

# ANNUAL SECURITY REPORT

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**NORTHWEST**  
MISSISSIPPI COMMUNITY COLLEGE

# 2016-17 ANNUAL SECURITY REPORT NORTHWEST MISSISSIPPI COMMUNITY COLLEGE

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## Preventing Campus Crime

A summary of policies and procedures prepared for the students, faculty and staff of Northwest Mississippi Community College, this report is published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1999 and the Drug-Free Schools and Communities Act Amendments of 1989.

## Important Telephone Numbers

### Senatobia Campus

Fire/Ambulance/Police	911 (9-911 if dialing from a campus extension)
Campus Police	562-3314
Student Services/Housing	562-3305

### DeSoto Center

Main Desk & Campus Police	342-1570
Fire/Ambulance/Police	911

### Lafayette-Yalobusha Technical Center

Main Office	236-2023
Fire/Ambulance/Police	911

## Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report

On November 8, 1990, President George H.W. Bush signed the “Student Right to Know and Campus Security Act of 1990.” The Act applies to every institution of higher education that receives federal financial aid. Title II of the Act was called the “Campus Crime Awareness and Campus Security Act of 1990.” It requires institutions of higher education to distribute to all current students and employees, and applicants for enrollment or employment, two types of information: (1) Descriptions of policies related to campus security, and (2) Statistics concerning specific types of crimes. Amendments enacted in 1998 renamed Title II, and it is now known as the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.” The amendments require the disclosure of crimes that are reported to police and campus officials other than police, along with a breakdown of locations of criminal activity to be specified as on-campus, non-campus, residence hall, or public property.

# The Campus Police

The Campus Police Office is part of the Division of Student Services and reports to the Vice President for Student Services. The Director/Chief of Campus Police is responsible for the management of the office and staff. All other public safety services are coordinated with key college and local officials.

The Campus Police staff consists of both full- and part-time officers who are certified through the Mississippi Law Enforcement Officers Training Academy and have constable powers under authority of state statute. All certified officers are armed and have arrest powers. They are responsible for enforcement of college rules and regulations and the laws of the state of Mississippi on the campuses of Northwest Mississippi Community College. Police jurisdiction includes all college-owned, rented or leased property. Campus Police officers are based on the Senatobia campus, DeSoto Center and Lafayette-Yalobusha Technical Center. NWCC Campus Police works closely with local, state, and federal law enforcement agencies, such as the City of Senatobia Police Department, Tate County Sheriff's Department, City of Southaven Police Department, DeSoto County Sheriff's Department, Benton County Sheriff's Department, City of Oxford Police Department, and the Lafayette County Sheriff's Department, in investigations of shared concern and have a written Memorandum of Understanding with these departments concerning the investigations. The staff is also composed of security guards who perform parking patrols, vehicle boosts, residence hall room and vehicle unlocks and other related functions.

The Campus Police telephone number (562-3314) is monitored 24 hours a day by a dispatcher or by an officer operating a cell phone. Dispatchers can contact the fire department, other law enforcement agencies or emergency medical services by direct phone line or radio. Personnel also monitor the National Weather Service radio network.

## Authority of Campus Police

**Mississippi Code of 1972 (As Amended): Section 37-29-275. Application of general criminal laws of state; security officers vested with powers of constables; authorization to bear arms if certified.**

Any act, which, if committed within the limits of a city, town, or village, or any public place, that would be a violation of the general laws of this state, shall be criminal and punishable if done on the campus, grounds, or roads of any of the state supported junior colleges. The peace officers duly appointed by the boards of trustees of state-supported community or junior colleges, or officers of private security firms licensed by the State of Mississippi contracted by the boards of trustees of state-supported community/junior colleges, are vested with the powers and subject to the duties of a constable for the purpose of preventing and punishing all violations of law on state-supported junior college grounds and for preserving order and decorum thereon. Peace officers appointed by the boards of trustees or officers of private security firms licensed by the State of Mississippi contracted by the boards of trustees shall have authority to bear arms in order to carry out their law enforcement responsibilities if such officers have been certified according to the minimum standards established by the Board on Law Enforcement Officer Standards and Training. The peace officers duly appointed by the boards of trustees of public community/junior colleges are also vested with the powers and subjected to the duties of a constable for the purpose of preventing all violations of law that occur within five hundred (500) feet of any property owned by the college, if reasonably deter-

mined to have a possible impact on the safety of students, faculty or staff of the college while on said property. Provided, however, that nothing in this section shall be interpreted to require action by any such peace officer appointed by a college to events occurring outside the boundaries of college property, nor shall any such college or its employees be liable for any failure to act to any event occurring outside the boundaries of property owned by the college. If a law enforcement officer is duly appointed to be a peace officer by a college under this section, the board of trustees of the public community/junior college may enter into a Memorandum Of Understanding with other law enforcement entities for the provision of equipment or traffic control duties; however, the duty to enforce traffic regulations and to enforce the laws of the state or municipality off of college property lies with the local police or sheriff's department which cannot withhold its services solely because of the lack of such an agreement.

### **Procedures for Reporting Campus Crime and Other Emergencies**

Campus crime is a reality, and preventing it is a responsibility shared by all members of the campus community. Public apathy is a criminal's greatest ally. If you see or suspect criminal activity, you cannot assume that someone else has reported it. Whether you are a victim or an observer, you should report any possible crime, suspicious activity or emergency to the Campus Police. If you are suspicious, you may report a crime to the following areas:

#### **SENATOBIA CAMPUS**

Senatobia Campus Police	562-3314
Vice President for Student Services	562-3305
Dean of Students	562-3305
Assistant Director of Campus Life & Housing	562-3305

#### **DESOTO CENTER**

DeSoto Center Campus Police	280-6191
Dean of DeSoto Center	280-6122
Associate Dean of DeSoto Center	280-6125
Assistant Dean of DeSoto Center	280-6167

#### **LAFAYETTE-YALOBUSHA TECHNICAL CENTER**

Lafayette-Yalobusha Technical Center Campus Police	236-1951
Dean of Lafayette-Yalobusha Technical Center	238-7945

In an emergency, should you be unable to contact the Campus Police, simply dial 9-911 from your campus phone. Our office is located in the McLendon Student Center on the Senatobia campus. At DeSoto Center the information desk is located in the main lobby or at Lafayette-Yalobusha Technical Center at the Campus Police Office.

Students, faculty and staff should report all crimes and medical or fire emergencies to Campus Police. When a report is received, a police officer will go to the caller's location for investigation. When necessary, a follow-up investigation will be conducted by the department and coordinated with the local police agencies. In the case of a medical or fire emergency, the Campus Police will notify the appropriate emergency personnel.

When you call the Campus Police, please provide the following information:

- Your name;

- The location of the incident you are reporting;
- A description of any vehicles involved in the incident, especially a license plate number; and
- The nature of the incident.

## Response to Reports of Crime

All crimes reported to the Campus Police are considered serious and are treated with the appropriate concern and attention toward solving the crime. Each officer is trained to perform investigations. All reasonable avenues of investigations will be pursued concerning a complaint. The complainant will be notified in a timely manner of the results of the investigation.

A public crime log of reported crimes is maintained by the department and shared with interested people or organizations on a daily basis. The public log will not include any personally identifying information about the victim of reported crimes. Additionally, the campus community will be notified immediately about any pattern of crimes or incidents that seriously threaten campus safety. Individuals who regularly receive information concerning reported crimes include:

Vice President for Student Services	562-3305
Dean of Students	562-3305
Dean of DeSoto Center	280-6122
Dean of Lafayette-Yalobusha Technical Center	238-7945

Individuals who become aware of incidents or individuals that threaten the safety of the campus community, should immediately contact Campus Police or one of the individuals listed above.

Individuals who wish to report incidents of inappropriate behavior by students, but who do not want the incident investigated as a criminal offense, should make such report to the Dean of Students.

Individuals who wish to report incidents of inappropriate behavior by staff or faculty, but who do not want the incident investigated as a criminal offense, should make such report to the appropriate department chairperson or supervisor.

## Northwest Mississippi Community College Policy Addressing the Issuance of Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Chief of Campus Police and the Vice President for Student Services, constitutes an ongoing or continuing threat, a campus-wide “timely warning” will be issued. The warning will be issued through the college e-mail system to students, faculty and staff, Ranger Alert, and social media (Twitter, Instagram and Facebook).

Depending on the particular circumstances of the crime, but especially in all situations that could pose an immediate serious threat to our campus community, the Department of Campus Police may also post a notice on the campus police department’s Web page at [www.northwestms.edu/index.php/?page\\_id=989.html](http://www.northwestms.edu/index.php/?page_id=989.html).

Anyone with information warranting a timely warning should report the circumstances to the Campus Police Department immediately by phone at (662) 562-3314 or in person at the McLendon Student Center.

# General Policies and Regulations

## Missing Persons Policy

All concerns regarding a possible missing person (student, faculty, or staff) should be immediately directed to the Campus Police Office. Upon receipt of a missing person report, the Campus Police will initiate a priority investigation. An investigating officer will meet with the individual(s) making such a report and will gather the following information:

1. Essential information about the missing person—description, clothes last worn, possible location including last known destination, individuals the missing person might be with, known associates, and vehicle description. A recent photograph will also be secured.

2. The investigating officer will also gather information about the physical and mental well-being of the missing person. A current class schedule, class attendance information, job information and work schedule, or residence hall information sheet (if applicable), will be obtained.

3. Based upon information gathered in steps one and two, appropriate campus staff will be contacted and either questioned or notified regarding the missing person's status.

4. If after the completion of steps one through three it appears that the person is actually missing, parents or an emergency contact person will be notified by the Vice President for Student Services or the Director of Campus Police. Each student may identify a contact person to be notified if the student is determined missing by Campus Police. The parents or guardian and contact person will be notified if the missing student is under 18 and not emancipated. Contact will be registered and maintained confidentially.

5. After consultation with the family of the missing person, the Campus Police will issue a regional welfare alert for the missing person through the National Crime Information Center. Further investigatory measures will be taken or additional notifications made based upon the circumstances of the individual case.

6. The Vice President for Student Services and/or Director of Campus Police will keep family apprised of the status of the investigation.

## If You are Assaulted

If you are assaulted, call the Campus Police as soon as possible. Try to remember as much about the assailant as possible. Characteristics important in locating and identifying suspects include sex; race; hair color; body size; clothing; scars and other noticeable markings; mode of travel; and vehicle color, type and license plate number. In some incidents, the victim may already know the name of the person committing the assault. If you report an assault, the campus will be searched immediately for suspects, and neighboring police agencies may be notified.

## If You See a Suspicious Person

If you see anyone acting suspiciously, call the Campus Police at once. Do not approach the person yourself. Report the type of activity you observed and describe the person or persons involved. Provide as much information as you can, such as the person's sex, race, location, type of clothing and type of vehicle. The Campus Police will investigate your report immediately. If all members of the campus community become security-conscious and report suspicious activity, thefts and related incidents will be reduced. Remember, preventing crime is your responsibility, too!

## If You Receive a Bomb Threat

If you receive a bomb threat by telephone, obtain as much information from the

caller as possible. Do not panic. Ask for (1) the location of the bomb, (2) the expected time of explosion, and (3) the type of bomb. Listen carefully to the caller's voice and any background noises. Such information may assist in identifying the caller. Call the Campus Police immediately. Campus Police, together with the building officials, will determine whether evacuation is required.

The most important thing to remember about preventing crime is that you should call police whenever you suspect that a crime has been or may be committed. You don't need proof in order to call. If you suspect a crime, call the Campus Police immediately.

## **Campus Security and Access to Campus Facilities**

Although all Northwest campuses are open to the public, facility use is limited to educational and administrative activities and programs, and student or public events, approved by appropriate college authorities. Anyone requesting after-hours access to facilities must have the approval of the appropriate authority prior to the Campus Police allowing access. Unless authorized or attending an ongoing campus event, all non-students and commuter students must depart the Senatobia campus by 10 p.m.

College facilities and landscaping are maintained to minimize hazardous conditions. Malfunctioning lights and other unsafe conditions should be reported immediately to the Physical Plant Department by calling 562-3438, or, after business hours, by calling Campus Police.

Residence halls are a special concern. The on-campus residence halls and apartments currently house nearly 1,100 men and women during the academic year. Each resident is provided with a key to his or her own room. Main entrances of the residence halls are locked in the evening. After closing time, students may enter residence halls with main entrances, by using an ID card in the card access reader system installed in the main door. Only designated exits may be used after hours. Windows are equipped with locks operable by the room occupants.

## **Residence Hall Door Security**

1. A student who enters or leaves the residence hall after closing hours is responsible for securing the outside door.
2. A student may not prop open or alter a door so that it will not properly close and lock.
3. A student may not admit unauthorized or uninvited persons after hours.
4. Any maintenance deficiencies that may compromise building security should be reported immediately to a residence hall supervisor. When a supervisor is not on duty, potential security problems should be reported to the Campus Police.
5. Security systems and security procedures are provided for your protection. You should follow these procedures at all times.
6. The first meeting of resident students each semester is designated as a time to review safety information and residence hall rules. Other topics related to safety and security issues are discussed with residents as needed.

## **Crime Prevention**

Crime prevention at Northwest Mississippi Community College is a community-based program. Its main goal is to improve the quality of life for members of the campus community; and involvement by all members of the campus community is essential to its success.

At Northwest positive measures and up-to-date crime prevention efforts complement reactive measures. A variety of proactive crime prevention efforts are in use

by the Campus Police. Visible patrol units either walk the campus or patrol in golf carts or in marked vehicles. Police officers will provide walking or riding escorts upon request at the Senatobia, DeSoto Center and Lafayette-Yalobusha Technical Center campuses.

### **Weapons on Campus**

The Northwest Board of Trustees recognizes that the possession of pistols, firearms or other weapons on college premises or at college functions by persons, other than duly authorized law enforcement officials, creates unreasonable and unwarranted risk of injury or death to the college's employees, students, visitors and guests. Because of such dangers, the Board hereby prohibits the possession of pistols, firearms or weapons in any form by any person, other than duly authorized law enforcement officials and the college's security officials, on the college's premises or at college functions, regardless of whether any such person possesses a valid permit to carry such pistols, firearms or weapons.

### **Alcohol and Illegal Drugs**

Northwest Mississippi Community College prohibits the possession, use, manufacture or distribution of controlled substances; illegal drugs; or alcohol on college property, or as part of any college-sponsored or authorized activity. Any student or employee failing to observe the drug and alcohol policy will be subject to sanctions by the college in accordance with established disciplinary procedures found in the *Bulletin* or the Northwest Policy Manual. For students, sanctions may include fines, probation, suspension or expulsion. For employees, sanctions may include termination of employment. In addition to college sanctions, any student or employee found in violation of the drug and alcohol policy may be referred to the appropriate authorities for prosecution. Legal sanctions under local, state and federal laws may include fine and/or imprisonment. Information about drug education, counseling and rehabilitation programs may be found in the *Bulletin*.

### **Drug-Free School Policy**

The possession, use, manufacture, or distribution of alcohol, unauthorized or illegal drugs, or the misuse of any legal drugs on college premises or at any college activity, is strictly prohibited and will constitute grounds for disciplinary action, which may include expulsion.

### **K-9 Drug Dogs on Campus**

In seeking to maintain a drug-free campus, canine (K-9) drug detection dogs may be utilized to search all public and common areas in all campus parking lots and buildings for the purpose of detecting illegal drugs and narcotics.

The Director of Campus Police will arrange supervision and coordinate all canine searches with the assistance of campus police officers, appropriate housing personnel, administrators, and other local law enforcement agencies. Searches will be performed by handlers and canines trained and certified in the detection of illegal drugs/narcotics.

Canines will be allowed to search areas such as residence hall rooms, offices, and vehicles after the canine alerts to one of these areas, thus developing probable cause. Once probable cause is established, the canine will be allowed to enter the room/office/vehicle in accordance with law and college policy and continue searching.

Upon any discovery of suspected illegal drugs/narcotics, persons who are determined to be in violation of state or federal law and/or college rules and regulations may be arrested and may face college disciplinary charges.

## **Disciplinary Action and Sanctions**

Appropriate disciplinary actions will be taken in all cases in which a student violates provisions of the Northwest Drug-Free School Policy. Penalties and/or sanctions may include any one or a combination of the following:

1. recommended professional counseling;
2. letter of probation;
3. fine;
4. mandatory participation in an organized drug treatment program;
5. denial or termination of financial aid or scholarships; and/or
6. withdrawal, suspension, or expulsion from Northwest.

The circumstances surrounding the offense and the facts as determined by appropriate investigation will be fully reviewed prior to a decision on the action being taken.

## **Legal Sanctions**

Local, state, and federal legal statutes contain sanctions for violations of laws concerning the use, distribution, manufacture, and/or possession of alcohol and illegal drugs. These sanctions include imprisonment for a period of time up to a term of life imprisonment, fines, supervised release, or any combination of the above.

In Mississippi the legal drinking age is 21. It is unlawful for a person under 21 years of age to possess alcoholic beverages, and the selling, giving, or serving of alcoholic beverages to persons under 21 is unlawful. In some counties of the state (designated as dry counties) the possession of any alcoholic beverages by any person regardless of age is prohibited.

Specific legal sanctions for violations of these laws are contained in the United States Code, the Mississippi Code 1972 Annotated, and local city and county laws and ordinances.

## **Health Risks Associated with Alcohol and Drug Use**

Abuse of alcohol and illegal drugs, and the misuse of any legal drugs, can result in serious health consequences. Some health risks associated with the most common mood-altering substances include: organ damage; impairment of brain activity, digestion, and blood circulation; addiction; increased likelihood of accidents; increased risk of contracting hepatitis, AIDS, and other infections; various birth defects; respiratory paralysis; and death. The use of alcohol can lead to: loss of muscle control, poor coordination, and slurred speech; fatigue, nausea, and headache; impaired judgment; increased likelihood of accidents; alcoholism; damage to brain cells; hallucinations; personality disorders; increased risk of cirrhosis, ulcers, heart disease, heart attack, and cancer; and death.

Commonly abused mood-altering drugs include: narcotics (including heroin, morphine, codeine, hydrocodone, hydromorphone, oxycodone, methadone, fentanyl, Demerol, Percodan and others); depressants (including chloral hydrate, barbiturates, benzodiazepines, gluthimide, Valium and others); stimulants (including cocaine, amphetamine/methamphetamine, methylphenidate and others); cannabis (including marijuana, tetahydracannabinol, hashish, and hashish oil); hallucinogens (including LSD, mescaline and peyote, amphetamine variants, phencyclidines, and others); anabolic steroids (including testosterone, nandrolone, oxymethalone, and others); and designer drugs (including synthetic heroin, ecstasy, and other chemically modified forms of drugs).

## **Resources**

The College employs professional counselors, and the Student Development Center is prepared to help students find appropriate assistance in dealing with alcohol

and drug-related problems. It is each student's responsibility to seek assistance before the problem affects judgment, performance, or behavior.

Telephone numbers of some of the agencies providing counseling, treatment, education, and other alcohol and drug-related services are:

Northwest Student Development Center (562-3320)

Regional Mental Health Center (562-5216)

Tate County Health Department (562-4428)

Parkwood Hospital (895-4900)

National Hotline Numbers:

1-800-COCAINE

1-800-662-HELP

1-800-342-2437

1-800-729-6686 (National Clearinghouse for Alcohol and Drug Abuse)

### **Reporting Requirement**

Any student who is convicted of a drug-related offense must inform the college within five (5) college working days of such a conviction. This notice must be in writing to the Vice President for Student Services. A student with such a conviction may be subject to disciplinary action and may jeopardize the receipt of financial aid and scholarships.

### **Annual Distribution**

The Drug-Free Workplace Certification Policy is included in the college's *Policy Manual*.

The Drug-Free School Policy is included in the college's *Policy Manual* and *Bulletin*. Distribution is the responsibility of the Vice President for Student Services and Center Deans.

### **Biannual Review**

A biannual review (every 2 years) of the drug prevention program will be conducted to determine its effectiveness, implement needed changes, and ensure that disciplinary sanctions are consistently enforced. The Vice President for Student Services will have the responsibility of appointing a committee to conduct the review.

A sample of students and employees will be surveyed to determine the effectiveness of the current policy and recommend any changes.

### **Recordkeeping**

The President will appoint persons to be responsible for keeping and maintaining records of violations of this policy and the Drug-Free Workplace Certification Policy, including records of any penalties and/or sanctions imposed on students or employees. Student records will be maintained in the Student Services Office, and employee records will be maintained in the Human Resources Office.

### **Public Intoxication**

The College forbids the possession and/or consumption of alcoholic beverages (including beer) on the campus and/or at any activity sponsored by a student organization at the College on college owned or controlled property. Drunkenness or evidence of intoxication is a violation of law on college property. Drunkenness can be caused by alcohol, drugs, narcotics, or other intoxicating substances.

The College will take additional steps with students who appear impaired to the point where they are drunk (not in control of themselves) on campus in order to protect that student and the campus community. Therefore, if in the opinion of ap-

propriate college officials a student is impaired (public drunk), then the following action will be taken:

1. The student's parents or legal guardian will be called to come and take custody of the student (if the student is under the age of 18);
2. If the parent or legal guardian cannot be contacted, or if the parent or legal guardian refuses or is unable to take custody of the student, then the student will be arrested and transported to the county jail.

### **Endangerment Policy**

Students who endanger their own physical well-being or disrupt the campus community, including threatening or attempting suicide, may be administratively suspended from the residence halls and/or the College. To be considered for reinstatement to the residence halls and/or the College, the student may be required to provide the Vice President for Student Services documentation signed by the student's physician or licensed mental health professional indicating that the student is not a threat to him/herself or the campus community.

### **Hazing**

Hazing is forbidden. Hazing means any intentional, knowing, or reckless act, occurring on or off the campus, by one person alone or acting with others, directed against a student that endangers the mental or physical health or safety of a student for the purpose of affiliating with, holding office in, or maintaining membership in any organization which includes students.

### **Gang Related Activity**

Northwest Mississippi Community College recognizes the need for rules and regulations that create a safe and healthy environment conducive to teaching and learning. As such, the College recognizes the importance of deterring students from emulating or contributing to the proliferation of gangs. A gang is defined by the College as "any ongoing organization, association or group of three or more persons, whether informal or formal, having as one of its primary activities the commission of criminal acts and having a common name or common identifying signs, colors, and/or symbols."

The College prohibits the following gang-related activities at the College or at College-related events:

1. Initiating, advocating, or promoting a gang or gang-related activity.
2. Defacing College property with gang names, slogans, or insignias.
3. Conducting initiations.
4. Threatening another with bodily injury and/or inflicting bodily injury in connection with a gang or gang-related activity.
5. Inciting, soliciting, or recruiting others for gang membership or gang-related activity.
6. Aiding or abetting any of the above activities by personal presence or support.

Any allegation of involvement in gang-related activity as described above will be adjudicated using the Student Conduct Procedures described in this *Bulletin*. A finding that any violation of the Code of Student Conduct was gang-related will be considered an aggravating factor in determining appropriate sanctions.

### **Curfew and Guest Policy**

#### **Curfew Policy**

1. All visitors (non-students) and commuters must leave campus by 10 p.m. un-

less they are attending a campus event which is open to the public, such as an athletic event, dance, etc.

2. Unauthorized persons present after 10 p.m. are subject to disciplinary action or arrest.

3. Resident students are not permitted to visit other residence halls between the hours of 10 p.m. and 10 a.m.

4. Students may not loiter or engage in athletic or social activities on campus after 10 p.m. unless attending an official campus event.

### **Guest Policy**

1. Students are responsible at all times for the conduct of any guest whom they bring to the campus.

2. Campus Police may ask any person on campus for identification. Persons who do not have legitimate business on the campus may be asked to leave campus.

3. Students or visitors are not to bring small children to classroom buildings, residence halls, intramural facilities, or organized activities unless permission is granted by the Student Services Office.

4. Overnight guest permits for the residence halls must be obtained from the Housing Office by 4 p.m. on the day of the visit.

5. All visitors must leave campus by 10 p.m. unless they are attending a campus event which is open to the public, such as an athletic event, dance, etc.

### **Search and Seizure**

Students of Northwest Mississippi Community College are protected, as is any citizen, against unreasonable search and seizure. However, in an exercise of the College's duty to maintain discipline as well as a safe and educational atmosphere, a college official may search a student's room and/or vehicle when a reasonable cause exists.

1. A reasonable cause exists when a college official has sufficient reason to believe that a campus regulation has been violated or there may be an existing threat to the safety of individuals or facilities.

2. Such search by college officials must be approved by either the Dean of Students, the Director of Campus Police, or Center Deans or their designees after description of the reasonable cause leading to the search.

Normal inspections of resident rooms are conducted in order to maintain acceptable standards of health, safety, and physical maintenance and can be, if necessary, held in the absence of the student. The College reserves the right to enter a particular room at any time when it is deemed to be in the best interest of the institution and its students.

The College reserves the right to take disciplinary action for any violations of policy discovered in these inspections.

### **The Campus Sex Crimes Prevention Act**

The Campus Sex Crimes Prevention Act (section 1601 of Public Law 106-386) is a Federal law enacted Oct. 28, 2000, that provides for the tracking of convicted sex offenders enrolled or employed by institutions of higher education.

In compliance with CSCPA, the Northwest Mississippi Community College community may find the required information in the sex offender registry on the Mississippi Department of Public Safety web site at <http://state.sor.dps.ms.gov/>.

### **The Campus Sexual Violence Elimination (SaVE) Act**

The Campus Sexual Violence Elimination (SaVE) Act increases transparency on

campus about incidents of sexual violence; and, guarantees victims enhanced rights and sets standards for disciplinary 10, which addresses campus sexual assault policies within the Higher Education Act of 1965. President Barack Obama signed SaVE into law on March 7, 2013, as part of the Violence Against Women Act (VAWA) Reauthorization.

## **Sexual Harassment**

### **Preventing Sexual Harassment**

Northwest Mississippi Community College is committed to creating and maintaining an environment in which all persons who participate in college programs. Every member of the college community should be aware that the College is strongly opposed to sexual harassment and that such behavior is prohibited by law (Title IX of the Education Amendments of 1972) and by College policy.

Northwest views sexual harassment (as defined in this policy) as serious, and will not tolerate it in any form. It is the intention of the College to take whatever action is needed to prevent, correct, and if necessary, discipline behavior which violates this policy. Prosecution of employees or students for the crimes they commit, whether by state or federal prosecutors, is independent of, and in addition to, the charges or disciplinary proceedings instituted by the College.

### **What is Sexual Harassment?**

Sexual harassment consists of unwelcomed sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical behavior of a sexual nature when:

1. Submission to that conduct or communication is made either explicitly or implicitly, a condition of the individual's education;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for academic decisions affecting the individual's welfare;
3. Such conduct has the purpose and effect of substantially interfering with an individual's welfare, academic performance, or creates an intimidating, hostile, offensive, or demeaning educational environment.

### **Examples of Prohibited Behavior**

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

1. Unwelcomed sexual propositions, invitations, solicitations, and flirtations.
2. Threats or insinuations that a person's employment, academic grade, promotional opportunities, classroom or work assignments, or other conditions of academic life, may be adversely affected by not submitting to sexual advances.
3. Unwelcomed verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcomed use of sexually degrading language, jokes, or innuendos; unwelcomed suggestive or insulting sounds or whistles; and obscene phone calls.
4. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or study area that may embarrass or offend individuals. Such material, if used in an educational setting, should be related to educational purposes.
5. Unwelcomed and inappropriate touching, patting, or pinching; and obscene gestures.

### **Reporting Sexual Harassment**

The Title IX coordinator and assistant Title IX coordinators listed in the Resources

section of this report are designated as the Sexual Harassment Contact Persons (hereafter, Contact Person) to receive all reports of sexual harassment regarding students. Students who have a sexual harassment complaint or inquiry should notify the Contact Person immediately. He/she will maintain all information about applicable laws, College policies and procedures, options available for resolution of complaints, and confidentiality requirements. The Contact Person's functions include the following:

1. Provide information about sexual harassment and options for addressing it;
2. Inform the complainant regarding applicable College policies and procedures and outline various options, both formal and informal, available for resolving the complaint;
3. Seek an informal resolution if so desired;
4. Maintain records necessary for handling active complaints.

In all investigations and complaint resolutions, the following procedures will be followed:

1. To the extent possible, the College will keep the complaint and investigation confidential.
2. College policy and Title IX prohibits retaliation against any individual who files a complaint under Title IX or participates in a complaint investigation.
3. The College will take all necessary steps to prevent recurrence of any discrimination, including sanctions such as expulsion, suspension, modified suspension, or behavioral restrictions.
4. The College will take steps necessary to remedy discriminatory effects, such as (but not limited to) class reassignment, residence hall reassignment, and special security precautions.
5. The timeframe for most investigations is no longer than two working weeks. An additional week may be needed for formal adjudication.
6. All parties will be notified in writing of the outcome of the investigation and adjudication.

### **Informal Resolution**

Students may seek advice, information, or counseling, on matters of sexual harassment without having to lodge a formal complaint. Persons who feel they are being harassed, or are uncertain as to whether what they are experiencing is sexual harassment, are encouraged to talk with the Contact Person. The student seeking information will be counseled as to the options available under the sexual harassment policy. To the extent possible, information disclosed through this advising session will be held in confidence, unless and until the initiating individual agrees that additional people must be informed in order to facilitate a solution. The complainant may request informal resolution. The aim of informal resolution is not to determine whether there was intent to harass, but to ensure that the alleged offending behavior ceases and that the matter is resolved promptly at the lowest possible level.

### **Formal Complaint**

If an attempt at an informal resolution fails, or if after consultation with the Contact Person, a complainant believes that the nature of the alleged offense requires it, a formal complaint may be filed. The filing of a written complaint is required for a matter to be formally investigated and a determination made on whether the College policy prohibiting sexual harassment has been violated. The formal complaint will consist of a signed statement containing the name(s) of the accused, the nature and date(s) of the incident(s), and an assertion that the statement is a formal complaint.

1. *Student complaint against student.*

In instances where a student files a complaint against a fellow student, the Contact Person will refer the complaint for investigation. The procedures for handling this form of complaint are described and governed by Northwest's Code of Student Conduct. The Code of Student Conduct and all applicable procedures are listed in this *Bulletin*.

2. *Student complaint against faculty, staff, or third party.*

In instances where a student files a complaint against a member of the Northwest faculty, staff, or third party the Contact Person will forward the complaint for investigation. The procedures governing this form of complaint are outlined in the Northwest Mississippi Community College *Policy Manual*.

3. *Faculty or staff complaint against student.*

In instances where a faculty or staff member files a complaint against a student, the Contact Person will refer the complaint for investigation. The procedures for handling this form of complaint are described and governed by Northwest's Code of Student Conduct. The Code of Student Conduct and all applicable procedures are listed in this *Bulletin*.

## **Sexual Assault, Domestic Violence and Stalking Prevention**

Northwest Mississippi Community College is committed to creating and maintaining a community in which students, faculty, and staff can work together in an atmosphere free of threats. Every member of the college community should be aware that the college considers personal physical safety of students and employees to be a minimal prerequisite for the establishment of a learning environment.

Northwest views any form of sexual assault, domestic violence, dating violence, and stalking (as defined in this policy) as a serious offense, and such behavior is prohibited by state law and by college policy. It is the intention of the College to take whatever action is needed to prevent, correct, and if necessary, discipline behavior that violates this policy. Prosecution of students for crimes they commit, whether by state or federal prosecutors, is independent of, and in addition to, the charges or disciplinary proceedings instituted by the College.

### **What Constitutes Sexual Assault?**

Sexual assault (including but not limited to rape) is defined as any kind of sexual physical contact that involves force or any form of coercion or intimidation. Sexual contact with a person who is unable to consent is prohibited.

Sexual physical contact includes the intentional touching of another person on the area of the body generally recognized as a private part of the body, or touching any part of another person's body with a private part of one's own body. An unwarranted touch may be considered sexual physical contact, no matter how slight it is. A person who is unable to consent includes, but is not limited to, any unmarried person generally under the age of 18, anyone who is physically helpless, or anyone who is mentally incapacitated. A physically helpless person is considered to be one who is unconscious, or for any other reason, unable to communicate unwillingness to engage in any act. A mentally incapacitated person may be one who is under the influence of alcohol or a drug, or who is mentally incapable of understanding the implications and consequences of any act.

### **What Constitutes Domestic Violence?**

*Domestic violence simple assault: Miss. Code Ann. § 97-3-7 (3)*

(3) (a) When the offense is committed against a current or former spouse of the defendant or a child of that person, a person living as a spouse or who formerly lived

as a spouse with the defendant or a child of that person, a parent, grandparent, child, grandchild or someone similarly situated to the defendant, a person who has a current or former dating relationship with the defendant, or a person with whom the defendant has had a biological or legally adopted child, a person is guilty of simple domestic violence who:

- (i) Attempts to cause or purposely, knowingly, or recklessly causes bodily injury to another;
- (ii) Negligently causes bodily injury to another with a deadly weapon or other means likely to produce death or serious bodily harm; or
- (iii) Attempts by physical menace to put another in fear of imminent serious bodily harm.

Upon conviction, the defendant shall be punished by a fine of not more than Five Hundred Dollars (\$500.00) or by imprisonment in the county jail for not more than six (6) months, or both.

(b) Simple domestic violence: third. A person is guilty of the felony of simple domestic violence third who commits simple domestic violence as defined in this subsection (3) and who, at the time of the commission of the offense in question, has two (2) prior convictions, whether against the same or another victim, within seven (7) years, for any combination of simple domestic violence under this subsection (3) or aggravated domestic violence as defined in subsection (4) of this section or substantially similar offenses under the law of another state, of the United States, or of a federally recognized Native American tribe. Upon conviction, the defendant shall be sentenced to a term of imprisonment not less than five (5) nor more than ten (10) years.

*Aggravated domestic violence: Miss. Code Ann. § 97-3-7 (4)*

(4) (a) When the offense is committed against a current or former spouse of the defendant or a child of that person, a person living as a spouse or who formerly lived as a spouse with the defendant or a child of that person, a parent, grandparent, child, grandchild or someone similarly situated to the defendant, a person who has a current or former dating relationship with the defendant, or a person with whom the defendant has had a biological or legally adopted child, a person is guilty of aggravated domestic violence who:

- (i) Attempts to cause serious bodily injury to another, or causes such an injury purposely, knowingly, or recklessly under circumstances manifesting extreme indifference to the value of human life;
- (ii) Attempts to cause or purposely or knowingly causes bodily injury to another with a deadly weapon or other means likely to produce death or serious bodily harm; or
- (iii) Strangles, or attempts to strangle another.

Upon conviction, the defendant shall be punished by imprisonment in the custody of the Department of Corrections for not less than two (2) nor more than twenty (20) years.

(b) Aggravated domestic violence; third. A person is guilty of aggravated domestic violence third who, at the time of the commission of that offense, commits aggravated domestic violence as defined in this subsection (4) and who has two (2) prior convictions within the past seven (7) years, whether against the same or another victim, for any combination of aggravated domestic violence under this subsection (4) or simple domestic violence third as defined in subsection (3) of this

section, or substantially similar offenses under the laws of another state, of the United States, or of a federally recognized Native American tribe. Upon conviction for aggravated domestic violence third, the defendant shall be sentenced to a term of imprisonment of not less than ten (10) nor more than twenty (20) years.

(5) Sentencing for fourth or subsequent domestic violence offense. Any person who commits an offense defined in subsection (3) or (4) of this section, and who, at the time of the commission of that offense, has at least three (3) previous convictions, whether against the same or different victims, for any combination of offenses defined in subsections (3) and (4) of this section or substantially similar offenses under the law of another state, of the United States, or of a federally recognized Native American tribe, shall, upon conviction, be sentenced to imprisonment for not less than fifteen (15) years nor more than twenty (20) years.

(6) In sentencing under subsections (3), (4) and (5) of this section, the court shall consider as an aggravating factor whether the crime was committed in the physical presence or hearing of a child under sixteen (16) years of age who was, at the time of the offense, living within either the residence of the victim, the residence of the perpetrator, or the residence where the offense occurred.

### **What Constitutes Dating Violence?**

Dating Violence is defined as a pattern of behavior where one (1) person intentionally threatens or actually uses physical, sexual, verbal or emotional abuse to harm, intimidate or control another person with whom that person has a dating relationship.

### **What Constitutes Stalking?**

*Stalking: Miss. Code Ann. § 97-3-107*

(1) (a) Any person who purposefully engages in a course of conduct directed at a specific person, or who makes a credible threat, and who knows or should know that the conduct would cause a reasonable person to fear for his or her own safety, to fear for the safety of another person, or to fear damage or destruction of his or her property, is guilty of the crime of stalking.

(b) A person who is convicted of the crime of stalking under this section shall be punished by imprisonment in the county jail for not more than one (1) year or by a fine of not more than One Thousand Dollars (\$1,000.00), or by both such fine and imprisonment.

(c) Any person who is convicted of a violation of this section when there is in effect at the time of the commission of the offense a valid temporary restraining order, ex parte protective order, protective order after hearing, court approved consent agreement, or an injunction issued by a municipal, 26 justice, county, circuit or chancery court, federal or tribal court or by a foreign court of competent jurisdiction prohibiting the behavior described in this section against the same party, shall be punished by imprisonment in the county jail for not more than one (1) year and by a fine of not more than One Thousand Five Hundred Dollars (\$1,500.00).

(2) (a) A person who commits acts that would constitute the crime of stalking as defined in this section is guilty of the crime of aggravated stalking if any of the following circumstances exist:

(i) At least one (1) of the actions constituting the offense involved the use or display of a deadly weapon with the intent to place the victim of the stalking in reasonable fear of death or great bodily injury to self or a third person;

(ii) Within the past seven (7) years, the perpetrator has been previously convicted of stalking or aggravated stalking under this section or a substantially similar law of another state, political subdivision of another state, of the United States, or

of a federally recognized Indian tribe, whether against the same or another victim;  
or

(iii) At the time of the offense, the perpetrator was a person required to register as a sex offender pursuant to state, federal, military or tribal law and the victim was under the age of eighteen (18) years.

(b) Aggravated stalking is a felony punishable as follows:

(i) Except as provided in subparagraph (ii), by imprisonment in the custody of the Department of Corrections for not more than five (5) years and a fine of not more than Three Thousand Dollars (\$3,000.00).

(ii) If, at the time of the offense, the perpetrator was required to register as a sex offender pursuant to state, federal, military or tribal law, and the victim was under the age of eighteen (18) years, by imprisonment for not more than six (6) years in the custody of the Department of Corrections and a fine of Four Thousand Dollars (\$4,000.00).

(3) Upon conviction, the sentencing court shall consider issuance of an order prohibiting the perpetrator from any contact with the victim. The duration of any order prohibiting contact with the victim shall be based upon the seriousness of the facts before the court, the probability of future violations, and the safety of the victim or another person.

(4) Every conviction of stalking or aggravated stalking may require as a condition of any suspended sentence or sentence of probation that the defendant, at his own expense, submit to psychiatric or psychological counseling or other such treatment or behavioral modification program deemed appropriate by the court.

(5) In any prosecution under this section, it shall not be a defense that the perpetrator was not given actual notice that the course of conduct was unwanted or that the perpetrator did not intend to cause the victim fear.

(6) When investigating allegations of a violation of this section, law enforcement officers shall utilize the Uniform Offense Report prescribed by the Office of the Attorney General in consultation with the sheriffs' and police chiefs' associations. However, failure of law enforcement to utilize the Uniform Offense Report shall in no way invalidate the crime charged under this section.

(7) For purposes of venue, any violation of this section shall be considered to have been committed in any county in which any single act was performed in furtherance of a violation of this section. An electronic communication shall be deemed to have been committed in any county from which the electronic communication is generated or in which it is received.

(8) For the purposes of this section:

(a) "Course of conduct" means a pattern of conduct composed of a series of two (2) or more acts over a period of time, however short, evidencing a continuity of purpose and that would cause a reasonable person to fear for his or her own safety, to fear for the safety of another person, or to fear damage or destruction of his or her property. Such acts may include, but are not limited to, the 27 following or any combination thereof, whether done directly or indirectly: (i) following or confronting the other person in a public place or on private property against the other person's will; (ii) contacting the other person by telephone or mail, or by electronic mail or communication as defined in Section 97-45-1; or (iii) threatening or causing harm to the other person or a third party.

(b) “Credible threat” means a verbal or written threat to cause harm to a specific person or to cause damage to property that would cause a reasonable person to fear for the safety of that person or damage to the property.

(c) “Reasonable person” means a reasonable person in the victim’s circumstances.

(9) The incarceration of a person at the time the threat is made shall not be a bar to prosecution under this section. Constitutionally protected activity is not prohibited by this section.

### **Reporting Violations and Receiving Assistance**

The Campus Police Office is the principal office designated to receive reports of violations. The Police will assemble trained investigators, counselors, emergency medical technicians, outside law enforcement agencies, and others as needed to respond to particular incidents. Crisis intervention, assessment, direct support, and referral for the victim and the accused will be provided by appropriate staff members.

Any employee receiving a report of an alleged violation should refer the matter to the Campus Police or the Dean of Students. The person receiving the report will discuss options and resources with the person reporting the alleged violation.

### **Procedures for Reporting Violations**

1. Go to a safe place as soon as possible.
2. Try to preserve all physical evidence. If you are reporting a violation that has occurred within the previous 72 hours, it may be possible to collect trace evidence of the offense. This evidence is important, particularly if you wish to prosecute the offender. Do not shower or bathe, wash your hands, use the toilet, change clothing, or wash your clothing or bedding.  
If you changed clothes, please place all of the clothing that was worn at the time of the incident in a paper (not plastic) bag.
3. Seek medical attention. Medical personnel will provide any necessary treatment and collect important evidence during a physical examination. Campus Police are available to arrange transportation for victims to a local hospital where appropriate examinations may be conducted.
4. Call the Campus Police. To report an incident that has just occurred, or to report an incident at a later date, call the Campus Police. Victims are encouraged to bring a friend or family member for support. If the incident occurred off of NWCC controlled property, the NWCC PD will assist the victim in reporting the incident to the proper law enforcement entity.

Reporting an incident is a separate step from choosing to prosecute. We are concerned with the victim’s welfare and want to ensure that the appropriate treatment and support are provided. When individuals file a report with the Campus Police, they are not obligated to continue with legal proceedings or disciplinary action.

Reporting an incident to Campus Police helps:

- Identify and apprehend the alleged assailant;
- Maintain future options regarding criminal prosecution, campus disciplinary action, and/or civil action against the perpetrator; and
- Protect the victim and others from future assaults by the same assailant.

When an incident is reported, a police officer will complete an incident report. An investigator/supervisor will be summoned to begin a prompt, fair, and impartial investi-

gation into the offense. This process is important if the victim wishes to bring criminal charges at this or a later time. The victim will be asked questions about the incident, to identify any witnesses, and to tell what happened before and after the incident. Generally, the police work to safeguard the identity of the victim.

Campus Police will assist the victim in obtaining a restraining order, no-contact order (behavioral restriction), or any other valid court issued protective order. After a valid order is issued NWCC Police will enforce the order as instructed by law.

A victims' rights packet will be provided to each victim of domestic violence, sexual assault, stalking, and other victim related crimes. A copy of the victims' rights packet is available at campus police or through any Campus Security Authority/Responsible Employee. The victim's rights packet will contain information about services available to the victim through the institution and through outside organization.

It is the victim's decision whether to involve the police in an incident. Deciding not to involve the police does not prevent the victim from seeking assistance from a counselor or other appropriate staff or faculty members.

5. A complainant may report a sexual assault to a "Campus Security Authority" (as defined by the Clery Act), or to a "Responsible Employee" (as defined by Title IX). The campus security authority/responsible employee may subsequently report the incident to the NWCC PD, or assist the victim in reporting the assault to NWCC PD. Campus security authorities and responsible employees on campus are governed by NWCC Policy and they are asked to immediately report any crimes reported to them to the NWCC PD for the purpose of assessing the crime for the potential distribution of a timely warning notice.

6. Seek counseling or other support. A victim who wishes to speak to someone confidentially is encouraged to contact the Student Development Center. Staff at the center are responsible for coordinating treatment and additional services including relocating the victim's on-campus living quarters, changing the victim's academic schedule, work situation, or school related transportation, if requested. The reason for requested accommodations will be kept confidential and not shared with faculty, support staff, etc.

### **Adjudicating Violations**

In responding to alleged violations, the College seeks to provide redress for the victim/accuser, to provide due process for the accused, and to protect the campus community from the threat of such incidents.

Charges against a student will be handled by the Office of Student Services using the college disciplinary process described in this Annual Security Report. The Vice President for Student Services has the authority to temporarily suspend a student accused of sexual assault, domestic violence, dating violence or stalking, pending a hearing. Upon completion of any necessary investigation, the Dean of Students will formally notify the accused student of any alleged violations of college policies and set a hearing date.

The accused and the accuser have certain rights throughout the hearing process. The rights of an accused student are listed on page 305 of this Annual Security Report.

The person filing the complaint (victim/accuser) has the following rights:

1. The accuser (alleged victim) may bring additional supporters, proportionate to the accused, in consultation and with permission of the appropriate disciplinary authority. Supporters may be an attorney, faculty member, another student, a parent, or a citizen at large. Should the accuser invite an attorney to be present at the hearing, the student must notify the Vice President for Student Services of such an invitation within 48 hours of the hearing. Supporters may address the committee only with the

permission of the Chairman.

2. The accuser may submit a written impact report for consideration during the sanctioning phase of the proceeding.

3. The accuser will be simultaneously informed, in writing, the results of the informal or formal hearing.

4. The accuser will be further informed, in writing, of the right to appeal the decision and that they may utilize the same appeal process as the accused.

5. The accuser (alleged victim) will be informed of any change to the results that occurs prior to the time that such results become final.

6. The accuser will be informed of the final results.

### **Sanctions**

A student found responsible of sexual assault, domestic violence, dating violence or stalking would receive a sanction ranging from expulsion to modified suspension with restrictions. A complete list of sanctions that could be assigned is listed on page 309 of this Annual Security Report.

### **Resources**

Telephone numbers of agencies providing 24-hour crisis lines, counseling, treatment, education, and other services, as well as local law enforcement and Title IX coordinators by campus, that are available for alleged victims are:

#### *House of Grace*

E-mail: [houseofgrace@aol.com](mailto:houseofgrace@aol.com)

Crisis Line: 662-342-1432

Toll Free: 877-393-SAFE

#### *Victim Advocacy*

Crisis Line: 662-801-1906

#### *Family Crisis Services of Northwest Mississippi*

Phone: 662-234-9929 (available 24/7)

(for support, counseling and advice off campus)

### **Senatobia Campus**

#### *Title IX Coordinators*

Dan Smith, Vice President for Student Services

Tate Hall

662-562-3305 • [dsmith@northwestms.edu](mailto:dsmith@northwestms.edu)

Tara Dunn, Dean of Students

Tate Hall

662-562-3305 • [tdunn@northwestms.edu](mailto:tdunn@northwestms.edu)

#### *Student Development Center and Counseling*

Margaret Ross, Director

Tate Hall

662-562-3204 • [mross@northwestms.edu](mailto:mross@northwestms.edu)

Jennifer Smith, Counselor

Tate Hall

662-562-3318 • [jesmith@northwestms.edu](mailto:jesmith@northwestms.edu)

*Senatobia Police Department*  
131 North Front St. • Senatobia, MS 38668  
662-562-5642

*Tate County Sheriff's Department*  
1 Justice Dr. • Senatobia, MS 38668  
662-562-4434

*Communicare*  
101 Preston McKay Dr. • Senatobia, MS 38668  
662-562-5216

**DeSoto Center**  
*Title IX Coordinator*  
Patsy Gardner, CTE Support Services Coordinator  
662-280-6148 • pgardner@northwestms.edu

*Student Development Center*  
Candis Walker, Director  
662-280-6124 • cawalker@northwestms.edu

*Southaven Police Department*  
8691 Northwest Dr. • Southaven, MS 38671  
662-393-5283

*DeSoto County Sheriff's Department*  
3091 Industrial Dr. • Hernando, MS 38632  
662-469-8027

*Region 4 Mental Health*  
2705 Hwy. 51 South • Hernando, MS 38632  
662-449-1971

**Lafayette-Yalobusha Technical Center**  
*Title IX Coordinator and Student Development Center*  
Darlene Greenlee, Counselor  
662-281-1276 • dmgreenlee@northwestms.edu

*Oxford Police Department*  
715 Molly Barr Rd. • Oxford, MS 38655  
662-232-2400

*Lafayette County Sheriff's Department*  
711 Jackson Ave. East • Oxford, MS 38655  
662-234-6421

*Haven House*  
Mississippi Hwy. 7 • Oxford, MS 38665  
662-234-7237

Other resources for students are contained in the Student Activities and Services section of this *Bulletin*.

# Student Conduct Procedures

The President of Northwest Mississippi Community College has vested in the Dean of Students and designees, and the Student Disciplinary Committee, authority to determine if a student has violated a regulation of the College. After a hearing conducted according to the procedures outlined below, the proper disciplinary authority is authorized to determine if a student is responsible for the alleged violation and to determine the appropriate disciplinary sanction(s). All disciplinary hearings must be conducted according to Students' Rights of Fundamental Fairness as described.

## The Rights of Fundamental Fairness

1. The student has the right to confront and/or cross examine his or her accuser(s).
2. The student has the right to call witnesses in his or her behalf.
3. The student has the right to present evidence in his or her behalf.
4. The student has the right to remain silent during the proceeding.
5. The student shall be presented a written statement of alleged violation(s).
6. The student has the right to counsel/adviser. Counsel/adviser is defined as a faculty member, relative, friend, or legal counsel.
7. The student defendant has the right to appeal the ruling of the respective authority according to the procedures herein described.
8. The student defendant has the right to request a formal hearing before the Student Disciplinary Committee or waive the right to a formal hearing and accept the proposed sanction of the Dean of Students or designee.
9. As provided by policy (cases involving domestic violence, sexual assault, and stalking, etc.) the accusing student will receive the same rights of fundamental fairness as the accused.

## Disciplinary Authorities

1. **Dean of Students**—The Dean of Students has the responsibility to enforce the disciplinary policies of Northwest Mississippi Community College. The Dean is the principal hearing officer of the College regarding disciplinary violations. The Dean shall coordinate all investigations, prepare written reports, bring specific charges, ensure proper distribution of official written notices of the institution, and report on the findings to the Student Disciplinary Committee if an appeal to that committee is requested. The Dean may also recommend sanctions to be imposed and receive any student appeal of decisions and forward them to the proper authority. The Dean shall provide an audio recording and or transcript of the Student Disciplinary Committee hearing to the appeal authority and serve in an advisory capacity. The Dean shall enforce the final decision in all disciplinary action.

The Dean of Students is responsible for ensuring adherence to the Student Conduct Procedure regarding formal and informal hearings, for notifying appropriate campus offices of disciplinary actions when warranted, and for ensuring the appropriate maintenance, safety and security of all discipline records.

2. **Assistant Director of Campus Life and Housing**—The Assistant Director of Campus Life and Housing is designated by the Dean to assist in the enforcement of the Code of Student Conduct. The Assistant Director has the responsibility to notify the student of the charges, notify the student of hearings by the Student Disciplinary Committee, and convene the Student Disciplinary Committee. The Assistant Director is authorized to act as a hearing officer to conduct informal hearings, to present cases to the Student Disciplinary Committee, and to coordinate all recordkeeping, formal notices, etc. connected with disciplinary actions.

3. **Student Disciplinary Committee**—The Student Disciplinary Committee

has the responsibility of hearing all cases involving violations of college policy, determining responsibility, and imposing sanction. The committee shall be composed of four faculty members, two staff members, and one student. An alternate will be named for each member should that member be unable to attend. The President of the College or his designee shall appoint all members. All committee members receive annual training on conducting their role in the hearing process, including such topics as domestic violence, sexual assault, stalking, victim safety, and standard of evidence. All members shall serve a term of one year or until their successors are chosen.

4. **Vice President for Finance**—The Vice President for Finance shall receive student appeals of Student Disciplinary Committee decisions forwarded by the Dean of Students. The Vice President for Finance will hear formal hearing appeals of Student Disciplinary Committee decisions only when the sanctions imposed do not include external suspension, residence hall dismissal, dismissal, or expulsion. His decision in such appeals will be final.

5. **President of the College**—The President of Northwest Mississippi Community College is the final authority on all disciplinary action taken by the institution. The President shall receive student appeals of Student Disciplinary Committee decisions forwarded by the Dean of Students. The President will hear appeals of Student Disciplinary Committee decisions only when the sanctions imposed include expulsion, external suspension, residence hall dismissal, or dismissal. His decision in such appeals will be final.

## **Student Conduct Adjudication Procedures**

Listed below are procedures to be used by members of the College community and by disciplinary authorities in adjudicating such complaints. Complaints against a student organization shall be resolved using these same procedures. Reasonable deviations from these procedures by the College will not invalidate a decision or proceeding unless significant prejudice results from such deviation.

### **Filing a Complaint**

Disciplinary action shall be commenced with the filing of a written complaint by the Campus Police, Campus Security Authority/Responsible Employee, or any member of the College community or guest of the College with the Assistant Director of Campus Life and Housing or designee. This report shall be filed stating the charge against the accused as well as facts supporting such a charge.

### **Informal Hearings**

Upon receipt of a written complaint, the Assistant Director of Campus Life and Housing shall direct the accused student by letter, telephone, or campus appearance ticket to schedule within two (2) working days, an appointment with the Assistant Director or other hearing officer for an informal hearing. At the informal hearing, the hearing officer will:

1. Provide the student with the charge as well as the facts supporting the charge.
2. Review the charge and facts with the student. After review, the hearing officer may dismiss the charge should he determine that the charge is not valid. Should the hearing officer determine the charge is valid, the student has two hearing options:
  - a. to accept responsibility for the charge, waive his or her right to a formal hearing, and request that the informal hearing continue; or
  - b. to plead not responsible for the charge and request a formal hearing before the Student Disciplinary Committee.

The hearing officer has the right to decline to hold an informal hearing and forward

the case to the Student Disciplinary Committee for a formal hearing.

If in an informal hearing the student accepts responsibility for the charge and waives his/her right to a formal hearing, the hearing officer will follow the following procedure:

1. The hearing officer will discuss the violations with the student and determine appropriate sanctions. In determining sanctions, the hearing officer will review and consider any previous violations of policy by the student. The hearing officer will then complete an Informal Discipline Hearing Action Form. The form shall specify both the violations and the assigned sanctions.

2. Should the student decide to accept responsibility for the violations and the sanctions specified, he/she should then sign the form. The hearing officer will provide the student with a copy of the signed form. The student has three (3) working days in which to revoke, in writing, his/her acceptance of responsibility and request a formal hearing.

3. Should the student accept responsibility for the violations but not the sanctions, the student may request a formal hearing with the Student Disciplinary Committee. The student and hearing officer will then both complete a Request for Formal Hearing Form.

Should a student fail to schedule an informal hearing, the hearing officer will schedule the informal hearing and send notice of such hearing to the student's campus or permanent address. The hearing may be no earlier than four (4) working days from the sending of the notice. Should the student fail to appear for the hearing the hearing officer may hear the case in the student's absence. Results of the hearing will be sent to the student's campus or permanent address. The student may appeal the decision according to Informal Hearing Appeal Procedures.

## **Formal Hearings**

### **Notice of Hearing**

The accused student shall be given notice of his/her hearing before the Student Disciplinary Committee. This notice should be in writing and shall state the regulations allegedly violated as well as the facts underlying each alleged violation. The student shall be notified of the date, time, and place of the hearing.

Notice of the hearing will be presented to the student 48 hours prior to the hearing, when possible.

The accused student may request a delay in the hearing from the Dean of Students. The Dean may grant such requests as he deems appropriate. At the beginning of a hearing, the accused student may also request a delay from the Student Disciplinary Committee. Such requests will be granted only in the most unusual circumstances.

### **Hearing Procedures**

1. Disciplinary hearings are of a private and confidential nature involving the student and the Student Disciplinary Committee. They are closed to the public.

2. All proceedings will be conducted promptly on a fair and impartial basis. Both the accused and accuser are each permitted to challenge up to two members of the committee on the basis of partiality. The committee as a whole shall rule by majority vote on all challenges. A committee member is obligated to excuse themselves from the proceedings if they are unable to remain impartial.

3. The order of the hearing is as follows:

- a. presentation of the charge(s);

- b. a call for the accused's response to the charge(s);

- c. supporting testimony and information and/or witness on the charge(s);

- d. presentation of the accused's testimony, witnesses, and supporting informa-

tion; and,

e. examination and questioning by members of the committee both during and following the presentation of charges and the accused's defense.

f. The accused may only question their accuser and opposing witnesses through the Committee Chair.

4. The accused may bring an adviser of his/her own choice to the hearing. This adviser may be an attorney, faculty member, another student, a parent, or a citizen at large. Should a student invite an attorney to be present at the hearing, the student must notify the Dean of Students of such an invitation within 48 hours of the hearing. The adviser may address the committee only with the permission of the Chairman.

5. The first decision to be made by the committee is a finding on the question of whether or not the student is responsible for the alleged violation. When determining responsibility, the committee will use a preponderance of the evidence standard (i.e., it is more likely than not that the violation occurred). If a student is found responsible for the charges, a decision on the application of sanction must be made. These are distinctly separate decisions.

6. Committee deliberations on the questions of responsible or NOT responsible will be closed to all but committee members. They will consider only information pertinent to the charge(s).

7. The President of the College will advise the accused student of the committee's decision and its application of sanction in writing.

8. The accused will be further informed in writing of his/her right to appeal and how to pursue the appeal process.

9. A record of the hearing will be made and stored in the office of the Dean of Students. Recordings may be disposed of immediately following the conclusion of the appeal process.

10. The presiding officer at any hearing may modify, amend, or change these recommended procedures in order that the accused student may have a hearing more fully in compliance with principles of basic fairness.

11. In cases related to domestic violence, sexual assault, and stalking:

a. The accuser (alleged victim) may bring additional supporters, proportionate to the accused, in consultation and with permission of the appropriate disciplinary authority. Supporters may be an attorney, faculty member, another student, a parent, or a citizen at large. Should the accuser invite an attorney to be present at the hearing, the student must notify the Vice President for Student Services of such an invitation within 48 hours of the hearing. Supporters may address the committee only with the permission of the Chairman.

b. The accuser will be simultaneously informed, in writing, the results of the informal or formal hearing.

c. The accuser will be further informed, in writing, of the right to appeal the decision and that they may utilize the same appeal process as the accused.

d. The accuser (alleged victim) will be informed of any change to the results that occurs prior to the time that such results become final.

e. The accuser will be informed of the final results.

## **Appeal Procedures**

### **Appeal of Formal Hearing**

1. After a formal hearing the student has the right to appeal the decision of the Student Disciplinary Committee.

2. The appeal must be made to the Dean of Students in writing within three (3) days after the student has received written notice of the decision of the Student Disciplinary Committee.

3. The Dean shall forward all appeals not involving the sanctions of external suspension, dismissal, or expulsion to the Vice President for Finance.
4. All appeals involving sanctions of external suspension, dismissal, or expulsion must be forwarded to the President.
5. All appeals must be forwarded within two (2) working days.
6. The Vice President for Finance or President shall notify the student in writing as to their decision within a reasonable amount of time. Simultaneous notification to the accuser will be made as per policy. Their individual decisions are final.

## Disciplinary Sanctions

The range of disciplinary sanctions includes, but is not limited to, the following:

**Expulsion**—Permanent separation from Northwest Mississippi Community College, with denial of right of student to participate in any academic or other activity. The student is never allowed to visit any of the college's premises. The expulsion notice must be signed by the President of the College.

**Dismissal**—Separation from Northwest, with the student not allowed to reapply for admission. The student is not allowed on college premises without specific written permission from the Vice President for Student Services.

**External Suspension**—Separation from Northwest for a specific period of time. The student is not allowed on college premises without specific permission from the Vice President for Student Services.

**Interim Suspension**—Temporary suspension from Northwest while awaiting a hearing (see interim suspension procedures).

**Modified Suspension**—All privileges, except to attend class and use learning resources, are suspended for a period of time. The student is allowed on campus only to attend class and use learning resources. Student must observe all other stipulations specified under his or her suspension. Student must leave campus no later than 4 p.m. unless otherwise specified.

**Withdrawal**—Student is withdrawn from school. No entry is made on official records other than withdrawal. He/she may return to school at the end of a specified time.

**Disciplinary Probation**—Student is no longer considered in good standing in terms of conduct. Further violations of regulations during a probationary period may result in suspension, dismissal, or expulsion. Certain student privileges are suspended during a probationary period.

**Restitution**—Student must replace any private or public property that has been damaged or destroyed.

**Restriction**—Student is restricted from entering certain facilities or from specified student privileges.

**Behavior Restriction**—Student is restricted from having any contact with a specific student, staff, or faculty member while on any campus of Northwest Mississippi Community College. Contact is defined as any verbal communication, electronic communication, physical touching or close physical proximity. This includes harassing phone calls and e-mails.

**Community Service**—Specified work hours with a campus office or community service.

**Mandatory Counseling/Educational Sessions**—Behavioral counseling or educational sessions on a stated regular basis.

**Residence Hall Dismissal**—Required to vacate a residence hall for violation(s) of residence hall policies and/or other institutional policies. Students are not allowed to visit any residence hall when assigned this sanction.

**Fine**—Student is fined for violations of policy; amount of fine will vary depending upon the nature and severity of offense.

**Warning**—Issued for minor infraction of policy. Further violations will result in more serious sanctions.

**Parental Notification**—Northwest reserves the right to notify parents of disciplinary infractions according to law.

Resident students appealing the sanctions of expulsion, dismissal, suspension, modified suspension, or residence hall dismissal may be required to temporarily vacate the residence halls while the appeal is pending.

Northwest Mississippi Community College does not utilize corporal punishment as a discipline or behavioral sanction. The use of such is prohibited.

### **Alternative Resolution**

A student may be given the opportunity for an alternative resolution when a policy violation (certain residence hall regulations, tobacco policy, dress code, etc.) occurs for the first time and in which an educational sanction is a more appropriate resolution. Most alternative resolutions would mean attendance by the student at an educational or information session regarding the subject of the violation. Once the student has attended the session, no fines or other sanctions will be assessed regarding the violation. No formal student conduct record will be created. Records of attendance will be kept for the duration of the academic year (fall-spring) and then destroyed. During that time period, attendance records may be referred to in the case of a second violation. Participation by a student in an alternative resolution is voluntary.

### **Interim Suspension Procedures**

Any student charged with or convicted of a violation of the law or college regulation injurious to the health and welfare of the college community, shall be subject to immediate administrative suspension with or without prejudice, depending upon the nature and circumstances of the case, by the President of the College or his delegate. A hearing regarding the student's conduct and the appropriateness of the suspension must be held as soon as practicable.

Should the administrative suspension be of such duration as to cause a violation of the class absence policy, the College, at its discretion, may withdraw the student from classes with a grade of "W" to avoid failing grades being entered on the student's permanent record. Such a withdrawal will normally be made in consultation with the student.

The conviction of a student for a criminal offense which interferes with the orderly educational operation of the College or of a nature that, if the student were allowed to remain enrolled, would endanger the health, safety, or property of the college community, shall be sufficient grounds for disciplinary action consistent with the College's policies and procedures.

### **Involuntary Withdrawal Procedures**

The College is responsible for taking reasonable steps to foster a campus environment conducive to learning. Some students may, because of a medical or other condition, engage in behavior that presents a direct threat of harm to others, or substantially disrupts the learning or working environment. A direct threat means a significant risk of harm to health or safety.

In such cases, as an alternative to disciplinary action, the Dean of Students or designee may require a student to withdraw from the College, take a leave of absence, or vacate a residence hall. Such a decision shall be communicated in writing to the student and must specify the terms of the decision, including reasonable conditions for re-entry.

A student who threatens to commit, or attempts to commit, suicide shall not be subject

to disciplinary action or involuntary withdrawal for simply that threat or attempt.

If a student's behavior presents an immediate, severe and direct threat to others, or is substantially disrupting the learning or working environment, the Dean of Students or designee may impose an interim suspension before a final determination of the matter.

Should a student dispute the decision of the Dean of Students or designee regarding withdrawal or leave of absence, a student may appeal the decision to the Involuntary Withdrawal Appeal Committee. The Committee, appointed by the President, shall consist of two members of the faculty, one of whom shall serve as chair, a member of the faculty or staff who possesses counselor credentials, and a member of the staff. Written notice of the time or date of the hearing shall be given to the student at least two working days in advance, unless the student consents to an earlier hearing. The student may request a reasonable delay of the proceeding.

At the hearing, the Dean of Students or designee shall present a statement of the reasons for the withdrawal or leave of absence. The student has the right to present their reasons for disputing the withdrawal, to present witnesses and evidence on his or her behalf, to cross examine witnesses, to remain silent without assumption of responsibility, and to be assisted by legal counsel or an adviser.

After the evidence is presented at the hearing, the Committee shall determine whether the College has reasonably proven that the student's behavior presents a direct threat of harm to others, or has substantially disrupted the learning or working environment, and presents a significant risk of threatening further substantial disruption. The Committee may uphold or overturn the decision of the College, or alter it by imposing other reasonable remedies or set other appropriate conditions for re-entry. The decision of the Committee is final.

## **Recordkeeping**

The Dean of Students shall keep on file all official records pertaining to disciplinary actions. These records are open to examination only according to the College's privacy regulations. Victims of acts by other students are allowed access to the sanctions of the perpetrator but are forbidden to share such information with others. Records on students who have received external suspensions, expulsions, or dismissals will be permanently maintained. All other records will be destroyed four years after an individual ceases to be a student.

## **Expulsion Sunset Provision**

After five (5) years, an expelled or dismissed student may petition for the removal of the sanction. The request should be mailed or delivered to the Dean of Students and must include the following:

1. An outline of the individual's educational plan;
2. Reasons for the request of reinstatement of educational privileges; and
3. A signed release allowing school officials to check criminal history.

Upon receipt of a complete petition, the Dean of Students will review and forward the petition to the Admissions Committee with his recommendation. The Admissions Committee meets regularly prior to each semester.

## **Additional Information**

For additional information, contact:

1. Student Development Center - Senatobia: 562-3320
2. Student Development Center - DeSoto Center: 280-6127
3. Student Development Center - Lafayette-Yalobusha Technical Center: 236-2023
4. Dean of Students: 562-3305

## Crime Statistics

Northwest Mississippi Community College reports campus crime statistics using the Uniform Crime Reporting system. Crime statistics for the most recent three-year period follow.

Northwest Mississippi Community College is committed to creating and maintaining a community in which students, faculty, and staff can work together in an atmosphere free of the threat of sexual assault. Every member of the college community should be aware that the college considers personal physical safety of students and employees to be a minimal prerequisite for the establishment of a learning environment.

## Definitions of Crimes

Pursuant to the Clery Act, crimes must be classified based on the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting Handbook (UCR).

### Criminal Offenses

**Murder and Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another. Deaths caused by negligence, attempts to kill, assaults to kill, suicides, and accidental deaths are excluded.

**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 (i.e., forcible rape, forcible sodomy, sexual assault with an object, or forcible fondling).

**Non-Forcible Sex Offenses:** Unlawful, non-forcible sexual intercourse (i.e., incest or statutory rape).

**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.

**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. Simple assaults are excluded.

**Burglary:** The unlawful entry of a structure to commit a felony or a theft. Attempted forcible entry is included.

**Motor Vehicle Theft:** The theft, or attempted theft, of a motor vehicle. A motor vehicle is self-propelled and runs on the surface and not on rails. Motorboats, construction equipment, airplanes, and farming equipment are specifically excluded from this category.

**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

Any criminal offense (as listed above) committed against a person or property which is motivated, in whole or part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, or ethnicity/national origin.

### The Clery Act Categories of Bias

**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, whites).

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

**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).

**Sexual orientation:** A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).

**Ethnicity/national origin:** A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs, and traditions (e.g., Arabs, Hispanics).

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

**In conjunction with the Clery Act, hate crimes include any of the offenses listed above and the offenses motivated by bias below:**

- **Larceny-Theft:** 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:** 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:** 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:** 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.

### **Arrests and Referrals for Disciplinary Actions**

The Clery Act requires reporting of arrests and referrals for disciplinary actions for the following violations:

- **Liquor Law Violations:** State and/or local liquor law violations except drunkenness and driving under the influence. Federal violations are excluded.

- **Drug Law Violations:** State and/or local offenses relating to the unlawful possession, sale, use, growing, and manufacturing of narcotic drugs. The following drug categories are specified: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics—manufactured narcotics that can cause true addiction.

- **Weapons Violations:** All violations of regulations or statutes controlling the carrying, using, possessing, furnishing, and manufacturing of deadly weapons or silencers. Attempts are included.

# Northwest Mississippi Community College Annual Crime Report and Campus Crime Statistics Act Statistical Data

## Senatobia Campus

2014 Offenses	RH	C	NC	PP	TOTAL
Murder	0	0	0	0	0
Sex Offenses, Forcible or Non-forcible	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	1	0	1	0	2
Motor Vehicle Theft	0	0	0	0	0
Manslaughter	0	0	0	0	0
Arson	0	0	0	0	0

2015 Offenses	RH	C	NC	PP	TOTAL
Murder	0	0	0	0	0
Sex Offenses, Forcible or Non-forcible	0	0	0	0	0
Robbery	0	0	1	0	1
Aggravated Assault	0	0	0	0	0
Burglary	0	1	0	0	1
Motor Vehicle Theft	0	0	0	0	0
Manslaughter	0	0	0	0	0
Arson	0	0	0	0	0

2016 Offenses	RH	C	NC	PP	TOTAL
Murder	0	0	0	0	0
Sex Offenses, Forcible or Non-forcible	0	0	0	0	0
Robbery	1	0	0	0	1
Aggravated Assault	0	0	0	0	0
Burglary	1	1	0	0	2
Motor Vehicle Theft	0	0	0	0	0
Manslaughter	0	0	0	0	0
Arson	0	0	0	0	0

Arrests and Referrals	2014	2015	2016
Liquor Law Violations	38	34	16
Drug Law Violations	26	41	45
Weapons Possessions	5	9	15

Sexual Offenses	2014	2015	2016
Domestic Violence	1	3	2
Dating Violence	0	0	0
Stalking	1	2	2
Unfounded Crimes	0	0	0

## DeSoto Center

<b>2014 Offenses</b>	<b>RH</b>	<b>C</b>	<b>NC</b>	<b>PP</b>	<b>TOTAL</b>
Murder	0	0	0	0	0
Sex Offenses, Forcible or Non-forcible	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Manslaughter	0	0	0	0	0
Arson	0	0	0	0	0

<b>2015 Offenses</b>	<b>RH</b>	<b>C</b>	<b>NC</b>	<b>PP</b>	<b>TOTAL</b>
Murder	0	0	0	0	0
Sex Offenses, Forcible or Non-forcible	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Manslaughter	0	0	0	0	0
Arson	0	0	0	0	0

<b>2016 Offenses</b>	<b>RH</b>	<b>C</b>	<b>NC</b>	<b>PP</b>	<b>TOTAL</b>
Murder	0	0	0	0	0
Sex Offenses, Forcible or Non-forcible	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Manslaughter	0	0	0	0	0
Arson	0	0	0	0	0

<b>Arrests and Referrals</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Weapons Possessions	0	2	0

<b>Sexual Offenses</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Domestic Violence	0	0	1
Dating Violence	0	0	0
Stalking	0	0	0
Unfounded Crimes	0	0	0

## Lafayette-Yalobusha Technical Center

2014 Offenses	RH	C	NC	PP	TOTAL
Murder	0	0	0	0	0
Sex Offenses, Forcible or Non-forcible	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Manslaughter	0	0	0	0	0
Arson	0	0	0	0	0

2015 Offenses	RH	C	NC	PP	TOTAL
Murder	0	0	0	0	0
Sex Offenses, Forcible or Non-forcible	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Manslaughter	0	0	0	0	0
Arson	0	0	0	0	0

2016 Offenses	RH	C	NC	PP	TOTAL
Murder	0	0	0	0	0
Sex Offenses, Forcible or Non-forcible	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Manslaughter	0	0	0	0	0
Arson	0	0	0	0	0

Arrests and Referrals	2014	2015	2016
Liquor Law Violations	0	0	0
Drug Law Violations	1	0	1
Weapons Possessions	0	0	0

Sexual Offenses	2014	2015	2016
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Unfounded Crimes	0	0	0

Key:

RH=residence hall

C=campus

NC=non-campus

PP=public property

**All Campuses: Jan. 1-Dec. 31, 2016**  
**Bias Crime Statistics**

	<b>R</b>	<b>G</b>	<b>RE</b>	<b>NO</b>
Murder/Non-negligent				
Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Forcible Sex Offenses	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0
Incest	0	0	0	0
Statutory Rape	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Simple Assault	0	0	0	0
Intimidation	0	0	0	0
Larceny-Theft	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0

	<b>SO</b>	<b>E</b>	<b>D</b>	<b>GI</b>
Murder/Non-negligent				
Manslaughter	0	0	0	0
Negligent Manslaughter	0	0	0	0
Forcible Sex Offenses	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0
Incest	0	0	0	0
Statutory Rape	0	0	0	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	0	0	0
Motor Vehicle Theft	0	0	0	0
Arson	0	0	0	0
Simple Assault	0	0	0	0
Intimidation	0	0	0	0
Larceny-Theft	0	0	0	0
Destruction/Vandalism of Property	0	0	0	0

Key:

R=race

G=gender

RE=religion

NO=nation origin

SO=Sexual Orientation

E=ethnicity

D=disability

GI= gender identity

# 2017 ANNUAL FIRE SAFETY REPORT

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## Policy: Fire Safety Reporting and Disclosures

### Introduction

As required by the Higher Education Opportunity Act (“HEOA”), Northwest Mississippi Community College has established the following reporting and disclosure procedures with respect to fire safety in on-campus student housing for the Senatobia Campus. The reporting and disclosure requirements described below apply only to fires that occur on the Senatobia on-campus student housing, which is defined as student housing that is owned or controlled by Northwest Mississippi Community College or located on property that is owned or controlled by Northwest Mississippi Community College, and located within the reasonably contiguous geographic area that makes up the Senatobia Campus.

The goal of the Northwest Mississippi Community College and Campus Police is to provide students in on-campus housing with the information and training necessary to keep them safe from fires.

### Reporting Fires to Campus Authorities

Northwest Mississippi Community College students and employees should report all fires that occur in Senatobia on-campus student housing to the Senatobia Campus. The Northwest Mississippi Community College Police Department is located at 103 Union Drive (1st Floor), and can be contacted by calling 662-562-3314. Any reports that may be made to other personnel, such as a Residence Hall Supervisor or other resident staff, should be referred to the Campus Police Office. Northwest Mississippi Community College has an incident report form in which all information pertaining to the fire incident is documented. After a report of a fire has been made to the Campus Police Office, the Campus Police Office will complete an incident report form for the fire, and the report will be included in the Daily Fire Log referred to below.

All fires should be immediately reported to the Senatobia City Fire Department by dialing 911 or 662-562-4434.

### Fire Safety Disclosures

With respect to fires on the Senatobia Campus and other on-campus student housing, the Northwest Mississippi Community College makes three disclosures. It publishes an annual fire safety report for each campus, it annually reports its fire statistics to the U.S. Department of Education (the “Education Department”), and it makes, keeps, and maintains a daily fire log for each campus. The procedures for each of these three disclosures for the Senatobia campus are described below.

### The Senatobia Fire Department

The Senatobia Fire Department is a full-time, professional, full-service fire department, on duty 24 hours per day, 365 days per year. The department responds to all types of fire, medical, and hazardous material emergencies both in the town of Senatobia and on the Northwest campus. The Senatobia Fire Department is comprised

of a chief, four captains, 14 full-time firefighters, and a fire inspector. The department also provides EMS first response from the EMT level. The Fire Station is located off of Main Street in Senatobia at 137 Front Street. Their direct number is 562-5631.

## Annual Fire Safety Report

Each Northwest Mississippi Community College campus publishes an Annual Fire Safety Report. The Chief of Police is responsible for collecting the required information and publishing the report for the campuses. The Annual Fire Safety Reports are published concurrently with each campus' Annual Campus Police Report as permitted by the HEOA regulations so long as the title of the report states that the report contains both the fire safety and campus security information. This is the Annual Fire Safety Report for the Senatobia Campus, and contains the information described below.

### Statistics

On the following pages are statistics for each Senatobia on-campus student housing facility, for the three recent calendar years for which data is available.

#### 2014 FIRE STATISTICS

<i>STUDENT HOUSING FACILITY</i>	<i>FC</i>	<i>I</i>	<i>D</i>	<i>VD</i>
Benton Hall - 78 Students 4811 Hwy. 51 N.	0	0	0	0
Bobo Hall - 59 Students 172 Alumni Dr.	0	0	0	0
DeSoto Hall - 59 Students 230 Northwest Dr.	0	0	0	0
Gainey Hall - 88 Students 272 Alumni Dr.	0	0	0	0
Marshall Hall - 160 Students 410 Thompson St.	0	0	0	0
Panola Hall - 84 Students 405 Thompson St.	0	0	0	0
Quitman Hall - 258 Students 282 Alumni Dr.	0	0	0	0
Tallahatchie Hall - 96 Students 420 Thompson St.	0	0	0	0
Taylor Hall - 172 Students 162 Alumni Dr.	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 2015 FIRE STATISTICS

<i>STUDENT HOUSING FACILITY</i>	<i>FC</i>	<i>I</i>	<i>D</i>	<i>VD</i>
Benton Hall - 78 Students 4811 Hwy. 51 N.	0	0	0	0
Bobo Hall - 59 Students 172 Alumni Dr.	0	0	0	0
DeSoto Hall - 59 Students 230 Northwest Dr.	0	0	0	0
Gainey Hall - 88 Students 272 Alumni Dr.	0	0	0	0
Marshall Hall - 160 Students 410 Thompson St.	0	0	0	0
Panola Hall - 84 Students 405 Thompson St.	0	0	0	0
Quitman Hall - 258 Students 282 Alumni Dr.	0	0	0	0
Tallahatchie Hall - 96 Students 420 Thompson St.	1	0	0	\$50,000
Taylor Hall - 172 Students 162 Alumni Dr.	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Key:

*FC=Fires & Causes*

*I=Injuries*

*D=Deaths*

*VD=Value of Damages*

## 2016 FIRE STATISTICS

<i>STUDENT HOUSING FACILITY</i>	<i>FC</i>	<i>I</i>	<i>D</i>	<i>VD</i>
Benton Hall - 78 Students 4811 Hwy. 51 N.	0	0	0	0
Bobo Hall - 59 Students 172 Alumni Dr.	0	0	0	0
DeSoto Hall - 59 Students 230 Northwest Dr.	0	0	0	0
Gainey Hall - 88 Students 272 Alumni Dr.	0	0	0	0
Marshall Hall - 160 Students 410 Thompson St.	0	0	0	0
Panola Hall - 84 Students 405 Thompson St.	0	0	0	0
Quitman Hall - 258 Students 282 Alumni Dr.	0	0	0	0
Tallahatchie Hall - 96 Students 420 Thompson St.	0	0	0	0
Taylor Hall - 172 Students 162 Alumni Dr.	0	0	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Key:

*FC=Fires & Causes*

*I=Injuries*

*D=Deaths*

*VD=Value of Damages*

## Relevant Fire Safety Definitions

For the purposes of the reporting and disclosure described herein, Northwest Mississippi Community College defines the relevant terms as follows.

- “Fire”: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.
- “Cause of Fire”: The factor or factors that give rise to a fire, including intentional action, unintentional, mechanical failure, or an act of nature.
- “Fire-related injury”: Any instance in which a person is injured as a result of fire. This included injuries sustained from natural or accidental causes and injuries sustained while involved in fire control attempting a rescue, or escaping from a fire.
- “Fire-related death”: Any instance in which a person is killed as a result of a fire, or dies within one year of injuries sustained as a result of a fire.
- “Value of property damage”: The estimated value of the loss of the structure and its contents, including contents damaged by fire, smoke, water, and overhaul.

## Residence Hall/Fire Safety Equipment Descriptions

Northwest Mississippi Community College owns and operates the following nine residence halls on the Senatobia campus, which are used exclusively for residential living.

### **Benton Apartments • 4811 Highway 51 N., Senatobia**

*Description*—Completed in 1971, Benton was converted in 1989 to a women’s residence hall. The three building complex houses 78 female students in two, four or six bed apartment units.

*Fire Safety Equipment*—one fire extinguisher in each apartment, smoke detectors in each bedroom and kitchen, exterior video surveillance.

### **Bobo Hall • 172 Alumni Drive, Senatobia**

*Description*—Built in 1965, Bobo is a two-story women’s residence that houses approximately 59 female students. Comprehensive renovations were completed in 1996 and 2014. Students are housed in a suite environment where two bedrooms share one bathroom located between the two units.

*Fire Safety Equipment*—A central fire alarm system, smoke detectors in every bedroom and in hallways and lounges, six fire extinguishers, emergency lighting, controlled/monitored building access, and video surveillance.

### **DeSoto Hall • 230 Northwest Drive, Senatobia**

*Description*—built in 1968, DeSoto was renovated in 1999 and converted from faculty housing to student residences. The four building complex houses 59 male and female students in three to four bed apartments.

*Fire Safety Equipment*—Smoke detectors in every apartment kitchen and every apartment bedroom, carbon monoxide detectors in every apartment, a fire extinguisher in every apartment, common exterior doors equipped with alarms to discourage door propping, and video surveillance at apartment entrances.

### **Gainey Hall • 272 Alumni Drive, Senatobia**

*Description*—Gainey was built in 1966 and renovated in 1995 and 2014. The two-story residence houses approximately 88 male students in a suite environment where two bedrooms share one bathroom located between the two units.

*Fire Safety Equipment*—A central fire alarm system, smoke detectors in every bedroom and in lobbies and hallways, six fire extinguishers, emergency lighting, controlled/monitored building access, and video surveillance.

### **Marshall Hall • 410 Thompson Street, Senatobia**

*Description*—Completed in fall 2003, Marshall houses 160 male and female students in four bed apartments located in four buildings, with an additional building containing a central office/lounge area.

*Fire Safety Equipment*—One smoke detector in each apartment, one fire extinguisher in each apartment, and an exterior video surveillance system.

### **Panola Hall • 405 Thompson Street, Senatobia**

*Description*—Completed in 1974 and renovated in 2004, Panola houses approximately 84 female students in suite style accommodations, with each suite containing three rooms with two beds each, and a suite bath.

*Fire Safety Equipment*—A central fire alarm system, smoke detectors in each suite hallway, video surveillance, one fire extinguisher in each suite, controlled/monitored access system into each suite, and exterior video surveillance system.

### **Quitman Hall • 282 Alumni Drive, Senatobia**

*Description*—Quitman is a three-story residence hall built in 1968 and renovated in 1991 and 2015, housing 258 men in two, three, and four bed rooms. The building has community baths.

*Fire Safety Equipment*—A central fire alarm, smoke detectors in each bedroom and in hallways, video surveillance, nine fire extinguishers, emergency lighting, and a controlled/monitored building access system.

### **Tallahatchie Hall • 420 Thompson Street, Senatobia**

*Description*—Tallahatchie is a three building complex built in 1973 and renovated in 1990. 96 male students are housed in one, two, and three bedroom apartments.

*Fire Safety Equipment*—Smoke detectors in every bedroom and kitchen, a fire extinguisher in every apartment, and exterior video surveillance.

### **Taylor Hall • 162 Alumni Drive, Senatobia**

*Description*—Taylor is a three-story residence hall housing 172 women in two bed student rooms, with community baths. The hall was built in 1968 and renovated in 1994.

*Fire Safety Equipment*—A central fire alarm system, nine fire extinguishers, a smoke detector in every bedroom and in hallways and lobbies, emergency lighting, video surveillance, and a controlled/monitored building access system.

## **Number of Fire Drills Held on Campus**

Northwest Mississippi Community College holds semi-annual fire evacuation drills in each of the Senatobia residence halls. Student residents participate in two (2) fire evacuation drills per year. Drills are also held during the summer session.

## **Rules on Portable Electrical Appliances, Smoking, and Open Flames in a Housing Facility**

In general, residents are expected to maintain adequate standards of cleanliness to avoid fire hazards and must not obstruct sidewalks, entrances, passages, fire escapes, elevators, lobbies, stairways, corridors, or halls with personal property. The following items are prohibited in the residence halls and will be confiscated:

- Flammable decorations
- Natural or artificial trees
- Electric heaters, air conditioners, hot plate burners, toasters, toaster ovens or any appliance that would generate a direct heat source

- Halogen lighting equipment
- Candles\*, incense, outdoor grills, or any other type of open flame or open coil device
- Explosives, fireworks, firearms, or ammunition

\* This applies to all candles, including Shabbat and Hanukkah candles. Shabbat and Hanukkah candles may be kindled only in officially designated areas. An incandescent electric light should be utilized in student rooms for Shabbat candle lighting purposes.

Refrigerators are permitted only in accordance with official specifications.

Smoking is prohibited everywhere on all Northwest Mississippi Community College campuses.

Students found in possession of prohibited items will be subject to disciplinary action. If you have any questions or concerns regarding fire safety, please contact the Northwest Mississippi Community College Housing Office at 662-562-3305.

Deliberate fires of any size will not be tolerated; the deliberate setting of a fire will be treated as arson. False alarms are dangerous and will be treated seriously.

## Housing Procedures for Evacuation in Case of a Fire

### EMERGENCY EVACUATION: General Emergency Fire Safety Instructions

- Keep calm. Do not panic. Notify the Fire Department as soon as possible. Fire Department personnel will be on the scene of a fire within minutes of receiving an alarm.

- If your building is equipped with a fire alarm and that alarm is sounded, you should evacuate the building in accordance with the procedures outlined in the Fire Safety Notice affixed to the back of the room/suite entry door. WHEN A FIRE ALARM SOUNDS, ALWAYS EVACUATE THE BUILDING.

- Because flame, heat, and smoke rise, generally a fire on a floor below your room or apartment presents a greater threat to your safety than a fire on a floor above. Do not overestimate your ability to put out a fire. Most fires cannot be easily or safely extinguished alone. Do not attempt to put a fire out once it begins to quickly spread. If you attempt to put a fire out, make sure you have a clear path of retreat from the room.

- When exiting the building during a fire, close all doors as you exit to confine the fire.

- Heat, smoke, and gases emitted by burning materials can quickly choke you. If you are caught in a heavy smoke condition where visibility is poor, get down on the floor and crawl. Take short breaths, breathing through your nose.

- If your clothes catch fire, don't run. Stop where you are, drop to the ground, cover your face with your hands to protect your face and lungs, and roll over to smother the flames.

## Campus Policies Regarding Fire Safety Education and Training Programs, Which Include the Procedures that Students and Employees Should Follow in the Case of a Fire

Periodic evacuation drills in the Senatobia on-campus residence halls are conducted in conjunction with the Campus Police. These drills are an important means of preparing residents to respond to the sounding of the fire alarm. Residents must evacuate the building immediately upon hearing the fire alarm. Residents who do not evacuate the building during an evacuation drill are subject to disciplinary action.

Residents of the Senatobia on-campus residence halls also receive residence hall-specific information about fire safety and evacuation procedures at the beginning of each semester. Residents and their guests are responsible for knowing the fire pro-

tection features of the building (i.e. fire exits, stairways, alarm pull stations), as well as the fire safety procedures for the building.

Residents should report any problems or inappropriate behavior observed, including damaged or tampered with fire alarms, removal of fire exits signs, missing fire extinguishers, and behavior that compromises the safety of the community.

### **List of the Titles of Each Person or Organization to Which Students and Employees Should Report that a Fire Occurred**

At the onset of a fire, students and employees should immediately report all fires to the Senatobia City Fire Department by dialing 911 or 662-562-4434. The Northwest Mississippi Community College Campus Police Department should be notified as well by calling 662-562-3314.

### **Any Plans for Improvements in Fire Safety, Should Northwest Mississippi Community College Determine that Improvements are Necessary**

The installation of new fire evacuation plans in each room and other new safety signage is being completed.

### **Annual Report to the U.S. Department of Education**

As required by federal law, Northwest Mississippi Community College reports annually to the Education Department the fire statistics listed herein for Senatobia on-campus student housing as well as fire statistics for on-campus student housing for its other campuses. Northwest Mississippi Community College reports these statistics through the Education Department web-based data collection system.

### **Daily Fire Log**

As required by federal law, each Northwest campus maintains an easily understood written Daily Fire Log. Each Campus Police Office is responsible for maintaining the Daily Fire Log.

The Daily Fire Log lists the following information for each fire that occurs in on-campus student housing: the date the fire occurred, time of occurrence, general location and nature of fire.

Each Campus Police Office makes entries in the Fire Log within two business days of receiving a report of a fire and updates those entries within two business days anytime it receives additional information about the fire. The entries in the Daily Fire Log are eventually used to generate the Annual Fire Safety Report. Each campus maintains its own Daily Fire Log in its Campus Police Office. The Daily Fire Log is kept separate from the Crime Log. The most recent 60 days of each campus' Daily Fire Log are available upon request in the Campus Police Office for inspection by the public Monday through Friday during business hours. Portions of the Daily Fire Log that are older than 60 days will be made available within two business days of a request for public inspection. Northwest Mississippi Community College maintains each Daily Fire Log for three years following the publication of the last Annual Fire Safety Report to which that Daily Fire Log applies. Thus, Northwest maintains each Daily Fire Log for a period of at least seven years.

### **Annual Security Report**

The Annual Security Report is prepared in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Copies are available during business hours at the Campus Police Office or Department of Campus Life and Housing. The Daily Crime Log is also available for inspection at each Campus Police Office during business hours.

# Northwest Mississippi Community College Residence Hall Fire Safety Report

2014 Fires	Fires	Injuries	Deaths
Benton Hall	0	0	0
Bobo Hall	0	0	0
DeSoto Hall	0	0	0
Gainey Hall	0	0	0
Marshall Hall	0	0	0
Panola Hall	0	0	0
Quitman Hall	0	0	0
Tallahatchie Hall	0	0	0
Taylor Hall	0	0	0
Total	0	0	0

2015 Fires	Fires	Injuries	Deaths
Benton Hall	0	0	0
Bobo Hall	0	0	0
DeSoto Hall	0	0	0
Gainey Hall	0	0	0
Marshall Hall	0	0	0
Panola Hall	0	0	0
Quitman Hall	0	0	0
Tallahatchie Hall	1	0	0
Taylor Hall	0	0	0
Total	0	0	0

2016 Fires	Fires	Injuries	Deaths
Benton Hall	0	0	0
Bobo Hall	0	0	0
DeSoto Hall	0	0	0
Gainey Hall	0	0	0
Marshall Hall	0	0	0
Panola Hall	0	0	0
Quitman Hall	0	0	0
Tallahatchie Hall	0	0	0
Taylor Hall	0	0	0
Total	0	0	0

# Emergency Procedures

## Medical Emergency

Any person encountering a potentially dangerous medical situation must determine immediately if it is an actual emergency. If it is, do not hesitate; contact your instructor, the building front desk, the building supervisor, or Campus Police immediately. If you cannot leave the situation, send someone who is nearby to call.

Do not delay by referring to other persons for consultation. In a true medical emergency situation, precious time may be lost conferring with others. It is better to call for help and not need it than wait and regret the decision later.

If other people are near, it may be possible to use them to contact campus personnel who may be better trained to handle emergencies. It is imperative that the primary concern always be for the emergency at hand. Never leave the emergency until you are relieved by trained, competent personnel.

When requesting assistance, make sure that you give your name, address, phone number (if possible), and any other information requested by college personnel. Allow the staff member to terminate the phone conversation, thus assuring all essential information has been received correctly.

## Fire

1. If you discover a fire:
  - a. If the fire is small (e.g., trash can), put it out with a fire extinguisher.
  - b. With all other fires, exit the building, pulling the local alarm in the corridor. If there is no alarm, inform your instructor, the building supervisor, or Campus Police.
  - c. Staff should contact the Fire Department and/or Campus Police immediately.
2. If you hear a fire alarm:
  - a. Pull windows and doors closed.
  - b. Exit the building using the nearest unblocked staircase.
  - c. Move away from the building. Follow the directions of the College staff or the Fire Department.

## Severe Weather

If there is severe weather:

1. Move indoors.
2. The National Weather Service issues severe weather information in the form of WATCHES and WARNINGS.
  - a. TORNADO WATCH—means there is a possibility of one or more tornadoes in the area. Continue normal activity but watch for tornadoes.
  - b. TORNADO WARNING—means a tornado has been sighted or detected by radar and may be approaching. SEEK SHELTER IMMEDIATELY as directed by College staff. If outside, go to the nearest building or lie down in a ditch or depression. If inside, go to an interior room or hallway away from windows.

## Earthquake

If there is an earthquake:

1. During the shaking:
  - a. If indoors, take cover under a desk, table, etc., or in doorways, halls and against inside walls.
  - b. If outdoors, stay outside and move away from buildings and utility wires.

- c. Do not use candles, matches, or other flames during or after a tremor.
- 2. After the shaking:
  - a. Listen to radio/television broadcasts for emergency bulletins and stay off the telephone except to report emergencies.
  - b. Stay out of severely damaged buildings. Do not go sightseeing. For more specific information, please refer to the chart on the back of the entrance door to your residence hall or classroom.

### **Emergency Telephone Numbers**

#### **Senatobia Campus**

Fire/Ambulance/Police	911
Campus Police	562-3314
Student Services/Housing	562-3305

#### **DeSoto Center**

Main Desk &	
Campus Police	342-1570
Fire/Ambulance/Police	911

#### **Lafayette-Yalobusha Technical Center**

Main Office	236-2023
Fire/Ambulance/Police	911

### **School Closing**

In the case that Northwest Mississippi Community College is closed due to inclement weather conditions the following procedure is followed:

1. School administrators make a decision based on weather conditions at all campus locations.
2. As soon as possible, the Office of Communications notifies all Memphis TV stations.
3. An updated message will be posted on the main campus switchboard (662) 562-3200.
4. An announcement will be posted on the college Web site: [www.northwestms.edu](http://www.northwestms.edu).
5. Notification will be placed on the Northwest Rangers Facebook page: [www.facebook.com/northwestmscc](http://www.facebook.com/northwestmscc) and on the Northwest Twitter page: [www.twitter.com/NorthwestMSCC](http://www.twitter.com/NorthwestMSCC).
6. Employees and students will be notified through the RangerAlert System via e-mail or text. Students should opt in via text to receive text messages and e-mail alerts about school closings and safety concerns. Text RangerAlert to 955-77 to opt in.

Please note that if school reopens following inclement weather, some TV stations will not post an “open” status. If you do not see Northwest listed as “closed,” then classes will be held. However, an “open” status can be noted on the website, Facebook page, Twitter, Canvas and on the phone recording.