

Policy Statements

Policy Statement Addressing Timely Warnings

Timely Warnings

In the event that a situation arises, either on or off campus, that in the judgment of the College President or Administration 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 as well as the “Emergency Text System” and in some situations by runner, to the students, faculty, and staff. Depending on the particular circumstances of the incident, especially in all situations that could pose an immediate threat to the community and individuals, a Leadership Team Member, or a member of their immediate staff, may also post a notice on the web through Firefly at: <https://firefly.watc.edu> providing the college community with additional information and details. Electronic notification should be immediately accessible via computer by all faculty, staff, and students. Anyone with information warranting a timely warning should report the circumstances to the College President’s Office, at (316) 677-9500 or in person at the National Center for Aviation Training campus at 4004 N. Webb Rd, Wichita, KS 67226.

Policy for Reporting the Annual Disclosure of Crime Statistics

Crime Statistics

The Wichita Area Technical College (WATC) Safety and Security Coordinator prepares the annual crime statistics reports to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on the college web site at <http://watc.edu/about/campus-safety/>. This report is prepared in cooperation with local law enforcement agencies surrounding the main campus and satellite sites.

Campus crime, arrest, and referral statistics include those reported to the Wichita Police Department, Sedgwick County Sheriff’s Office, designated campus officials (including but not limited to directors, department heads, designated staff) and other law enforcement entities. These statistics may also include crimes that have occurred at off campus locations and is not required by law. Each year, in accordance with the Clery Act, a notification is made to all enrolled students, faculty and staff that provides information on how to access this report. Copies of the report may also be obtained, for a minor fee, from the Safety and Security Coordinator at the NCAT Campus or by calling (316) 677-1824. All prospective employees may obtain a copy from Human Resources or by calling (316) 677-9471.

Statement Addressing Voluntary Confidential Reporting

Confidential Reporting Procedures

WATC encourages anyone who is the victim or witness to any crime to promptly report the incident to the police (9-1-1). Because police reports are public records under state law, local law enforcement cannot hold reports of a crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made through other channels, as identified below. Confidential reports of crime may also be made to Wichita Crime Stoppers at 267-2111.

All reports of crime or misconduct will be investigated. If you are the victim of a crime and do not want to pursue action within the college system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Safety and Security Coordinator can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the college can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential dangers. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

Policy Statements

Statement Addressing Security and Access

Access Policy

During business hours, the college will be open to students, employees, contractors, guests, and invitees. During non-business hours access to all college facilities is by key only, if issued. Some facilities may have individual hours, which may vary at different times of the year. In these cases, the facilities will be secured according to schedules developed by the department or administrator responsible for the facility.

Emergencies may necessitate changes or alterations to any posted schedules. Areas that are revealed as problematic may have security surveys conducted of them. Administrators from the President's Office and Safety and Security review these results. These surveys examine security issues such as landscaping, locks, alarms, lighting, and communications. Additionally, during the academic year, the Director of Operations and Facilities, the Safety and Security Coordinator and Maintenance Technicians meet weekly to discuss issues of pressing concern.

Policy Statement Addressing Campus Security and Enforcement

Campus Enforcement

WATC Faculty and Staff have the authority to ask a person(s) for identification and to determine whether individual(s) have lawful business at the College. The Safety and Security Coordinator has the authority to issue parking tickets, which are through the Wichita Municipal Court and can go against one's driving or criminal record. Under Kansas Law, K.S.A 22-2403 faculty and staff possess arrest powers any time they believe any crime, other than a traffic infraction or tobacco infraction, have been or are being committed. All criminal incidents will be referred to the local Law Enforcement who have jurisdiction on the campus. The Safety and Security Office at WATC maintains a highly professional working relationship with the Wichita Police Department, Sedgwick County Sheriff's Office, and the Kansas Highway Patrol. Any victims and witnesses of crimes are strongly encouraged to immediately report the crime to a campus official and/or to local law enforcement. Prompt reporting will assure timely warning notices on-campus and a timely disclosure of crime statistics.

Policy Statement Addressing Criminal Activity Off-Campus

Criminal Activity Off-Campus

Criminal activity is recognized by the local law enforcement agencies and is routinely reported to the college on a periodic basis. College officials and the Law Enforcement Community in Sedgwick County enjoy a close working relationship when violations of federal, state, or local laws surface. This cooperative team approach addresses situations as they arise as well as future concerns. Student activities near (parallel or perpendicular to the College's property) will be closely monitored. Any inappropriate or dangerous activity may cause the Vice President of Academic Affairs to take administrative action against the offender.

Policy Statements

Policy Statement Addressing Alcoholic Beverages and Drugs

Alcoholic Beverages

The possession, sale or the furnishing of alcohol on the college campus is governed by the city of Wichita and the Kansas Department of Alcohol Beverage Control (ABC). However, the enforcement of alcohol laws on-campus is the primary responsibility of the faculty/staff and local law enforcement. The WATC campuses have been designated "Drug Free" and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the college and local law enforcement. Violators are subject to college disciplinary action, criminal prosecution, fine, and/or imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone less than 21 years of age in a public place or a place open to the public is illegal. It is also a violation of City and State laws for anyone to consume or possess alcohol in any public or private area of the campus without prior approval from the College President or his designee. Organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by the College.

Policy Statement Addressing Weapons and Use

Weapons

The possession, storage or use of firearms, explosives of any type (including fireworks), or weapons of any sort is not permitted on campus. Any item that is furnished or used as a weapon will be treated as a violation of college policy and any Federal, State or Local laws will be applicable. The term "weapon" includes but is not limited to:

- any handgun, pistol, revolver, rifle, shotgun or other firearm of any nature, including concealed weapons licensed pursuant to the Personal and Family Protection Act, and amendments thereto;
- any BB gun, pellet gun, air/CO2 gun, paintball gun, or stun gun;
- any explosive, incendiary material (solid, liquid or gas) bomb or device including all fireworks;
- any longbow, crossbow and arrows or other projectile that could cause serious harm to any person;
- any knife which has a blade over four (4) inches or that opens automatically by buttons, spring, force of gravity or by an outward, downward or centrifugal thrust or movement;
- any fake or toy gun, or a hand held under clothing to simulate a weapon.

Weapons, as defined above, are not permitted on college property unless in the possession of a law enforcement officer, armored car security personnel, or as otherwise specifically permitted and authorized by the Personal and Family Protection Act, or House Resolution 218 (H.R. 218) as amended.

Individuals found to have brought or to have been in possession of any article designed to inflict bodily harm, at WATC, on WATC property or at a WATC supervised activity are subject to disciplinary action up to and including expulsion from WATC.

For the purposes of this policy, personal self-defense items containing mace or pepper spray shall not be deemed to be a weapon as long as they are not in contradiction with local laws.

Policy Statements

Policy Statement Addressing Sex Offenses

Sexual Assault Prevention and Response

If you are a victim of a sexual harassment or assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The College strongly advocates that a victim of sexual harassment or assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a Law Enforcement Officer and an administrative representative. Filing a police report with local law enforcement will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam)
- assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and through the college, or only the latter. Counseling and support services outside the college system can be obtained through the Rape and Sexual Abuse Center at:

355 North Waco Street
Wichita, KS 67202-1120
(316) 263-2044

Information in reference to College disciplinary proceedings is available upon request from the President's Office. Both the victim and accused will be allowed to have another person of their choosing at any hearings and both parties will be informed of the outcome of those proceedings. A student found guilty of violating the college sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the college for the first offense.

Policy Statements

Policy Statement Addressing Sex Offender Registration

Sex Offenders

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, WATC is providing a link to the State of Kansas Sex Offender Registry (http://www.accesskansas.org/kbi/offender_registry/). This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders, already required to register in a state, to provide notice of each institution of higher education in that state at which the person is employed, carries a vocation, or is a student.

In the State of Kansas, convicted sex offenders must register with the Kansas Bureau of Investigation. This information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. **Unlawful use of the information for the purposes of intimidating or harassing another is prohibited and a willful violation shall be punishable as a Class 1 misdemeanor.**

The Kansas Bureau of Investigation has established this website to facilitate public access to information about persons who have been convicted of certain sex, violent and drug offenses, as set forth in the Kansas Offender Registration Act (K.S.A. 22-4901 et seq.). Effective July 1, 2005, K.S.A. 22-4909 was amended to require the website to prominently identify whether an offender is or is not a sex offender.

This website is updated every fifteen (15) minutes, and the KBI makes every effort to ensure such information is complete, accurate, and current. However, information on this website is compiled based, in part, upon information provided by the registered offender. As such, the registry may contain erroneous information.

Additionally, some offender information is not subject to public disclosure and therefore, not included on this website. Pursuant to the Kansas Supreme Court's decision in *State v. Myers*, 260 Kan. 669 (1996), information for offenders who committed their offense prior to April 14, 1994, is closed to the public.

The State of Kansas is responsible for maintaining this registry. The following link accesses the web site http://www.accesskansas.org/kbi/offender_registry/.

Notice of Availability of Annual Security Report, Security Policies, and Emergency Operations Plans Security Reports, Policies and Plans

A copy of WATC's Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by WATC and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. Also in compliance with Federal, State and local laws, WATC has a comprehensive Emergency Operations Plan that directly effects and impacts the students, faculty and staffs' safety. You can obtain a copy of these reports and/or plans by accessing <http://watc.edu/about/campus-safety/> or by contacting the Safety and Security Coordinator, receive a written copy for a minor fee.

Policy Statements

Policy Statement Addressing Parking on Campus

Parking Regulations

WATC assumes no responsibility for the care or protection of any vehicle or its contents during time it is parked or operated on the grounds of any WATC property. Each individual is encouraged to take with them or secure any valuables in a concealed and locked compartment within their vehicle.

Lack of space is not considered a valid reason for violating any parking regulations. Vehicles parked outside a parking space boundary may be ticketed or towed.

WATC reserves the right to remove, or have removed, any vehicle that is parked in such a way as to constitute a hazard; impedes vehicular or pedestrian movement; or blocks the operation of emergency equipment. Vehicles deemed abandoned may also be removed from WATC property by whatever means the college deems necessary. Owners of such vehicles are responsible for paying all costs involved in the removing, impounding and storage of such vehicles.

Fines may be assessed for improper parking; parking in restricted or no-parking areas, reckless or careless driving; hit and run accidents; and failure to follow directions of school authorities in matters related to vehicular traffic and parking.

Policy Statement Addressing Safety and Security

Safety and Security

The safety and security of all individuals on WATC property and in classrooms and laboratories is of the utmost importance to WATC. Safety and security is everyone's responsibility. Students and employees should familiarize themselves with recommended security and prevention methods. All individuals are reminded to always be conscious of their surroundings and immediately report any criminal or suspicious activities to a staff or faculty member. Security information, including the Annual Security Report is available to any student or potential student, faculty or staff member or to any guest of the college.

WATC's Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by WATC and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. Also in compliance with Federal, State and local laws, WATC has a comprehensive Emergency Operations Plan that directly effects and impacts the students, faculty and staffs' safety. You can obtain a copy of these reports and/or plans by contacting the Safety and Security Coordinator or by accessing <http://watc.edu/about/campus-safety/>.

Policy Statements

Policy Statement Addressing a Drug Free Campus

Drug Free Campus

The College is committed to maintaining a drug and alcohol free campus. To assist in the maintenance of a drug and alcohol free campus and to comply with the Drug Free Schools and Communities Act Amendments of 1989, the following has been adopted:

Employees and students are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of illicit drugs and alcohol in conducting any College activity. Any violation is to be reported to the immediate supervisor or department head within five working days and administration must be notified. An investigation will be conducted under the direction of Human Resources or the Vice President of Academic Affairs and the appropriate action to be taken will be determined. Appropriate action may include any of the following:

- Warning;
- Reprimand;
- Probation;
- Requirement of the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved as such by federal, state, or local health, law enforcement, or other appropriate agency;
- Suspension; or
- Termination

The specific action to be taken will be determined on a case-by-case basis by the President in consultation with the appropriate department head and the Human Resource Director or Vice President of Academic Affairs.

In the event a report is received of a criminal drug statute conviction for a violation occurring on the campus or campus controlled property involving an employee who is employed under federal grant funds, the College's grants administration will notify the federal agency from which the grants are received as appropriate. The College shall conduct a review of its program on a periodic basis to: (i) determine its effectiveness and implement changes to the program if they are needed; and (ii) ensure that its disciplinary sanctions are consistently enforced.

The term "controlled substances" as used in this policy means those substances included in Schedule I through V of section 202 of the Controlled Substances Act and as further defined Kansas State Statute (KSA 21-36) and by Wichita City Code (Chapter 5.26)

Policy Statements

Policy Statement addressing a Drug Free Awareness Program

Drug Free Awareness Program

The College maintains a drug free awareness program to promote a drug and alcohol free workplace. The drug free awareness program will include informing employees about: (i) the applicable legal sanctions under local, state or federal law for the unlawful possession or distribution of illicit drugs and alcohol; (ii) the health risks associated with the use of illicit drugs and the abuse of alcohol; (iii) the availability of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs; and (iv) the College's Substance Abuse/Drug Free Campus Policy which will be given to all employees and included in the new employee orientation packet.

1. Drug-Free Workplace Policy statement (above) - This policy will be distributed to current employees at the time they sign up for employment, posted on the internet and will be referenced in the Handbook for Faculty, Staff and Students as each is updated.
2. Counseling and Testing Center Services also referred to as Addiction Treatment Services (ATS) are provided by Sedgwick County Comcare (940 N. Waco) and is a resource available to all employees and students for problems or suspected problems with gambling, alcohol, and/or drugs. Comcare offers a variety of services including drug assessment, treatment and testing, counseling, education programs and provides general information. Employees and students are encouraged to use these resources to assure a drug-free environment and campus.

Emergency Response and Evacuation Procedures Statement

Emergency Response and Evacuation

The WATC Emergency Operations Plan (EOP) includes information about Incident Teams; College operating status parameters; incident priorities and performance expectations; shelter-in-place and evacuation guidelines; and local contingency and continuity planning requirements. Each campus is responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility. The College conducts emergency response exercises periodically, such as table top exercises, field exercises, and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

Select staff have received training in Incident Command (IC), National Incident Management Systems (NIMS) and Responding to Critical Incidents on Campus. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually staff along with local police/sheriff, fire and EMS personnel, and they typically respond and work together to manage the incident. Depending on the nature of the incident, other campus departments and additional local or federal agencies could also be involved in responding to the incident.

Because each campus is unique and possesses different hazards, WATC has supplied a copy of the Emergency Guidelines and Procedures flip-chart and evacuation/shelter routes in each room. Neither of these is meant to supersede the EOP, but instead to offer reasonable guidance in the event of an emergency or disaster.