Garden City Community College

Campus Safety & Security Annual Report

2013

September 29, 2014
Promoting Safety and Security

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.

Sexual Assault

GCCC values the health and safety of every individual on campus and expects students to treat other persons with respect and dignity. Any behavior which causes the sexual abuse/assault of another person 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. 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, and defined as the oral, anal or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration by another with any other object. (Kansas Statute, 21-3517). 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.

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 don’t. 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

- **GCCC Police Department**
  Student and Community Services Center (2nd Floor)
  620-276-9603

- **GCCC Counseling Center**
  Student and Community Services Center
  620-276-9635
  620-275-3219
  620-276-9640
Off-Campus Resources

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 Number
1-800-COCAINE
1-800-363-2287 (Domestic Violence & Sexual Assault Hotline)
1-800-342-AIDS
1-800-241-9746 National Drug Abuse Hotline
1-800-SUICIDE (784-2433)

Law Enforcement Agencies

Sherriff’s Department Finney County Sheriff’s Department
   Emergency 911
   Non-emergency 620-272-3700

Police Department Garden City Police Department
   Emergency 911
   Non-emergency 620-276-1300
What Victims of Sexual Assault Can Expect From the Campus Police Department

It is the intent of GCCC and the Campus Police Department to insure 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.

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.

**Sexual Assault Prevention**

In order 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 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.

**Domestic Violence, Dating Violence and Stalking**

In addition to the definitions and examples of Sexual Misconduct referenced above, GCCC prohibits any conduct that would be a violation of Kansas law, specifically including the following provisions that further define domestic violence, dating violence and stalking.

“Domestic violence" means abuse committed against a victim or the victim's spouse or dependent child by: (1) A current or former spouse of the victim; (2) a person with whom the victim shares parentage of a child in common; (3) a person who is cohabitating with, or has cohabitated with, the victim; (4) a person who is related by blood or marriage; or (5) a person with whom the victim has or had a dating or engagement relationship. The term also encompasses “Domestic battery” which 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.
“Dating violence” is not separately defined by Kansas law, but “Domestic violence” includes abuse committed against a victim or the victim’s spouse or dependent child by a person with whom the victim has or had a dating or engagement relationship.

“Stalking” 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 that prohibits contact with a targeted person, recklessly engaging in at least one act listed in this definition 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. “Course of conduct” means conduct consisting of two or more separate acts over a period of time, however short, evidencing a continuity of purpose which would cause a reasonable person to suffer substantial emotional distress.

In order to constitute Sexual Misconduct, conduct must be unwelcome 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.

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.

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 take action 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.

**Registered Sex Offender Notification**

The Garden City Community College Campus Police has received notification of registered sex
offenders who currently work, teach, volunteer, visit or attend classes on the campus of Garden
City Community College.

The completeness of this information is contingent on the timely notification by the registered
sex offender as well as the agencies reporting to the Police Department.

The information below was provided to the Police Department and consists of those individuals
who have given notification as a registered sex offender.

Kansas Bureau of Investigation Registry records:

- Kansas Offender Registry
- Finney County Sheriff’s Registry

**U. S. Department of Justice National Registry**

The Federal Campus Sex Crimes Prevention Act requires colleges and universities to issue a
statement advising the campus community where state law enforcement agency information
concerning registered sex offenders may be obtained. The act also requires registered sex
offenders to provide to appropriate county and state officials notice of each institution of higher
education in that state at which the offender is a student.

In accordance with Kansas State Statue 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 College Campus Police Department is required to inform members of the campus community where to obtain information about such offenders.

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 of 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.

**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 the 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 of 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 of 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 Vice President of 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 Vice President of 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 Vice President of 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, 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.

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. Loss of college privileges
4. Suspension
5. Expulsion
6. Restitution for college property damage

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

If you or someone you know is the victim of a crime or a violation of the Student Code of Conduct, it is important that you contact agencies that can help you resolve the matter. Listed below are some agencies that may be able to assist you:

Vice President of Student Services, GCCC
620-276-9597

Compass Behavioral Health Center
620-276-7689

Family Crisis Hotline
620-275-5911

Alcohol/Drug Abuse 24 hour Help Line
620-765-7004

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

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 arrest and prosecution. Students will be referred to Student Services for possible disciplinary action. Faculty and staff will be referred to Human Resources for possible disciplinary action. 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 campus controlled event.

Firearms

No student shall possess, or use or threaten to use:
• Any weapon described and defined in K.S.A. 21-4201, as amended from time to time, and any other weapons, including but not limited to pellet guns.
• Any explosives, including but not limited to dynamite, nitroglycerin or any other combustible, blasting caps, fireworks, fire-bombs, grenades, plastic charges or devices intended for detonation purposes, and/or any other similar devices or compounds used for detonation or blasting on any college-owned or operated property or at any college-sponsored event either on or off campus.

Exceptions are to be 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.

Students bringing firearms to campus must check them in at the Residential Life office.

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.

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 of 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 of Student Services determines that disciplinary action is warranted, the Vice President of 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.

Personal Safety Reminders

• Practice being 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.
• Don’t 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.

Sex Offender Registry and Access to Related Information

Incarceration may remove a sex offender from the streets but it does nothing to prevent the offender from committing another crime when released. 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.

The State of Kansas maintains a system for making certain Registry information on sex offenders publicly available by means of the Internet. The website address for this information is: www.accesskansas.com
Procedures for Reporting Emergencies or Crime 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 603 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.

Crime Statistics Location 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.

**Safety Definitions of Crimes for Use in Classifying Criminal Offenses**

**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:

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.

GCCC Campus Police Department

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 many college departments.

Charged with ensuring safety and security for GCCC, the department strives to fulfill its responsibility to each member of the college community by providing quality services that will assist you in making the time you spend here 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 services/programs, enforcing traffic laws and maintaining crowd safety for campus special events. The department maintains close liaison with local, state and federal law enforcement agencies in implementing and coordinating campus security and law enforcement operations.

Authority and Jurisdiction of Campus Police

The Campus Police Department was established under the authority of K.S.A. 72- 8222. In summary, 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 school law enforcement officer, to aid and supplement law enforcement agencies of this state and of the community in which the school district or community college is located. The protective function of school security officers and school law enforcement officers shall extend to all school property and the protection of students, teachers, and other employees together with the property of such persons on or in any school or 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 and each school law enforcement 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.

Campus police officers employed by a community college or school district may exercise the power and authority of law enforcement officers anywhere:

(a) 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;

(b) On the streets, property and highways immediately adjacent to and coterminous with property described in subsection (a);

(c) Within the city or county where property described in subsection (a) 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 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;

(d) With appropriate notification of and coordination with local law enforcement agencies, within the city or county where property described in subsection (a) or (b) 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;

(e) When in fresh pursuit of a person; and

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

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 will provide police services on said property unless deemed unnecessary by the Campus Police Chief, Vice President or President of Garden City Community College.
The Garden City Community College Campus Police will notify Garden City Police Department/Sheriff’s Office and request that it 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 will be strongly encouraged by the College to report all crimes and the Campus Police Department will assist victims in making reports to the police.

The Garden City Police Department and Finney County Sheriff’s Office will respond to College notifications and will 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 will be taken to refrain from interrupting a class to affect an arrest or to execute a search warrant unless reasonable circumstances are present.

**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 Campus Police Department is responsible for issuing a 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 of Student Services his/her designee with the assistance of Telecommunications and/or Communications.

**Timely Warning Procedure**

Campus Police will prepare a Campus Crime Alert whenever a report is received of a violent crime against a person or a substantial crime against property on campus that represents a serious or on-going threat to the safety of students, faculty and staff. Alerts are assigned the same number as the corresponding Campus Police report and provide details of the crime, a description of the suspect (if known) information on whom to contact with information, and safety tips.

Campus Crime Alerts will be e-mailed as quickly as possible to faculty, staff and students, distributed throughout the campus, provided to campus media, posted on the Garden City Community College website, and if appropriate, posted in off-campus areas frequented by students.
Whenever the Garden City police issue a new 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 tips

Crime Reporting - Public Information

The department believes that dissemination of information is the key to educating our college community about the occurrence of crime on campus. For this reason the department prepares a daily crime log that details the nature, date, time, location and disposition of crimes that occur on campus. This information is located at the Campus Police Department-Student and Community Services Center (2nd Floor). The department also provides, through various media, a timely notice of crimes reported to campus or local police to aid in the prevention of similar occurrences.

For those crimes occurring at off-campus locations owned and/or controlled by the college, the department obtains timely reports from those agencies of all crime activity at those locations and statistics are compiled for review and distribution.

Policies for preparing the Annual Disclosure of Crime Statistics

Regarding the annual disclosure of crime statistics, the Campus Police Chief is responsible for distributing an annual notice to all students and employees describing where and how the College’s annual security report can be obtained. The Human Resource Department is responsible to provide notice to all prospective employees and the Admissions Departments are responsible for all prospective students.

The College’s annual crime statistics are available electronically. A paper copy will be provided to a requestor. All requests can be made to the GCCC Campus Police Department, Students Services, Human Resources, or Admissions Office. An annual notice is also distributed to all students and employees regarding the availability and location to obtain the College’s annual security report. On an annual basis the Campus Police Chief is responsible for gathering and submitting the crime statistics for the campus. He/she will make requests from the Vice President of Student Services, counselors, and/or other pertinent campus security authorities to obtain the applicable crime statistics. Crime statistics will also be requested from the local police department for the College’s and contiguous property.

All crimes should be reported to Campus Police or a campus authority as noted below (defined as someone with “significant responsibility for student and campus activities”).
Garden City Community College encourages all victims of a crime to immediately report any incident to any of the above positions. Reports can be made on a voluntary basis and all such reports are processed immediately, and certain cases are on a confidential basis for inclusion in the annual security report.

**Crime Reporting**

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.

**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.

**Security of access to campus facilities, including campus residences, and security considerations used in the maintenance of campus facilities.**
The campus and properties of Garden City Community College are maintained for use by students, faculty, and staff. Access to campus facilities may be restricted as necessary to comply with Rules and Regulations of the Board of Regents of the Kansas Community College System and to meet safety and security requirements as determined by College officials. The College has instituted safety and security procedures and services, but the personal safety of each individual who enters the campus is his or her responsibility. Failure to take precautions or maintain an awareness of the environment and surroundings may result in increased risk. The College will continue to develop and implement security measures, but the measures cannot succeed without the personal support of faculty, students and visitors. Campus housing and Campus Police provide a range of services and security procedures designed to ensure the reasonable comfort of residents and invited guests. Residents are provided information about these programs and services, but are advised that they are ultimately responsible for their own security and safety.

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 escort policy.

Security at off-campus residences or property owned, leased, or controller by Garden City Community College is under the control and jurisdiction of the College during any event at any given time. Garden City Community College asks these organizations to provide information about their safety and security procedures. The information they provide is maintained in the office of Campus Police and is available upon request.

Just as students have rights, they also have responsibilities. Garden City Community College recognizes its responsibility to support and uphold the basic freedoms and citizenship rights of all students, and it expects students to be responsible for the following:

**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.

Misconduct is considered a matter of concern to administrators, faculty, staff and students alike. Reports of misconduct are usually made to the Vice President of Student Services for investigation and determination of misappropriate action.
Implementation of Disciplinary Process-The Vice President of Student Services will review with the student the nature of the complaint and the relevant evidence and testimony. When the investigations have been completed, the Vice President will take appropriate disciplinary action or refer the case to the College disciplinary Review Board.

Disciplinary Appeals Procedure-If the appropriate action taken by the Vice President of Student Services calls for the student to be expelled or penalized, the student will be informed in writing, with a statement for the action taken. The student has the right to appeal the disciplinary action taken by the Vice President to the College Disciplinary Review Board. This appeal must be made in writing to the Vice President of Student Services within 48 hours of the original decision.

All appeal hearings are private to best ensure justice and discourage delay. The appeal is not a new hearing, but a review of the record of the original hearing. If evidence which was unavailable at the original hearing is discovered, it will be considered. The student requesting the appeal must be present on the hearing date as set in the letter to the student. Failure to be present as scheduled waives the student’s right of appeal.

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.

Safety Tips for Pedestrians

Be alert and conscious of your surroundings.

Always behave in a predictable manner when walking near motor vehicle traffic. Motor vehicle traffic may not expect or see you.
Use sidewalks when provided. If there are no sidewalks walk facing traffic.

When out at night wear white or light color clothing.

Watch for oversized vehicles turning with a wide radius.

Safety Tips for Vehicle Operators

• Always yield to pedestrians.
• Watch your “blind spot” for other traffic, such as bicycles and pedestrians over-taking you when making right turns.
• Always stop for pedestrians in crosswalks.
• Always behave in a predictable manner and use turn signals. Other drivers may not always see you or recognize your intentions.
• Oversized vehicles must watch for bicycles and pedestrians and other traffic when turning.
• Traffic and parking enforcement is a high priority function of the Campus Police Department. Our campus is open to considerable amounts vehicular traffic flow each day.
• While violations of parking regulations are not considered serious crimes, the importance of good traffic control and the volume of traffic violations on our campus require close attention. The philosophy toward good traffic and parking control adopted by our department is one of prevention of injuries and a reduction of overall crisis intervention, including traffic accidents.

Motorcycles on Campus

Any person operating a motorcycle is granted all of the rights and is subject to all of the responsibilities of the driver of any other vehicle. Kansas law does not require all motorcyclists to wear helmets but the Campus Police Department strongly advises the use of safety equipment while riding.

Pedestrian Right of Way

Walking is the primary mode of transportation around the GCCC campus. Vehicles must yield to pedestrians in a crosswalk. Pedestrians must use crosswalks where adjacent intersections are present. Pedestrians must yield to vehicles when crossing anywhere other than marked crosswalk or intersections.

Bicycle Security Information

• Park and lock your bicycle in well-lighted areas.
• Secure your bicycle to a bicycle rack with a quality hardened steel “U” type lock. Always lock your bicycle by putting the U-lock through the bike’s frame, a wheel and the rack. This is especially important if your bicycle has quick-release tires.
• If you have quick-release wheels, remove the front wheel and place it next to the rear wheel, and then put the U-lock through both wheels, the frame and the bicycle rack.
• Avoid putting a U-lock through only one wheel. The wheel can be removed, and the frame and the remaining wheel can easily be stolen.
• Place the lock on your bicycle with the key mechanism facing the ground. This will make it less likely for the mechanism to fail as a result of exposure to the weather and harder for a thief to tamper with.
• Avoid using a cable lock, or leaving it parked in the same place for a long period of time.
• Avoid blocking building entrances, ramps, and handicapped areas with your bicycle.

Preventing Auto Theft

Don’t make your car an easy target for a thief. On average it takes less than 30 seconds to steal a car. Give a thief an inch and he will take your car for miles. Here are some simple tips to make it harder for the thieves.

• Always lock your car, close the windows and take the keys.
• Never leave valuables in sight. Thieves are attracted not only by your car but also its contents.
• Never leave your car running and unoccupied, even for just a minute.
• Park in well lighted areas. The light will help make a thief more noticeable.
• Use high visibility theft deterrent, such as a steering wheel lock or security alarm.

Protect Yourself While Running

When you jog, run or walk remember and practice these simple safety precautions:

• Run in familiar areas.
• Avoid running at night. If you must run at night, wear reflective materials. The ability of others to see you at night is directly related to the amount of reflective and light color material you wear.
• Avoid unpopulated areas, deserted, dark streets and over grown trails. Run clear of parked cars and bushes.
• Always carry identification or write your name, telephone number and blood type on the inside of your running shoe. If necessary, include important medical information.
• Always run with a partner.
• Always remain aware of your surroundings. Stay alert. The more aware you are the less vulnerable you become.
• Be confident. Look directly at others and be observant.
• Don’t wear headsets. Use your ears to be more aware of your surroundings.
• Trust your feelings. If an area feels bad or a person makes you uneasy, follow your feelings and get away.
• Carry a whistle or noisemaker. If you are harassed or bothered, use the noisemaker to attract attention.
Access to College Facilities

College facilities are well maintained, and safety and security concerns are given a high priority. Many cultural and athletic events in college facilities are open to the public. Other facilities such as the bookstore, library and cafeteria are likewise open to the public. Access to academic and administrative facilities on campus is generally limited to students, employees and visitors for the purpose of study, work, teaching and conducting other college business. Only those who have demonstrated a need are issued keys to a building.

Landscaping and Lighting

Landscaping and outdoor lighting on campus are designed for safety and security. Sidewalks are designed to provide well-traveled, lighted routes to and between buildings. Landscape personnel trim shrubs from walkways and building entrances to enhance lighting and visibility. All campus walkways are inspected to insure adequate lighting. Burned-out lights are promptly replaced. As needs are identified, new sidewalks are installed. New streetlights and pedestrian walkway lights are added as new parking areas and walkways are developed, or as roadways are changed.

Security at Off-Campus Residences

Off-campus apartment complexes, townhouse/condominium communities, and other multi-family dwellings pose unique problems. Because of the temporary nature of many residents of rent/lease property, you need to make an extra effort to be aware of your surroundings. This includes knowledge of what measures your landlord has taken on behalf of your safety.

GCCC accepts no responsibility for the safety or conditions of properties rented/leased by its students. The college expressly disclaims giving any guarantees, warranties or any other representations that properties are safe or recommended. The college does not approve or recommend to students or others any off-campus rental properties listed. Students living off-campus must make their own individual and personal choices on the selection of living accommodations.

Consumer Information for Garden City Community College

GCCC is committed to providing important information to students, faculty and staff. Consistent with this commitment, and pursuant to the college’s notice and reporting obligations under various laws, information concerning the following topics may be obtained at the following websites:

Requirements for admission to GCCC, the academic programs available, policies for payment and refunds of fees: http://www.gcccks.edu

Financial assistance available to GCCC students, including the availability of federal aid and policies concerning loan repayment upon withdrawal from the College: http://www.gcccks.edu.
GCCC policies regarding confidential student records pursuant to the Family Educational Rights and Privacy Act: [http://www.gcccks.edu](http://www.gcccks.edu)

GCCC access services for students with disabilities: [http://www.gcccks.edu](http://www.gcccks.edu).

**Anti-Harassment**

GCCC establishes the following conduct guidelines consistent with federal and state laws or regulations in order to ensure that employees and students of the college shall be allowed to function in an atmosphere which is free from harassment on the basis of race, religion, sex, national origin, color, ancestry, age, marital status, sexual orientation, veteran status, citizenship status, medical condition, disability, physical handicap or other protected group status.

**Prohibiting Harassment**

Harassment of any student or staff member on the basis of sex shall be considered a violation of college policy. Conduct involving unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature shall be considered to constitute sexual harassment.

Prohibited is any behavior that represents repeated or unwanted sexual attention that is made a condition of reward or penalty. In determining whether alleged behavior constitutes sexual harassment, the college will examine the record as a whole and all aspects or circumstances, such as the nature of sexual advances and the context in which the alleged incidents occurred.

Students or employees who feel they have been a victim of sexual harassment should contact the Vice President of Student Services, the Director of Human Resources, and the President or his/her designee. They will be advised of their rights and policies and procedures of the grievance process. They will also be advised of external resources and the option of notifying Campus Police and local law enforcement authorities.

Campus educational programs are available through the Student Services Department, and short-term counseling is available through the Counseling Center, Library. All of these policies and procedures are maintained in compliance with the Higher Education Amendment of 1992, Section 485(F)

**Handling Obscene or Harassing Phone Calls**

A telephone call is considered obscene or harassing if it is received at a location where you have a reasonable expectation of privacy and the caller makes repeated calls or makes any comment, request, suggestion or proposal which is obscene, lewd, lascivious, filthy, vulgar or indecent.

**If you receive harassing or obscene phone calls:**

- Report obscene or harassing phone calls to the Campus Police Department.
Pay attention to any background noises, the caller’s sex, accent, speech pattern or anything else to aid in identification.
Keep a log of calls received. Include the date, time and details of the call.
If calls are recorded on voicemail, save the recording.

**Protect Yourself While Using an Automated Teller**

- Avoid using an ATM when by yourself. Either take someone with you or only use an ATM when others are around.
- Avoid using an ATM after dark. If you must, choose an ATM location that is well lighted and does not have tall bushes nearby.
- When you arrive at an ATM, look around. If you see anything that makes you uncomfortable or anyone who looks suspicious, do not stop. Either use an ATM at a different location or come back later.
- Have your access card and any other necessary documents ready when you approach an ATM. While you are fumbling with a wallet or purse, you are easy game for a thief.
- While using the ATM, stay alert to your surroundings. Look up and around every few seconds while transacting your business.
- Protect your Personal Identification Number (PIN). Do not enter your PIN if anyone else can see the screen. Shield your PIN from onlookers by using your body.
- When your transaction is finished, be sure you have your card and your receipt, and then leave immediately. Avoid counting or otherwise displaying large amounts of cash.
- As you leave be alert for anything or anyone who appears suspicious. If you think you are being followed, go to an area where others are present and call police.

**Personal Safety and the Internet**

Meeting people on the Internet as correspondents is very easy; Discerning real information about these new acquaintances is more difficult. No matter if you are meeting people through commercial dial-up services, commercial or free chat lines, Internet Relay Chat (IRC) channels, online dating services, newsgroups or in other ways, you should be aware of the possible dangers of interaction when conversations turn in a personal direction.

Here are some basic personal safety tips you should consider whenever participating in Internet communication, particularly of a personal nature.

- Avoid giving out personal information such as your home address or telephone number to people you met on the internet.
- Exercise caution when agreeing to meet anyone in person whom you’ve met on the internet. Before you arrange any such meeting, attempt to verify, through a third party whom you know and trust, the true identity of this person.

**If you choose to arrange a meeting, make it on your terms:**

- Meet in as public a place as possible.
- Arrange your own transportation to and from the meeting.
• Bring a friend along for security and consider a double-date the first few times.
• Set your conditions for the encounter, and don’t let your new friend change them.
• Limit meetings to public places until you are comfortable with the other person and certain of who they are and what they want from the relationship.

**Campus Police: We are here for you!**

The 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.

Safety and security are both personal and shared responsibilities. GCCC has an array of services in place to promote an environment that is as crime-free as possible. We encourage you to familiarize yourself with these services and take advantage of them to help make your educational experience as enjoyable and crime-free as possible.

We also encourage you to contact the Campus Police Department at 620-276-9603 or 620-272-6828, for additional information on available programs and services.

Ryan Ruda  
Vice President of Student Services

Dee Wigner  
Executive Vice-President
Safety and Security - It’s a Shared Responsibility

The GCCC campus is located on 138 acres within the city of Garden City, with a population of more than 30,000. Included on this campus are 13 buildings for academic, administrative and recreational use.

GCCC recognizes the importance for an institution of higher learning to develop and maintain a safe and secure environment in which the academic and social pursuits of its members can be fully realized.

The college administration has the upmost concern for the success of each student and strives to give each student maximum freedom to live his/her life free from outside interference. With this freedom, however, comes the responsibility of becoming an active participant in the exercise of personal safety. No community’s security plan can attain maximum effectiveness unless everyone contributes to making it work. Safety and security are both personal as well as shared responsibilities. Only by accepting this responsibility can members of the college community maintain a safe and secure academic environment.

This report is provided to you as part of the department’s commitment to safety and security on campus, and satisfies all of the requirements of the Jeanne Clery Act, formerly the Federal Crime Awareness and Campus Security Act of 1990. It is filled with information about a variety of security services and programs available to you as members of the college community. We hope that you will become familiar with this information and find the programs useful.

Please Let Us Know!

If you see an unsafe condition on campus such as a burned out streetlight, pothole in the road, uneven sidewalk or any other condition that could jeopardize someone’s safety, please call Campus Facilities at 620-276-9559.

If you have any suggestions regarding safety and security, please call the Campus Police Department at 620-276-9603 or 620-272-6828.

Let’s work together for a safe campus!

Checklist for Sexual Assault Victims

The following checklist is designed as a guide only. If a victim approaches you and you feel uncomfortable dealing with the report, encourage the victim to talk with a college counselor.

1. Always maintain confidentiality.

2. Know what your options and resources are. Call the counseling office to provide guidance if you need assistance.
3. **Be supportive, empathetic and really listen.**
   a. The victim may talk about other problems unrelated to the assault. This is normal. Listen and assist where you can.
   b. Unless the victim offers, you **don’t** need to know the intimate details of the assault.

4. **Always let the victim make the choices.** Review options with the victim.

5. **Never be judgmental or make judgmental statements** to the victim.
   a. The victim already knows what he/she might have done differently.

6. **Encourage the victim to talk with a college counselor or call Family Crisis Services** (Hotline: 620-275-5911) Family Crisis Services maintains anonymity when requested and has trained staff to work with victims.

7. **Encourage the victim to report.**
   a. An adult victim **does not have to report** but many rapists have more than one victim and will continue to terrorize if not stopped.
   b. *The decision to prosecute rests with the victim, the results of a law enforcement investigation and with the prosecutor.*
   c. **Note:** Juveniles may foster special consideration. If you encounter a juvenile victim, contact Campus Police for information.
   d. **Offer to go with the victim** to make a report to police, counselor or other trusted person.

8. **If the victim wants to make a report** to law enforcement, use the following as a guide:
   a. Assault occurred on campus @ GCCC: contact Campus Police.
   b. Assault occurred within the city limits of Garden City: Garden City Police Department.
   c. Assault occurred outside of Garden City but within Finney County: Finney County Sheriff’s Office.
   d. Assault occurred elsewhere: Report must be made to the law enforcement agency with jurisdiction.

9. **If the victim does not want** to report to law enforcement, use the following as a guide:
   a. Offer to make arrangements for, and offer to go with, the victim to a GCCC counselor or another trusted person in the community.
   b. Offer to make arrangements for, and offer to go with, the victim to Family Crisis Services.
   c. **Always** let the victim know you care and will be there for them.

10. **Remember:** How you deal with the situation affects not only the ability of the victim to begin the recovery process, but future victims as well.

11. **Victim emotional recovery begins with you!**