



# ANNUAL SECURITY REPORT

in Compliance with the  
Jeanne Clery Disclosure of  
Campus Security Policy  
and Campus Crime  
Statistics Act

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**BLACK RIVER  
TECHNICAL COLLEGE**

**2024**

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## **About Black River Technical College**

Black River Technical College is accredited by the Higher Learning Commission. Under agreement with the Arkansas Division of Higher Education (ADHE), BRTC offers associate degrees, technical certificates, certificates of proficiency, and adult and continuing education courses.

BRTC annually enrolls approximately 2,500 students from its surrounding area and offers classes on campus in Pocahontas and Paragould during the day and evening. Many classes are also available online. BRTC offers a student-faculty ratio of 13:1 which permits students to have a productive learning relationship with their instructors. BRTC works hard, by keeping tuition as low as possible and providing financial assistance when possible, to help students finance their education.

BRTC has an ongoing and ever-evolving assessment program which identifies and celebrates the college's strengths and weaknesses.

### **History**

Founded as Black River Vocational Technical School in 1972, the school is now a public, two-year college with an open admissions policy committed to meeting the technical, academic, professional, cultural, and personal enrichment needs of the citizens of Northeast Arkansas and the surrounding areas. The college was renamed Black River Technical College in 1991 and is governed by a Board of Trustees appointed by the Governor of the State of Arkansas.

### **Location**

Black River Technical College has 23 buildings located on 100 acres. All facilities are ADA accessible. It is comprised of two locations: the Pocahontas location is located on Highway 304 East in Pocahontas, Arkansas and the Paragould location is located in the North Industrial Park in Paragould, Arkansas. The Greene County Industrial Training Center is housed at the Paragould location. The Armory @ BRTC is located at 715 East Main Street in Piggott, Arkansas. This is a satellite location for the BRTC Career & Technical Center.

## **Mission Statement**

Black River Technical College transforms lives through quality academic and career education to enhance the community we serve.

## **Vision**

BRTC will lead our community in learning and economic development.

## **Values**

Quality – At Black River, we strive to provide our students with excellent academic programs, encouraging support services, and administrative support to meet students' goals.

Learning – We provide degree programs, professional training, enrichment experiences, and collaborative opportunities to foster career and personal improvement

Students – Students' needs are the foundation of our academic, co-curricular, and financial planning.

Community Relationships – The strengths and challenges of our community shape us. We collaborate with our community to share strengths and resources, learn together, and address the needs of our region.

## **Inclusivity and Diversity Statement**

Our students come from all walks of life, and so do we. We bring together great people with diverse perspectives from a wide variety of backgrounds, not simply because it's the right thing to do, but also because it makes us stronger. If you are curious, kind, and determined, you will find a home at BRTC. We welcome the unique contributions and perspectives that only you can bring.

## **The Clery Act: What is it?**

The ***Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f))*** is the landmark federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The law is tied to an institution's participation in federal student financial aid programs and it applies to most institutions of higher education both public and private. The Act is enforced by the United States Department of Education.

The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights, and was amended again in 1998 to expand the reporting requirements. The 1998 amendments also formally named the law in memory of Jeanne Clery. Subsequent amendments in 2000 and 2008 added provisions dealing with registered sex offender notification and campus emergency response. The 2008 amendments also added a provision to protect crime victims, "whistleblowers", and others from retaliation. The most recent amendments were made in 2013 to include regulations contained in the Violence against Women Reauthorization Act of 2013.

## **Clery Act Requirements**

### **Publish an Annual Security Report (ASR)**

The ASR must be published by October 1, documenting three calendar years of select campus crime statistics including security policies and procedures and information on the basic rights guaranteed victims of sexual assault. The law requires schools make the report available to all current students and employees, and prospective students and employees must be notified of its existence and given a copy upon request. Schools may comply with this requirement via the internet if required recipients are notified and provided exact information regarding the on-line location of the report. Paper copies of the ASR should be available upon request. All crime statistics must be provided to the U.S. Department of Education.

### **Maintain a public crime log**

Institutions with a police or security department are required to maintain a public crime log documenting the "nature, date, time, and general location of each crime" and its disposition, if known. Incidents must be entered into the log within two business days. The log should be accessible to the public during normal business hours; remain open for 60 days; and, subsequently, made available within two business days upon request.

## Disclose crime statistics

This includes incidents that occur on campus, in unobstructed public areas immediately adjacent to or running through the campus, and at certain non-campus facilities including Greek housing and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement and other school officials who have "significant responsibility for student and campus activities." The Clery Act requires reporting of crimes in seven major categories, some with significant sub-categories and conditions:

- Criminal Homicide
- Murder & Non-negligent manslaughter
- Negligent manslaughter
- Sex Offenses
  - Forcible
  - Non-Forcible
- Robbery
- Aggravated Assault
- Burglary, where:
  - There is evidence of unlawful entry (trespass), which may be either forcible or not involve force.
    - Unlawful entry must be of a structure - having four walls, a roof, and a door.
  - There is evidence that the entry was made in order to commit a felony or theft.
- Motor Vehicle Theft
- Arson

Schools are also required to report statistics for the following categories of arrests or referrals for campus disciplinary action (if an arrest was not made):

- Liquor Law Violations
- Drug Law Violations
- Illegal Weapons Possession
- Hate crimes must be reported by category of prejudice, including race, gender, religion, sexual orientation, ethnicity, and disability.
  - Statistics are also required for four additional crime categories if the crime committed is classified as a hate crime:
    - Larceny/Theft
    - Simple Assault
    - Intimidation
    - Destruction/Damage/Vandalism of Property

As of 2013, schools are also required to report statistics related to:

- Dating violence
- Domestic violence
- Stalking



## **Issue timely warnings about Clery Act crimes, which pose a serious or ongoing threat to students and employees**

Institutions must provide timely warnings in a manner likely to reach all members of the campus community. This mandate has been part of the Clery Act since its inception in 1990. Timely warnings are limited to those crimes an institution is required to report and include in its ASR. There are differences between what constitutes a timely warning and an emergency notification; however, both systems are in place to safeguard students and campus employees.

## **Devise an emergency response, notification and testing policy**

Institutions are required to inform the campus community about a "significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus." An emergency response expands the definition of timely warning as it includes both Clery Act crimes and other types of emergencies (i.e., a fire or infectious disease outbreak). Colleges and Universities with and without on-campus residential facilities must have emergency response and evacuation procedures in place. Institutions are mandated to disclose a summary of these procedures in their ASR. Additionally, compliance requires one test of the emergency response procedures annually and policies for publicizing those procedures in conjunction with the annual test.

## **Compile and publish an annual fire safety report**

Similar to the ASR and the current crime log, institutions with on-campus housing must report fires that occur in on-campus housing, generate both an annual fire report and maintain a fire log that is accessible to the public.

## **Enact policies and procedures to handle reports of missing students**

This requirement is intended to minimize delays and confusion during the initial stages of a missing student investigation. Institutions must designate one or more positions or organizations to which reports of a student living in on-campus housing can be filed if it's believed that student has been missing for 24 hours.

## **Campus Sex Crimes Prevention Act**

The Campus Sex Crimes Prevention Act of 2000 was enacted on October 28, 2000, and became effective on October 28, 2002. This federal law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. In Arkansas, that information may be obtained by utilizing the following link:

<https://www.dps.arkansas.gov/crime-info-support/arkansas-crime-information-center/>

This law also requires sex offenders already registered in a state to provide notice to the appropriate state agency, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student.

The Family Educational Rights and Privacy Act (FERPA) does not prohibit release of data on registered sex offenders under this law.

## **BRTC Sex Offender Policy**

The Arkansas Sex and Child Offender Registration Act found in Ark. Code Ann. § 12-12-901 et seq., also known as “Megan’s Law”, is the community notification law that allows law enforcement to communicate with the public when a sexual offender is in their area. In compliance with applicable law and for the safety of the BRTC community, when BRTC receives such notification, a subsequent notification may be delivered to the BRTC community when permitted.

The purpose of this policy is to provide timely and appropriate notification, in compliance with state and federal law, regarding registered sex offenders on any Black River Technical College (BRTC) campus. Specific details of any notification will be determined on a case-by-case basis as described herein. In addition, this policy is designed to implement provisions of Ark. Code Ann. § 12-12-913(g)(1)(4) which requires the board of trustees of an institution of higher education to adopt a written policy regarding the distribution to students of information regarding a sex offender in accordance with established guidelines and in compliance with state and federal law.

The entirety of the BRTC Sex Offender and Notification Policy may be obtained from Human Resources, the Director of Student Development, or Campus Law Enforcement.

# **Black River Technical College Police Department**

## **Composition**

The Black River Technical College Police Department employs full-time and part-time police officers. Full-time and part-time police officers can be certified law enforcement officers, certified through the Commission of Law Enforcement Standards and Training (CLEST); or function under the authority of a certified BRTC police officer as enrollee into an upcoming CLEST-approved basic police academy. Only those BRTC police officers who are certified law enforcement officers or functioning under the authority of a certified BRTC police officer may carry weapons, and are required to complete annual continued education as mandated by CLEST and/or BRTC to maintain employment with the BRTC Police Department.

## **Authority**

All BRTC police officers have the authority to ask persons for identification and to determine whether individuals have business at the college. BRTC police officers have the responsibility and authority to investigate suspicious persons/circumstances on the BRTC Pocahontas and Paragould campuses, if safe to do so. As certified law enforcement officers or while functioning under the authority of a certified BRTC police officer, BRTC police officers have arrest authority.

## **Relationship with Law Enforcement**

BRTC shares information about crimes with the Randolph County Sheriff's Department and Pocahontas Police Department for crimes occurring on the Pocahontas campus, and the Greene County Sheriff's Department and Paragould Police Department for crimes occurring on the Paragould campus. Information about crimes occurring on the Pocahontas campus and Paragould campus may be shared with other pertinent law enforcement agencies, as necessary. BRTC shares known information about crimes occurring at any location that is not staffed with BRTC police officers. Known information about crimes occurring at these locations will be shared with the particular law enforcement agency/agencies with jurisdiction at that particular location. BRTC also requests information about crimes that are reported directly to the Randolph County Sheriff's Department, Pocahontas Police Department, Greene County Sheriff's Department, Paragould Police Department, or any department maintaining jurisdiction where a BRTC location exists, that have occurred at BRTC locations and adjoining properties.

## Campus Security Authorities

### Definition

“Campus security authority” is a Clery-specific term that encompasses four groups of individuals and organizations associated with an institution:

- A campus police department or a campus security department of an institution.
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security.
- Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to: Student housing, student discipline and campus judicial proceedings.
  - An official is defined as any person who has the authority and the duty to act upon or respond to particular issues on behalf of the institution.

If someone has significant responsibility for student and campus activities, he or she is a campus security authority.

### BRTC Campus Security Authorities

BRTC Police Department Chief James Hartness	(870) 248-4034 (office) Office: AD 112
Vice President Student Affairs Jason Smith	(870) 248-4029 Office: AD 113
Dean of Students/Director of Student Development Dane Dillion	(870) 248-4158 Office: AD 120-F
Director of Law Enforcement Training Academy Jared Bassham	(870) 248-4193 Office: LP106
Director of Fire Science Alan Haskins	(870) 248-4129 Office: LP 116
Director of Allied Health Jason Linam	(870) 248-4153 Office: HSC 205

## **Reporting Crime and other Emergencies on a BRTC Campus**

The responsibility to report crime or other emergencies lies with every member of the BRTC community. Students, faculty, staff, and guests should report all crimes, emergencies, or violations of College policies to the appropriate authorities. If a serious crime or emergency is witnessed or suspected, 911 should be called immediately. If possible, the BRTC Police Department should be contacted as well at (870) 248-4034 or (870) 847-8181.

The Randolph County Sheriff's Department and/or Pocahontas Police Department in Pocahontas, the Greene County Sheriff's Department and/or Paragould Police Department in Paragould, and/or the BRTC Police Department will respond as quickly as possible to any request for assistance. Response time is based on current activity and the severity of the call. Crimes in progress, traffic accidents and medical assists have a higher priority than other types of calls.

In non-emergency situations, the crime could also be reported to one of the following: Student Affairs Office (870) 248-4006, or to a faculty or staff member who the student is comfortable talking to about the crime. Members of the BRTC community are reminded it is important to report incidents immediately so an investigation can be conducted promptly and evidence preserved.

It cannot be stated enough how important it is to quickly and accurately report crime, no matter where it occurs. If a crime is not promptly reported, evidence can be lost and/or a suspect could get away. If a crime is not accurately reported, leads could be missed and an investigation could head the wrong direction. If one witnesses a crime or emergency, it should be immediately reported to the BRTC Police Department or the law enforcement agency appropriate to the BRTC location, and questions should be answered as accurately as possible. The investigation can only be as good as the information received.

BRTC police officers are primary responders to any emergency or criminal situation on campus. Direct radio and telephone communications with local police, fire, and emergency medical services ensures that campus police and safety officers can initiate and direct necessary emergency responders to any campus area.

### **Crime Occurring Off-campus**

BRTC Police Department maintains a working relationship with appropriate area law enforcement agencies in reference to crimes that take place off-campus or in the vicinity of the campus. The BRTC Police Department also works with appropriate area law enforcement agencies in reference to crimes

that occur in the vicinity of College-owned property located off-campus. The BRTC Police Department will respond and make proper documentation of any incident for Annual Security Report purposes.

### **How to Report a Crime**

Reporting a crime that is an emergency situation should always be completed by dialing 911. To report a crime that is not an emergency, call the BRTC Police Department at the following numbers, or visit their office at the following locations:

#### Pocahontas

- (870) 248-4034 (office)
- (870) 847-8181 (cell)
- Office AD 112

#### Paragould

- (870) 248-5008 (office)
- (870) 378-4148 (cell)
- Office ITC 134-C

You may also contact a CSA to report a crime that is not an emergency.

To report an emergency situation, call 911 from any landline or cellular phone.

One should report any criminal activity or incidents to the BRTC Police Department immediately. Any suspicious activity or person seen on campus or inside buildings should be reported to a campus security authority.

### **Voluntary Confidential Reporting**

If you are the victim of a crime and do not wish to pursue action within the BRTC system or the criminal justice system, you may still wish to consider making a confidential report. With your permission, BRTC Chief of Police 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, BRTC 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 danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

The BRTC Police Department encourages anyone who is the victim or witness to any crime to promptly report the incident to law enforcement, BRTC police officers, or a campus safety authority. However, because police

reports are public records under state law, law enforcement cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to BRTC campus safety authorities as identified above.

### **BRTC Daily Crime Log**

The BRTC Police Department maintains a Daily Crime Log in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Members of the campus community can stay informed about criminal incidents at BRTC by reading the Daily Crime Log, located in the BRTC Police Department office in AD 112.

### **Campus and Community Notification of Criminal Activity**

If there are crimes occurring on the BRTC campus that will continue to endanger or affect the campus community, crime notifications/alerts will be published and posted on the campus web site, and in posted bulletins in various locations around campus. The bulletins will allow members of the campus community to know what is currently happening in order to better protect them. Students and employees can also subscribe to BRTC Rave Alert, a free of charge text messaging and email subscription service for notifying the BRTC community of emergency situations and campus closing announcements.

Information about the BRTC Police Department, services provided, and related resources concerning safety and security can be obtained by contacting the BRTC Police Department by phone at (870) 248-4034, by visiting <https://www.blackrivertech.edu/about/campus-police/>, or by e-mail at [james.hartness@blackrivertech.edu](mailto:james.hartness@blackrivertech.edu).

### **Timely Warning Notices**

The BRTC Police Department, in conjunction with the Office of Institutional Advancement and Office of Student Affairs, distributes a Timely Warning Notice in various ways dependent upon the circumstances. Once the BRTC Police Department determines that a notice will be issued, the VP of Student Affairs, the VP of Institutional Advancement, the Dean of Students, the BRTC Chief of Police, and other designees are responsible for ensuring that notices are dispatched to the BRTC campus community utilizing the most feasible method(s) possible. Typically, e-mail and/or text notices will be sent. Warning Notices by cell phones via text messages and e-mails are available. The BRTC Police Department may also post notices on bulletin boards throughout

buildings. In the event a serious crime occurs, or the suspect remains at large, or there is a potential threat to the campus community, specific messages called BRTC Rave Alerts will be published. BRTC Rave Alerts are also released for natural or manmade disasters, which could affect any significant segment of the campus community. It should be noted that timely warnings issued by BRTC authorities will always hold in confidence the names of victims.

## **Emergency Preparedness and Crime Prevention**

BRTC seeks to prepare for, prevent, respond to, and recover from emergency situations. In conjunction with local first responders, BRTC is prepared to respond to a full range of critical incidents. BRTC operates under the “Incident Command System” (ICS) – a system utilized by FEMA and many other emergency response organizations. Under this system, a single Incident Commander directs all BRTC resources. Although the BRTC Incident Commander may consult other individuals, it is imperative that all faculty and staff follow the decisions made by the Incident Commander. For most situations, the Incident Commander for BRTC will be the President of BRTC.

In case of any type of emergency, individuals making the discovery should move to a safe location and then contact the BRTC Police Department at (870) 248-4034. Individuals making the discovery should also contact 911 using a cell phone or 9-911 using a campus phone, pull the fire alarm (in the case of a fire), or take other appropriate emergency actions. Initial civilian responders are asked to not intervene in any crime or dangerous event.

The responding BRTC police officer should follow standard operating procedures while contacting additional civil authorities (Sheriff’s Department, Fire Dept., EMS, etc.) as necessary. If the emergency warrants, the officer should also communicate immediately with the BRTC Chief of Police and/or the VP of Finance and Administration. The Chief of Police and/or the VP of Finance and Administration, in conjunction with the President, will assess the situation and begin implementing the appropriate response as outlined in the BRTC Emergency Action Plan to contain and control the emergency. The BRTC Emergency Action Plan can be found at <https://blackrivertech.edu/wp-content/uploads/2023/02/EAP-MASTER-Public.pdf>.

## **Campus-wide Emergency Notification**

It is the policy of BRTC to issue BRTC Rave Alerts about immediate emergencies on and around the campus. When a report of a potential emergency or dangerous situation occurs, appropriate college personnel will respond in order to assess the situation. If it is determined that an



emergency or other dangerous situation involving an immediate threat to the health or safety of students or others on campus exists, immediate notification of the emergency or dangerous situation will be made to the campus community. Usually, such notification will be made by using the BRTC Rave Alert notification system.

Once the BRTC Police Department determines that an emergency notification should be issued, the VP of Student Affairs, the VP of Institutional Advancement, the Dean of Students, the BRTC Chief of Police, and other designees are responsible for ensuring that notices are dispatched to the BRTC campus community utilizing the most feasible method(s) possible. Typically, e-mail and/or text notices will be sent. Warning Notices by cell phones via text messages and e-mails are available. The notification will be made without delay. Notification will only be withheld if, in the professional judgment of responsible authorities, doing so would compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

If the emergency information needs to be disseminated outside of the campus community, this will be accomplished utilizing various methods, which may include the college website, telephone information line, and/or by communicating with local news agencies. Campus evacuation and shelter-in-place information may be found at <https://blackrivertech.edu/wp-content/uploads/2023/02/EAP-MASTER-Public.pdf>. Evacuation route maps are posted in hallways throughout all campus buildings.

A test of the BRTC Rave Alert notification system is conducted at least once per college semester. These tests and drills are announced through BRTC's website, e-mail, or through a specific department.

### **Safety, Crime Prevention Education, and Awareness**

The BRTC Campus Police Department, in coordination with Student Affairs, is the source for promoting education and awareness of safety and security issues. The goal is to eliminate criminal activity through prevention and awareness. Security and safety are issues that affect everyone and must involve everyone. Each individual must recognize the potential hazards to persons and property and take reasonable precautions for his/her and others' protection. To encourage individual responsibility, Black River Technical College promotes crime prevention and prevention education to all members of the campus community.

Crime prevention education is available year-round to members of the BRTC community through the Campus Police Department and the Office of Student Affairs. Programs and other methods are used throughout the year to address these issues. Existing programs and policies that affect safety and

security are continually evaluated and revised by the BRTC Police Department and the Office of Student Affairs.

BRTC sponsors several on-going programs for crime prevention, which include but are not limited to:

**Escort Services** – Students may use an on-duty campus police officer as an escort to and from their vehicle or buildings on campus.

**BRTC RAVE Alert** – Students are alerted via email, text, and phone calls for weather related emergencies, school closings, breach of security, or other emergencies. Upon registering, students provide emergency contact information for this system. Testing of this service takes place numerous times a year. For more information or to sign-up for BRTC RAVE Alerts, visit the following link: <https://www.getrave.com/login/blackrivertech/>

**Active Shooter Training** – Students, faculty, and staff are asked to follow the United States Department of Justice recommended *Run, Hide, Fight* response plan for any type of active attacker on campus. This training appears on each students Moodle dashboard.

**Emergency Action Plan** – This document highlights the recommended course of action by the BRTC community during numerous types of emergencies that may occur on campus. Students are made aware of this document during New Student Orientation, and it can be obtained online by visiting the following link: <https://blackrivertech.edu/about/consumer-information/>

### **Personal and Property Safety Precautions & Crime Prevention Tips**

- Each member of the BRTC community should become familiar with the Emergency Action Plan and should participate in training or drills made available to the BRTC community.
- All members of the campus community should cooperate with safety officers and other college officials during an inquiry or an investigation of a violation or crime.
- Doors that should be locked or that have been secured by a college official should not be propped open, unlocked, or tampered with in order to prevent its proper functioning.
- Entrances that have been left propped open or unlocked, safety and security equipment in disrepair, and suspicious or unusual persons or circumstances should be reported immediately.
- Strangers or suspicious persons should never be given access to any BRTC facility, and should be reported immediately to the BRTC Police Department.

- Vehicles should observe all campus and civil guidelines for parking and traffic. Expected vehicular behavior is listed on the back of each parking tag.
- Students should always refrain from inappropriate student conduct, listed in the BRTC Student Handbook under BRTC Student Code of Conduct.
- All BRTC employees should adhere to the BRTC Policy and Procedure manual.
- Valuable personal property should be insured. Serial numbers should be recorded and valuables engraved. Consider leaving valuable items at home, if possible.
- Consider walking in groups, and park and travel in well-lit areas.
- Emergency numbers should be posted near the telephone, and in your cell phone.

## **Campus Facilities Security and Access**

### Academic and Administrative Facilities

The responsibility for locking doors rests primarily with BRTC's contracted janitorial service. BRTC Physical Plant staff normally unlock the main entrances to buildings at the start of each business day. Generally, buildings will be locked and unlocked in accordance with BRTC's normal business hours. These hours are 8:00am-4:30pm Monday through Friday from August-May and 7:00am-5:00pm Monday through Thursday for June-July. These dates/hours are subject to change without notice.

Some academic or administrative facilities host night classes or community events that are not routine. At the conclusion of the last class for the day or when the event is completed, BRTC's contracted janitorial service will lock the doors.

For activities scheduled at times when a building is normally locked, arrangements must be made in advance with the Administrative Assistant to the President at (870) 248-4070.

### Fitness Studio and Esports Facilities

The Fitness Studio and Esports facilities are available to students at extended hours as posted at the entries to these areas. The responsibility for locking doors rests primarily with BRTC's contracted janitorial service. BRTC Physical Plant staff normally unlock the entrances to facilities at the start of each business day.

### Special-use or Other Facilities

The responsibility for unlocking and locking doors rests primarily with those conducting college business within that facility. Generally, these buildings will be locked and unlocked in accordance with official college personnel present in that facility. They are generally off-limits to the public and those without explicit permission to be present.

## **Security Considerations in the Maintenance of Campus Facilities**

### **Lighting**

BRTC is committed to campus safety and security. Exterior lighting is a critical part of that commitment. BRTC police officers conduct routine checks of lighting on campus during regularly assigned patrol duties. If lights are out or dim, officers will report the problem immediately via work order, which is acted upon by a representative of the BRTC Physical Plant. We encourage BRTC community members to report any deficiency in lighting to the BRTC Physical Plant at (870) 248-4039, or the BRTC Police Department at (870) 248-4034.

### **Locks/Other**

Locks are monitored and inspected on a continual basis by BRTC's contracted janitorial service and the BRTC Physical Plant to repair any problems quickly. BRTC community members are encouraged to promptly report any locking mechanism deficiency to the BRTC Physical Plant at (870) 248-4039, or the BRTC Police Department at (870) 248-4034.

BRTC police officers and Physical Plant staff are available to respond to calls for service regarding unsafe facility conditions or for personal safety and property protection. These conditions may also include unsafe steps or handrails, unsafe roadways on campus, unsecured equipment, and alarm equipment and diagnosis.

## **Firearms and Weapons Policy**

Per BRTC Policy and Procedure 6145:

No employee, student, or guest may be in possession of any type of weapon on campus of Black River Technical College unless specifically allowed under Arkansas Code § 5-73-122 of 2017. The definition of a weapon can be found under Arkansas Code § 5-73-120. This provision may not apply to instances where faculty, staff, students, or guests are actively participating in supervised

educational activities associated with the BRTC Gunsmithing program, Law Enforcement Training Academy, or BRTC Trap Shooting Program.

Per BRTC Policy and Procedure 6146:

In September 2017, Arkansas Code § 5-73-122 was modified to allow only individuals who have earned an enhanced concealed carry permit to carry a concealed handgun on public college campuses. In January 2018, the Arkansas State Police revised the Arkansas Concealed Handgun Carry License Rules to include enhanced concealed carry licensing and training requirements, restrictions, and rules.

No firearms are permitted on the campus of Black River Technical College unless the individual meets one or more of the following conditions:

- is over the age of 21 and possesses an Enhanced Conceal Carry License in compliance with Arkansas Statutes 5-73-101 to 324; **OR**,
- is otherwise authorized to carry a concealed handgun according to Arkansas Code § 5-73-122 or by virtue of being a BRTC Law Enforcement Training Academy student and/or certified law enforcement officer.

Individuals who meet one or more of the above conditions must remain in compliance with all of the following:

- A concealed weapon:
  - must be on one's person or within arm's reach at all times
  - must not be left unattended in a purse, backpack, or other container
  - be concealed at all times unless it is necessary to protect oneself or others from the threat of serious physical injury or death
  - may store a firearm in their locked vehicle while on campus as allowed by Arkansas Code § 5-73-306
- In the event of posted disciplinary hearing or grievance procedures being held on campus, under no circumstances may any weapons enter those areas, even by individuals in possession of an Enhanced Conceal Carry License.
- Individuals with a Concealed Carry License but not an Enhanced Conceal Carry License may store a firearm in their locked vehicle while on campus as allowed by Arkansas Code § 5-73-306.

*Any observation of dangerous behavior which could impact the campus should be reported to campus police or 911 immediately.*

The College is not liable for any actions taken by an Enhanced Conceal Carry License holder and all liability of any actions taken by an Enhanced Conceal Carry License holder rests solely with the licensee.

BRTC's policy strives to remain in compliance with Arkansas Code § 5-73-122.

Per the BRTC Student Handbook:

Students, employees, or guests are prohibited from possession of any type of firearm on the campus unless specifically exempted by state law. As of September 1, 2017, state law only allows individuals who meet certain criteria and undergo training to obtain an **Enhanced** permit to carry a concealed handgun on campus.

According to the Arkansas State Police, possession is limited to carrying of the handgun on or about the licensee's person, in a vehicle occupied by the licensee, or otherwise readily available for use.

At all times, the licensee must retain the firearm in his or her immediate vicinity (within arm's reach).

A licensee is not authorized to leave the handgun unattended in a separate location for safekeeping or future use, except when the handgun is placed in a locked and unattended motor vehicle in a publicly owned and maintained parking lot as permitted by law.

Concealed carry is only allowed on campus if the person holds a current "Enhanced" concealed weapon permit.

This provision may not apply to instances where faculty, staff, students, or guests are actively participating in supervised educational activities associated with the BRTC Gunsmith program.

## **Illegal Drugs and Alcohol Policy**

Per BRTC Policy and Procedure 6145:

No employee, student or guest may bring any intoxicant or harmful/illegal drug onto the Campus, or appear on Campus under the influence of such substances. It is illegal in the state of Arkansas to manufacture, distribute, dispense, possess or use any controlled substance in the school or workplace. Any employee violating this policy will be subject to discipline up to and including termination and any Federal or State penalties applicable to the convicted offense. This policy does not apply to those substances being used for educational purposes.

Counseling and drug treatment referral programs are available for employees of Black River Technical College. Confidential information about various drug and alcohol referral programs may be obtained by contacting the Black River Technical College Human Resources' Office.

Drug abuse and use are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. From a safety perspective, the users of drugs may impair the well-being of all BRTC students/employees, the public at large, and result in

damage to state property. Therefore, it is illegal in the State of Arkansas to manufacture, distribute, dispense, possess, or use any controlled substance in the school/workplace. Any student/employee violating this policy will be subject to discipline up to and including expulsion or termination and any Federal or State penalties applicable to the convicted offense.

The term “controlled substance” means any drug listed in 21 U.S.C. Section 812 and other federal regulations. Generally controlled substances are those drugs which have high potential for abuse. Such drugs include, but are not limited to Heroin, Marijuana, Cocaine, and “Crack”. They also include “legal drugs” which are not prescribed by a licensed physician.

A continual use of alcohol and illegal drugs could cause addiction, which will lead to severe physical and mental harm.

Each employee is required to inform the institution within 5 days after he or she is convicted for violation of any federal or state criminal drug statute where such violation occurred on the agency’s premises. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury in any court, state court, or other court of competent jurisdiction.

BRTC must notify the U.S. Department of Education within ten days after receiving notice from the employee of a conviction or receives actual notice of the conviction.

If an employee is convicted of violating any criminal drug statute while in the workplace, he or she will be subject to discipline up to and including termination. Alternatively, the institution may require the employee to successfully finish a drug program sponsored by an approved private or governmental institution.

As a condition of employment, the law requires all employees to abide by this policy.

Drug treatment referral programs are available for students/employees of BRTC. Information about various drug and alcohol referral programs may be obtained by contacting the Dean of Students/Director of Student Development at (870) 248-4158. BRTC wants every student/employee to be aware of the physical, mental, and legal ramifications that can be associated with the possession, use, or distribution of illegal drugs on our campus or at a college sponsored function.

If you suspect a problem with any drug use please contact the National Drug Information Treatment and Referral Hotline at 1-800-HELP (4357). They can supply you with: printed material, treatment services in your area, referrals for treatment, alcohol treatment services, and adolescent and family services in your area.

### Extended penalties:

Any person who sells, delivers, or possess with the intent to deliver a controlled substance may be subject to an enhanced sentence of an additional term of imprisonment of 10 years if the offense is committed on or within 1,000 feet of a public vocational school, private or public college or university. Any person convicted under this section shall not be eligible for early release on parole for the extended portion of the sentence. (Arkansas Statutes 5-64-411)

Conviction leads to a minimum five-year prison term. Persons convicted of drug possession under State or Federal law may be ineligible for federal student grants and loans for up to one year after first conviction and five years after the second; the penalty for distributing drugs is loss of benefits for five years after the first, ten years after the second, and permanently after the third conviction.

### Per BRTC Student Handbook:

As mandated by the Drug-Free Workplace Act of 1988, BRTC will follow the policy regarding the effects of drug use and the unlawful possession of controlled substances on campus. Students are provided a copy of this policy and must, as a condition of enrollment, abide by its terms, remain free of illegal drugs, and report any knowledge of acts of substance abuse or its sale under the criminal statute occurring on or off campus while conducting College business. Failing to report will result in disciplinary action up to and including expulsion, and it may also have legal implications.

Engagement in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, except as expressly permitted by law, while a student at BRTC will lead to disciplinary action. No employee, student, or guest may bring onto the campus, be under the influence, or use on the campus any intoxicant or harmful or illegal drugs, which includes alcohol and opioid narcotics, nor may appear on campus under the influence of such.

## **Health Risks of Alcohol and Other Drugs**

### Alcohol

Alcohol consumption causes a number of changes in behavior and physiology. Even low doses significantly impair judgement, coordination, and abstract mental functioning. Statistics show that alcohol use is involved in a majority of violent behaviors on college campuses, including acquaintance rape, vandalism, fights, and incidents of drinking and driving. Continued abuse may lead to dependency, which often causes permanent damage to vital organs and deterioration of a healthy lifestyle.



## Cannabis (Marijuana, Hashish)

The use of marijuana may impair or reduce short-term memory and comprehension, alter sense of time, and reduce coordination and energy level. Users often have a lowered immune system and increased risk of lung cancer. The active ingredient in marijuana, THC, is stored in the fatty tissues of the brain and reproductive system for a minimum of 28-30 days.

## Hallucinogens

Lysergic acid (LSD), mescaline, and psilocybin cause illusions and hallucinations. The user may experience panic, confusion, suspicions, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even when use has ceased. Phencyclidine (PCP) affects the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries.

## Cocaine/Crack

Cocaine users often have stuffy, runny nose and may have a perforated nasal septum. The immediate effects of cocaine use include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature, followed by depression. Crack, or free base rock cocaine, is extremely addictive and can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, convulsions, and even death.

## Amphetamines

Amphetamines can cause a rapid or irregular heartbeat, tremors, loss of coordination, collapse, and death. Heavy users are prone to irrational acts.

## Heroin

Heroin is an opiate drug that causes the body to have diminished pain reactions. The use of heroin can result in coma or death due to a reduction in heart rate.

## Methamphetamine

Methamphetamine are synthetic amphetamines or stimulants that are produced and sold in pill form, capsules, powder, and chunks. Two such methamphetamines are crank and ice.

Crank refers to any form of methamphetamines. Ice is a crystallized smokable chunk form of methamphetamines that produces a more intense reaction than cocaine or speed. Ice has an appearance that is clear and crystal-like, and resembles frozen ice water.

Methamphetamines stimulate the central nervous system, and effects may last anywhere from 8 to 24 hours. Crank and ice are extremely addictive and produce a severe craving for the drug.

Short-term effects: increased alertness, sense of well-being, paranoia, intense high, hallucinations, aggressive behavior, increased heart rate, convulsions, extreme rise in body temperature, uncontrollable movements, violent behavior, insomnia, impaired speech, dry itchy skin, loss of appetite, acne, sores, and numbness.

Effect on the mind: disturbed sleep, excessive excitation, excessive talking, panic, anxiousness, nervousness, moodiness and irritability, false sense of confidence and power, delusions in friends, sex or food, aggressive and violent behavior, and severe depression.

Long-term effects: fatal kidney and lung disorders, possible brain damage, depression, hallucinations, disorganized lifestyle, permanent psychological problems, weight loss, liver damage, stroke, and death.

Methamphetamines cause a severe crash after the effects wear off. The crash or low feeling is more intense and longer lasting than both speed and cocaine.

## **Description of Legal Sanctions**

### Arkansas Drug Laws

Arkansas State Code Title 5 Subtitle 6 Chapter 64, the Arkansas Controlled Substances Act, is very significant depending upon the controlled substance and the act involved will not withstand any other provisions of law to the contrary.

Any person convicted of delivering controlled substances may be sentenced for a term of imprisonment of not less than ten (10) years and thereafter up to whatever the court decides.

Delivery – The actual, constructive or attempted transfer from one person to another of a controlled substance or counterfeit substance in exchange for money or anything of value.

Personal Use - A person accused of possession of more than two grams, schedule I or II substance or more than four ounces, schedule V or VI substance, if found guilty, may be fined from \$10,000 to \$100,000 and imprisoned no less than four (4) nor more than ten (10) years. (The above will depend on the type of controlled substance that is in use at the time of arrest.)

Any conviction of a drug offense will result in the suspension of driver's license for a period of 6 months.

5-64-411. Distribution near certain facilities - enhanced penalties. Any person who commits an offense under the Arkansas Controlled Substance Act by selling, delivering, possessing with intent to deliver, dispensing,

manufacturing, transporting, administering or distributing a controlled substance may be subject to an enhanced sentence of an additional term of imprisonment of ten (10) years if the offense is committed on or within one thousand feet (1000') of the real property of:

- A city or state park;
- A public or private elementary or secondary school, public vocational school, or private or public college or university.

Possession of more than four ounces of marijuana or possessing it in a form to facilitate distribution is a felony offense. Possession of any usable amount of any other illegal narcotic is a felony. The penalties range from probation to life in prison. In an effort to combat the manufacture of methamphetamine, legislation exists to control ephedrine, pseudoephedrine, and phenylpropanolamine. Possession of more than five grams of ephedrine or more than nine grams of pseudoephedrine or phenylpropanolamine is a felony and prima facie evidence of the intent to manufacture methamphetamine. These substances are often found in over-the-counter sinus medications and diet pills.

The Federal laws that pertain to the use of alcohol or drugs, Publication 101-226, states that any person using illegal drugs cannot receive any type of financial aid. If employees are using illegal drugs, the College can have all federal aid denied from the federal government.

### Arkansas Alcohol Laws

Arkansas State Code 3-3-203 states it is illegal for a person under 21 years of age to purchase, possess, or consume any alcoholic beverage.

Any person convicted of driving while intoxicated (Code 5-65-103 over 21) or driving under the influence (Code 5-65-304 under 21) will lose his/her driving privileges, pay a fine and may have to serve jail time.

No person under the age of 21 may legally consume or possess alcohol in Arkansas. It is illegal to be so intoxicated in a public place that you are likely to endanger yourself or others or be unreasonably annoying to others. This is a class C misdemeanor, (with a class A as the most serious), and may result in fines and incarceration.

Driving a motor vehicle with .08% or more blood alcohol content is a class A misdemeanor that, in addition to incarceration and heavy fines, will result in a suspension of driving privileges from 120-180 days for the first offense.

Driving with a license suspended for DWI may result in incarceration for ten days and a \$1,000 fine. Refusing the chemical test for blood alcohol content may result in a 180-day suspension of driving privileges for the first offense. In the event of an accident involving a fatality, a blood alcohol content of .08% or

higher may result in a charge of manslaughter, even though the driver did not set out to intentionally harm anyone.

A person under the age of 21 operating a motor vehicle with .02% but less than .08% blood alcohol content commits the offense of Underage Driving Under the Influence. The penalties include suspension of driving privileges for up to 120 days for the first offense, fines up to \$500, public service work at the discretion of the court, and mandatory attendance at an alcohol and driving education program.

Arkansas statutes 5-27-501 through 503 are aimed at preventing persons under 21 from using altered identification to purchase alcohol.

Manufacturing, altering, or distributing altered personal identification for this purpose is a Class C Felony punishable by up to ten years in prison.

Possessing altered identification is a class B misdemeanor punishable by up to 90 days in jail and revocation of driving privileges for up to 12 months or age 18, whichever is shortest.

### **Enforcement of Federal and State Alcohol and Drug Laws**

The BRTC Police Department works with agencies within the jurisdiction of BRTC campuses and locations to enforce all state and local liquor laws, including those for underage drinkers. The BRTC Police Department works with agencies within the jurisdiction of BRTC campuses and locations to enforce all state and local laws regarding prescription drugs and controlled substances. BRTC Police Department will work with federal agencies when needed to enforce any applicable federal laws.

### **Drug and Alcohol Counseling and Services**

Drug treatment referral programs are available for students/employees of BRTC. Information about various drug and alcohol referral programs may be obtained by contacting Human Resources at (870) 248-4032 or the Dean of Students/Director of Student Development at (870) 248-4158. BRTC wants every student/employee to be aware of the physical, mental, and legal ramifications that can be associated with the possession, use, or distribution of illegal drugs on our campus or at a college sponsored function.

### **Disciplinary Policy**

In keeping with the College's values, sanctions are designed to promote the College's educational mission. Sanctions may also serve to promote safety or to deter students from behavior which harms, harasses, or threatens people or property. Some behaviors are so harmful to the College community or the educational process that they may require more serious sanctions:

- removal from specific courses or activities;

- suspension from the College; or
- expulsion.

In an effort to be developmental and educative, The Director of Student Development's office is less concerned in administering "punishment/sanctions" for student conduct violations as it is concerned about a student's willingness to take personal responsibility for their actions along with an understanding of how the student's behavior affects others and how engaging in that behavior may affect the student's personal and professional future.

Disciplinary sanctions will draw upon the experience and professional judgment of the Director of Student Development and upon a range of disciplinary techniques. Disciplinary sanctions in response to violations of the Student Code of Conduct will be correlated to the seriousness of the offense, the effect of the misconduct on the College environment, the student's record of misconduct, the student's willingness to take personal responsibility for their actions, and statutory requirements. Because of these factors, sanctions for a particular offense (unless specified by law) may bring into use varying techniques and responses. Possible disciplinary sanctions include, but are not limited to the following:

- Formal warning: A formal notice that the Code has been violated and that future violations will be dealt with more severely.
- Disciplinary probation: Implies that the individual's standing with the College is in jeopardy and that further negligent or willful violations will normally result in suspension or expulsion.
- Restitution: Compensation for loss, damage, service, or material replacement.
- Class or workshop attendance: Enrollment and completion of a class or workshop that could help the student understand why his or her behavior was inappropriate (for example, completion of an online class or workshop pertaining to anger management or three counseling sessions with the Director of Student Development).
- Removal from specific courses or activities.
- Restriction from entering specific college areas and/or forms of contact with certain persons.
- Counseling, Psychological Evaluation, or Treatment as deemed appropriate.
- Suspension: Separation from the College for a specified period of time or until certain conditions are met.
- Expulsion: Permanent separation from the College.
- Interim Suspension: Immediate but temporary suspension of a student or individual by a college administrative official on the grounds of campus and individual safety.

- Interim Action: Any temporary action imposed by a college administrative official on the grounds of campus and individual safety.
- More than one of the sanctions listed above may be imposed for any single violation.

All sanctions imposed upon a student shall remain in effect while the student is enrolled at BRTC. If a student re-enrolls in the college at a later date the sanctions shall still be in effect.

Students who have prior disciplinary sanctions imposed and commit further violations of the student handbook or BRTC policies are subject to further disciplinary sanctions. Instances of specific academic program violations or program removal shall be deemed as student disciplinary sanctions and may be considered for further college disciplinary action up to and including suspension and expulsion.

The sanctions imposed under these standards do not diminish or replace the penalties available under generally applicable civil or criminal laws. Students are reminded that many violations of the Code including harassment, assault, threats, and other behavior, may violate various local, state, and federal laws.

The disciplinary process and procedures can be found in the BRTC Student Handbook, accessible by visiting the following link:

<https://blackrivertech.edu/students/course-catalogs/>

## **BRTC Sexual Harassment and Sexual Assault Policy**

Sexual harassment is a form of sex discrimination prohibited by Title VII of the Civil Rights Act of 1964 and by Title IX of the Education Amendments of 1972. BRTC is committed to providing its faculty, staff, and students with an environment free from explicit and implicit sexual behavior used to control, influence, or affect the well-being of any member of the BRTC community. Sexual harassment by any person is inappropriate and unacceptable. Those who engage in sexual harassment may be subject to disciplinary action by the College, as well as legal consequences, including civil and criminal penalties.

BRTC prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking.

- **Dating Violence** – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- **Domestic Violence** – A felony or misdemeanor crime of violence committed:
  - By a current or former spouse or intimate partner of the victim;

- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or,
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- **Sexual Assault** – Sexual assault is a crime defined by the Arkansas Criminal Code and is an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR Program.
  - Rape – The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person without the consent of the victim.
  - Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
  - 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.
- **Stalking** – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: fear for the person's safety or the safety of others; or, suffer substantial emotional distress.
  - Course of conduct – Two or more acts, including but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
  - Substantial Emotional Distress – Significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

## What is Consent<sup>1</sup>?

Consent is an agreement between participants to engage in sexual activity. Consent should be clearly and freely communicated. A verbal and affirmative expression of consent can help both you and your partner to understand and respect each other's boundaries.

Consent cannot be given by individuals who are underage, intoxicated or incapacitated by drugs or alcohol, or asleep or unconscious. If someone agrees to an activity under pressure of intimidation or threat, that isn't considered consent because it was not given freely. Unequal power dynamics, such as engaging in sexual activity with an employee or student, also mean that consent cannot be freely given.

Resources are available to members of the BRTC community concerning sexual assault, sexual harassment, dating violence, domestic violence, and stalking are available through the BRTC Police Department and the Office of Student Affairs.

Additional resources:

- **Sexual Assault**
  - <https://neafamilycrisiscenter.org/>
  - <https://www.arkcasa.org/>
  - <https://www.rainn.org>
  
- **Sexual Harassment**
  - <https://www.eeoc.gov/sex-based-discrimination>
  - <https://www.aauw.org/app/uploads/2020/03/Crossing-the-Line-Sexual-Harassment-at-School.pdf>
  
- **Dating Violence**
  - <https://neafamilycrisiscenter.org/>
  - <https://www.arkcasa.org/>
  - <http://www.rainn.org>
  
- **Domestic Violence**
  - <https://domesticpeace.com/>
  
- **Stalking**
  - <https://www.stalkingawareness.org/>

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<sup>1</sup> <https://rainn.org/articles/what-is-consent>



## **BRTC Title IX Policy**

Black River Technical College is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities that are free from discrimination, harassment, and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, Black River Technical College has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of protected class status, and for allegations of retaliation. Black River Technical College values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved.

Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved. Sexual harassment, as an umbrella category, includes the offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, and is defined as:

Conduct on the basis of sex that satisfies one or more of the following:

1. Quid Pro Quo:
  - a) An employee of Black River Technical College,
  - b) Conditions the provision of an aid, benefit, or service of Black River Technical College,
  - c) On an individual's participation in unwelcome sexual conduct; and/or
2. Sexual harassment:
  - a) Unwelcome conduct
  - b) Determined by a reasonable person
  - c) To be so severe, and
  - d) Pervasive, and
  - e) Objectively offensive
  - f) That it effectively denies a person equal access to Black River Technical College's education program or activity.
3. Sexual assault, defined as:
  - a) Any sexual act directed against a Complainant,
    - i. Without their consent, or
    - ii. Instances in which the Complainant is incapable of giving consent
  - b) Incest:
    - i. Non-forcible sexual intercourse,
    - ii. Between persons who are related to each other,

- iii. Within the degrees wherein marriage is prohibited by Arkansas law.
- c) Statutory Rape:
  - i. Non-forcible sexual intercourse, with a person who is under the statutory age of consent.
- 4. Dating Violence, defined as:
  - a) Violence,
  - b) On the basis of sex,
  - c) Committed by a person,
  - d) Who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
    - i. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition:

- o Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- o Dating violence does not include acts covered under the definition of domestic violence.

- 5. Domestic Violence, defined as:
  - a) Violence,
  - b) On the basis of sex,
  - c) Committed by a current or former spouse or intimate partner of the Complainant,
  - d) By a person with whom the Complainant shares a child in common, or
  - e) By a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or
  - f) By a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Arkansas or
  - g) By any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Arkansas.

\*To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

6. Stalking, defined as:
- a) Engaging in a course of conduct,
  - b) On the basis of sex,
  - c) Directed at a specific person, that
    - i. Would cause a reasonable person to fear for the person's safety, or
    - ii. The safety of others; or
    - iii. Suffer substantial emotional distress.

For the purposes of this definition—

- a) Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- b) Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
- c) Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

## **Counseling Information**

Counseling for victims of sexual harassment or sexual assault can be obtained by contacting the BRTC Title IX Coordinator at (870) 248-4067. Additional counseling resources may be obtained by contacting the Director of Student Development at (870) 248-4158.

As exciting and enjoyable as college can be, there are times when the stress of juggling studying, working and a personal life may be overwhelming and frustrating. Failure to manage this stress may lead to anxiety, substance abuse, depression and suicidal thoughts. The Director of Student Development is available to assist students and refer to them to professional counseling services. Communications with students will be held confidential, where permitted by law.

The Director of Student Development can be contacted via the following:

- Phone call: (870) 248-4158
- Text message: (870) 860-8628
- Email: [dane.dillion@blackrivertech.edu](mailto:dane.dillion@blackrivertech.edu)
- Office: AD 120-F

## **Procedures for Victims of Sexual Assault**

If you have been sexually assaulted recently or some time ago, you may be experiencing a wide range of feelings, from shock, fear, disbelief, recurring memories, outrage, confusion, sadness, despair, and anger. Please do not lose hope. All of your feelings are valid. You did not deserve this and the offender is the only person who should be blamed.

### **Who to Contact**

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The BRTC Police Department strongly advocates that a victim of sexual assault reports the incident in a timely manner. Time is a critical factor for evidence collection and preservation.

A sexual assault should be reported to a law enforcement agency appropriate to the location of the campus; and/or the BRTC Police Department; and/or to a Campus Security Authority (CSA). Filing a police report with a law enforcement agency or with BRTC police officers will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Please be aware that if you go to the hospital, the staff will most likely report the assault to the police. It is up to you, however, to decide if you want to talk to the officer or not.

### **Preservation of Evidence**

Do not shower, eat, drink, smoke, comb your hair, urinate, douche, or change clothes before going to the emergency room. Valuable evidence of the assault remains on your body and clothes. However, if you have already done these things, please don't let this stop you from seeking medical care. If you have changed clothes, place the clothes you were wearing during the assault in a paper bag and take them to the hospital with you.

### **Seek Medical Attention**

A doctor or nurse can check for injuries that may not be visible. Hospital staff can also treat you for possible Sexually Transmitted Infections and provide Emergency Contraception if you are at risk for becoming pregnant. Hospital staff may also perform a sexual assault forensic exam to collect evidence, but only with your consent. The victim is not charged for this exam as it is paid for by the State of Arkansas.

If you believe you were given a date rape drug, wait to urinate until you arrive at the hospital. However, if you can't wait, collect your first urine in a clean container with a lid and take it to the emergency room or police station with you. Also, be sure to tell the emergency room personnel your symptoms and that you believe you were given a date rape drug so they can take the necessary samples.

### **Consider Reporting to Law Enforcement**

Even if the victim reports the incident to an entity that is not a law enforcement agency, they can still report the incident, even at a later time, to the law enforcement agency that has jurisdiction. Any official on campus is able to assist a victim in contacting the proper law enforcement agency.

### **Counseling and Assistance**

Any victim who reports an incident to a campus official will be advised of counseling services. Counseling for victims of sexual harassment or sexual assault can be obtained by contacting the BRTC Title IX Coordinator at (870) 248-4067. Additional counseling resources may be obtained by contacting the Director of Student Development at (870) 248-4158.

The following information comes from the Arkansas Coalition Against Sexual Assault<sup>2</sup>, and reiterates what to do if you have been raped:

- If you are in immediate danger, please call 911.
- Go to a safe place.
- Call someone you trust for emotional support.
- Contact your nearest rape crisis center for an advocate to answer questions, provide emotional support and accompaniment to the hospital or with law enforcement.
  - Arkansas Crisis Intervention Center
    - (800) 359-0056
  - Family Crisis Center of NEA
    - (870) 933-9449
  - Rape, Abuse & Incest National Network Hotline
    - (800) 656-4673

Remember that you are an important person, deserving of the best treatment possible. Your local rape crisis center can assist you with crisis counseling and provide helpful information.

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<sup>2</sup> <https://www.arkcasa.org/>

## **Disciplinary Procedure Involving Sexual Assault**

If a victim of sexual assault so desires and all parties involved are members of the BRTC community, the incident can be referred to the Office of Student Affairs to be adjudicated. If the accused is a student, an official complaint must be directed to the Director of Student Development. If the accused is a BRTC employee, an official complaint must be directed to Human Resources. Any disciplinary action taken by the Office of Student Affairs or Human Resources is completely separate from any criminal action that may be taken.

The victim has the right to change academic or working arrangements, if requested and it is reasonably available. Both the victim and the accused have the option of having others present during administrative judicial hearings. These individuals are for a support capacity only and may not represent the victim or accused. Both the victim and the accused will be notified of the outcome of any administrative hearing. A complete outline of student conduct process may be found in the BRTC Student Handbook.

In some instances, it may be appropriate for BRTC students, faculty, and staff members to use the institution's formal grievance procedures to address grievances related to allegations of sexual assault. Student, faculty and staff grievance procedures are described in the BRTC Student Handbook, BRTC Policy and Procedure Manual, and on the BRTC website.

Upon request, the institution will disclose the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of any crime of violence or non-forcible sex offense to the alleged victim, or next of kin if the victim is deceased.

## **Sanctions Involving Sexual Assault**

Sanctions for employee violation of the Policy and Procedure Manual will be determined by the appropriate college administrators, and may include termination of employment. Disciplinary actions and sanctions for student violation of the Code of Conduct will be determined by the Director of Student Development, and may include expulsion.

A student may appeal any decision in accordance with the appeals process outlined in the BRTC Student Handbook and the BRTC Title IX Policy. An employee may appeal any decision in accordance with the appeals process outlined in the BRTC Policy and Procedure Manual or BRTC Title IX Policy.

Potential sanctions for a finding or plea of "responsible" or "guilty" for an offense of sexual assault committed by a student are listed in the "Disciplinary Policy" section within this document. Potential sanctions for a finding or plea of "responsible" or "guilty" for an offense of sexual assault committed by a BRTC employee are listed in Policy 2175 and Procedure 1007.

## **Procedures for Victims of Sexual Harassment**

Sexual harassment can take on many forms and will vary with the particular circumstances. Examples of unlawful sexual harassment may include, but are not limited to, the following: unwanted flirtations, advances and/or propositions of a sexual nature; deprecating remarks, insults, humor, jokes and/or anecdotes that belittle or demean an individual's body or clothing; unwelcome and/or offensive displays of sexually suggestive objects or pictures; unwelcome and offensive touching, such as patting, pinching, hugging or repeated brushing against an individual's body; sexual assault; and/or suggestions that submission to or rejection of sexual advances will affect decisions regarding such matters as an individual's work assignments, status, salary, benefits or other terms or conditions of employment.

### **Who to Contact**

Instances of sexual harassment should be reported to a Title IX team member; and/or a law enforcement agency appropriate to the location of the campus; and/or the BRTC Police Department; and/or to a Campus Security Authority (CSA). Filing a police report with a law enforcement agency or with BRTC police officers will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers.

### **Preservation of Evidence**

It is important that a victim of sexual harassment make notes of dates and times of the inappropriate and unwanted activities against them. If anyone else witnessed the alleged harassment, those names should be written down for future reference if needed. This information will be invaluable to the investigation.

### **Counseling and Assistance**

Any victim who reports an incident to a campus official will be advised of counseling services. Counseling for victims of sexual harassment or sexual assault can be obtained by contacting the BRTC Title IX Coordinator at (870) 248-4067. Additional counseling resources may be obtained by contacting Human Resources at (870) 248-4032 or the Director of Student Development at (870) 248-4158.

## **Disciplinary Procedure Involving Sexual Harassment**

From the BRTC Policy and Procedure Manual (2117):

“Black River Technical College is committed to the maintenance of a working and academic environment free from all forms of sexual harassment. Sexual harassment is a violation of college policy as well as state and federal law and will not be tolerated. It is also a violation of the Black River Technical College’s policy against sexual harassment for any employee or student at the college to attempt in any way to retaliate against a person who makes a claim of sexual harassment. Any individual found to have violated the College’s policy against sexual harassment will be subject to appropriate disciplinary action including, but not limited to, reprimand, suspension, termination, or expulsion. Any disciplinary action taken will depend upon the severity of the offense. The Sexual Harassment Policy adopted by Black River Technical College can be found in Article VIII of this Policies and Procedures Manual under Bylaws of Black River Technical College Board of Trustees, Section VI. This policy defines sexual harassment and establishes a procedure whereby alleged sexually harassed faculty, staff, and students may lodge a complaint immediately and confidentially.”

If the accused is a student, an official complaint must be directed to the Director of Student Development. If the accused is a BRTC employee, an official complaint must be directed to Human Resources. Any disciplinary action taken by the Office of Student Affairs or Human Resources is completely separate from any criminal action that may be taken.

The victim has the right to change academic or working arrangements, if requested and it is reasonably available. Both the victim and the accused have the option of having others present during administrative judicial hearings. These individuals are for a support capacity only and may not represent the victim or accused. Both the victim and the accused will be notified of the outcome of any administrative hearing. A complete outline of student conduct process may be found in the BRTC Student Handbook.

In some instances, it may be appropriate for BRTC students, faculty, and staff members to use the institution’s formal grievance procedures to address grievances related to allegations of sexual assault. Student, faculty and staff grievance procedures are described in the BRTC Student Handbook, BRTC Policy and Procedure Manual, and on the BRTC website.

Upon request, the institution will disclose the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of any crime of violence or non-forcible sex offense to the alleged victim, or next of kin if the victim is deceased.



## **Sanctions Involving Sexual Harassment**

Sanctions for employee violation of the Policy and Procedure Manual will be determined by the appropriate college administrators, and may include termination of employment. Disciplinary actions and sanctions for student violation of the Code of Conduct will be determined by the Director of Student Development, and may include expulsion.

A student may appeal any decision in accordance with the appeals process outlined in the BRTC Student Handbook and the BRTC Title IX Policy. An employee may appeal any decision in accordance with the appeals process outlined in the BRTC Policy and Procedure Manual or BRTC Title IX Policy.

Potential sanctions for a finding or plea of “responsible” or “guilty” for an offense of sexual assault committed by a student are listed in the “Disciplinary Policy” section within this document. Potential sanctions for a finding or plea of “responsible” or “guilty” for an offense of sexual assault committed by a BRTC employee are listed in Policy 2175 and Procedure 1007.

## **Procedures for Victims of Dating Violence**

### **Who to Contact**

If you are a victim of dating violence at this institution, your first priority should be to get to a place of safety. If you are in immediate danger, please call 911. You should then obtain necessary medical treatment. The BRTC Police Department strongly advocates that a victim of dating violence reports the incident in a timely manner. Time is a critical factor for evidence collection and preservation.

Dating violence should be reported to a law enforcement agency appropriate to the location of the campus; and/or the BRTC Police Department; and/or to a Campus Security Authority (CSA). Filing a police report with a law enforcement agency or with BRTC police officers will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Please be aware that if you go to the hospital, the staff will most likely report the assault to the police. It is up to you, however, to decide if you want to talk to the officer or not.

### **Preservation of Evidence**

It is important that a victim of dating violence contacts the appropriate authorities immediately, as physical evidence of the crime is important to effective prosecution of the violator. Pictures of bruises, cuts, and/or other injuries must be taken by authorities for evidence. Statements of what

happened need to be recorded or written down as soon as possible. Contact law enforcement and BRTC police immediately.

### **Seek Medical Attention**

A doctor or nurse can check for injuries that may not be visible. Hospital staff can also refer you to appropriate mental health services to help you process the traumatic experience you just endured.

### **Consider Reporting to Law Enforcement**

Even if the victim reports the incident to an entity that is not a law enforcement agency, they can still report the incident, even at a later time, to the law enforcement agency that has jurisdiction. Any official on campus is able to assist a victim in contacting the proper law enforcement agency.

### **Counseling and Assistance**

Any victim who reports an incident to a campus official will be advised of counseling services. Counseling for victims of sexual harassment or sexual assault can be obtained by contacting the BRTC Title IX Coordinator at (870) 248-4067. Additional counseling resources may be obtained by contacting Human Resources at (870) 248-4032 or the Director of Student Development at (870) 248-4158.

### **Disciplinary Procedure Involving Dating Violence**

If the accused is a student, an official complaint must be directed to the Director of Student Development. If the accused is a BRTC employee, an official complaint must be directed to Human Resources. Any disciplinary action taken by the Office of Student Affairs or Human Resources is completely separate from any criminal action that may be taken.

The victim has the right to change academic or working arrangements, if requested and it is reasonably available. Both the victim and the accused have the option of having others present during administrative judicial hearings. These individuals are for a support capacity only and may not represent the victim or accused. Both the victim and the accused will be notified of the outcome of any administrative hearing. A complete outline of student conduct process may be found in the BRTC Student Handbook.

In some instances, it may be appropriate for BRTC students, faculty, and staff members to use the institution's formal grievance procedures to address grievances related to allegations of sexual assault. Student, faculty and staff

grievance procedures are described in the BRTC Student Handbook, BRTC Policy and Procedure Manual, and on the BRTC website.

Upon request, the institution will disclose the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of any crime of violence or non-forcible sex offense to the alleged victim, or next of kin if the victim is deceased.

### **Sanctions Involving Dating Violence**

Sanctions for employee violation of the Policy and Procedure Manual will be determined by the appropriate college administrators, and may include termination of employment. Disciplinary actions and sanctions for student violation of the Code of Conduct will be determined by the Director of Student Development, and may include expulsion.

A student may appeal any decision in accordance with the appeals process outlined in the BRTC Student Handbook and the BRTC Title IX Policy. An employee may appeal any decision in accordance with the appeals process outlined in the BRTC Policy and Procedure Manual or BRTC Title IX Policy.

Potential sanctions for a finding or plea of “responsible” or “guilty” for an offense of sexual assault committed by a student are listed in the “Disciplinary Policy” section within this document. Potential sanctions for a finding or plea of “responsible” or “guilty” for an offense of sexual assault committed by a BRTC employee are listed in Policy 2175 and Procedure 1007.

### **Procedures for Victims of Domestic Violence**

#### **Who to Contact**

If you are a victim of domestic violence at this institution, your first priority should be to get to a place of safety. If you are in immediate danger, please call 911. You should then obtain necessary medical treatment. The BRTC Police Department strongly advocates that a victim of domestic violence reports the incident in a timely manner. Time is a critical factor for evidence collection and preservation.

Domestic violence should be reported to a law enforcement agency appropriate to the location of the campus; and/or the BRTC Police Department; and/or to a Campus Security Authority (CSA). Filing a police report with a law enforcement agency or with BRTC police officers will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Please be aware that if you go to the hospital, the staff will most likely report the assault to the police. It is up to you, however, to decide if you want to talk to the officer or not.

## **Preservation of Evidence**

It is important that a victim of domestic violence contacts the appropriate authorities immediately, as physical evidence of the crime is important to effective prosecution of the violator. Pictures of bruises, cuts, and/or other injuries must be taken by authorities for evidence. Statements of what happened need to be recorded or written down as soon as possible. Contact law enforcement and Campus Safety immediately.

## **Seek Medical Attention**

A doctor or nurse can check for injuries that may not be visible. Hospital staff can also refer you to appropriate mental health services to help you process the traumatic experience you just endured.

## **Consider Reporting to Law Enforcement**

Even if the victim reports the incident to an entity that is not a law enforcement agency, they can still report the incident, even at a later time, to the law enforcement agency that has jurisdiction. Any official on campus is able to assist a victim in contacting the proper law enforcement agency.

## **Counseling and Assistance**

Any victim who reports an incident to a campus official will be advised of counseling services. Counseling for victims of sexual harassment or sexual assault can be obtained by contacting the BRTC Title IX Coordinator at (870) 248-4067. Additional counseling resources may be obtained by contacting Human Resources at (870) 248-4032 or the Director of Student Development at (870) 248-4158.

## **Disciplinary Procedure Involving Domestic Violence**

If the accused is a student, an official complaint must be directed to the Director of Student Development. If the accused is a BRTC employee, an official complaint must be directed to Human Resources. Any disciplinary action taken by the Office of Student Affairs or Human Resources is completely separate from any criminal action that may be taken.

The victim has the right to change academic or working arrangements, if requested and it is reasonably available. Both the victim and the accused have the option of having others present during administrative judicial hearings. These individuals are for a support capacity only and may not represent the victim or accused. Both the victim and the accused will be

notified of the outcome of any administrative hearing. A complete outline of student conduct process may be found in the BRTC Student Handbook.

In some instances, it may be appropriate for BRTC students, faculty, and staff members to use the institution's formal grievance procedures to address grievances related to allegations of sexual assault. Student, faculty and staff grievance procedures are described in the BRTC Student Handbook, BRTC Policy and Procedure Manual, and on the BRTC website.

Upon request, the institution will disclose the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of any crime of violence or non-forcible sex offense to the alleged victim, or next of kin if the victim is deceased.

### **Sanctions Involving Domestic Violence**

Sanctions for employee violation of the Policy and Procedure Manual will be determined by the appropriate college administrators, and may include termination of employment. Disciplinary actions and sanctions for student violation of the Code of Conduct will be determined by the Director of Student Development, and may include expulsion.

A student may appeal any decision in accordance with the appeals process outlined in the BRTC Student Handbook and the BRTC Title IX Policy. An employee may appeal any decision in accordance with the appeals process outlined in the BRTC Policy and Procedure Manual or BRTC Title IX Policy.

Potential sanctions for a finding or plea of "responsible" or "guilty" for an offense of sexual assault committed by a student are listed in the "Disciplinary Policy" section within this document. Potential sanctions for a finding or plea of "responsible" or "guilty" for an offense of sexual assault committed by a BRTC employee are listed in Policy 2175 and Procedure 1007.

### **Procedures for Victims of Stalking**

When to suspect stalking? According to VictimConnect.org, you may be a victim of stalking if someone:

- Repeatedly calls your phone, including hang-ups
- Follows you and shows up wherever you are
- Sends unwanted gifts, letters, texts, or emails
- Damages your home, car, or other property
- Monitors your phone calls or computer use, possibly through spyware
- Uses technology, like hidden cameras or global positioning systems (GPS), to track where you go
- Drives by or lingers near your home, school, or work

- Threatens to hurt you, your family, friends, or pets
- Performs other actions that control, track, or frighten you
- Uses other people to try to communicate with you, like children, family, or friends

If you have been stalked, you may:

- Be fearful of what the stalker is capable of doing
- Feel vulnerable, unsafe, or not know who to trust
- Feel depressed, hopeless, angry, anxious, irritable, on-edge, and hypervigilant
- Have flashbacks, disturbing thoughts, feelings, or memories
- Feel confused, frustrated, or isolated because other people don't understand why you are afraid
- Miss work or school for fear of seeing your stalker
- Change your normal or preferred social media habits

### **Who to Contact**

If you are a victim of stalking at this institution, your first priority should be to get to a place of safety. If you are in immediate danger, please call 911. The BRTC Police Department strongly advocates that a victim of stalking reports the incident in a timely manner. Time is a critical factor for evidence collection and preservation.

Stalking should be reported to a law enforcement agency appropriate to the location of the campus; and/or the BRTC Police Department; and/or to a Campus Security Authority (CSA). Filing a police report with a law enforcement agency or with BRTC police officers will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Please be aware that if you go to the hospital, the staff will most likely report the assault to the police. It is up to you, however, to decide if you want to talk to the officer or not.

### **Preservation of Evidence**

It is important that a victim of stalking contacts the appropriate authorities immediately. The victim should make note of the date and time of each incident in the course of conduct by the offender. Taking notes of how the offender is stalking you is important. Use the above indicators as a useful guide in documenting evidence. This information is important to effective prosecution and/or discipline of the violator. Statements of each incident from both the victim and other witnesses need to be recorded or written down as soon as possible. Contact law enforcement and Campus Safety immediately.

## **Consider Reporting to Law Enforcement**

Even if the victim reports the incident to an entity that is not a law enforcement agency, they can still report the incident, even at a later time, to the law enforcement agency that has jurisdiction. Any official on campus is able to assist a victim in contacting the proper law enforcement agency.

## **Counseling and Assistance**

Any victim who reports an incident to a campus official will be advised of counseling services. Counseling for victims of sexual harassment or sexual assault can be obtained by contacting the BRTC Title IX Coordinator at (870) 248-4067. Additional counseling resources may be obtained by contacting Human Resources at (870) 248-4032 or the Director of Student Development at (870) 248-4158.

## **Disciplinary Procedure Involving Stalking**

If the accused is a student, an official complaint must be directed to the Director of Student Development. If the accused is a BRTC employee, an official complaint must be directed to Human Resources. Any disciplinary action taken by the Office of Student Affairs or Human Resources is completely separate from any criminal action that may be taken.

The victim has the right to change academic or working arrangements, if requested and it is reasonably available. Both the victim and the accused have the option of having others present during administrative judicial hearings. These individuals are for a support capacity only and may not represent the victim or accused. Both the victim and the accused will be notified of the outcome of any administrative hearing. A complete outline of student conduct process may be found in the BRTC Student Handbook.

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Upon request, the institution will disclose the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of any crime of violence or non-forcible sex offense to the alleged victim, or next of kin if the victim is deceased.

## **Sanctions Involving Stalking**

Sanctions for employee violation of the Policy and Procedure Manual will be determined by the appropriate college administrators, and may include termination of employment. Disciplinary actions and sanctions for student violation of the Code of Conduct will be determined by the Director of Student Development, and may include expulsion.

A student may appeal any decision in accordance with the appeals process outlined in the BRTC Student Handbook and the BRTC Title IX Policy. An employee may appeal any decision in accordance with the appeals process outlined in the BRTC Policy and Procedure Manual or BRTC Title IX Policy.

Potential sanctions for a finding or plea of “responsible” or “guilty” for an offense of sexual assault committed by a student are listed in the “Disciplinary Policy” section within this document. Potential sanctions for a finding or plea of “responsible” or “guilty” for an offense of sexual assault committed by a BRTC employee are listed in Policy 2175 and Procedure 1007.

## **Missing Persons Policy**

If a member of the college community has reason to believe that a student is missing, he or she should immediately notify BRTC Campus Police. The BRTC Police Department will generate a missing person report and initiate an investigation, and if the person is determined to be missing, will initiate the required notifications as per federal law.

## **Preparing the Annual Disclosure of Crime Statistics**

The Clery Report is compiled by Black River Technical College Police Department. Crime and arrest statistics for the report are compiled from incident reports from the files of the BRTC Police Department, Randolph County Sheriff’s Department, Pocahontas Police Department, Greene County Sheriff’s Department, Paragould Police Department, and any other jurisdiction in which BRTC-controlled property exists. Disciplinary referral statistics are provided by the BRTC Director of Student Development.

The BRTC Police Department posts incidents in the daily crime log within two business days of receiving a report of an incident, and, in accordance with Clery Act requirements, may exclude incidents from the log in certain circumstances, particularly those in which inclusion may compromise the investigation.



## **Clery Reportable Crimes**

### **Criminal Homicide**

- Murder and non-negligent manslaughter
  - The willful (non-negligent) killing of one human being by another.
- Negligent manslaughter
  - The killing of another person through gross negligence.
    - Gross negligence is defined as the intentional failure to perform a manifest duty in reckless disregard of the consequences as affecting the life or property of another.

### **Forcible Sex Offenses**

Defined as any sexual contact 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 to forcibly or not against the person's will, where the victim is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity (or because of his or her youth). This offense includes the forcible rape of both males and females.
- 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 or her youth or because of his or 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 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.
    - An object or instrument is anything used by the offender other than the offender's genitalia. Examples are a finger, bottle, handgun, stick, etc.
- 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.

### **Non-forcible sex offenses**

Defined as 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.

### **Robbery**

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

### **Aggravated Assault**

An unlawful attack by one person, upon another, for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by a 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 that 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 a felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts at these offenses.

### **Motor Vehicle Theft**

The theft or attempted theft of a motor vehicle. (Motor vehicle theft is classified as any case where an automobile is taken by a person not having lawful access, even if the vehicle is later abandoned, including joy riding.)

### **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.

## Other Offenses

- Liquor law violations
  - Defined as the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages. Does not include driving under the influence and drunkenness.
  - This involves the violation of laws or ordinances prohibiting:
    - Manufacture, sale, transporting, furnishing, possessing of intoxicating liquor
    - Maintaining unlawful drinking places
    - Bootlegging
    - Operating a still
    - Furnishing liquor to a minor or intemperate person
    - Underage possession
    - Using a vehicle for illegal transportation of liquor
    - Drinking on a train or public conveyance
    - Attempts to commit any of the above
  - Drunkenness and DUI are not included in this definition.
- Drug abuse violations
  - Defined as the violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use.
  - The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance.
  - Arrests for violations of state and local laws, specifically those 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)
    - Dangerous non-narcotic drugs (barbiturates, Benzedrine)
- Weapons Carrying, Possessing, Etc.
  - Defined as the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.
  - Violations of this prohibition include:
    - Manufacture, sale, or possession of deadly weapons
    - Carrying deadly weapons, concealed or openly

- Using, manufacturing, etc., of silencers
- Furnishing deadly weapons to minors
- Aliens possessing deadly weapons
- Attempts to commit any of the above
- This type of violation is not limited to “deadly” weapons; it also applies to weapons used in a deadly manner.

## **Hate Crimes**

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

Although there are many possible categories of bias, under Clery, only the following six categories are reported:

- Race
  - A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).
- Gender
  - A preformed negative opinion or attitude toward a group of persons because those persons are male or female.
- Religion
  - A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).
- Sexual orientation
  - A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).
- Ethnicity/national origin
  - A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions (e.g., Arabs, Hispanics).
- Disability
  - A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or

permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

For Clery purposes, hate crimes include any offense in the following two groups that is motivated by bias:

- **Group A**
  - Murder and non-negligent manslaughter
  - Forcible sex offenses
  - Non-forcible sex offenses
  - Robbery
  - Aggravated assault
  - Burglary
  - Motor Vehicle Theft
  - Arson
  
- **Group B**
  - Larceny-Theft
    - The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
  - 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 lacerations, 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

Constructive possession – The condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

## **Violence Against Women Act of 2017 (VAWA) Reportable Crimes**

**Dating violence** – The term “dating violence” means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

**Domestic violence** – The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

**Stalking** – The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for his or her safety or the safety of others, or (b) suffer substantial emotional distress.

## Clery Reportable Locations

### 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).
- At BRTC, On-Campus buildings or property include:
  - **Main Campus**  
1410 Highway 304 East  
Pocahontas, AR 72455
  - **Paragould Location**  
1 Black River Drive  
Paragould, AR 72450
  - **BRTC Fire Training Academy**  
114 Wilson Dr  
Walnut Ridge, AR 72476
  - **The Armory at BRTC**  
775 E Main St.  
Piggott, AR 72454
  - **BRTC REACH Site: Rice/Upshaw House**  
4558 - 4626 Hwy 93  
Warm Springs, AR 72478
  - **BRTC REACH Site: Looney Tavern**  
1325 Deer Run Trail  
Pocahontas, AR 72455

### On-Campus Student Housing Facilities

- Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.
- At BRTC, there are no on-campus student housing facilities.

### Non-Campus Buildings or Property

- Any building or property owned or controlled by a student organization that is officially recognized by the institution.
- 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.
- At BRTC, non-campus buildings or property include:
  - **Adult Education: Corning**  
302 W Second Street  
Corning, AR 72422
  - **Adult Education: Paragould**  
1105 W. Court Street, Suite C  
Paragould, AR 72450
  - **Adult Education: Walnut Ridge Community Center**  
504 SE Southern Avenue  
Walnut Ridge, AR 72476
  - **Arkansas Methodist Medical Center**  
900 W Kings Highway  
Paragould, AR 72450
  - **G.I.N**  
200-212 N. Pruett Street  
Paragould, AR 72450

### Public Property

- All public property, including thoroughfares, streets, sidewalks, and parking facilities, that are within the campus, or immediately adjacent to and accessible from the campus.
- At BRTC, this includes the public property surrounding each of the on-campus and non-campus buildings or property listed above.



## Clery Reportable Statistics for Most Recent Three-Year Period

OFFENSE	YEAR	ON-CAMPUS PROPERTY	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
MURDER/NON- NEGLIGENT MANSLAUGHTER	2023	0	0	0
	2022	0	0	0
	2021	0	-	0
MANSLAUGHTER BY NEGLIGENCE	2023	0	0	0
	2022	0	0	0
	2021	0	-	0
RAPE	2023	0	0	0
	2022	0	0	0
	2021	0	-	0
FONDLING	2023	0	0	0
	2022	0	0	0
	2021	0	-	0
INCEST	2023	0	0	0
	2022	0	0	0
	2021	0	-	0
STATUTORY RAPE	2023	0	0	0
	2022	0	0	0
	2021	0	-	0
ROBBERY	2023	0	0	0
	2022	0	0	0
	2021	0	-	0
AGGRAVATED ASSAULT	2023	0	0	0
	2022	0	0	0
	2021	0	-	0
BURGLARY	2023	0	0	0
	2022	0	0	0
	2021	0	-	0

<b>OFFENSE</b>	<b>YEAR</b>	<b>ON-CAMPUS PROPERTY</b>	<b>NON-CAMPUS PROPERTY</b>	<b>PUBLIC PROPERTY</b>
MOTOR VEHICLE THEFT	2023	0	0	0
	2022	0	0	0
	2021	0	-	0
ARSON	2023	0	0	0
	2022	0	0	0
	2021	0	-	0
HATE CRIME	2023	0	0	0
	2022	0	0	0
	2021	0	-	0
DOMESTIC VIOLENCE	2023	0	0	0
	2022	0	0	0
	2021	0	-	0
DATING VIOLENCE	2023	0	0	0
	2022	0	0	0
	2021	0	-	0
STALKING	2023	0	0	0
	2022	0	0	0
	2021	0	-	0
ARRESTS: WEAPONS-CARRYING, POSSESSING, ETC	2023	0	0	0
	2022	0	0	0
	2021	0	-	0
ARRESTS: DRUG ABUSE VIOLATIONS	2023	0	0	0
	2022	0	0	0
	2021	0	-	0
ARRESTS: LIQUOR LAW VIOLATIONS	2023	0	0	0
	2022	0	0	0
	2021	0	-	0

<b>OFFENSE</b>	<b>YEAR</b>	<b>ON-CAMPUS PROPERTY</b>	<b>NON-CAMPUS PROPERTY</b>	<b>PUBLIC PROPERTY</b>
DISCIPLINARY ACTION: WEAPONS-CARRYING, POSSESSING, ETC	2023	0	0	0
	2022	0	0	0
	2021	0	-	0
DISCIPLINARY ACTION: DRUG ABUSE VIOLATIONS	2023	0	0	0
	2022	0	0	0
	2021	0	-	0
DISCIPLINARY ACTION: LIQUOR LAW VIOLATIONS	2023	0	0	0
	2022	0	0	0
	2021	0	-	0
UNFOUNDED CRIMES	2023	0		
	2022	0		
	2021	0		

**END OF ANNUAL SECURITY REPORT**  
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