



**GLENVILLE**  
**STATE COLLEGE**

An aerial photograph of the Glenville State College campus. The campus is situated on a hillside, surrounded by dense green trees. Several large, multi-story brick buildings are visible, including a prominent building with a classical facade and columns. A baseball field is visible on the left side of the image. The sky is clear and blue.

# **2017 Annual Security & Fire Safety Report**

# Contents

<b>Important Numbers.....</b>	<b>3</b>
<b>Other Departments .....</b>	<b>3</b>
Emergency Phones.....	5
Department of Public Safety Staff .....	5
Procedures for Reporting Crimes.....	6
Daily Crime Log .....	6
Glenville Police Department .....	6
Access to Campus Facilities.....	7
Residence Hall Safety and Security.....	7
Student Conduct Code .....	8
Alcohol and Drug Policies.....	100
Student Handbook: .....	<b>Error! Bookmark not defined.</b>
Missing Student Policy .....	111
Sexual Assault Policy .....	12
Sex Offender Registry .....	122
Firearms, Weapons & Explosives Policy.....	14
<b>Annual Fire Safety Report .....</b>	<b>16</b>
Timely Warning General Order .....	17
<b>Crime Statistics Report.....</b>	<b>20</b>



## Important Numbers

Campus Police EMERGENCY Line	911
Campus Police NON-EMERGENCY Line	(304) 904-2041
Police / Fire / Rescue	911
Threat Assessment Team	(304) 462-6193
Student Security Escort Services	(304) 904-2041
Student Counseling	(304) 462-6432
Information Technology Services	(304) 462-6140

## Other Departments

Disability Services	(304) 462-6025
Health Services	(304) 462-4127
Housing	(304) 462-6413
Multicultural Affairs	(304) 462-6416
Student Employment / Work Study	(304) 462-6155
Tutorial Services	(304) 462-6155
Hospital:	
Stonewall Jackson Memorial Hospital 230 Hospital Pl, Weston, WV 26452	(304) 269-8128
Braxton County Memorial Hospital 100 Hoylman Dr, Gassaway, WV 26624	(304) 364-5156

# Overview of Police / Security Department

Public safety covers the following areas of responsibility: Law Enforcement, Safety and Security of Campus Community Members, Building Security, and Parking.

Public Safety provides law enforcement and security services. The department is staffed with six full time officers. There are three sworn certified police officers who have attended the West Virginia State Police Academy and maintain their certification by attending annual in-service training. Public Safety also employs three security guards to patrol the campus.

The campus of Glenville State College is within the city limits of Glenville and Public Safety has a very good working relationship with the City Police Department, the Sheriff's Department and the State Police.

Public Safety provide the campus community with many different services. These services include, unlocking and jump starting vehicles, security escorts, traffic enforcement, locking and unlocking of the buildings, and a continuous security presence on campus.

The department provides students with the opportunity for employment. The office generally staffs 1 to 4 students that can serve as cadet security officers or office workers. These students do not have to be Criminal Justice Majors, but, are required work up to 20 hours a week. The students are used to help patrol campus, and assist in parking details.

The department's main goal is to promote a safe, secure and orderly learning environment for students, employees, and visitors.

The Department of Public Safety was created to maintain law and order on the campus of Glenville State College by working to prevent crime and apprehending violators when crimes do occur. The department serves a diverse population of students, faculty and staff with an emphasis on the philosophy of community oriented policing. In addition to Law Enforcement and Parking Control, the department is also responsible for Emergency Management preparedness efforts and is tasked with the Institutions' Emergency Operations Plan that would be activated should a natural or man-made incident strike the campus. Coordination of the institutions' Clery program is also provided by the Department of Public Safety.

All of the employees of the Department of Public Safety are professional and highly motivated individuals dedicated to promoting a safe, secure and orderly learning environment for our students, employees, and visitors.

# Emergency Phones

The Department of Public Safety has installed several emergency and campus phones in and around the campus.

Emergency Phones will give you direct contact with the County 911 center. They will dispatch the necessary personnel to the scene for assistance.

## Public Safety Department Staff

Office Number (304) 462-6450

The following staff can be reached using the Office Number:

- Full Time Police Officers

Ronald Taylor  
Associate Director  
Phone: (304) 462-6451  
Email: [Ronald.Taylor@glenville.edu](mailto:Ronald.Taylor@glenville.edu)

Gary Smarr  
Senior Officer  
Phone: (304) 462-6452  
Email: [Gary.Smarr@glenville.edu](mailto:Gary.Smarr@glenville.edu)

Mike Wheeler  
Police Officer  
Phone: (304) 462-6453  
Email: [Samuel.Cutlip@glenville.edu](mailto:Samuel.Cutlip@glenville.edu)

- Full Time Security Guards

William (Bill) Boone  
Security Officer  
Phone: (304) 462-6450  
Email: [William.Boone@glenville.edu](mailto:William.Boone@glenville.edu)

Casey Moore  
Security Officer  
Phone: (304) 462-6450  
Email: [Casey.Moore@glenville.edu](mailto:Casey.Moore@glenville.edu)

Chris Everett  
Security Officer  
Phone (304) 462-6450  
Email: [Christopher.Everett@glenville.edu](mailto:Christopher.Everett@glenville.edu)

# Procedures for Reporting Crimes

Students, faculty and staff are encouraged to report all incidents or circumstances that threaten the safety and security of the campus community or property to Public Safety. Student, faculty and staff handbooks address safety and security and encourage reporting of related matters.

During orientation sessions, incoming students are briefed on safety and the means of reporting incidents. The means of informing the campus community in a timely manner are reinforced by frequent flyers, campus e-mail, the campus newspaper, emergency text messaging system, and IP telephones. The Department of Public Safety also provides students, faculty and staff with an Annual Security and Fire Safety Report. This report is available on-line and in paper form, which can be picked up at the Department of Public Safety.

All emergencies and criminal complaints can be reported to Public Safety by any person in the campus community 24 hours a day 7 days a week. To contact the Public Safety department dial (304) 904-2041 from any phone.

## Daily Crime Log

The Department of Public Safety is required to maintain a public log of all crimes reported to them, or those of which they are made aware. The log is required to have the most recent 60 days' worth of information. Each entry in the log must contain the nature, date, time and general location of each crime and disposition of the complaint, if known. Information in the log older than 60 days must be made available within two business days. Crime logs must be kept for seven years, three years following the publication of the last annual security report.

## City Police Department

The main campus is within the city limits of Glenville. City Police and Public Safety work together in one another's jurisdictions upon request. This cooperation allows the resources of both departments to be called upon to assist with emergency situations.

# Access to Campus Facilities

Campus facilities are secured at the end of each day's activities. Only those with proper authorization are permitted in facilities after they are secured. For students who need access to labs after hours, professors may submit a list of names to Public Safety giving students permission to be in the building.

Public Safety and Building Service Workers maintain surveillance over all buildings after business hours.

For all others that need entry into a building after hours, contact Public Safety at (304) 462-6450.

## Residence Hall Safety and Security

For security reasons, residents and visitors must enter and exit the residence hall through the main entrance. Hall residents are required to show their College Student ID when requested to the desk monitor to gain access to the residence hall. Students are provided with metal keys or key cards to enter the residence hall, access their floor and their rooms.

Emergency exit doors are secured and only intended for use during an emergency, however, some of these doors can be used to exit the building for the convenience of the residents. These doors are not to be used under any circumstance for re-entry to the building. Residence hall entrances are secured between 12 a.m. and 7 a.m., daily. The desk monitor will admit residents after the doors have been locked. All residence hall visitors must be registered guests of a resident and checked in at the main lobby desk. Anyone failing to register, or who violates Residence Life policies, is subject to disciplinary measures.

Security alarms are installed on the emergency doors of each residence hall. Door propping, tampering, or intentionally "setting off" the alarm will be considered a violation and breach of security. Delayed egress panic bars are provided on most exterior residence hall doors to further enhance security. Unauthorized use of emergency doors is considered a violation. Those involved will be subject to disciplinary sanctions. Revisions to security procedures may be implemented if deemed essential for the safety and security of residents.

Living areas should be locked at all times, including when residents are elsewhere in the building, showering, or while sleeping. A locked door is the main deterrent to theft, as well as personal security. Should a theft or other incident occur, report it to a Residence Life staff member and the Department of Public Safety. The institution is not responsible for stolen property.

## Student Conduct Code

*The following is a brief summary of Glenville State College's Student Code of Conduct. The intent is to answer basic questions regarding the campus judiciary process. The Student Code of Conduct was constructed to provide due process to students who allegedly have violated campus policies and procedures, as well as federal, state, and local laws. This procedure sets forth the Glenville State College Board of Governor's policy regarding Student Conduct for their respective campuses (W. Va. Code: W.V. Code §18B-1-6; §18B-2A-4).*

Students found responsible for violating the Student Conduct Code may be assigned disciplinary sanctions. The information below is designed to help students understand and successfully complete their disciplinary sanctions. Sanctions include, but are not limited to the following:

1. Written Reprimand
2. Fines
3. Work Sanction: supervised work in College programs, offices, buildings, residence halls, or off campus program.
4. Restitution: repayment to the College or to any affected party for damages and/or injury.
5. Educational Classes/Projects: such as substance abuse prevention classes, research paper, etc.
6. Referral: to appropriate College or community resource such as individual alcohol/substance abuse assessment and/or consultation, anger management, etc.
7. Other Sanctions: as appropriate to the circumstances of a given case.
8. Housing Probation: an official warning that further violations would constitute grounds for loss of the privilege of living in any College housing for a specified period of time or until a specific condition or conditions are met. This would be coordinated with the Residence Life Department. The student's parent(s)/guardian will be notified if the student is a dependent.
9. Housing Suspension: Loss of privilege of living in any College housing for a specified period of time or until a specific condition or set of conditions are met. This would be coordinated with the Residence Life Department. The student's parent(s)/guardian will be notified if the student is a dependent.
10. Housing Expulsion: Loss of the privilege of living in any College housing at any time. This would be coordinated with the Residence Life Department. The student's parent(s)/guardian will be notified if the student is a dependent.
11. Disciplinary Probation I: An official disciplinary status enacted for a specified duration admonishing a student that any further misconduct during this time period may result in suspension. A copy of the notice is sent to the student's Academic Dean and to the student's parent(s)/guardian if he/she is a dependent.
12. Disciplinary Probation II: An official disciplinary status enacted for a specified duration stipulating that a student, in lieu of active suspension, is being allowed to remain at the College provided that the student adheres to certain conditions, as set by the Judicial Affairs Coordinator or Student Conduct Appeal Board. Failure to meet these conditions will result in automatic suspension from the University/College. The Judicial Affairs Officer or his/her designee shall determine whether the conditions have been satisfied or violated. The student's Academic Dean will be notified that the student is on Disciplinary Probation II, as will the student's parent(s)/guardian if he/she is a dependent.
13. Disciplinary Suspension: Complete separation from all University/College activities, services, facilities and grounds. Disciplinary Suspension may be "term" or "conditional." Upon return to the University/College, the student will be placed, automatically, on Disciplinary Probation II for a minimum of one year. A suspension shall be noted as a "disciplinary suspension" on student records. A copy of the notice is sent to the



student's Academic Dean and to the student's parent(s)/guardian if he/she is a dependent.

- a. "Term Suspension" shall be for a stipulated period of time, not to exceed two (2) years, after which the suspended student may return to the College.
  - b. "Conditional Suspension" shall qualify the student for re-entry to the College pending the fulfillment of certain conditions that are reasonably necessary for academic success and peaceful conduct in the campus community. Subject to fulfillment of the stipulated conditions, the suspension shall be indefinite. The Judicial Affairs Officer or his/her designee shall determine whether the conditions have been satisfied.
14. Permanent Suspension: Permanent termination of the individual's relationship with the College. This includes all activities, services, facilities and grounds as well as any satellite campus, on-line course(s), undergraduate and graduate schools. A dismissal shall be noted as "Permanently Suspended" on the student's records. A copy of the notice is sent to the student's Academic Dean and to the student's parent(s)/guardian if he/she is a dependent.

View policy online: [http://www.glenville.edu/docs/Student\\_Handbook.pdf](http://www.glenville.edu/docs/Student_Handbook.pdf)

# Alcohol and Drug Policies

## Policy on Alcohol

Glenville State College prohibits the sale, possession and consumption of alcoholic beverages on the campus. Violators are subject to disciplinary action. State Law Prohibits the sale of all alcoholic beverages to persons under the age of 21 and the purchase of alcoholic liquors by persons under the age of 21.

WV Code 60-3-22a & b, and 61-8-27a

## Policy on Drugs

Glenville State is in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. The possession, use, manufacture, or distribution of an illegal drug is prohibited on property owned or controlled by Glenville State. Members of the campus community are responsible for knowing and complying with the provisions of state and federal laws that prohibit the unlawful possession, sale, delivery, manufacture, or use of those drugs known as controlled substances.

Glenville State College, in coordination with the community organizations and agencies, provides counseling and substance abuse education programs. These programs are available through the Office of Student Affairs and the Human Resources Office.

## Student Conduct Code

Glenville State does not permit or approve of the possession, distribution, or use of alcoholic beverages or illegal drugs on the campus, or in any approved residence, or by recognized campus organizations. This is consistent with Interpretive Rule, State College System of West Virginia Board of Directors, Series No. 42. The institutions' position is to firmly discourage use of alcoholic beverages without infringing upon the rights of those persons protected by the law. The legal age in West Virginia for purchasing alcoholic liquor, wine, or non-intoxicating beer is 21, and alcoholic liquor, wine or non-intoxicating beer cannot be legally purchased by an individual who is less than 21 years of age.

Students are advised that they will be held responsible and disciplined for any violation of the law governing the use of alcohol or illegal drugs. As adults, students are expected to obey the law and be responsible for their own conduct.

Individuals found in violation of alcohol policies or state law, or who display prohibited or disruptive behavior as a result of intoxication while on the premises, or while participating in a Glenville State sponsored activity, may be subject to disciplinary action. Individuals found violating municipal ordinances or state laws relating to the purchase or consumption of alcoholic beverages while on the Glenville State campus may also be subject to prosecution for the violation in the appropriate court. The applicable municipal ordinances or state laws include under-age consumption of alcoholic beverages, open containers of beer or alcoholic beverages in a public place, use of false or altered identification, and public intoxication. The imposition of disciplinary proceedings is not dependent upon nor determined by existence or outcome of any criminal prosecution.

Counseling services are available for students who are concerned about their drinking or drug abuse. The staff responsible for this program will not judge you, criticize you, or moralize with you about your health and well-being. They are there to listen to you, to help you understand the nature of alcohol and drug abuse and to suggest a program, if appropriate, to meet your needs. For more information, call (304) 462-6432 or refer to the Academic Catalog.

## Parental Notification of Alcohol and Drug Violations

Per the guidelines of the Higher Education Amendments of 1998, Glenville State will notify the parents or legal guardians of under 21 students who are involved in disruptive or inappropriate behavior or incidents which results in residence hall or campus disciplinary action and which involve the illegal use or possession of alcohol or drugs.

The Higher Education Amendments of 1998 provides that: "DRUG AND ALCOHOL VIOLATION DISCLOSURES. Nothing in this Act or the Higher Education Act of 1965 shall be construed to prohibit an institution of higher education from disclosing, to a parent or legal guardian of a student, information regarding any violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance, regardless of whether that information is contained in the student's education record, if - (A) the student is under the age of 21; and (B) the institution determines that the student has committed a disciplinary violation with respect to such use or possession."

# Missing Student Policy

If someone has reason to believe that a student is missing, he or she should immediately notify the Public Safety at (304) 462-6450. Public Safety will generate a missing person report and initiate an investigation. After investigating the missing person report, should Public Safety determine that the student is missing and has been missing for more than 24 hours; Public Safety will notify the City Police Department and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, Glenville State will notify the student's parent or legal guardian immediately after the Public Safety has determined that the student has been missing for more than 24 hours.

# Sexual Assault Policy

## Are You a Victim of Sexual Assault?

Victims of sexual assault should contact the Department of Public Safety at (304) 462-6450 or call 9-1-1 as soon as an incident occurs. All information will remain confidential. It is imperative that s/he does not shower or take any action that might tamper with or destroy evidence. It is highly recommended that you also go to a hospital for medical assistance. If you live in a residence hall, you may wish to search out assistance from your Residence Director, or Resident Assistant. The Residence Life staff has been trained in the proper procedures and techniques to help and support you. However, please remember it is YOUR option to contact law enforcement, the Residence Life staff, or pursue medical assistance. Please seek advice from a legal professional regarding statute of limitations on sexual assaults. The College community is here to support you with your decision. If you reside in on-campus housing, as an alleged victim of sexual assault, the Department of Residence Life will make a reasonable effort to relocate you to another building. If the alleged offender lives in the same residence hall, s/he will be relocated as soon as feasible. You may arrange this by contacting the Director of Residence Life at (304) 462-6413, and scheduling a confidential appointment.

For information regarding campus disciplinary proceedings, as well as for potential sanctions, please refer to the Student Handbook. The accuser and accused will be provided the identical rights, privileges, and opportunities to present evidence. Furthermore, the accuser and accused will be advised of the outcomes, decisions, and/or rendered sanctions imposed through the campus disciplinary process.

## Crisis Intervention and Counseling Services

The counselor at the Counseling Center offers professional assistance with personal problems, problems of social relationships and the understanding of oneself and others. The staff consists of professionals trained in clinical practice and counseling that are experienced in dealing with the problems of students. These services are not just for people with problems or people who have difficulties adjusting to college life. All students often find significant benefit in counseling as a means of increasing self-awareness, maximizing potential and making the college experience more productive and meaningful. Contacts with the Counseling Services are held in strict confidence.

From time to time, students, their friends, and parents may be involved in a crisis of some sort, perhaps serious injury, accidental death, substance abuse issues, sexual assault, suicide, or some other unfortunate incident. The Office of Public Safety is available to assist you at any time, day or night, in dealing with these crises and their aftermath. We want to assure all students that we stand ready to assist you in any way to get you the help you need. If you are involved in any type of crisis or you become aware of another student involved in a crisis, please feel free to contact Public Safety at (304) 462-6450.

## Sex Offender Registry

West Virginia State Code §15-12 entitled the Sex Offender Registration Act authorizes the electronic release of information regarding certain sex offenders required to register under West Virginia Law. The complete text of the law can be accessed at:

<http://www.legis.state.wv.us/WVCODE/code.cfm?chap=15&art=12#12>.

While all attempts are made to provide complete and accurate information, the West Virginia

State Police do not guarantee the accuracy of the information made available to the public via the West Virginia Sex Offender Registry Website. The information released through this site is as complete as has been currently verified and processed by registry personnel. It should be noted and understood that the information released via this site may be in the process of being verified and/or changed OR the listed offender may have changed information without notifying the West Virginia State Police. The West Virginia State Police do not assess the specific risk for re-offense with regard to any offender released via this web site.

This information is provided in the interest of public safety and should be used only in order to take appropriate precautions. The information accessed through the use of this website may not be used to threaten, intimidate or harass registered sex offenders and violations of law will be investigated by the West Virginia State Police.

If you believe that information contained within this site is not correct, you are encouraged to contact the Registry at (304) 746-2133 or e-mail us at [registry@wvsp.state.wv.us](mailto:registry@wvsp.state.wv.us).



# Firearms, Weapons & Explosives Policy

## Policy Statement

All members of the Glenville State College community, including faculty, staff, and students, as well as visitors to any campus, are prohibited from possessing firearms, explosives or weapons (hereafter collectively referred to as “weapons”) on the premises of the College or at any College sponsored event without the explicit authorization of the Campus Chief of Police, whether or not a federal or state license to possess the same has been issued to the possessor.

## Reason for Policy/Purpose

Glenville State College is committed to maintaining a safe and secure environment in which to conduct educational activities and house their students. This policy is one step towards reducing the risk of injury or death associated with intentional or accidental use of weapons.

## Who Needs To Know This Policy?

Visitors to campus, faculty, staff and students

## Policy/Procedures

It is prohibited to possess weapons on property owned or controlled by Glenville State College or at any College sponsored event without the explicit authorization of the Campus Chief of Police, whether or not a federal or state license to possess the same has been issued to the possessor. The only exceptions to this policy are as follows:

1. Law enforcement officers to the extent they are legally permitted to possess weapons pursuant to West Virginia State Law;
2. Military personnel in performance of their official duties to the extent they are legally permitted to possess weapons in the State of West Virginia; and
3. College sanctioned classes, groups or events where a particular weapon(s) is required and regularly used as a part of the curriculum or activity, i.e. various Criminal Justice courses/martial arts classes/clubs; theatrical events, etc. The control, security and safe use of such weapons shall be the responsibility of the supervising faculty or staff member. The supervising faculty or staff member shall inform the Campus Chief of Police in advance of any unusual or seldom occurring events involving the use of weapons on campus.

Any person carrying or possessing a firearm or other deadly weapon in violation of this policy who, upon being requested to do so, refuses to temporarily relinquish possession of the firearm or other deadly weapon, and/or refuses to leave College premises or grounds as previously defined while in possession of the firearm or deadly weapon, shall be charged with a misdemeanor, and upon conviction thereof, shall be fined not more than one thousand dollars or confined in the regional jail not more than six months, or both.

(§61-7-14 WV Code).

Exceptions to this policy may be requested in writing to the Campus Chief of Police. Only under very limited circumstances will an exception be granted. Questions regarding the applicability of this policy to specific items must be directed to the Campus Chief of Police. Any student, faculty or staff member violating this policy shall be subject to the disciplinary policies and procedures applicable to students, faculty or staff in addition to the penalties provided under State law.

## Definitions

### Firearm:

Any device that shoots a bullet, pellet, flare, tranquilizer, spear dart, paintball or other projectile, whether loaded or unloaded, including those powered by CO2. This includes, but is not limited to, guns, air guns, dart guns, pistols, revolvers, rifles, cannons, etc, and any ammunition for any such device.

### Weapon:

Any device that is designed to or traditionally used to inflict harm. This includes, but is not limited to: 1) firearms, slingshots, switchblades, daggers, blackjacks, brass knuckles, bows and arrows, hand grenades, hunting knives, nun-chucks, throwing stars, etc.; 2) any object that could be reasonably construed as a weapon; or 3) any object legally controlled as a weapon or treated as a weapon under the laws of the State of West Virginia.

### Explosives:

Any chemical compound or mechanical mixture that contains any oxidizing and combustible units, or other ingredients, in such proportion, quantities or packing that an ignition by fire, friction, concussion, percussion, or detonator, or any part of the compound or mixture, may cause a sudden generation of highly heated gases that results in gaseous pressures capable of producing destructive efforts on contiguous objects or of destroying life or limb. This includes, but is not limited to, firecrackers, black powder, dynamite, etc. as well as detonating devices such as detonators, blasting caps, timers, incendiary wire and the like.

# Annual Fire Safety Report

## Residence Hall Fire Safety Information

Safety and health regulations prohibit the use of microwave ovens (except for pre-approved “Micro Fridge” units), mini-refrigerators over 4.5 cubic feet, the burning of candles or incense, use of Christmas trees and electric tree lights, hot plates, electric skillets, deep fryers, or other cooking appliances, halogen/touchier lamps, neon signs, portable space heaters, grills (gas, electric, or charcoal), any open flame, motorized vehicles, storage of gasoline kerosene, or additional flammable materials, and extension cords or surge protectors that are not UL approved.

ALL COOKING ITEMS MUST BE USED IN KITCHEN AREAS ONLY - NOT IN RESIDENTS’ ROOMS. Radios, hair dryers, irons and other small appliances are permitted. Please do not use appliances which require a large amount of electric current.

## Tobacco Use

Residence halls are smoke-free. No smoking is permitted in any area of the residential facility, including residents’ rooms. All smoking must be done 20 feet away from all entrances on campus. Smokeless tobacco is not permitted in public areas (i.e., lobby, bathrooms, study lounges).

## Regulations for Fire Drills

When a fire alarm sounds, each resident will:

1. Dress appropriately.
2. Close the windows and leave the light on.
3. Close the door as you leave the room.
4. Walk a safe distance from the building via the nearest available exit.
  - a. Residents of Goodwin Hall should gather at the designated area as discussed during the orientation and monthly RA meetings.
  - b. Residents of Pioneer Village should gather at the designated area as discussed during the orientation and monthly RA meetings.
5. Follow the directions provided by the Residence Life Staff.

Residents not in their rooms when the alarm sounds should leave by the nearest exit. Only upon approval from the Public Safety Official, Residence Life Staff, or authorized personnel, you may re-enter the building. Failure to vacate the residence halls during a fire drill may result in disciplinary action, such as dismissal from the residence hall or a disciplinary sanction. The unauthorized pulling or activation of a fire alarm may result in automatic suspension from the residence hall and/or prosecution by local authorities.

## Fire Safety Equipment

Tampering with or the misuse of fire safety equipment is prohibited. This includes removing or disabling the smoke detector or fire extinguisher. If the smoke detector or fire extinguisher needs replaced, students should contact the Residence Director or Public Safety. Fire safety equipment includes, but is not limited to fire alarms, smoke detectors, fire extinguishers, and unit door closures. Anyone apprehended for vandalizing or using fire safety equipment for any purpose other than safety will be reported to Public Safety. Fire extinguishers are checked by Custodians every month.

Fire alarms and smoke detectors are inspected and tested annually by the Physical Plant personnel. Batteries are replaced during the inspection process, as well as any maintenance. However, smoke detector batteries are replaced by the Residence Life staff as they expired during the year.

## Timely Warning General Order

The Public Safety Chief or a designee will develop timely warning notices for the College Community to notify members of the community about serious crimes against people that occur on campus, where it is determined that the incident may pose an ongoing threat to members of the institutions community. These warnings will be distributed if the incident is reported either to the Public Safety directly or to any other Law Enforcement Agency indirectly through a campus security authority.

The department issues/posts Crime Alerts for incidents of:

- Criminal Homicide
- Aggravated assault (cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case by case basis to determine if the individual is believed to be an on-going threat to the larger institution community)
- Robbery involving force or violence (cases including pick pocketing and purse snatching will typically not result in the issuance of a Crime Alert, but will be assessed on a case by case basis)
- Sexual Assault (considered on a case by case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount information known by Public Safety)
- Major incidents of arson
- Other crimes as determined necessary by the Chief of Police, or his or her designee in his or her absence

A timely warning notice will typically include the following, unless issuing any of this information would risk compromising law enforcement efforts:

### *Date and time or timeframe of the incident*

- A brief description of the incident
- Information that will promote safety and potentially aid in the prevention of similar crimes (crime prevention or safety tips).
- Suspect description(s) when deemed appropriate and if there is sufficient detail (see below)
- Police/Public Safety agency contact information
- Other information as deemed appropriate

The description of subjects in a case will only be included in the alert if there is a sufficient amount of detail to describe the individual. If the only known descriptors are sex and race, that will not be included in the alert.

Public Safety will draft an email containing the proposed Crime Alert and then transmit the email containing the Crime Alert to the institutions community as a blast email. Updates to the institutions community about any particular case resulting in a crime alert also may be distributed electronically via blast email or posted on the web site.

### The department does not issue Crime Alerts for the above listed crimes if:

The department apprehends the subject(s) and the threat of imminent danger for members of the institutions community has been mitigated by the apprehension.

If a report was not filed with Public Safety or if Public Safety was not notified of the crime in a manner that would allow the department to post a “timely” warning for the community. A general guideline will include a report that is filed more than five days after the date of the alleged incident may not allow Public Safety to post a “timely” warning to the community. This type of situation will be evaluated on a case by case basis.

The department also maintains a daily crime log which is normally updated each business day and contains all crimes reported to Public Safety Department.

The following is a list of Clery Reportable Crimes:

- Murder / Non-Negligent Manslaughter
- Negligent Manslaughter
- Sex Offenses / Forcible
- Sex Offenses / Non Forcible
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Liquor Law Violations / Arrest
- Liquor Law Violations / Referred for Disciplinary Action
- Drug Law Violation / Arrest
- Drug Law Violations / Referred for Disciplinary Action
- Illegal Weapons Possession / Arrest
- Illegal Weapons Possession / Referred for Disciplinary Action
- Hate Crimes



## Education Programs

### Informative Programs on Substance Abuse and Sexual Assault

Glenville State College makes every effort to educate our campus communities about issues pertaining to alcohol and illicit drug abuse, as well as sexual assault. Our goal is to inform students, faculty, and staff about the impact of alcohol and drugs on their lives, their families, and the community. Similarly, sexual awareness type programs are designed to foster a culture where inappropriate sexual behavior (date rape, sexual harassment, etc.) is not tolerated and or condoned, to inform victims of their rights and proper procedures if such an act occurs, and to promote an atmosphere of sexual awareness.

The residence halls conduct regular programs and activities designed to promote awareness and education around issues such as substance abuse and sexual assault

# Crime Statistics Report

	2015	2016	2017
<b>I Homicide</b>	<b>0</b>	<b>0</b>	<b>0</b>
a. Murder/non-negligent manslaughter	0	0	0
b. Negligent manslaughter	0	0	0
Manifested prejudice	0	0	0
Location of Incident	-----		
a. On campus			
1. Dormitory	0	0	0
2. Academic area	0	0	0
3. Administrative area	0	0	0
4. Grounds	0	0	0
b. Non campus building/property	0	0	0
c. Public Property	0	0	0
<b>II Sex Offenses</b>	<b>1</b>	<b>1</b>	<b>2</b>
<b>Unsubstantiated</b>	<b>0</b>	<b>0</b>	<b>2</b>
a. Forcible	1	0	1
1. Forcible rape	1	1	1
2. Forcible sodomy	0	0	0
3. Sexual offense with object	0	0	0
4. Forcible fondling	0	1	1
b. Non forcible	0	0	0
1. Incest	0	0	0
2. Statutory rape	0	0	0
Manifested prejudice	0	0	0
Location of Incident	-----		
a. On campus	0	2	1
1. Dormitory	0	2	1
2. Academic area	0	0	0
3. Administrative area	0	0	0
4. Grounds	0	0	0
a. Non campus building/property	0	0	0
b. Public Property	1	0	1
<b>III Robbery</b>	<b>0</b>	<b>1</b>	<b>0</b>
Manifested prejudice	0	0	0
Location of Incident	-----		
a. On campus	0	1	0
1. Dormitory	0	1	0
2. Academic area	0	0	0
3. Administrative area	0	0	0
4. Grounds	0	0	0
b. Non campus building/property	0	0	0
c. Public Property	0	0	0
<b>IV Aggravated Assault</b>	<b>1</b>	<b>0</b>	<b>0</b>
Manifested Prejudice	0	0	0
Location of Incident	-----		
a. On campus	1	0	0
1. Dormitory	0	0	0
2. Academic area	0	0	0
3. Administrative area	0	0	0
4. Grounds	1	0	0
b. Non campus building/property	0	0	0
c. Public Property	0	0	0

	2015	2016	2017
<b>V Burglary</b>	<b>3</b>	<b>7</b>	<b>2</b>
a. Burglary Dwelling	0	7	2
b. Breaking and Entering	0	0	0
Manifested Prejudice	0	0	0
Location of Incident	-----		
a. On Campus	3	7	2
1. Dormitory	3	7	2
2. Academic Area	0	0	0
3. Administrative Area	0	0	0
4. Grounds	0	0	0
b. Non campus building/property	0	0	0
c. Public Property	0	0	0
<b>VI Arson</b>	<b>0</b>	<b>0</b>	<b>0</b>
Manifested Prejudice	0	0	0
Location of Incident	-----		
a. On Campus	0	0	0
1. Dormitory	0	0	0
2. Academic Area	0	0	0
3. Administrative Area	0	0	0
4. Grounds	0	0	0
b. Non campus building/property	0	0	0
c. Public Property	0	0	0
<b>VII Motor Vehicle Thefts</b>	<b>0</b>	<b>0</b>	<b>0</b>
Manifested Prejudice	0	0	0
Location of Incident	-----		
a. On Campus	0	0	0
1. Dormitory	0	0	0
2. Academic Area	0	0	0
3. Administrative Area	0	0	0
4. Grounds	0	0	0
b. Non campus building/property	0	0	0
c. Public Property	0	0	0
<b>VIII Liquor Law Violation</b>	<b>18</b>	<b>7</b>	<b>5</b>
Arrests	2	1	0
Campus Disciplinary Action	18	6	5
Location of Incident	-----		
a. On Campus	17	7	5
1. Dormitory	17	6	5
2. Academic Area	0	0	0
3. Administrative Area	0	0	0
4. Grounds	1	1	0
b. Non campus building/property	0	0	0
c. Public Property	0	0	0
<b>IX Drug Abuse Violation</b>	<b>18</b>	<b>6</b>	<b>5</b>
Arrests	0	1	4
Campus Disciplinary Action	15	6	5
Location of Incident	-----		
a. On Campus	18	6	2
1. Dormitory	17	6	2
2. Academic Area	0	0	0
3. Administrative Area	0	0	0
b. Grounds	1	0	0
c. Non campus building/property	0	0	3
d. Public Property	0	0	0

	2015	2016	2017
<b>X Weapons Violation</b>	<b>0</b>	<b>1</b>	<b>0</b>
Arrests	0	1	0
Campus Disciplinary Action	0	0	0
Location of Incident	-----		
a. On Campus	0	1	0
1. Dormitory	0	0	0
2. Academic Area	0	1	0
3. Administrative Area	0	0	0
4. Grounds	0	0	0
b. Non campus building/property	0	0	0
c. Public Property	0	0	0
<b>XI Hate Crimes Violation</b>	<b>0</b>	<b>0</b>	<b>0</b>
Intimidation	0	0	0
Burglary	0	0	0
Simple Assault	0	0	0
<b>XII Stalking</b>	<b>0</b>	<b>0</b>	<b>1</b>
Location of Incident	-----		
a. On Campus	0	0	1
1. Dormitory	0	0	0
2. Academic Area	0	0	0
3. Administrative Area	0	0	0
4. Grounds	0	0	1
b. Non campus building/property	0	0	0
c. Public Property	0	0	0
<b>XIII Domestic Violence</b>	<b>0</b>	<b>1</b>	<b>1</b>
Location of Incident	-----		
a. On Campus	0	1	1
1. Dormitory	0	1	1
2. Academic Area	0	0	0
3. Administrative Area	0	0	0
4. Grounds	0	0	0
b. Non campus building/property	0	0	0
c. Public Property	0	0	0
<b>XIV Dating Violence</b>	<b>1</b>	<b>0</b>	<b>0</b>
Location of Incident	-----		
a. On Campus	1	0	0
1. Dormitory	1	0	0
2. Academic Area	0	0	0
3. Administrative Area	0	0	0
4. Grounds	0	0	0
b. Non campus building/property	0	0	0
c. Public Property	0	0	0

# Emergency Operations Plan

Glenville State College have incorporated their major emergency planning programs into this Emergency Operations Plan (EOP). The plan considers all phases of emergency management operations in order to minimize the impacts of natural and man-made disasters. The EOP includes response guidelines, operational procedures, building emergency plans, and notification procedures among other measures. The EOP is intended to ensure that Glenville State College is prepared to react to emergencies.

The EOP is located on the web site of Glenville State College under the Campus Police icon.

We must all prepare for the “unexpected” and be ready if disaster strikes our campus.

Glenville State College is an Equal Opportunity, Affirmative Action institution. In compliance with Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act, West Virginia Human Rights Act, Title IX (Educational Amendments of 1972), Section 504 of the Rehabilitation Act of 1973 and the other applicable laws and regulations, the institution provides equal opportunity to all prospective and current members of the student body, faculty and staff on the basis of individual qualifications and merit without regard to race, sex, religion, age, national origin or handicap, as identified and defined by law. Further inquiries may be directed to the Office of Human Resources.