

**ADMINISTRATIVE REGULATIONS  
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## **SUPPORT SERVICES**

## **Regulation 5110** **Policy 5110**

### **Buildings and Grounds Management**

### **Buildings and Grounds Maintenance and Inspection**

The President/designee is directed to maintain a proper preventive maintenance program and include adequate funds to sustain this program in the budget recommendation. Provisions of this program should include the following:

1. The President and designated College administrator will periodically inspect the buildings and grounds and report findings to the Board.
2. Improvements and additions to the buildings and grounds will be made as established by capital outlay line items approved in the budget by the Board.
3. An adequate custodial services program for all buildings will be maintained.
4. College grounds and fields will be maintained and improved when necessary to ensure a safe, functional and attractive environment.
5. College buildings and equipment will be repaired, painted and replaced as needed.
6. Obsolete equipment will be identified

## **SUPPORT SERVICES**

**Regulation 5130**  
**Policy 5130**

### **Building and Grounds Management**

#### **Energy Conservation Measures**

State Fair Community College has entered into an Energy Performance Contract and has accepted the maintenance responsibilities associated with installed equipment and established “Standards of Comfort” which will achieve savings through reduction in energy or demand use. Energy Conservation Measures related to building lighting retrofits and upgrades; domestic water upgrades; controls; boilers and HVAC units; and, roof replacements with additional insulation will also be commissioned as part of the program.

To assure that program savings are realized, the College’s control system will be accessed to verify that installed equipment and systems are working as intended to provide expected energy savings. New energy management systems will be reviewed to assure that the temperature setpoints, schedules, etc. are per the conditions stated in the Energy Performance Contract agreement.

**Safety, Security and Communications**

**Hazardous Materials**

The Director of the Physical Plant will coordinate the activities of each unit of the College in the handling and disposal of hazardous substances used and/or produced at the units. The officer in charge of each separate facility operated by the College is responsible for insuring that hazardous substances are managed in a way which assures the safety of persons and property and which is in compliance with applicable laws and regulations as well as the guidelines established to coordinate hazardous substances management.

**Definition**

Hazardous substances are materials which are potentially injurious to persons using them and/or to those in the area where they are being used, which may damage property, or which may pollute the environment.

**Safety**

1. All employees and students of the College having any type of exposure to hazardous substances and wastes will be familiar with all aspects of safety related to the proper handling or exposure to such materials.
2. The Director of the Physical Plant will provide the College officer/administrator in charge of each separate facility with the necessary information, both legal and technical, to manage hazardous substances and wastes appropriately and to assist the administrator with protecting the safety and health of persons at the unit.

**Compliance**

All employees of the College will comply with applicable laws and regulations governing the use of hazardous substances and wastes. The coordinating actions of the Director of Business Affairs will be directed toward assuring that:

1. The College officer/administrator in charge of each separate facility will have available standardized guidelines for the management of hazardous substances and wastes which are designed to assure compliance with applicable laws and regulations.
2. The College officer/administrator in charge of each separate facility will establish and maintain an adequate record keeping system in accordance with applicable laws and regulations.

3. Audits and inspections will be conducted as needed:
  - a. To monitor the College's status with regard to safety and health hazards associated with hazardous substances and wastes, and
  - b. To monitor the College's compliance with applicable laws and regulations.

## **SUPPORT SERVICES**

## **Regulation 5220** **Policy 5220**

### **Safety, Security and Communications**

#### **Safety and Health Program**

State Fair Community College's safety and health program will include:

1. Providing mechanical and physical safeguards to the maximum extent that is possible.
2. Conducting a program of safety and health inspections to find and eliminate unsafe working conditions or practices, to control health hazards, and to comply fully with the safety and health standards for every job.
3. Training employees in good safety and health practices.
4. Providing necessary personal protective equipment and instructions for its use and care.
5. Developing and enforcing safety and health rules, requiring that employees cooperate with these rules as a condition of employment.
6. Investigating promptly and thoroughly every accident to find out what caused it and to correct the problem so that it will not happen again.

The College recognizes that the responsibilities for safety and health are shared:

1. The employer is responsible and accepts the responsibility for leadership of the safety and health program, for its effectiveness and improvement, and for providing the safeguards required to ensure safe conditions.
2. Supervisors are responsible for developing the proper attitudes toward safety and health in themselves and in those they supervise and for ensuring that all operations are performed with the utmost regard for the safety and health of all personnel involved, including themselves.
3. Employees are responsible for wholehearted, genuine cooperation with all aspects of the safety and health program, including compliance with all rules and regulations, and for continuously practicing safety while performing their duties.
4. The Campus Judicial Officer will act as Safety Coordinator for the College and keep the Board of Trustees and the Executive Leadership Team advised of the status of the program.

## **SUPPORT SERVICES**

## **Regulation 5250** **(Policy 5250)**

### **Safety, Security and Communications**

#### **Tobacco and Smoke Free Campus**

**Owner – Dean of Student and Academic Support Services**

**Contact – Safety and Security**

It is the intent of State Fair Community College (SFCC) to emphasize voluntary compliance with the Policy 5250, Tobacco and Smoke Free Campus. Therefore, the College will provide ongoing educational opportunities to support the Tobacco and Smoke Free Campus Policy for all who use SFCC facilities.

The term “tobacco products” shall include, but not be limited to; unlit cigarettes, smokeless tobacco, e-cigarettes, hookah and other such smoking-related substances and products as the College chooses to prohibit. The term “smoking” should include cigarettes, cigars, pipes, vaping or puffing. In the event an individual is not in compliance with the policy, the following guidelines will be used as a means of corrective action:

- For initial and/or infrequent violators:
  1. Issuance of a verbal reminder.
  2. Issuance of a \$25 fine.
  3. Administrative action including but not limited to: Supervisor conference with review of policy, health education referral, or other action deemed appropriate.
    - a. Student and other non-employee violators will be referred to the Dean of Student and Academic Support Services for sanction.
    - b. Employees will be referred to their supervisor and/or Human Resources.
- For repeat violators who have received previous warnings:
  1. Appropriate administrative action, up to and including dismissal from campus or employment.

(4-2013, 7/25/2011, 4-5-12; 3/20)

## **SUPPORT SERVICES**

## **Regulation 5260** **Policy 5260**

### **Safety, Security and Communications**

#### **Safety Standards**

College students and employees must take an active role in ensuring their personal safety and security. Each individual is expected to function responsibly concerning their personal safety as well as toward the security of their possessions.

The campus has automated lights for the parking areas which are on full brightness prior to sunset. In addition, walk lights, parking-lot lights and interior and exterior building lights operate from dusk to dawn.

An unarmed safety officer is on duty from 11:00 a.m. to 10:00 p.m. Monday – Thursday when classes are in session. The security guard has no power of arrest but is available to assist in summoning law enforcement personnel or to report other incidents which infringe upon student or employee safety.

All buildings on campus are locked after normal working and/or class hours. Access can be gained only by authorized key holders. The Vice President for Finance and Administration and the Physical Plant Supervisor are responsible for issuing keys and authorizing other access to buildings for special events, student activities or other after-hour activities. An executive level supervisor may also authorize access to his/her respective buildings for special events. Custodians are responsible for checking and ascertaining lock-up at closing unless other staff are assigned this responsibility for special events.

Student activities sponsored by clubs or organizations which have the potential for involving non-students in the event must include security personnel hired from a reputable security service or from off-duty law enforcement personnel unless a waiver for security is obtained from the appropriate executive level supervisor responsible for the activity. The security personnel will be responsible for monitoring parking areas, crowd control (if necessary) and reporting to or calling the law enforcement agency having jurisdiction for the area in the event of criminal activity, drug or alcohol infractions, or disorderly or non-controllable conduct by participants whether students or non-students. Questions about and approval for such activities should be directed to the Campus Judicial Officer

**Information Service** Students may come to the Student Services Office to pick up a copy of the “Insider”, which is also distributed to all new students during orientation. Students and employees are also encouraged to use the SFCC portal on the internet and the SFCC website for more information such as:

- Student conduct code,
- General emergency procedures



- Substance abuse policy
- Campus crime and security policy including the sex offenses policy.

In addition, the substance abuse policy, campus security policy and the campus crime report will be distributed at registration to students who enroll, and to employees along with the information being reviewed during new employee orientation.

An orientation program for student employees will be conducted each fall, and information on dealing with emergency situations is discussed. Employees responsible for phone services receive information on the appropriate handling of emergencies.

Prospective students and prospective employees will be advised of the availability of these policies and of the campus crime report via a statement on the application for admission.

The State Fair Community College Employee Handbook is on line on the Employee Tab of mySTAR. Each new employee will be given this information during orientation.

### **Campus Crime and Security**

State Fair Community College shall develop and maintain policies and regulations in accordance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* of 1990, as amended in 1992, 1998, 2000, and 2008. A full report on campus crime shall be completed and published annually and distributed to all members of the campus community through email and announcements on mySTAR. In addition, this report is available in its entirety in the Student Services Office or on the SFCC website at [www.sfccmo.edu/securityreport](http://www.sfccmo.edu/securityreport).

### **Security Services**

SFCC does not employ a full-time campus police force, however SFCC will provide unarmed security personnel on weeknights when classes are in session. SFCC students and employees must take an active role in ensuring their personal safety and security. Individuals are expected to function responsibly concerning their personal safety and the security of their possessions.

Campus Safety and Security Officers have the authority to ask persons for identification and to determine if whether the individuals have lawful business at State Fair Community College. State Fair Community College has the authority to issue parking tickets, which can be billed to the financial accounts of students, faculty, and staff. Safety and Security officers do not possess arrest authority. Criminal incidents are referred to the Sedalia Police Department or Pettis County Sheriff's Department who have jurisdiction on the campus.

**To report a crime:**

Contact the campus security line at 660-596-7110 (non-emergencies), or dial 9-9-1 (emergencies only). The 911 number can be dialed from any telephone on campus.

The 911 number can be dialed from any campus phone. Public phones will be available and maintained at the following locations:

1. Fielding Technical Center
2. Hopkins
3. Multipurpose Building
4. Yeater Lobby
5. Stauffacher

Dialing 911 or 9-911 from any campus phone will result in approximately a 13 second delay before ringing. Please use a cell phone if available.

In addition you may report a crime to the following areas:

1. Campus Judicial Officer	660-596-7393 Hopkins 753
2. Vice President of Student and Educational Services	660-596-7252 Hopkins 756
3. Vice President of Business Administration	660-596-7301 Hopkins 732

All crime victims and witnesses are strongly encouraged to immediately report the crime to campus Safety and Security and the local Police. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

Persons reporting criminal incidents should provide as much information as possible including location, nature of injuries, description of persons involved, and briefly, what happened.

**Security and Access to Facilities**

During business hours the college (excluding housing facilities) will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all college facilities will be by key or by admittance to the Residence Hall as a guest of a resident. In the case of extended closing, the college will admit only those with prior approval to facilities.

The Residence Hall is secured 24 hours a day. Access is limited to those with access cards and their accompanied guests. Some facilities may have hours that vary throughout the year, i.e. the Fred E. Davis Multipurpose Center.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are in need of security enhancements or repairs will be communicated to the Campus Facilities Committee. The Campus Facilities Committee meets monthly to discuss issues of pressing concern.

SFCC Maintenance department will conduct regular surveys of campus lighting, locks, alarms, and landscaping for needed repairs. Educational Technology Services (ETS) will monitor communications and network capabilities and assess and repair issues should they arise.

### **Preparation and Reporting of the Annual Disclosure of Crime Statistics**

Preparation of the annual disclosure of crime statistics as required under the *Jeanne Clery Disclosure of Security Policy and Crime Statistics Act* is prepared by the Campus Judicial Officer. The full text of this report can be found on the State Fair Community College website at [www.sfccmo.edu/securityreport](http://www.sfccmo.edu/securityreport). This report is prepared in cooperation with local law enforcement, campus safety and security, the residence hall, and directors of extended campuses.

Campus crime and arrest statistics include those reported to the Campus Judicial Officer or designated campus officials (included but not limited to directors, deans, vice president, president, advisors to students/student organizations, athletic coaches) and local law enforcement agencies.

Each year an email will be sent out to faculty, staff, and students providing a link to the report on the website. Notification will also be posted on the college portal.

### **Timely Warning**

In the event a situation arises, on or off any campus location, that, in the judgment of the Campus Judicial Officer, constitutes a potential threat to the safety of the campus community or property, a campus-wide “timely warning” will be issued.

The Campus Judicial Officer will cooperate with the Director of Marketing and Communications and local and state law enforcement to ensure that an appropriate message is sent to the campus community through the following means:

- Announcement on internal campus portal.
- Campus-wide email to faculty, staff, and students.

- Residence Hall announcement
- Bulletin board postings

The following forms of media will be used on a case-by-case basis.

- Radio
- Newspaper
- Television
- SFCC External Website

### **Voluntary Confidential Reporting**

SFCC does not have a voluntary confidential reporting system for annual crime statistics. In addition to prosecuting criminal activity, see the following reasons to promptly report crime.

- Timely notification about certain types of crime may affect the safety of others. These crimes include murder, rape, sexual assault, burglary, robbery, motor vehicle theft and arson.
- When you make your report, you assist Campus Safety and Security in maintaining accurate records of the incidence of crime on campus. This information helps to keep the campus safe by providing the most accurate information on criminal activity to members of the campus community.

### **Limited Confidential Reporting to Counselors**

SFCC licensed professional counselors/social workers will inform students of the reporting process and encourage students to self-report incidents or alleged crimes to campus safety and security for the annual report. The licensed professional will report the type and quantity of the reported crime to campus safety and security without revealing the source of the information. Privileged information will only be reported to campus safety and security with the student's written approval or if the licensed professional counselors/social workers feel the incident requires immediate attention for the safety of others.

### **Victim Assistance**

SFCC will assist victims who are students of the institution with changes in academic schedules or living arrangements (for Residence Hall students) if desirable and/or available. Students must meet with the Coordinator for Student Success to request such changes.

### **Sedalia Police Department and Pettis County Sheriff's Office**

The Sedalia Police Department has full police power, including arrest authority and power to search and routinely patrol the campus, as they would any other citywide area.

At times, the Pettis County Sheriff's Office and Missouri State Highway Patrol may also assist.

Campus Security officers do not have arrest authority but can ask for identification and determine if individuals have lawful business at State Fair Community College.

### **Security Awareness Programs**

SFCC Campus Safety and Security will provide information on safety procedures and services at all student orientations throughout the year.

Students will be notified, through email and campus portal, about crimes that take place on or around campus. Safety tips will be presented throughout campus in email, campus portal, and bulletin boards.

SFCC Campus Safety and Security will perform Safety Presentations to the student body through Residence Hall presentations, links to safety information on the campus portal, and by offering crime prevention programs.

### **Crime Prevention Programs**

SFCC will present voluntary crime prevention programs using professionals in the community to address issues ranging from safety of property, to sexual assault prevention. These programs will be coordinated through Campus Safety and Security and the Residence Hall.

### **Off-Campus Student Organizations and Monitoring of Criminal Activity**

SFCC does not currently offer off-campus student organizations or off-campus student organization housing.

SFCC Student Organizations are encouraged to hold all activities on-campus, however if there is an activity held off-campus, Sedalia Police, Pettis County Sheriff's Department, Missouri Highway Patrol, or other local law enforcement (if outside Pettis County) will monitor criminal activity.

SFCC Student Organizations may still face disciplinary action by the institution if off-campus violations of the law or conduct that is in violation of the SFCC Code of Student Conduct occur.

### **Alcoholic Beverages**

Students may not at any time use, possess, or distribute alcoholic beverages except as expressly permitted by the law and college regulations, or be publicly intoxicated while on campus or at college sponsored or supervised activities.

The possession of alcohol by anyone less than 21 years of age is illegal and all occurrences on campus will be reported to law enforcement and SFCC may contact parents as allowed under FERPA.

### **Illegal Drugs**

Students may not at any time use, possess, or distribute any narcotic or other controlled substances except where expressly permitted by law. All occurrences will be reported to local law enforcement. Violators may face criminal prosecution, fine, and imprisonment.

Organizations or groups violating the alcohol/illegal drug policy or laws may be subject to sanctions by the college.

### **Substance Abuse Education**

The College assists in drug education and prevention programs to reduce the abuse and illegal use of alcohol and other drugs. First-time violators of the College's substance abuse policies are required to attend a substance abuse education class as part of the disciplinary process. Specific information on resources is available through the Director of Student Success and Retention Services.

### **Sex Offenses**

#### **Educational Programming**

State Fair Community College will provide educational programming to promote the awareness of rape, acquaintance rape and other forcible and non-forcible sex offenses. SFCC will contract with local professionals in this area to ensure quality programs.

- Rape Awareness, Education and Prevention
- Robbery Prevention
- Personal Safety
- Alcohol Awareness
- Drug Awareness
- Other programs as needed/requested

Programs are presented on a requested basis. To register for a program or to schedule one for your area, please contact Safety and Security at 660-596-7110.

**If a sex offense occurs:**

In the event of a sex offense, students are encouraged to contact 9-1-1 immediately. Students should then contact Campus Safety and Security at 660-596-7110.

Students may contact Campus Safety and Security if any assistance is needed when reporting the incident to law enforcement.

Students who have been the victim of a sex offense are encouraged to seek medical attention but to be aware of the need to preserve all evidence for the proof of a criminal offense.

**On-Campus support for victims of sex offenses**

All students who have been a victim of a sex offense may receive short-term counseling from a professional counselor. Please contact the Director of Student Success and Retention Services for more information and resources available. The office of Student Success may be reached at 660-596-7253.

**Change in academic or living arrangements as result of alleged sex offense**

The Director of Student Success and Retention Services will assist any student in adjusting academic scheduling or living arrangements (for Residence Hall students) as a result of any alleged sex offense if reasonably available.

Examples of options:

- Change in hall or room in residence hall
- Cancellation of housing contract so student may move off campus
- Change to different section of same course, withdrawal from the course, or outside the classroom/online meetings with instructor, etc.

Option will be determined by the party involved and the Director of Student Success and Retention Services.

**Campus disciplinary action involving alleged sex offense**

The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding.

Both the accused and the accuser will be informed of the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense. The outcome will only include the

institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.

### **Sanctions for sex offenses**

After the institutions final determination that a sex offense has occurred, any or all of the following sanctions may be imposed on the accused.

- Immediate suspension
  - Suspension may be indefinite
- Evaluation by professional counseling
  - Regular counseling sessions may be required for re-admittance
- Notification of parents or legal guardian
- Restriction to only online courses
- Permanent expulsion
- Eviction from Residence Hall
- Banned from any student activities, athletic events, or other college sponsored activities.

### **Notification of sex offenders**

Local sex offender registry and information may be obtained from the Sedalia Police Department, Pettis County Sheriff's Department, and Sex Offender Registry provided by the Missouri State Highway Patrol at <http://www.msdp.dps.mo.gov/CJ38/searchRegistry.jsp>

*Unlawful use of this information to harass or intimidate another is prohibited.*

### **Clery Act Reported Crimes**

- **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.
- **Criminal Homicide:** Manslaughter by Negligence: The killing of another person through gross negligence. Murder and Non-negligent Manslaughter: The willful (non-negligent) killing of one human being by another.
- **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.
- **Firearm.** Include robberies in which any firearm is used as a weapon or employed as a means of force to threaten the victim or put the victim in fear. Attempts are included in this category



- **Knife or cutting instrument.** Include robberies in which a knife, broken bottle, razor, ice pick or other cutting or stabbing instrument is employed as a weapon or as a means of force to threaten the victim or put the victim in fear. Attempts are included in this category.
- **Other dangerous weapons.** Include robberies in which a club, acid, explosive, brass knuckles, Mace, pepper spray, or other dangerous weapon is employed or its use is threatened. Attempts are included in this category.
- **Strong-arm -- hands, fists, feet, etc.** Include muggings and similar offenses in which only personal weapons such as hands, arms, feet, fists and teeth are employed or their use is threatened to deprive the victim of possessions.
- **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. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)
- **Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned; including joyriding.)
- **Weapon Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.
- **Drug Abuse Violations:** Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).
- **Liquor Law Violations:** The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

- **Sex Offenses-Forcible:** Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.
  - **Forcible Rape**-The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
  - **Forcible Sodomy**-Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
  - **Sexual Assault With An Object**-The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
  - **Forcible Fondling**-The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.
  
- **Sex Offenses--Non-Forcible:** Unlawful, non-forcible sexual intercourse.
  - Incest-Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  - Statutory Rape-Non-Forcible sexual intercourse with a person who is under the statutory age of consent
  
- **Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Note: Constructive possession is defined by Black's Law Dictionary, 6th ed. as "where one does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.")
  - **Pocket-picking:** The theft of articles from another person's physical possession by stealth where the victim usually does not become immediately aware of the theft.

- **Purse-snatching:** The grabbing or snatching of a purse, handbag, etc. from the physical possession of another person. **Shoplifting:** The theft, by someone other than an employee of the victim, of goods or merchandise exposed for sale.
  - **Theft From Building:** A theft from within a building which is either open to the general public or where the offender has legal access.
  - **Theft From Coin Operated Machine or Device:** A theft from a machine or device which is operated or activated by the use of coins.
  - **Theft From Motor Vehicle (Except "Theft of Motor Vehicle Parts or Accessories"):** The theft of articles from a motor vehicle, whether locked or unlocked.
  - **Theft of Motor Vehicle Parts or Accessories:** The theft of any part or accessory affixed to the interior or exterior of a motor vehicle in a manner which would make the item an attachment of the vehicle, or necessary for its operation.
  - **All Other Larceny:** All thefts which do not fit any of the definitions of the specific subcategories of Larceny/Theft listed above.
- 
- **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 (Except "Arson"):** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

### **Geography definitions from the Clery Act on Campus**

Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

### **A Non-Campus Building or Property**

Any building or property owned or controlled by a student organization that is officially recognized by the institution; or Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is

frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

### **On Public Property**

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

### **Hate Crimes**

*(If any of the aforementioned offenses are committed based on the following categories of bias, they will be considered Hate Crimes.)*

- **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.
- **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.
- **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.
- **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.
- **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.

### **Reporting and Record-Keeping**

The Student Services Office is the repository for statistics on crime and campus incidents. Other than the previously mentioned security, all criminal activity on the Sedalia Campus is reported to the Sedalia Police Department. The Campus Judicial Officer compiles statistics on the college

campus and other property controlled by the college and will disseminate this information annually as required by law.

Faculty and staff are required to file an “incident report” with the Campus Judicial Officer if they are aware of fire, theft burglary, vandalism, etc., on the college premises. These reports are to be forwarded to the Campus Judicial Officer promptly. Incidents falling within the jurisdiction of law enforcement agencies will be reported as appropriate.

Off-campus centers will report crimes to their nearest law enforcement agency. The Campus Judicial Officer must be contacted in case of sex offenses at an off-campus location.

## SUPPORT SERVICES

**Regulation 5270**  
**Policy 5270**

### **Safety, Security and Communications**

#### **Security of Buildings and Grounds**

Owner – Director of Facilities Management

Contact – Facilities Management Office

#### **COVID Pandemic – Temporary Regulation Contractor, Vendor, Supplier Check-In/Registration**

ALL contractors, vendors and suppliers providing services or materials to the college shall check-in and register PRIOR to engaging in activities, deliveries, work or servicing of any kind on the college campus.

- Registration will be at the Physical Plant, Office of Facilities Management, 8am-5pm M-F
- Building Access/Key Requests shall comply with any applicable policies, regulations, or procedures at the time of check-in
- All persons shall agree to comply with any safety mandates such as face covering, physical distancing and other safety measures in effect at the time of their arrival
- Such persons shall check-in each subsequent day they are on campus

All employees who summon, engage, invite, and schedule such work or deliveries shall notify the respective company and advise them of this requirement.

Exceptions:

- Emergency Service personnel in the execution of their duties.
- Public utilities, such as, but not limited to, electric, water, sewer, gas, telephone, cable and internet services need not adhere to this regulation UNLESS they are entering a building.
- UPS, USPS, FedEx, and any delivery services as regulated by separate regulations & procedures
- Extended Campus sites shall handle their own registrations/check-ins as deemed appropriate for their facility.

After-hours, weekends, holidays and emergencies shall negate the immediate need for registration, BUT employees shall provide the information to the Facilities Management Office at [facilities@sfccmo.edu](mailto:facilities@sfccmo.edu) as soon as possible to update the registration log.

Temporary/Effective 7/28/2020

## **COVID Pandemic – Temporary Regulation Parcel Delivery/Centralized Receiving**

Owner – Director of Facilities Management  
Contact – Facilities Management Office

Centralized receiving of all parcels will help reduce the amount of interaction between delivery services and our employees and students.

All incoming parcels shall be received at the Physical Plant, Central Receiving

This includes but is not limited to:

- Freight trucks, FedEx, UPS, Amazon, USPS, DHL, couriers, etc.

Facilities Management will coordinate deliver of items to the mailroom, work room, department or other designated area as mutually agreed upon.

All employees shall:

- Address shipments with department names, POs, or employee names in addition to the college's name and address
- Notify the Office of Facilities Management of any pending large orders, bulky orders, special shipments, etc.

Outbound parcels shall be shipped out as follows:

- All parcels shipped from Campus Store can be picked up by UPS or FedEx at the Campus Store
- All mail sent USPS shall be delivered by Copy Center Staff to USPS
- All other outbound parcels shall be sent from the Physical Plant

Exceptions to this regulation shall be approved by the Director of Facilities Management or their designee and Extended Campuses shall handle their facilities' parcels independently of this regulation.

Temporary/Effective 7/28/2020

## **SUPPORT SERVICES**

**Regulation 5290**  
**Policy 5290**

### **Safety, Security and Communications**

#### **Parking Permits**

In accordance with board policy, the President will establish appropriate college procedures regarding the control of traffic and parking on the college campuses. Such campus procedures will be consistent with the College's safety and security program developed by the Campus Judicial Officer.