cases are on a confidential basis for inclusion in the annual security report.

About Campus Police

Campus Police protects and serves the Garden City Community College Community. Pursuant to Kansas law, members of the Campus Police are empowered to enforce all state and local laws with the authority to make arrests and carry firearms: (a) on property owned, occupied or operated by the College or at the site of a function sponsored by the College ("College Property"); (b) on the streets, property and highways immediately adjacent to College Property; and (c) within any city or county where College Property is located in order to protect the health, safety and welfare of students and employees of the College (with the appropriate agreement of local law enforcement agencies). College Property specifically includes, but is not limited to, the Garden City Community College (GCCC) main campus, East Garden Village trailer #466 and the GCCC Horse Palace.

Introduction

Campus safety and security at Garden City Community College is a shared responsibility. All campus community members and visitors should be aware of their surroundings while driving, walking, studying, working, attending events, or living in our campus community. Being alert to one's surroundings and using reason and caution during daily activities provides a degree of personal protection from crime. Community members who are aware and prepared to alert the College Campus Police of crime or suspicious activities, when combined with a College law enforcement presence, strengthens the campus-wide safety net. The College encourages all crimes to be reported to the College Campus Police Department at 620-272-6828.

The purpose of the information contained in this Annual Report is to comply with federal laws requiring publication, and to offer useful and helpful information which may contribute toward the reduction of harm to our community members and visitors and the prevention of crime within our campus community. If you have concerns, questions, or comments about the federal law that requires the distribution of this Annual Report or GCCC's compliance, please contact the GCCC Chief of Police at 620-272-6828.

In 2013, Garden City Community College (GCCC) authorized preparation efforts toward the establishment of a campus police department. On October 31, 2013 a Director of Campus Safety was hired to conduct research and create the infrastructure for the department. During the research phase, the GCCC Director of Campus Safety scheduled visits to Johnson County Community College (JCCC) and Butler Community College. Both of these institutions have state recognized campus police departments. The GCCC Director of Campus Safety met with the respective police chiefs' and their staff. Materials pertaining to philosophy, best practices and department policies were shared. Information gleaned during these meetings provided a solid foundation for our vision and a timeline was prepared for GCCC administration, which included recommendations from each of the police agencies. The GCCC Director of Campus Safety drafted and submitted campus police policies/procedures and infrastructure requests for administration review. After the review process, the campus police department concept was taken to the GCCC Board of Trustees and it was unanimously approved. Implementation for the department was coordinated with representatives of the Kansas Commission on Peace Officers' Standards and Training (KSCPOST). On July 1, 2014 the GCCC Campus Police Department was officially recognized by the State of Kansas. On this date, the GCCC Director of Campus Safety was appointed to the position of Campus Police Chief. Initially, the Campus Police Department consisted of one full-time police chief, one full-time civilian position and three part-time police officers.

Currently, there are three full-time and six part-time employees on staff. Campus Police assignments are listed below:

- 1 full-time Campus Police Chief
- 1 full-time police officer
- 1 full-time civilian officer
- 4 part-time police officers
- 1 part-time civilian officer
- 1 part-time police clerk

Most of our part-time campus police officers are full-time Finney County Sheriff's Deputies. Prior to implementation of the GCCC Campus Police Department discussions were initiated with the Finney County Sheriff, who demonstrated strong support for this arrangement.

Mission

Garden City Community College Campus Police are committed to providing a safe and secure learning environment for students, faculty, staff, and the general public while on campus, or in any facility owned or operated by the College. We will achieve this through community partnerships, education, planning and the

enforcement of state and local laws.

Prior to the inception of our police agency in July 2014 this mission statement was adopted and embraced by the officers and employees of our department. The campus police mission strongly supports the GCCC mission to produce positive contributors to the economic and social well-being of society.

Role, Authority

The GCCC Campus Police Department, located in the Student and Community Services Center (2nd Floor), is an integral part of the College's dedication to developing and maintaining a safe and secure campus through the cooperative efforts of the several College departments.

Charged with ensuring safety and security of GCCC, the department strives to fulfill its responsibility to each member of the College community by providing quality services that assists the campus community in making time spent at GCCC safe and enjoyable.

The department provides a full range of services including, but not limited to, responding to crimes committed on campus, providing crime prevention programs, enforcing traffic laws and maintaining crowd safety for campus events. The department maintains close relationships with local, state and federal law enforcement agencies in implementing and coordinating campus security and law enforcement operations.

Under the authority of K.S.A. 72- 8222 (a) & (b) the Campus Police Department is established:

(a) The board of education of any school district or the board of trustees of any community College may employ school security officers, and may designate any one or more of such school security officers as a campus police officer, to aid and supplement law enforcement agencies of the state and of the city and county in which the school district or community College is located.

(b) The protective function of school security officers shall extend to all property of the school district or community College and the protection of students, teachers and other employees together with the property of such persons on or in any school or community College property or areas adjacent thereto, or while attending or located at the site of any school or community College-sponsored function. While engaged in the protective functions specified in this section, each school security officer shall possess and exercise all general law enforcement powers, rights, privileges, protections and immunities in every county in which there is located any part of the territory of the school district or community College.

(c)

Campus police officers employed by a community College or school district may exercise the power and authority of law enforcement officers anywhere K.S.A. 72-8222(d):

(1) On property owned, occupied or operated by the school district or community College or at the site of a function sponsored by the school district or community College;

(2) on the streets, property and highways immediately adjacent to and coterminous with property described in subsection (d)(1);

(3) within the city or county where property described in subsection (d)(1) is located, as necessary to protect the health, safety and welfare of students and faculty of the school district or community College, with appropriate agreement

by local law enforcement agencies. Such agreements shall include provisions, defining the geographical scope of the jurisdiction conferred, circumstances requiring the extended jurisdiction, scope of law enforcement powers and (4) duration of the agreement. Before any agreement entered into pursuant to this section shall take effect, it shall be approved by the governing body of the city or county, or both, having jurisdiction where such property is located, and the board of education or board of trustees involved;

(5) with appropriate notification of and coordination with local law enforcement agencies, within the city or county where property described in subsection (d)(1) or (d)(2) is located, when there is reason to believe that a violation of a state law, county resolution or city ordinance has occurred on such property, as necessary to investigate and arrest persons for such a violation;

(6) when in fresh pursuit of a person; and

(7) when transporting persons in custody to an appropriate facility, wherever it may be located.

Working Relationship with Local, State, and Federal Law enforcement

The Garden City Police Department and the Finney County Sheriff's Office has secondary law enforcement jurisdiction and authority on all property within the City of Garden City and Finney County, owned, leased or under the control of the College, and provides police services on said property unless deemed unnecessary by the Campus Police Chief, a Vice President or President of Garden City Community College.

The Garden City Community College Campus Police requests Garden City Police Department/Sheriff's Office to investigate any violent felony or missing student situation which occurs on any property within the City of Garden City or Finney County, owned, leased or under the control of the College. Victims of crimes are strongly encouraged by the College to report all crimes and the Campus Police Department assists victims in making reports to the police.

The Garden City Police Department and Finney County Sheriff's Office respond to College notifications and take appropriate action. When the Garden City Police Department executes a warrant on any property owned, leased or under control of the College, the Garden City Police Department when practical will request that a Campus Police officer accompany the City police officer. Efforts are made to refrain from interrupting a class to affect an arrest or to execute a search warrant unless reasonable circumstances are present.

Reporting Crimes and other Emergencies

Garden City Community College is dedicated to providing faculty, staff and student with information that they need to help make our campus safe.

Garden City Community College encourages the accurate and prompt reporting of crimes and emergencies. On campus incidents should be reported to the Garden City Community College Campus Police. This report can be filed in person at the department office located in the Student and Community Services Center (2nd Floor) or by phone at 620-276-9603 or 620-272-6828. Garden City Community College Campus Police officers have law enforcement authority under K.S.A. 22-2401a. Any crime or emergency, which takes place off-campus, but at an officially recognized activity of Garden City Community College shall be reported as if it happened on campus.

An emergency situation involves:

1. A crime in progress
2. A medical emergency
3. A fire

These should be immediately reported to 911. All campus phones may be used to dial 911 at no charge.

To report any non-emergency incident occurring on campus, call the Campus Police Department at 620-276-9603 or 620-272-6828, or go to the Campus Police Department, located in the Student and Community Services Center (2nd Floor).

When calling for either emergency or non-emergency service, be prepared to:

1. Clearly identify yourself
2. State where you are calling from
3. Briefly state the nature of your call

If possible, stay on the line unless otherwise advised by the dispatcher. The dispatcher will summon Campus Police personnel, or the appropriate police, fire, and/or medical service.

Members of the College community are strongly encouraged to report all crimes and suspicious activity to the Campus Police or appropriate police agency in a prompt and timely manner.

Voluntary, Confidential Reporting

Garden City Community College Policy does not permit the College to promise confidentiality to those who report crimes to anyone except the counselor in Counseling and Advising or, under certain circumstances, to a physician or nurse at the Student Health Center or a hospital. Some off-campus reports also may be legally confidential – e. g. reports to clergy or health care professionals.

Reports that are confidential by law will not be reported to the College for inclusions in the annual crime statistics report except is an aggregate form with no identifying information. Because of the requirements of public records laws, and counselor, medical professional and clerical confidentiality, Garden City Community College does not have a policy that permits confidential reporting of crimes from these individuals outside the campus community for inclusion in the annual crime statistics report.

Classifying and Counting Clery Act Crimes

For purposes of compiling and reporting its campus crime statistics and campus security policies, GCCC used the definitions as set forth in this section. The crimes defined herein are in accordance with the uniform crime reporting system of the Department of Justice, Federal Bureau of Investigation, and the modifications in such definitions as implemented pursuant to the Hate Crime Statistics Act. For the offenses of domestic violence, dating violence, and stalking, GCCC's statistics were compiled in accordance with the definitions used in section of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a)).

Crime Categories

1. **Criminal Offenses:** Criminal homicide, including Murder and Non-negligent Manslaughter, and Manslaughter by Negligence; Sexual Assault, including Rape, Fondling, Incest and Statutory Rape; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft and Arson.
2. **Hate Crime:** Any of the above-mentioned offenses, and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/ Vandalism of Property that were motivated by bias. For purposes

of this definition, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

3. **VAWA Offenses:** Any incidents of Domestic Violence, Dating Violence and Stalking. (Note that Sexual Assault is also a VAWA Offense but is included in the Criminal Offenses category for *Clery Act* reporting purposes); and
4. **Arrests and Referrals for Disciplinary Action:** for Weapons -- Carrying, Possessing, Etc. Law Violations, Drug Abuse Violations and Liquor Law Violations.

Crime Definitions

CRIMINAL OFFENSES

1. **Criminal Homicide:** These offenses are separated into two categories: Murder and Non-negligent Manslaughter, and Manslaughter by Negligence.
 - A. **Murder and Non-negligent Manslaughter** is the willful (non-negligent) killing of one human being by another. Any death caused by injuries received in a fight, argument, quarrel, assault or the commission of a crime.

The following are not included as Murder and Non-negligent Manslaughter:

- Suicides.
 - Fetal deaths.
 - Traffic fatalities.
 - Accidental deaths.
 - Assaults with intent to murder and attempts to murder (Classify assaults and attempts to Murder as Aggravated Assaults).
 - Situations in which a victim dies of a heart attack as the result of a crime, even in instances where an individual is known to have a weak heart.
 - Justifiable homicide, which is limited to the killing of a felon by a peace officer in the line of duty or the killing of a felon during the commission of a felony by a private citizen).
- B. **Manslaughter by Negligence** is the killing of another person through gross negligence. This includes any death caused by the gross negligence of another. In other words, it's something that a reasonable and prudent person would not do.

The following are not included as Manslaughter by Negligence:

- Deaths of persons due to their own negligence.
 - Accidental deaths not resulting from gross negligence.
 - Traffic fatalities.
2. **Sexual Assault (Sex Offenses):** Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.
 - A. **Rape** is 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** is 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** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - D. **Statutory Rape** is sexual intercourse with a person who is under the statutory age of consent.
3. **Robbery:** The 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.
 4. **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. Included as Aggravated Assaults are assaults or attempts to kill or murder; poisoning (including the use of date rape drugs); assault with a dangerous or deadly weapon; maiming; mayhem; assault with explosives; assault with disease.
 5. **Burglary:** The unlawful entry of a structure to commit a felony or a theft.
 6. **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. Note: A “motor vehicle” is a self-propelled vehicle that runs on land surface and not on rails, such as sport utility vehicles, automobiles, trucks, buses, motorcycles, motor scooters, trail bikes, mopeds, all-terrain vehicles, self-propelled motor homes, snowmobiles, golf carts and motorized wheelchairs.
 7. **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.

HATE CRIMES

A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. Although there are many possible categories of bias, under the *Clery Act*, only the following eight categories are reported:

1. **Race:** A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.
2. **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, e.g., Catholics, Jews, Protestants, atheists.
3. **Sexual Orientation:** A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person’s physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual individuals.

4. **Gender:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.
5. **Gender Identity:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals. Gender non-conforming describes a person who does not conform to the gender-based expectations of society, e.g., a woman dressed in traditionally male clothing or a man wearing makeup. A gender non-conforming person may or may not be a lesbian, gay, bisexual, or transgender person but may be perceived as such.
6. **Ethnicity:** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term “race” in that “race” refers to a grouping based mostly upon biological criteria, while “ethnicity” also encompasses additional cultural factors.
7. **National Origin:** A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.
8. **Disability:** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

For *Clery Act* purposes, Hate Crimes include any of the following offenses that are motivated by bias.

- Murder and Non-negligent Manslaughter
- Sexual Assault
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Larceny-Theft
- Simple Assault
- Intimidation
- Destruction/Damage/Vandalism of Property

The first seven offenses are defined and discussed in the Criminal Offenses section earlier in this chapter. In addition to those offenses, Larceny-Theft, Simple Assault, Intimidation, and Destruction/Damage/Vandalism of Property are included in the *Clery Act* statistics only if they are Hate Crimes.

Larceny-Theft is the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Larceny and theft mean the same thing in the UCR.) Constructive possession is the condition in which a person does not have physical custody or possession but is in a position to exercise dominion or control over a thing.

Simple Assault is 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.

Intimidation is 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.

Destruction/Damage/Vandalism of Property is 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.

VAWA OFFENSES

The *Violence against Women Act* (VAWA) prohibits Dating Violence, Domestic Violence, Sexual Assault and Stalking.

1. **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. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

2. **Domestic Violence:** A felony or misdemeanor crime of violence committed: (1) By a current or former spouse or intimate partner of the victim; (2) by a person with whom the victim shares a child in common; (3) by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (4) 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 (5) by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred. To categorize an incident as Domestic Violence, the relationship between the perpetrator and the victim must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

3. **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress. For the purposes of this definition:

A. **Course of conduct** means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

B. **Reasonable person** means a reasonable person under similar circumstances and with similar identities to the victim.

C. **Substantial emotional distress** means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

ARRESTS AND DISCIPLINARY REFERRALS FOR VIOLATION OF WEAPONS, DRUG ABUSE AND LIQUOR LAWS

- 1. Arrest:** Persons processed by arrest, citation, or summons.
- 2. Referred for Disciplinary Action:** The referral of any person to any official who initiates a disciplinary action of which a record is established, and which may result in the imposition of a sanction.
- 3. Weapons: Carrying, Possessing, Etc.:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; attempts to commit any of the above.
- 4. Drug Abuse Violations:** The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics—manufactured narcotics that can cause true addiction (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine). Drug violations include all drugs, without exception, that are illegal under local or state law, and all illegally obtained prescription drugs.
- 5. Liquor Law Violations:** The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness. The following are classified as a liquor law violation: (1) the manufacture, sale, transporting, furnishing, possessing, etc., of intoxicating liquor; (2) maintaining unlawful drinking places; (3) bootlegging; (4) operating a still; (5) furnishing liquor to a minor or intemperate person; (6) underage possession; (7) using a vehicle for illegal transportation of liquor; (8) drinking on a train or public conveyance; or (9) attempts to commit any of the above.

UNFOUNDED CRIMES

For *Clery Act* purposes, the standard for unfounding a reported crime is very high. A crime can be classified as unfounded only after a full investigation by sworn or commissioned law enforcement personnel. A crime is considered unfounded for *Clery Act* purposes only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless. Crime reports can be properly determined to be false only if the evidence from a complete and thorough investigation establishes that the crime reported was not, in fact, completed or attempted in any manner. Crime reports can be determined to be baseless only if the allegations reported did not meet the elements of the offense or were improperly classified as crimes in the first place. A reported crime cannot be designated “unfounded” if no investigation was conducted or the investigation was not completed. Nor can a crime report be designated unfounded merely because the investigation failed to prove that the crime occurred; this would be an inconclusive or unsubstantiated investigation. As such, for *Clery Act* purposes, the determination to unfound a crime can be made only when

the totality of available information specifically indicates that the report was false or baseless.

Reporting to Other Campus Security Authorities

While GCCC encourages all campus community members to promptly report all crimes and other emergencies directly to the Campus Police at 620-272-6828 or 911, we also recognize that some may prefer to report to other individuals or campus offices. The Clery Act recognizes certain College officials and offices as “Campus Security Authorities” (CSAs). The Act defines these individual, among other individual, as “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. An Official is defined as a person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.”

While the College has identified several CSAs we officially designate the following offices as places where campus community member should report crimes.

Official	Campus Address	Phone Number
Campus Police	2 nd Floor SCSC	620-272-6828
Title IX Coordinator	1 st Floor SCSC	620-276-9508

Timely Warning Reports

Timely Warning Policy

The Campus Crime Alert (“Alert”) is provided to give students, faculty and staff timely notification of crimes that may represent a serious or on-going threat to the campus community and to heighten safety awareness. The Alert also seeks information that may lead to arrest and conviction of the offender when violent crimes against persons or substantial crimes against property have been reported.

The warning should be issued as soon as the pertinent information is available because the intent of a timely warning is to alert the campus community of continuing threats especially concerning safety, thereby enabling community members to protect themselves.

Timely Warning Procedure

In the event that a situation arises, either on or off campus, that, in the judgement of the President, and/or Campus Police Chief, and/or Vice President for Student Services or designee, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued.

Alerts are created and distributed by Campus Police and/or the Vice President for Student Services, their designee with the assistance of the Information Technology department.

Following the notification of an emergency situation by either off-campus Emergency Agencies or an on-campus report, the President, Vice President for Student Services or the Campus Police Chief or designee(s) will assess and verify the report and determine if an incident presents an immediate or ongoing threat to the College community. One or all of these College Officers then direct or implement a Timely Warning. If the information has been verified, the warning will be issued through the RAVE Emergency Notification System, email, and the Garden City Community College App (voice recording to stakeholder cell phones and home phones, text messages to

stakeholder cell phones, emails to all student/employee email accounts).

Whenever the Garden City Police issue a news release about an off-campus crime that represents a serious or on-going threat to the safety of students, faculty, and staff, the College will assist in publicizing the crime on campus.

Campus Crime Alerts typically include the following information:

1. A succinct statement of the incident
2. Any connection to previous incidents
3. Physical description and/or composite drawing of the suspect, if appropriate
4. Date and time the Alert released
5. Other relevant important information
6. Appropriate safety

Emergency Response and Evacuation Procedures

The College continues to strengthen its commitment to emergency preparedness, planning and response. As part of that effort, we are establishing the Building Emergency Leader Program. This program incorporates emergency planning, education, and notification across the campus and uses volunteers and appointees who are knowledgeable about the operations of the buildings to which that are assigned. Building Emergency

Leaders fall under the leadership of their respective vice-president and directors, who have responsibility for campus emergency planning and preparedness in cooperation with GCCC Campus Police.

The Role of Building Emergency Leaders

Building Emergency Leaders (BEL) have an important role in campus emergency/disaster prepare and response; they serve as the communication liaison between Campus Police and the building occupants.

The BEL will be equipped with a College radio to pass on the instructions and information to staff, students, and visitors during an emergency. The BEL initiates and manages the evacuation so that the building occupants arrive at the predetermined shelter or assembly area. The BEL helps to determine who was in the building at the time of the emergency and reports this information to Campus Police. The BEL will also be the main building contact for official information related to severe weather (watches and warnings).

The role of a BEL is critical for overall safety, greater emergency preparedness and ultimately an enhanced emergency response.

Building Emergency Leader Duties and Responsibilities

- 1) Serve as the communications liaison between Campus Police and building occupants.
- 2) Coordinate building reporting and accountability at the designated assembly area for all building occupants.
- 3) Post notices, and disseminates information about building preparations, activities, and campus safety programs.
- 4) Trains alternates and backs-ups to assume duties when the BEL is on vacation, absent or not available and coordinates after-hours alternates building notification plans. Campus Police will provide assistance as needed.
- 5) Attends all training activities specifically organized for BELs
- 6) During the following emergencies, the BEL should:
 - **Tornados**- monitor radio traffic on the Emergency Communication System.

- If a tornado warning is announced, notify all occupants of the building, and seek shelter.
- **Medical Emergencies**- immediately call 911 when notified of a medical emergency. Answer all the questions asked by the police dispatcher. Notify Campus Police via the Emergency Communications radio. Direct first responders to the emergency.
 - **Fire**- Immediately call 911; answer all the questions asked by the police dispatcher. Evacuate the building when the fire alarm sounds. Relay the emergency information to all occupants as you exit the building. Notify Campus Police via the Emergency Communications radio. Officers will assist with the evacuation of the building. Verify the safety of all students and staff (class/staff rosters).
 - **Gas/Ammonia Leaks**- Immediately call 911 if emergency condition exists. Answer all of the questions asked by the police dispatcher. Notify Campus Police will assess the situation. If necessary, officers will evacuate the building and coordinate with the Garden City Fire Department. If an emergency exists, relay information to all the occupants as you exit the building. Verify the safety of all students and staff (class/staff rosters).
 - **Armed Intruder**- Immediately call 911 when notified of the emergency. Answer all the questions asked by the police dispatcher. Notify Campus Police via the Emergency Communications radio. Follow “Run, Hide, Fight” Principles.
 - Run if a safe path is available. Try to escape or evacuate even if others insist on staying. Listen for/or receive specific, real-time information and call 911. Also, notify Campus Police via the Emergency Communications radio.
 - If you cannot get out safely, find a place to hide. Lockdown or shelter in place by locking down and barricading entry points. Get low to the floor, spread out and turn off lights. Silence your cell phones and turn down the volume to your radio (to its lowest setting).
 - Listen for or give real-time updates by any communication means possible if it is safe to do so.
 - As a last resort distract the attacker by movement, noise, or any means possible and create distance from the threat. Taking this action decreases the shooter’s chances of hitting a target and can provide the precious seconds needed to evacuate. When confronted directly with a life-and-death situation, individuals should use any actions necessary to defend themselves. Work together or alone if necessary and act with aggression, use improvised weapons and fight. It is about survival; anything a person can do to gain control is acceptable
 - Put distance between you and the attacker. Do not go to your car, evacuate on foot, seek assistance in a safe area, and stay alert to College information. No matter where you are, be familiar with your surrounding and know your escape routes. Do not be an easy target and never give up! “Run, Hide, Fight” is not designed to be sequential. Any or all options apply.

Emergency Notifications

The Campus Emergency Alert system (“RAVE”) is provided to give students, faculty, and staff timely notification of crimes that may represent a serious or on-going threat to the campus community and to heighten safety awareness. The Alert also seeks information that may lead to arrest and conviction of the offender when violent crimes against persons or substantial crimes against property have been reported.

The Information Technology Department is responsible for issuing a RAVE Alert / Campus Crime Alert when a crime is reported to or brought to the attention of the Campus Police or other campus security authorities and that crime represents serious or on-going threat to the safety of members of the campus community. Information

for Alerts also comes from other law enforcement agencies. Every attempt will be made to distribute the Alert promptly; however, the release is subject to the availability of accurate facts concerning the incident. Alerts are created and distributed by Campus Police and/or the Vice President for Student Services or designee with the assistance of Telecommunications and/or Communications.

Security and Access of College Facilities

GCCC administrative building is open from 8:00 am to 4:30 pm Monday through Friday. Academic Building are generally open 7:00 am until 10:30 pm. Academic building access on weekends is only as needed. Access to individual classrooms and laboratories is limited to those enrolled in the courses meeting there. Likewise, access to most program is limited to those enrolled in the program or those otherwise with authorized access.

Many cultural and athletic event held at GCCC facilities are open to the public. Other facilities, such as the bookstore, library, and SCSC are open to the public. Only those who have approval are issued keys to a building.

Residence Life

Campus residence halls are supervised by trained staff members who are assisted in their efforts to maintain security and assisted by Campus Police. Services include attention to lighting (including emergency lighting during power failures), locking of all building main entrances on a regular schedule, security programming (including fire safety drills, rape awareness programs, vandalism reduction programs), building rounds and door check performed by student staff, and enforcement of a guest security escort policy.

Garden City Community College's Response to Domestic Violence, Dating Violence, Sexual Assault, and Stalking

Commitment to Addressing Sexual Assault/Rape, Domestic Violence, Dating Violence, and Stalking

GCCC values the health and safety of every individual on campus and expects staff, students, and visitors to treat others with respect and dignity. Any behavior which causes the sexual abuse/assault of another will not be tolerated, is a violation of the College's Student Code of Conduct and may result in sanctions ranging from probation to expulsion. Disciplinary action on the part of the College does not preclude the possibility of criminal charges against any individual.

Statement of Information on Dating/Partner Violence: This statement of information applies to all students and employees. GCCC is committed to providing an institutional environment where all persons may pursue their studies, careers, duties, and activities in an atmosphere free of threat of interpersonal violence.

The College will support those who have been victimized by dating/partner violence by providing information and counseling services and, depending on the individual case, will refer the matter to the appropriate office or department to be handled under applicable College policies and procedures or Kansas criminal statutes.

In order to constitute Sexual Misconduct, conduct must be unwelcomed or non-consensual.

Conduct is unwelcome when the other person does not solicit or invite it and regards it as undesirable or offensive. The fact that a person may accept the conduct does not mean that he/she welcomes or consents to it.

Sexual assault may take many forms including gang rape, acquaintance rape, date rape and stranger rape. Sexual assault can occur any time of day or night. Both men and women have been sexually assaulted by strangers, people whom they have known and trusted and people whom they have dated.

The term sexual assault as used by the College is synonymous with sexual battery (also referred to as rape). Sexual battery is a violation of state law (K.S.A. 21-5505(a)), and defined as the touching of a victim who is not the spouse of the offender, who is 16 or more years of age and who does not consent thereto, with the intent to arouse or satisfy the sexual desires of the offender or another. Rape is also a violation of state law (K.S.A. 21-5503(1)), and defined as knowingly engaging in sexual intercourse with a victim who does not consent to the sexual intercourse under any of the following circumstances:

- (A) When the victim is overcome by force or fear; or
- (B) When the victim is unconscious or physically powerless;

The Clery Act defines Sexual Assault as any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable giving consent. This includes Rape, Fondling incest and Statutory Rape as defined by the Clery Act.

The Clery Act defines Rape as the Penetration, no matter how slight, of vagina or anus, with any body part or object, or oral penetration by sex organ of another person, without to consent of the victim. This offense includes the rape of both males and females.

Dating violence: is not separately defined by Kansas law, but “Domestic Battery” (K.S.A. 21-5414) is:

- (1) Knowingly or recklessly causing bodily harm by a family or household member against a family or household member; or
- (2) Knowingly causing physical contact with a family or household member by a family or household member when done in a rude, insulting, or angry manner.

The Clery act defines Domestic Violence as a felony or misdemeanor crime of violence committed—

- (1) By a current or former spouse or intimate partner of the victim;
- (2) By a person with whom the victim shares a child in common;
- (3) By a person who is cohabited with, or has cohabited with, the victim as a spouse or intimate partner;
- (4) 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;
- (5) By any other person against an adult or youth victim who is protected from that person’s acts under domestic or family violence laws of jurisdiction in which the crime of violence occurred.

Kansas Law defined Domestic Violence as K.S.A. 21-5111(i):

Domestic violence" means an act or threatened act of violence against a person with whom the offender is involved or has been involved in a dating relationship, or an act or threatened act of violence against a family or household member by a family or household member. Domestic violence also includes any other crime committed against a person or against property, or any municipal ordinance violation against a person or against property, when directed against a person with whom the offender is involved or has been involved in a dating relationship or when directed against a family or household member by a family or household member. For the purposes of this definition:

- (1) "Dating relationship" means a social relationship of a romantic nature. In addition to any other factors the court deems relevant, the trier of fact may consider the following when making a determination of whether a relationship exists or existed: Nature of the relationship, length of time the relationship existed, frequency of interaction between the parties and time since termination of the relationship, if applicable.
- (2) "Family or household member" means persons 18 years of age or older who

are spouses, former spouses, parents or stepparents and children or stepchildren, and persons who are presently residing together or have resided together in the past, and persons who have a child in common regardless of whether they have been married or have lived together at any time. Family or household member also includes a man and woman if the woman is pregnant and the man is alleged to be the father, regardless of whether they have been married or have lived together at any time.

The Clery act also defines Dating Violence 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 existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, and the frequency of interaction between the persons involved in the relationship.

Stalking:

Stalking Policy

Stalking is a crime under Kansas Statute 21-5427. Stalking behavior is prohibited and will not be tolerated at GCCC. GCCC defines stalking as a series of behaviors that in context intend to place, or have knowledge that the behaviors might place, another person in reasonable fear of her or his safety or mental or physical well-being.

While certain acts can be classified as crimes, others that do not rise to criminal behavior may still be subject to the campus judicial process. The College can act and has the right to place sanctions on an offender. Incidents occurring on or off campus are subject to College discipline when such actions materially affect the learning environment or operations of the College. Legal options available to victims of stalking include reporting to the Campus Police or local police, seeking a remedy through civil proceedings, and/or using the campus complaint reporting process.

This policy applies equally to all members of the GCCC community: students, employees, and visitors. GCCC is committed to protecting the right of all individuals to pursue their intellectual, vocational, and personal interests without harassment or interference. The College is also committed to providing an environment in which visitors to and members of the campus community are treated with dignity, respect, and regard for their welfare and learning needs.

Stalking as defined by K.S.A. 21-5427 is:

- (1) Recklessly engaging in a course of conduct targeted at a specific person which would cause a reasonable person in the circumstances of the targeted person to fear for such person's safety, or the safety of a member of such person's immediate family and the targeted person is actually placed in such fear;
- (2) engaging in a course of conduct targeted at a specific person with knowledge that the course of conduct will place the targeted person in fear for such person's safety or the safety of a member of such person's immediate family; or
- (3) after being served with, or otherwise provided notice of, any protective order included in K.S.A. 21-3843, prior to its repeal or K.S.A. 2015 Supp. 21-5924, and amendments thereto, that prohibits contact with a targeted person, recklessly engaging in at least one act listed in subsection (f)(1) that violates the provisions of the order and would cause a reasonable person to fear for such person's safety, or the safety of a member of such person's immediate family and the targeted person is actually placed in such fear.

The Clery Act defines Stalking as engaging in a course of conduct directed at a specific person.

- (1) Fear for the person's safety or the safety of others; or
- (2) Suffer substantial emotional distress

Consent

"Consent" means words or actions that show an active, knowing, and voluntary agreement to engage in mutually agreed-upon sexual activity. It is the responsibility of the initiator, or the person who wants to engage in the specific sexual activity to make sure the initiator has consent. Consent cannot be gained by force, by ignoring or acting without regard to the objections of another, or by taking advantage of the Incapacitation of another, where the accused knows or reasonably should have known of such incapacitation. For example, a person who is intoxicated may not be capable of giving consent. Consent is also absent when the activity in question exceeds the scope of consent previously given or when the person from whom consent is sought is deemed incapable of giving consent under the law of the State of Kansas. A person always has the right to revoke Consent at any time during a sexual act. Failure to say "no" does not imply consent.

What to do if you have been the victim of sexual assault, Dating Violence, domestic violence, or stalking

What to Do If You Are Sexually Assaulted

Get to a safe place: For your protection, contact Campus Police immediately, especially if the assailant is still nearby. Campus Police will assist whether or not you choose to prosecute the assailant. Call the GCCC Counseling Center is available to assist you. Also, a number of College personnel are willing and able to assist in reporting assaults to the proper authorities.

Get medical attention immediately: The primary purpose of a medical examination is to check for physical injury, the presence of sexually transmitted diseases or pregnancy as a result of an assault. The secondary purpose of a medical examination is to aid in the police investigation and legal proceedings.

Don't bathe or douche: Bathing or douching might be the first thing you want to do. But do not. You might literally be washing away valuable evidence. Wait until you have a medical examination.

Save your clothing: It is all right to change your clothes but save what you were wearing. Place each item of clothing in a separate paper bag and save for the police. Your clothing could be used as evidence for prosecution.

Reporting the incident to the police: It is up to you, but reporting is not the same as prosecution. Prosecution can be determined later. To contact the police, call 911, or Campus Police at 603 or 620-272-6828. Again, College personnel are willing and able to assist you in reporting assaults to the proper authorities. If you are a victim of a sexual assault and decide not to notify the police, please secure medical attention, and contact any of the victim support resources listed in this publication.

Where to Go for Help

Many sexual assault cases go unreported because the victim fears retaliation or possible humiliation. Victims tend to feel guilty, as though they did something to bring an assault on themselves and often keep the incident

private or share details only with a close friend. While this might be helpful in the immediate sense, GCCC

encourages you to talk to a knowledgeable counselor about being victimized. The various services on and off campus available to all victims of violent acts are designed to assist in overcoming the trauma of an attack and proceeding with life.

On-Campus Resources:

Contact	Location	Phone
GCCC Police	SCSC 2 nd Floor	620-272-6828
GCCC Counseling	SCSC 1 st Floor	620-276-9635
Family Crisis Campus Advocate	SCSC 1 st Floor	620-276-9672
Campus Nurse	BTSC 1 st Floor	620-276-9601
Genesis Family Health	BTSC 1 st Floor	620-275-1766

Off-Campus Resources:

Organization	Phone
Compass Behavioral Health Center	620-276-7689
Family Crisis Hotline	620-275-5911
Alcohol/Drug Abuse 24 hour Help Line	620-765-7001
Alcoholics Anonymous	620-272-5623
Fernandez & Martin AOD Counselors	620-275-8880
New Hope	620-271-9140
Valley Hope Alcohol & Drug Treatment Center	1-800-544-5101
National Hotline Numbers	1-800-COCAINE
	1-800-342-AIDS
	1-800-SUICIDE (784-2433)
Domestic Violence & Sexual Assault Hotline	1-800-363-2287
National Drug Abuse Hotline	1-800-241-9746

Law Enforcement Agencies	Emergency 911
Finney County Sheriff's Department	Non-emergency 620-272-3700
Garden City Police Department	Non-emergency 620-276-1300

What You Can Do If Someone You Know Has Been Sexually Assaulted

If you know someone who has been sexually assaulted, you can be of help. In the aftermath of a sexual assault, the victim may be experiencing fear, insecurity and frustration and may need care and support from others. You, as a friend (spouse or family member), can play an important role by providing reassurance and support.

Allow the victim to reflect upon what has happened and the feelings experienced, but do not press for details. Let her/him set the pace. Listening is one of the best things you can do at this time. In short, be a trusted friend.

If your friend has not received medical attention, encourage her/him to do so. Know that there is a possibility the medical facility will notify the police. However, it is up to your friend to make the final decision as to whether a formal police report will be initiated.

You can be a valuable resource to your friend by seeking out and providing information that will assist in understanding available options. For example, you can let the victim know that reporting the rape and collecting evidence does not automatically lock her/him into pursuing prosecution of the offender. What it does is assist the police in identifying the method and possible identity of the assailant. Since rapists tend to rape more than once, any information that can be provided may prevent the sexual assault of someone else.

Making the decision to report a sexual assault and undergo the subsequent processes of evidence collection and possible judicial proceedings will be very difficult for your friend. Although it is only natural that you will want to give advice, you must avoid trying to control the situation. A sexual assault victim needs to regain control and must be allowed to make her/his own decisions.

Whatever decisions are made, your friend needs to know that she/he will not be judged, disapproved of or rejected by you. The sexual assault victim suffers a significant degree of physical and emotional trauma both during and immediately following a rape that can continue a long time. By being patient, supportive and non-judgmental, you can provide a safe accepting climate into which your friend can release painful feelings.

Sometimes friends or family members take the sexual assault of a loved one very personally, almost as if the assault happened to them, losing perspective and sight of the real victim. They feel resentment or anger and unleash this anger on the victim and everyone else in general. Sometimes their sense of frustration and helplessness is pitted against a powerful urge for revenge.

Do not make the mistake of discounting or ignoring your emotional responses. It is very important to realize that you too are responding to an unwanted crisis. You are trying to understand what has happened and adjust to unfamiliar realities. Therefore, do not hesitate to take advantage of support services in your community which offer counseling for sexual assault victims and their significant others.

You may be asked to testify in judicial proceedings regarding your friend's remarks, actions, and state of mind, especially if you were one of the first people she/he approached. Jotting down a few notes may prove to be of benefit later.

Risk Reduction, Warning Signs of Abusive Behavior and Future Attacks

Personal Safety Reminders

- Be aware of your surroundings and of the behavior of the people around you. Follow your intuition and trust your feelings about a situation.
- Be aware of your feelings when you are faced with situations in which you do not feel relaxed or in charge. If you feel uncomfortable, act on it.
- Be aware that alcohol and drugs compromise your awareness and ability to identify and act on your feelings. They also increase the opportunity for victimization.
- Be able to identify your sexual limits. It's your body, and no one has the right to force or pressure you to do anything you do not want to do.
- In general, the more information you have about a person, a situation and your own feelings and reactions, the safer you will feel.

Study/Workplace Safety

- Practice the buddy system. When working after hours let others know where you are, what time you plan to return, how to reach you and what route you will take.
- When studying or working late, make sure doors are locked. Avoid using stairs in remote sections of a building.
- Never prop doors open, especially fire doors, even for a short time.
- Do not leave your purse, backpack, briefcase, or laptop computer unattended or unoccupied. If possible, always secure valuables in a locked cabinet or drawer. Avoid leaving valuables on or beneath a desk.
- Report suspicious persons and/or activity to safety and security.

Protect Yourself from Drug Facilitated Sexual Assault

- Never leave your drink unattended. Because they are colorless and odorless, drugs used in Drug Facilitated Sexual Assault can be slipped into any type of beverage.
- Do not accept drinks from anyone but a bartender or server.
- Try to attend bars or parties with a group of friends, arranging beforehand to watch each other's drinks.
- If you think your drink has been tampered with, seek medical attention immediately and request the hospital conduct toxicology testing.

Bystander Intervention

Bystanders play a critical role in the prevention of sexual assaults, domestic violence, dating violence and stalking. For example, bystanders may have the power to stop assaults, get help for people who have been victimized, and/or alert the appropriate authorities. GCCC is committed to promoting a culture of shared accountability where bystanders are actively engaged in the prevention of prohibited conduct. As such, all members of the College community are encouraged to intervene or interrupt any acts of sexual violence they witness.

The following are ways bystanders can intervene:

- When it is safe to do so, confront or report people who seclude, hit on or sexually assault people who are incapacitated.
- Speak up when someone discusses plans to take sexual advantage of another person.
- Call the police when a person is being physically abusive toward another.
- Refuse to leave the area — or call police — if a person is trying to get you to leave so they can sexually take advantage of another.
- Ensure community members who are incapacitated are not left alone or in vulnerable situations.

Campus Police Procedures for Responding to Reports of Sexual Assault, Dating Violence, Domestic Violence, Sexual Assault, and Stalking

What Victims of Sexual Assault Can Expect from the Campus Police Department

It is the intent of GCCC and the Campus Police Department to ensure that sexual assault victims are afforded sensitivity and maximum humane consideration.

- Officers will treat a victim with courtesy, sensitivity, dignity and understanding.
- Officers will act thoughtfully without prejudging or blaming a victim.
- Officers will inform a victim of services available both on and off campus.
- Officers will answer a victim's questions at any time and explain the criminal justice system and process.
- Officers will diligently assist any local, state, and federal authority investigating the assault and will keep a victim informed on the progress of the case.
- A victim's name and identifying information will be withheld from the public and the press in accordance with Kansas open records laws.

GCCC Procedures for Reports of Alleged Sexual Assault, Dating Violence, Domestic Violence, Sexual Assault, and Stalking

Campus Disciplinary Action

The rights of each individual at Garden City Community College deserve the respect and protection of administration, faculty, and staff. To assure the fair treatment of each individual, rules of disciplinary process are in effect. The main objectives of the disciplinary process are to protect members of the campus community from harm due to the indiscretion of those on campus who are unable or unwilling to respect the right of others, and to assure students due process if they have been charged with violating College rules and regulations as listed in the handbook.

In the event that sexual misconduct (as defined by College policy), gender-based violence, or the crimes of sexual assault, stalking, dating violence, or domestic violence do occur, Garden City Community College takes the matter very seriously. The College will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged harassment, discrimination, and/or retaliation.

If a student is accused of sexual misconduct, other gender-based violence, or the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence, s/he is subject to action in accordance with the College's Equal Opportunity, Anti-Harassment, and Nondiscrimination Policy & Procedures.

A student or employee wishing to officially report such an incident may do so by contacting the Title IX Coordinator (620) 276-9508, compliance@gcccks.edu, located in the Student & Community Services Center. Reports to the Title IX Coordinator may be made by phone, email, or in person or through the online reporting form at [Safety Assessment Form](#).

Student Complaint & Grievance Policy & Procedures

The purpose of the Student Complaint and Grievance Policy is to provide equitable and orderly processes to resolve complaints and grievances by students at Garden City Community College. A complaint is defined as a difference or dispute between a student and a faculty or staff member, supervisor, or department head related

to services rendered. Any person who believes they have been the victim of harassment or violence by a student, faculty member, administrator, or other personnel of Garden City Community College because of the aforementioned acts should report the conduct. In any case where a grievance involves alleged illegal discrimination, including any claim that a student has been subject to illegal discrimination on the basis of race, sex, national origin, age, religion, or disability, marital or parental status or status as a veteran, the Vice President of Student Services will notify the Coordinator of Accommodations or the Title IX Coordinator in writing of the grievance. Claims of illegal discrimination will be investigated using the Policy of Non-discrimination and/or the Anti-Harassment and Violence Policy.

An unresolved complaint is raised to the level of a grievance when the student completes and submits a Student Grievance form. The Student Grievance process must be initiated during the semester the alleged incident or issue occurred or the regular academic semester (Fall or Spring) that follows.

Complaint Resolution

GCCC encourages students to resolve concerns that affect their college experience as informally as possible. In some cases, students may discuss a concern with the faculty or staff member, supervisor, or department head. Often, such concerns can be resolved informally; however, if resolution is not obtained, he or she should proceed with the Student Complaint and Grievance Procedure outlined below.

Recognizing that students and staff all have rights when differences arise, GCCC sets forth the following complaint and grievance procedure. In some instances, the findings may result in a conclusion that the complaint is not against an employee, but rather a GCCC procedure or process.

First Step: Complaint Resolution

First, the student should directly contact the staff member with whom the student has a difference or dispute. Most differences can be resolved at this first step, and students benefit when they learn to advocate for themselves. If the complaint is so serious or controversial that it cannot reasonably be discussed or resolved with the staff member alone, students should seek resolution by contacting the Department Head's office and requesting the name of the appropriate supervisor, or, in exceptional circumstances at the Department Head's discretion, another appropriate administrator to hear the complaint.

Second Step: Department Level Resolution

The student should contact the appropriate supervisor or administrator within three (3) working days following the discussion with the staff member or contact with the Department Head.

Within ten (10) working days of being contacted by the student, the supervisor or administrator will discuss the issue with the student and the staff member involved, either individually or collectively, in an effort to resolve the issue. Every reasonable effort should be made by all parties to resolve the matter at this level. The administrator serving as the mediator will complete a written notification of the complaint and subsequent actions to the Department Head.

Third Step: Grievance

If the complaint is still unresolved, the student may complete a written grievance form within three (3) working days.

The grievance form is located at: [Complaint & Grievance Form](#).

The student may receive assistance in completing the form at the Department Head's office. The Department Head's office will notify the Executive Director of Student Services or applicable Dean of the grievance procedures and follow up with subsequent actions taken in response to the grievance. The Student Grievance form must be completed within three (3) working days after the informal resolution session is completed. Reasonable attempts will be made to contact the parties concerned, either individually or collectively, in order to resolve the grievance. The Executive Director of Student Services or applicable Dean will apprise the

applicable Vice President of the grievance and all relevant information. The Executive Director of Student Services or applicable Dean will then make a determination on the case and contact the parties concerned to announce the decision. The Department Head will return a written decision to the student who filed the grievance, indicating the resolution with any recommended action. Copies of this decision will be given to the staff member against whom the grievance has been lodged, the appropriate supervisor, and Human Resources. If it is deemed that a code of conduct violation or gross misconduct has occurred further action may be taken by the Human Resources Department.

Fourth Step: Appeal

Either the student or staff member may appeal the Executive Director of Student Services or applicable Dean decision by making a written request for an appeal to the applicable Vice President within three (3) working days of receipt of the Executive Director of Student Services or applicable Dean written disposition of the grievance. The Vice President will determine if the appeal process is warranted by determining if new information is provided or if there is a question of due process. If an appeal is granted, the Vice President may make a determination on the appeal, or they may refer to the appeal to the Appeals Committee. The Vice President or the Appeals Committee will meet with the student and staff member within ten (10) working days of receipt of the written request for an appeal and will render a written decision to the student, the faculty, or staff against whom the grievance was lodged, the Department Head, and Human Resources within ten (10) working days of the conclusion of those meetings.

Fifth Step: Contacting External Agencies

Students concerned with the grievance procedure, after exhausting the College's appeal procedure, may contact:

- Consumer protection and/or fraud complaints may be -led with the Kansas Attorney General's office.
- Discrimination complaints may be filed with the Human Rights Commission
- Complaints regarding State Authorization Reciprocity Agreement (SARA) courses delivered by SARA member community colleges may be filed by students enrolled in those courses with the Kansas Board of Regents office. http://kansasregents.org/resources/PDF/Academic_Affairs/3257-ComplaintForm_SARAINstitutions.pdf
- Kansas Community Colleges are regionally accredited by the North Central Association of the Higher Learning Commission on Colleges and Universities (NCAHLC). Complaints regarding an institution's ongoing ability to meet the Criteria of Accreditation may be filed by following the guidelines at <https://www.hlcommission.org/HLC-Institutions/complaints.html>

Burden of Proof

In all cases, the burden of gathering evidence sufficient to reach a determination rests with the institution.

Standard of Proof

The College uses the preponderance of the evidence (also known as "more likely than not") as a standard of proof of whether a violation occurred. In campus resolution proceedings, legal terms like "guilt," "innocence," and "burdens of proof" are not applicable, but the College never assumes a responding party is in violation of College policy. Campus resolution proceedings are conducted to take into account the totality of all evidence available, from all relevant sources.

Extension of Time

It is important for good relationships that grievances be initiated and processed as rapidly as possible. Every effort will be made by all parties to expedite the process. The time limitations specified herein may be extended by written mutual agreement initiated by either party. If either party is unavailable during the intervening months between semesters, the process can be delayed by the Department Head until the beginning of the new semester.

Effect of students, or staff member's failure to appeal within time limit

If there is no written mutual agreement to extend the time limit set herein, and if a decision at the first step is not appealed to the next step of the procedure within the specified time limit, the complaint will be deemed settled on the basis of the last decision rendered.

Effect of administrative failure to respond within the time limits

Failure at any level of the grievance procedure to initiate communication of a decision to the student within the specified time will permit the lodging of an appeal at the next step of the procedure within the time which would have been allotted had the decision been communicated by the final day.

False/Malicious Complaint

It shall be considered a violation of College policy for any student to knowingly file a false or malicious complaint under this procedure and will be subject to appropriate disciplinary action.

Non-retaliation

No employee or student shall retaliate or discriminate against a student because of the student's filing of or participation in the review of a complaint. The student is assured that retaliation due to filing or participation in the review of a complaint under this procedure is strictly prohibited by this College policy.

Crimes of Violence and the Campus Judicial System

Because of the seriousness of the violation and the consequences to victims of sexual assault, GCCC and Garden City Community College Campus Police are committed to providing prevention services, educational programming, procedures that encourage reporting of sexual assault incidents and support services for victims.

An individual who is harmed by a violent act committed by a student in violation of the GCCC Student Code of Conduct may receive special consideration through the office of Vice President for Student Services. Acts of violence include, but are not limited to:

- Sexual assault
- Physical assault
- Relationship violence
- Dating violence
- Stalking and harassment
- Threatening to commit acts of violence against another

Victims are given options concerning how or whether to proceed with an alleged incident of violence within the student judicial process. However, the Vice President for Student Services can proceed with judicial action without the victim's consent in order to protect the safety and well-being of the College community. The three options available to victims within the College's student judicial process include:

1. The victim asks for an investigation to be undertaken. If the evidence indicates substantiation, conduct charges are filed against the accused student. The victim is called as a witness in a student judicial hearing.
2. The victim files a report with the Title IX Coordinator, or the Vice President for Student Services and requests that a discussion takes place with the accused student about the alleged incident. Information identifying the victim will not be released during the discussion.
3. The victim files a report with the Title IX Coordinator, or the Vice President for Student Services and affidavits are obtained to preserve the testimony of witnesses in the event that the victim and/or the College may want to pursue action in the future. This option is provided to the victim with the understanding that in crimes of violence,

especially sexual assault, timeliness is very important for the preservation of physical evidence as well as oral testimony.

Victims of violence whose cases are handled by the Title IX Coordinator or the Vice President for Student Services will be provided the following to the extent feasible:

- Freedom from intimidation and harassment on campus after the reporting of an alleged incident including, but not limited to, reassignment of classes and class schedules;
- Information describing both the criminal and campus judicial processes;
- Information concerning the status of the case as it proceeds through the student judicial process;
- Information concerning the availability of counseling and medical services as well as academic assistance aimed at retaining the victim as a member of the College community;
- Treatment in a dignified and compassionate manner by representatives of the College community;
- Ability to remain present throughout the evidentiary portion of the judicial hearing;
- Presence of a person who agrees to accompany the victim throughout any investigation or campus judicial proceeding for the purpose of providing support;
- With a licensed health care professional's recommendation, in cases of sexual assault/abuse or relationship violence, students will be given the ability to testify from another room provided that it does not interfere with the accused student's right to question the accuser or a witness;
- Ability to submit proposed questions for all witnesses in advance of the hearing with the understanding that the hearing officer/chair will determine the appropriate questions to be asked;
- Exclusion of previous, unrelated sexual behavior from the student judicial hearing;
- Submission of a written impact statement to be considered during sanctioning, if the charged student is found responsible; and
- Creation of a sensitive environment for the victim throughout the campus judicial process.

In all cases processed through the College's judicial system, the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding, and both accuser and the accused shall be informed of the outcome of the disciplinary proceeding.

Possible sanctions or protective measures

A student adjudicated responsible for violations of the Student Code of Conduct shall be subject to sanctions commensurate with the offenses and any aggravating and mitigating circumstances, which may include one or more of the following sanctions:

1. Reprimand
2. Conduct probation
3. No Contact Order
4. Loss of College privileges
5. Suspension
6. Expulsion
7. Restitution for College property damage
8. Mandatory counseling

For more information about the rights of the victim, rights of the accused, and the judicial process, refer to GCCC catalog and student handbooks.

Protecting Confidentiality

Garden City Community College Policy does not permit the College to promise confidentiality to those who report crimes to anyone except the counselor in the Counseling Center or, under certain circumstances, to a physician or nurse at the Student Health Center or a hospital. Some off-campus reports also may be legally confidential – e. g. reports to clergy or health care professionals.

Reports that are confidential by law will not be reported to the College for inclusions in the annual crime statistics report except in an aggregate form with no identifying information.

Because of the requirements of public records laws, and counselor, medical professional and clerical confidentiality, Garden City Community College does not have a policy that permits confidential reporting of crimes from these individuals outside the campus community for inclusion in the annual crime statistics report.

Confidentiality of Reporting Crimes or Offences

Garden City Community College Policy does not permit the College to promise confidentiality to those who report crimes to anyone except counselors at Counseling and Consultation Service or, under certain circumstances, to a physician or nurse at the Student Health Center or a hospital. Some off-campus reports also may be legally confidential – e. g. reports to clergy or health care professionals.

Reports that are confidential by law will not be reported to the College for inclusions in the annual crime statistics report. Because of the requirements of public records laws, and counselor, medical professional and clerical confidentiality, Garden City Community College does not have a policy that permits confidential reporting of crimes to these individuals for inclusion in the annual crime statistics report.

Education and Prevention Programs

Sexual Assault Prevention

To implement a policy, the College will engage in timely educational activities to inform members of the community about what sexual actions are unacceptable and how assaultive situations can be prevented and avoided.

The Garden City Community College Campus Police provides crime prevention and rape awareness information for any student enrolled at the Garden City Community College campus. The department also delivers educational programs periodically throughout each academic year that are accessible to the student population through appropriate scheduling.

Garden City Community College Campus Police will deliver specialized programs about the prevention of sexual assault upon request. The department will also work in cooperation with other training offered by organizations such as Finney County Sheriff's Office and Garden City Police Department.

Campus Security Policies: Crime Prevention and Safety Awareness Programs

Crime Prevention Services: The crime prevention function is based on the dual concepts of elimination or minimizing criminal opportunities, whenever possible, and encouraging students and staff to be responsible for their own safety and security as well as that of others. The following is a listing of crime prevention programs and projects designed to inform students and staff about campus security, safety practices, and the prevention of crimes:

Awareness Presentations: Speakers are available to speak to your group or department about sexual assault, theft prevention, violent crimes, alcohol and drugs, personal safety, emergency preparedness and other safety

topics.

Printed Materials: Brochures, posters, and other printed materials about crime prevention are distributed throughout the campus.

Security Survey: Conducts visual inspections of grounds and buildings and submits written reports outlining the results of these inspections and the recommended improvements.

Crime Alert Notices: When circumstances warrant, Crime Alert Notices are released by the department to alert the College community of crimes reported to Campus Police or local police to aid in the prevention of similar occurrences.

Scheduled Crime Prevention Programs: College skills classes usually offered five to six times a year, Red Ribbon Week and first year Residence Hall student meetings which highlight personal safety, property safety and rape awareness information.

Student, Staff, and Visitor Responsibilities

- Uphold and follow all codes of conduct, including this Code, relevant codes and bulletins of respective schools, professional programs or professional societies, and all rules applicable to conduct in class environments or College-sponsored activities, including off-campus clinical, field, internships, or in-service experiences.
- Obey all applicable College policies and procedures and all local, state, and federal laws.
- Facilitate the learning environment and the process of learning, including attending class regularly, completing assignments, and coming to class prepared.
- Plan a program of study appropriate to the student's educational goals. This may include selecting a major field of study, choosing an appropriate degree program within the discipline, planning class schedules, and meeting the requirements for the degree.
- Use College property and facilities in support of their educational while being mindful of the rights of others to use the university property and facilities.
- Maintain and regularly monitor the College accounts including e-mail and bursar accounts. Uphold and maintain academic and professional honesty and integrity.

Clery Act 2019-2020 Programming

	Dating Violence	Domestic Violence	Sexual Assault	Stalking	Suicide	Title IX Education
Educational Programs						
Residential Assistant Training	X	X	X	X	X	X
Residential Life (Dorm) check in	X	X	X	X		X
Freshmen Orientation/College Success-Sex Signals NA COVID						
Know Your Rights						X
Campaigns						
Red Flag Campaign NA COVID						
Sexual Assault Awareness Month	X	X	X	X		
Stress/Anxiety NA COVID	X	X	X	X	X	
Domestic Violence Awareness (Oct)	X	X	X	X		
Holiday Blues NA COVID						
STD Awareness NA COVID			X			
Sexual Assault Awareness (April) NA COVID						
"What Were You Wearing?" NA COVID						
Blood Drive NA COVID						
Newsletters to students, faculty, staff	X	X	X	X	X	X
Alcohol Awareness NA COVID						
Staff Training						
Heartland Safety Summit	X	X	X	X		X
Trauma Informed Sexual Assault Training			X			
Ohio State Symposium on Alternative Dispute Resolution						X
Husch Blackwell Title IX 2020						X
ATIXA Title IX Investigator training Level I						X
Campus Advocate						
Family Crisis GCCC Campus Advocate	X	X	X	X	X	

GCCC Policies

Weapons Policy

Firearms Policy: To corresponded with a change in the law on July 1st 2017 the new weapons policy is:

In order to promote a safe and secure community College and learning environment, GCCC prohibits the possession or use of weapons on campus and at off-campus activities, other than as set forth below.

In accordance with the Kansas Personal and Family Protection Act, K.S.A. 75-7c01, et seq, and other applicable federal/state laws, it is permissible and will not be a violation of this policy for the:

- i) carrying of a concealed handgun on campus by legally qualified individuals, pursuant to Kansas law, and in accordance with the concealed carry restrictions set forth below,
- ii) lawful carrying of a concealed handgun by an employee performing College duties at an off-campus activity, when in accordance with applicable laws/policies for such location,
- iii) lawful possession of a handgun within a personal/non-College vehicle,
- iv) lawful possession of weapons:
 - a. by GCCC Police officers or other law enforcement officers while acting within the scope of their employment, or by others authorized in writing by the GCCC Campus Police Chief or designee, or
 - b. as necessary for the conduct of College approved programs.

Procedures for Concealed Carry:

Each individual who lawfully possesses a handgun on campus shall be wholly and solely responsible for carrying, storing and using that handgun in a safe manner and in accordance with the law and this policy. Individuals who carry a handgun on campus must carry it concealed on or about their person at all times. "Concealed" means completely hidden from view and does not reveal the handgun in any way, shape, or form. "About" the person means that an individual may carry a handgun if it can be carried securely in a suitable carrier, such as a backpack, purse, handbag or other personal carrier designed and intended for the carrying of an individual's personal items. Moreover, the carrier must always remain within the exclusive and uninterrupted control of the individual. This includes wearing the carrier with one or more straps consistent with the carrier's design, carrying or holding the carrier or setting the carrier next to or within the immediate reach/control of the individual. It shall be a violation of this policy to openly display any lawfully possessed handgun while on campus.

Restrictions Pursuant to Kansas Law:

Kansas law states that the only type of firearm that an individual can carry while concealed is a handgun as defined herein. The following restrictions applicable to all firearms specifically apply to the concealed carrying of a handgun under Kansas law and this policy, and the violation of any of the following restrictions is a crime under Kansas law and a violation of this policy:

- An individual in possession of a concealed firearm must be at least 21 years of age [K.S.A. 21-6302(a)(4)];
- A firearm cannot be carried by an individual:
 - o under the influence of alcohol or drugs, or both, to such a degree as to render the

- o individual unable to safely operate the firearm [K.S.A. 21-6332],
- o who is both addicted to and an unlawful user of a controlled substance [K.S.A. 21-6301(a)(10)],
- o who is or has been a mentally ill person subject to involuntary commitment [K.S.A. 21-6301(a)(13)],
- o with an alcohol or substance abuse problem subject to involuntary commitment [K.S.A. 21-6301(a)(13)],
- o who has been convicted of a felony crime [K.S.A. 21-6304];
- An automatic firearm cannot be carried [K.S.A. 21-6301(a)(5)];
- A cartridge which can be fired by a handgun and which has a plastic-coated bullet with a core of less than 60% lead by weight is illegal [K.S.A. 21-6301(a)(6)];
- Suppressors and silencers cannot be used with a firearm [K.S.A. 21-6301(a)(4)]; and,
- Firearms cannot be fired in the corporate limits of the City of Garden City, Kansas, at a dwelling, or at a structure or vehicle in which people are present, except in self-defense [K.S.A. 21-6308; 6308a].

There are no campus buildings or public areas that have been permanently designated to prohibit concealed handguns with Adequate Security Measures (ASMs) in place. However, the GCCC Police Department may temporarily designate a specific location as prohibiting concealed handguns and use temporary ASMs as defined and required by law. Appropriate notice will be given whenever this temporary designation is made.

Campus locations leased by GCCC or used for off-campus activity, and owned by an entity that may lawfully exclude or permit firearms at their premises (concealed or otherwise), may choose at their sole discretion to exclude or permit handguns from their premises, notwithstanding a lease or use arrangement with GCCC. If handguns are excluded at such locations and would otherwise be permitted by this policy, individuals are expected to comply with the rules imposed by the location.

Safety Requirements:

To reduce the risk of accidental discharge on campus, when carrying a concealed handgun on campus (whether on the person or in a carrier), the concealed handgun is to be secured in a holster that completely covers the trigger and the entire trigger guard area and that secures an external hammer in an un-cocked position through the use of a strap or by other means. The holster is to have sufficient tension or grip on the handgun to retain it in the holster even when subjected to unexpected movement. Handguns with an external safety are to be carried with the safety in the “on” position. Semiautomatic handguns are to be carried without a chambered round of ammunition and revolvers with the hammer resting on an empty cylinder.

Storage:

Handgun storage is not provided by GCCC. Individuals may store a handgun in the individual’s vehicle when the vehicle is locked, and the handgun is secured in a location within the vehicle that is not visible from outside the vehicle; handgun storage by any other means is prohibited. Specifically, it is prohibited for any individual to store a handgun:

- i) in a vehicle that is unlocked or when the handgun is visible from outside the vehicle,
- ii) in an individual’s office,
- iii) in an unattended backpack/carrier,
- iv) in any type of locker or
- v) in any other location and under any circumstances except as specifically permitted by this policy and by state and federal law.

Training:

Training on the proper handling of a concealed handgun and the State of Kansas use of force statute is strongly encouraged.

Even the lawful carrying of a concealed handgun has its own risks. Any report of weapons on a GCCC campus will be addressed by GCCC Police Department and/or local police departments in coordination with the GCCC Police Department. The lawful carrying of a concealed handgun should not create concerns on campus; however, anything other than the lawful carrying of a concealed handgun has the potential to create confusion and additional risk during police responses.

Enforcement:

Any individual violating this policy will be subject to appropriate disciplinary action, including but not limited to suspension/expulsion, termination of employment, immediate removal/trespass from the premises and/or arrest. Enforcement of this policy will be administered by the GCCC Police Department.

Reporting:

1. Suspected violations of this policy should be reported to GCCC Police Department:
 - Call: 620-272-6828
 - Walk- in: Student Community Service Center (SCSC) 2nd floor – GCCC Police Department Office
2. Emergency reports concerning threats or violence on campus:
 - Call 620-272-6828 for GCCC Police Department
 - Or call 911

Exceptions are determined by the Vice President, and President of Garden City Community College. (Garden City Community College reserves the right to amend or change any Policy or Procedure governing firearms possession and use.)

Students who violate this policy are subject to suspension from the College with loss of all credit for the current semester and no refund of tuition and fees for the semester, as well as permanent prohibition from future enrollment or participation in College or College-sponsored activities.

Student Conduct

Off-Campus Conduct and the Campus Judicial System: When a student violates city, state or federal law by an offense committed off campus that is not associated with a College activity, the disciplinary authority of the College will not be used merely to duplicate the penalty awarded for such an act under applicable ordinances and laws.

The College will take disciplinary action against a student for such an off-campus offense only when it is required by law to do so or when the nature of the offense is such that in the judgment of the Vice President for Student Services, the continued presence of the student on campus is likely to interfere with the educational process or the orderly operation of the College; or the continued presence of the student on campus is likely to endanger the health, safety or welfare of the College community. If the Vice President for Student Services determines that disciplinary action is warranted, the Vice President for Student Services shall so notify the student in accordance with established procedures. The action of the College with respect to any such off-campus conduct shall be made independently of any off-campus authority.

Conduct Standards: The Student Code of Conduct, located in the GCCC Student Handbook and catalog, and

other appropriately published rules of conduct, play an important role in the College's commitment to safety and security of all its community members. Failure of students, faculty, staff, or student organizations to comply with duly established laws or College regulations may subject violator(s) to appropriate action by College or other appropriate civil authorities. Such action might include referral to College disciplinary processes and even the possibility of arrest. Garden City Community College does not attempt to shelter students or employees from federal, state, or local laws.

Missing Student Policy

A missing student is defined as any Garden City Community College student who resides in a facility owned or operated by Garden City Community College and who is reported as missing from his/her residence hall room/apartment.

If any member of the Garden City Community College community has reason to believe that a student is missing, he/she should immediately notify the GCCC Police office and/or the Residential Life Director. All possible efforts will be made to locate the student and to determine his/her state of health and well-being through collaboration of the Campus Police Office, Vice President for Student Services, and the missing student's family and friends.

A missing student should be reported as soon as possible to the GCCC Police Office and/or the Residential Life Director. Once a missing student is reported, GCCC Police will work in conjunction with the Vice President for Student Services and the Residential Life office to ascertain as much information as possible. The procedures that will be followed will include, but are not limited to the following:

Collection of Information

- The identity of the student
- The person reporting the incident
- The relationship of the person reporting
- The circumstances that caused the reporting person to file the report

GCCC Police will contact the following:

- The student's roommate
- The student's friends
- The student's advisor/coach/work study supervisor
- The student's emergency information as stated on the student's housing information

If the student is not located within 24 hours of the first report, appropriate family members, associates, or a College official will file a report to the law enforcement agency, which has jurisdiction. If the missing student is under the age of 18 and is not an emancipated individual, the GCCC Police Office will notify the student's parent or legal guardian immediately after it has been determined that the student has been missing for more than 24 hours. The GCCC Police Office will cooperate with, aid, and assist the primary investigative agency in all ways prescribed by law.

All residential life students must identify and list confidentially an individual to be contacted by GCCC in the event a student is determined to be missing for more than 24 hours. This individual will be notified no later than 24 hours after the student is determined to be missing.

CONTACTS

GCCC Police—620-272-6828

Residential Life Office—620-276-9516 or 620-276-9642

Sex Offender Registry and Access to Related Information

In accordance to the Campus Sex Crimes Prevention Act of 2000 (CSCPA), 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 (FERPA), the College provides a link on its website to the [Kansas Bureau of Investigation \(KBI\) Registered Offender](#).

The Federal Campus Sex Crimes Prevention Act, enacted October 28, 2000, went into effect October 28, 2002. The law requires institutions of higher education to issue statements advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation or is a student.

In accordance with Kansas State Statute 22-4904 (“Registration of Offender”), convicted sex offenders in Kansas must register with the county sheriff within 10 days of establishing permanent or temporary residence.

The KBI makes information concerning the presence of registered sexual offenders available to local law enforcement officials and the public. It is then the responsibility of the county sheriff or the municipal police chief to make required notification to all community members of the presence of registered offenders in a manner deemed appropriate by the sheriff or police chief.

It is the responsibility of the county sheriff to notify the College if an offender or predator is enrolled, employed, or carrying on a vocation at the College. The Garden City Community Campus Police Department is required to inform members of the campus community where to obtain information about such offenders. In addition to the above notice to the State of Kansas, the College requires offenders who are required to register with law enforcement authorities to also register with the Garden City Community College Campus Police Department prior to the start of that student’s first class at GCCC following conviction. Employees are required to register with the Human Resources Office upon conviction. Applicants for employment are required to disclose convictions on their application for employment.

Any member of the Garden City Community College Campus Community who wishes to obtain further information regarding sexual offenders on campus may refer to the KBI website or use the KBI website searchable database. The KBI searchable database may be used to find all registered sex offenders in any city, county, or ZIP code in the state.

GCCC Policies on Alcohol and Other Drugs

Alcohol and Drug Policies

The College has developed several prevention programs to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals, and College disciplinary actions. If a student has been found in violation of the College’s alcohol and drug policies, they must report to the Campus Well Counselor for assessment and counseling. The Campus Well Counselor may also refer them to an Alcohol and Drug Abuse assessment, which must be completed. Students may also be referred to our campus partner, Genesis Family Health for services.

In addition, employees who self report a problem or are involved in a noted incident while at work will be referred for services through the Employee Assistance Program by Human Resources.

Controlled Substances: The manufacture, use, possession, sale, or distribution of illegal or illicit drugs on GCCC property or event is prohibited. Those caught manufacturing, using, possessing, or distributing said illegal or illicit drugs are subject to fines, arrest, and prosecution. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal.

Students will be referred to the Vice President for Student Services or designee, for possible disciplinary action. Faculty and staff will be referred to Human Resources for possible disciplinary action. The Garden City Community College Campus Police Department is responsible for enforcing the College Drug Policy and has jurisdiction under K.S.A. 72-8222 to question or detain any student or individual present on campus property or at a College-controlled event. The State of Kansas sets 21 as the minimum age to purchase, possess or consume any alcoholic beverage.

Alcoholic Beverages: The use of alcoholic beverages by members of the GCCC community is at all times subject to the alcoholic beverage laws of the State of Kansas, the city of Garden City, and the county of Finney, KS. No student shall consume, possess, or provide to a minor any alcoholic beverages, beer and/or wine, on any College owned or operated facility or at any College-sponsored event either on or off campus.

Liquor Law Violations: The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this classification: the manufacture, sale, transportation, furnishing, possession, etc., of intoxication liquor maintaining unlawful drinking places; bootlegging; operating still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on train or public conveyance; and attempts to commit any of the above (Kansas State Statute Chapter 41).

Illegal Drugs Violations: Illegal Drugs The possession, sale, manufacture or distribution of any controlled substance is illegal under local, state and in some instances federal laws, and against College rules, regulations and policies. These policies are strictly enforced by the GCCC Campus Police Department, and local, state, and federal law enforcement. Violators are subject to College disciplinary action, criminal prosecution, fine and imprisonment. If students violating illegal drug policies remain enrolled, they must attend drug abuse counseling.

Drug Abuse Violations: The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in the preparation and or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substances. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics – manufactured narcotics, which can cause true addiction (Demerol, Methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine). (Kansas State Statute 21-5703-5715).

Annual Disclosures of Crime Statistics

Clery Definitions

Crime statistics are broken down geographically according to the following categories: total campus, non-campus building or property, and public property. The following definitions apply to these geographic categories:

Campus: (1) 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 (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) 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 building or property: (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) 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, and is not within the same reasonably contiguous geographic area of the institution.

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

Murder: The willful (non-negligent) killing of one human being by another.

Manslaughter: The killing of another person through negligence.

Forcible Sex Offenses: Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. Forcible sex offenses include:

Forcible Rape: The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

Forcible Sodomy: Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sexual Assault with an Object: The use of an object or instrument to unlawfully penetrate, however slight, the genital or anal opening of the body of another person, forcibly and/or against that person's will or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary permanent mental or physical incapacity.

Forcible Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Non-forcible Sex Offenses: Unlawful, non-forcible sexual intercourse. Non-forcible sex offenses include:

Incest: Non-forcible sexual intercourse with a person who is related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Robbery: The taking, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person 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 where either the offender displays a weapon, or 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.

Burglary: The unlawful entry into a building or other structure with the intent to commit a felony or a theft.

Domestic Violence: Includes felony or misdemeanor crimes 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 receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating Violence: Violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship, (ii) The type of relationship, (iii) The frequency of interaction between the persons involved in the relationship.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.

Arson: To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device.

Liquor Law Violation: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of intoxicating alcoholic beverages.

Drug Related Violations (Sale and Possession): The unlawful cultivation, manufacture, distribution, sale, purchase, possession, transportation or importation of any controlled drug or narcotic substance. Or the unlawful manufacture, sale, purchase, possession or transportation of equipment or devices used for preparing and/or taking illegal drugs or narcotics (drug paraphernalia).

Weapon Law Violations: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Crime Prevention Services: The crime prevention function is based on the dual concepts of elimination or minimizing criminal opportunities, whenever possible, and encouraging students and staff to be responsible for their own safety and security as well as that of others. The following is a listing of crime prevention programs and projects designed to inform students and staff about campus security, safety practices, and the prevention of crimes.

Crime Statistics

Criminal Offenses - On Campus			
	2018	2019	2020
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	2	1
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	1	0
Aggravated Assault	0	0	0
Burglary	2	2	2
Motor Vehicle Theft	1	0	0
Arson	0	0	0
VAWA Offenses			
Domestic Violence	0	2	3
Dating Violence	0	1	1
Stalking	2	1	2
Arrests			
Weapons: Carrying, Possessing, etc.	1	1	0
Drug Abuse Violations	0	4	0
Liquor Law Violations	1	1	0
Disciplinary Actions			
Weapons: Carrying, Possessing, etc.	0	0	0
Drug Abuse Violations	50	31	15
Liquor Law Violations	43	45	32

Criminal Offenses - Noncampus			
	2018	2019	2020
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
VAWA Offenses			
Domestic Violence	1	0	0
Dating Violence	0	1	0
Stalking	0	0	0
Arrests			
Weapons: Carrying, Possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Disciplinary Actions			
Weapons: Carrying, Possessing, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

Criminal Offenses - On Campus Student Housing			
	2018	2019	2020
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	1	1
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	1	
Aggravated Assault	0	0	0
Burglary	7	2	1
Motor Vehicle Theft	0	0	0
Arson	0	0	0
VAWA Offenses			
Domestic Violence	1	2	0
Dating Violence	0	1	1
Stalking	0	0	0
Arrests			
Weapons: Carrying, Possessing, etc.	0	0	0
Drug Abuse Violations	7	2	0
Liquor Law Violations	1	0	0
Disciplinary Actions			
Weapons: Carrying, Possessing, etc.	0	0	0
Drug Abuse Violations	50	26	15
Liquor Law Violations	43	45	30

Criminal Offenses - Public Property			
	2018	2019	2020
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
VAWA Offenses			
Domestic Violence	0	1	0
Dating Violence	0	0	0
Stalking	0	0	0
Arrests			
Weapons: Carrying, Possessing, etc.	0	0	0
Drug Abuse Violations	0	5	1
Liquor Law Violations	0	0	0
Disciplinary Actions			
Weapons: Carrying, Possessing, etc.	0	0	0
Drug Abuse Violations	0	0	2
Liquor Law Violations	0	0	0

**Hate Crimes - On Campus
2020**

	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/Damage/ Vandalism of Property	0	0	0	0	0	0	0	0	0

Hate Crimes - On Campus 2019

	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/Damage/ Vandalism of Property	0	0	0	0	0	0	0	0	0

Hate Crimes - On Campus 2018

	Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/Damage/ Vandalism of Property	0	0	0	0	0	0	0	0	0

Annual Fire Safety Report

The Higher Education Opportunity Act (Public Law 110-315) became law in August 2008. It requires all United States academic institutions to produce an annual fire safety report outlining fire safety practices, standards, and all fire-related on-campus statistics. The following public disclosure report details all information required by this law as it relates to Garden City Community College.

Definitions

Fire: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire Drill: A supervised practice of a mandatory evacuation of a building for a fire.

Fire-related injury: Any instance in which a person is injured as a result of a fire, including any injury sustained from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of the fire, or deaths that occur within 1 year of injuries sustained as a result of the fire.

Fire safety system: Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire including: Sprinkler or other fire extinguishing systems, Fire detection devices, standalone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights, smoke-control, and reduction mechanisms, and Fire doors and walls that reduce the spread of a fire.

Value of Property Damage: The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity, including: contents damaged by fire, related damages caused by smoke, water, and overhaul, however it does not include indirect loss such as business interruption.

Fire Statistics for On-Campus Student Housing Facilities

A fire log is kept at the Residential Life Office and is open to the public during normal business hours. Garden City Community College maintains a fire log that records any fire that occurred in an on-campus student housing facility and includes information such as the nature, date, time, and general location of each fire.

The Fire log entry or an addition to an entry shall be made within two business days of the receipt of information. The fire log for the most recent 60 day period shall be open to public inspection during normal business hours. Any portion of the log older than 60 days will be available within two business days of a request for public inspection.

Description On-Campus Student Housing Fire Safety Systems

West Hall is equipped with a new fire alarms system installed in the summer of 2010. All student rooms are equipped with sounders and smoke detectors. All stairway doors are equipped with door hold open devices that release in the event of an alarm and close. All devices are monitored for alarms, tampering and troubles. In the event of an alarm or system trouble, the appropriate people are notified via cell phone and or email. System operation is backed up with batteries. Fire extinguishers are located throughout the building as well as emergency exit lighting in the hallways and stairways.

East Unit rooms are equipped with a new fire alarms system installed in the summer of 2011. All student rooms are equipped with sounders and smoke detectors. All stairway doors are equipped with door hold open devices that release in the event of an alarm and close. All devices are monitored for alarms, tampering and troubles. In the event of an alarm or system trouble, the appropriate people are notified via cell phone and or email. System operation is backed up with batteries. Fire extinguishers are located throughout the building as well as emergency exit lighting in the hallways and stairways.

Apartments "A", "B", and "C" are equipped with individual smoke detectors in each bedroom and living room. All smoke detectors in an apartment are interconnected so they will all sound in the event of a fire. Smoke detectors are powered by building power as well as batteries for a backup. Fire extinguishers are available in all apartments.

Fire Alarm Testing and Inspections Individual components of the fire alarms systems are tested annually by a certified fire alarm company in accordance with NFPA 72, National Fire Alarm Code.

Residence Hall Fire Drills

Fire drills are held twice a year, once a semester, for each residence hall. Fire drills are mandatory supervised evacuations of a building for a fire. The fire drill is scheduled with Campus Police, facilities personnel and the residence hall staff. Students who fail to leave the building during a fire drill are fined and the incident is turned over to the Residential Life Director.

Prohibitions on portable electrical appliances, smoking, and open flames

Residential Life policy on fire safety is to prohibit usage of electrical cooking appliances, candles, and specific electrical equipment in individual rooms. Candles or open flame are prohibited in residence halls. There are limits on the number of electrical appliances allowed in a specific room.

During fall semester a Residential Life RA will do a fire/life inspection of your room. You will be notified as to when these inspections will take place and you will be required to allow the RA or staff member into your room at that time. If you or your roommate are not present, the room will be inspected without you present and a note will be left indicating the status of your room. Should a violation be found, you will receive a letter indicating what the violation was and you will be expected to meet immediate compliance. If the violations have not been corrected after an unannounced re-inspection, you and/or your roommate(s) will be fined and subject to disciplinary action.

Violations are as follows:

- Extension cords and multi-tap electric units without a breaker
- Blocking of electrical panels
- Blocking of egress (exit) pathways
- Evidence of burning of candles, incense, or tobacco products
- Evidence of cooking; or cooking appliances, even if unused
- Evidence of a heavy load of combustible material
- Use of electrical wiring, devices, appliances which are modified or damaged
- Use of a portable heater
- Evidence of a tampered smoked detector
- Use of halogen lamp/lighting
- Unsafe lofting or raising of beds-including rooms with no guardrails

- Strings of lights, twinkle lights, holiday lights
- Any other situation deemed unsafe by the staff inspector

Smoking policy: Garden City Community College prohibits smoking in any of the Residence Halls and only allows smoking in designated areas by those 21 and older.

Reporting a Fire: Students reporting a fire should contact Security and dial 911. If the fire event is no longer a danger, they should contact the Residential Life Director, Supervisor, or Residential Assistant to report the incident to Security.

Evacuation procedures

Residential Life policy on evacuation from residence halls is in the Residential Life student handbook and is discussed with residents when they move into the residence hall, as follows: Know the emergency routes from your room and hall.

- Check to see if your door is hot or has smoke around it. If so, stay in your room, stay low, and wait to be evacuated by firefighters.
- Shut your door tightly when you leave.
- Exit your building and follow the directions of staff members.
- DO NOT remain in courtyards or in close proximity to the buildings. Remain in designated locations until cleared for re-entry by either the hall director or a member of the Residential Life staff acting on behalf of the Residential Life Director or public safety.
- If you can use a fire extinguisher in your hall without endangering yourself, do so. However, your first concern is the safety of yourself and others. Do not attempt to extinguish a fire if your personal safety becomes threatened.

A fire safety inspection is conducted in the first semester to ensure residents are abiding by all regulations. Residential Life Residence Assistants and staff will have training annually on fire safety.

Improvements placards for Evacuation Plans are on display in every building.

Fire Statistics

GCCC 2020	
Fires - On-campus Student Housing Facilities	
Facility	# of Fires
West Hall	0
East Units	0
Apartment Building "A"	0
Apartment Building "B"	0
Apartment Building "C"	0
Broncbuster Housing	0
Suites "A"	0
Suites "B"	0

GCCC 2019	
Fires - On-campus Student Housing Facilities	
Facility	# of Fires
West Hall	0
East Units	0
Apartment Building "A"	1
Apartment Building "B"	0
Apartment Building "C"	0
Broncbuster Housing	0
Suites "A"	0
Suites "B"	0
Suites "C"	0
Suites "D"	0

GCCC 2018	
Fires - On-campus Student Housing Facilities	
Facility	# of Fires
West Hall	0
East Units	1
Apartment Building "A"	0
Apartment Building "B"	0
Apartment Building "C"	0
Broncbuster Housing	0
Suites "A"	0
Suites "B"	0
Suites "C"	0
Suites "D"	0

Fire Safety System in Residential Facilities				
Facility	Yearly Evacuation (Fire) Drills	Smoke Detection	Fire Ex Devices	Evacuation Plans placards
West Hall	1	X	X	X
East Units	1	X	X	N
Apartment Building "A"	1	X	X	N
Apartment Building "B"	1	X	X	N
Apartment Building "C"	1	X	X	N
Broncbuster Housing "A"	1	X	X	N
Broncbuster Housing "B"	1	X	X	N
Broncbuster Housing "C"	1	X	X	N
Broncbuster Housing "D"	1	X	X	N
Broncbuster Housing "E"	1	X	X	N
Broncbuster Housing "F"	1	X	X	N
Broncbuster Housing "G"	1	X	X	N
Suites 1703 Laurel	1	X	X	N
Suites 1705 Laurel	1	X	X	N
Suites 1707 Laurel	1	X	X	N
Suites 1709 Laurel	1	X	X	N
Suites 1713 Laurel	1	X	X	N
Suites 1803 Laurel	1	X	X	N
Suites 1805 Laurel	1	X	X	N
Suites 1807 Laurel	1	X	X	N
Suites 1809 Laurel	1	X	X	N