STANDARD OF CONDUCT

By KCTCS regulations, by federal laws, by state laws and in some instances by local ordinances, students, faculty and staff are prohibited from the unlawful possession, use, dispensation, distribution or manufacture of illicit drugs on KCTCS property, on KCTCS business and/or at KCTCS sponsored activities.

The complete code of student conduct is located at http://www.kctcs.edu/Students/Admissions/Academic_Policies/Code_of_Student_Conduct.aspx

TOBACCO POLICY

Hopkinsville Community College recognizes its leadership role in promoting and maintaining a tobacco-free environment. A majority of faculty, staff, and students do not smoke or use tobacco products; tobacco use is objectionable to many non-tobacco users. A report issued by the United States Surgeon General concluded that there is no acceptable level of exposure to secondhand tobacco smoke. Therefore, in conjunction with its efforts to educate students, faculty, staff and the community about the importance of health and safety, Hopkinsville Community College is a tobacco-free institution. Enforcing a tobacco-free policy is possible because the College places value on individual responsibility and leadership. As such, every member of the Hopkinsville Community College community shares equally in the responsibility for adhering to and respectfully enforcing the tobacco-free policy.

Specifically:

A. Tobacco use is prohibited on all College-owned property and within any leased College office and classroom space. The use of all tobacco products, is prohibited on College-owned facilities and facilities leased and controlled by the College.

B. Tobacco use is prohibited in all indoor and outdoor facilities, including entrance steps and ramps, restrooms, pedestrian walkways, parking lots, entryways, and terraces.*

*At this time the policy will not be enforced for those using tobacco inside their private vehicles. Please do not discard cigarette litter in the parking lots.

C. Tobacco use is prohibited in College-owned or leased vehicles.

D. Tobacco products will not be sold in College facilities.

For More Information:

John R. Braun Jr., Operation Manager Safety/Security

Hopkinsville Community College

P. O. Box 2100

Hopkinsville, KY 42241-2100

(270) 707-3795 Office

(270) 498-9150 Mobile

jbraun0008@kctcs.edu

KCTCS is an equal opportunity employer and education institution.

STATISICAL RECORD

Hopkinsville College Violent Crime Statistics

	2010	2011	2012
Murder	0	0	0
Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	2	0	1
Vehicle Theft	0	0	0

Arrests for Non-Violent Crime Statistics

	2010	2011	2012
Liquor Law Violation	0	0	0
Drug Abuse Violation	0	0	0
Weapons Possession	0	0	0

Fort Campbell Campus Violent Crime Statistics

	2010	2011	2012
Murder	0	0	0
Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0

Arrests for Non-Violent Crime Statistics

	2010	2011	2012
Liquor Law Violation	0	0	0
Drug Abuse Violation	0	0	0
Weapons Possession	0	0	0

This crime report may be printed.

To request a copy, contact the Safety and Security Office at (270) 707-3795.

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Crime Awareness and Campus Security Act of 1990

This brochure has been prepared to meet the requirements of the Crime Awareness and Campus Security Act of 1990

KENTUCKY COMMUNITY & TECHNICAL COLLEGE SYSTEM

INTRODUCTION

Hopkinsville Community College welcomes you to our campuses. We want your time on campus to be safe, productive, and enjoyable. This pamphlet has been designed to acquaint you with college policies regarding drugs and alcohol on campus and to offer suggestions on how to protect your property and safeguard yourself while in these college communities. As on all college campuses, Hopkinsville Community College does have incidents of crime. Crime reduction requires the continued active support and involvement of the entire college community. Our goal is to eliminate criminal acts and we urge you to work with us to achieve this goal.

SECURITY POLICIES AND PROCEDURES

Hopkinsville Community College encourages prompt and accurate reporting of all criminal matters occurring on our campuses. All incidents should be reported.

HCC Safety Officer	**(270) 707-3795/498-9150**
Hopkinsville Police	**911 or (270) 890-1500**
Ft Campbell Military Police	**911 or (270) 798-7111/12/13**

All reported incidents of a criminal nature are investigated. If the crime occurs within class hours, students should notify the instructor. It is the instructor's responsibility to notify the safety officer, administration or the local police department and request a police report be completed. If the crime occurs outside class hours, the student or anyone available to offer assistance should notify the proper authorities.

A crime must be reported to the administration of Hopkinsville Community College immediately after a report has been filed with the police department. The crime may be reported to the college Safety Officer during the hours of 8 am - 4:30 pm, Monday through Friday. The Safety Officer will contact the appropriate administrator.

All crimes and hate crimes against persons will be reported to law enforcement.

The following administrators are available to receive reports after 4:30 pm weekdays and on Saturdays:

John Braun, Operation Mngr. Safety/Security (270) 498-9150

Beverly Atwood, Chief Business Affairs Officer (270) 886-7098

Jason Warren, Chief Student Affairs Officer (270) 821-0855

Kristin Wilson, Chief Academic Officer (270) 484-5150

Allisha Lee, Ft. Campbell Campus/Educ. Dir. (270) 839-9366

SEX OFFENDER REGISTRY

The Kentucky State Police provides sex crime offender registration information to the public through the Sex Offender Registry website. In addition, names supplied to the college by the Kentucky State Police may be obtained by contacting the Chief Student Affairs Officer at your college.

ACCESS TO CAMPUS FACILITIES

Hours of operation on the Hopkinsville Campus during fall and spring semesters are:

Academic Building

Mon - Thurs	7:00 am - 9:30 pm
Fri	7:00 am - 4:30 pm
Sat	7:00 am - 4:30 pm
Offices	8:00 am - 4:30 pm

Administration Building

Mon & Thurs	7:00 am - 6:30 pm
Tue, Wed, & Fri	7:00 am - 4:30 pm
Offices	8:00 am - 4:30 pm

Learning Resource Center

Mon - Thurs	7:30 am - 7:00 pm
Fri	7:30 am - 4:30 pm
Sat	8:30 am - Noon
Offices	8:00 am - 4:30 pm

Auditorium Building

Mon - Thurs	7:00 am - 9:30 pm
Fri	7:00 am - 4:30 pm
Sat	7:00 am - 4:30 pm
Offices	8:00 am - 4:30 pm

Technology Building

Mon & Thurs	7:00 am - 9:30 pm
Tue, Wed, Fri	7:00 am - 6:30 pm
Sat	7:00 am - 5:00 pm
Offices	8:00 am - 4:30 pm

Summer sessions will have hours arranged for both on or off campus class offerings. Access hours are recorded in the student class schedule. Special functions have different arrangements.

DEFINITION OF "CAMPUS"

Because colleges and universities must report the number of crimes that occur on "campus", the definition of campus boundaries is important. The Act defines a campus quite broadly to include any education within the same reasonably contiguous geographic area and used by the institution in direct support of or related to its educational purposes; or any building or property owned or controlled by student organizations recognized by the institution.

Branch campuses, schools, or divisions that are not within our reasonably contiguous geographic area are not considered separate campuses for the reporting requirements.

POLICIES ON DRUGS AND ALCOHOL

The Kentucky Community and Technical College System issued the following policy statements regarding drugs and alcohol. The Kentucky Community and Technical College System is committed to providing a healthy and safe environment for its students, faculty, and staff. The KCTCS has defined conduct in relation to the unlawful possession, use, dispensation, distribution, or manufacture of alcohol or illicit drugs. Conduct that is volatile of this definition poses unacceptable risks and disregard for the health, safety, and welfare of members of the KCTCS community and shall result in disciplinary action up to and including suspension or termination.

As a recipient of federal grants and contracts, the Kentucky Community and Technical College System gives this notice to students, faculty and staff that it is in compliance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989. Students, faculty, and staff are herein notified of the standards of conduct, which shall be applicable while on KCTCS property, on KCTCS business, and/or at KCTCS sponsored activities.

ALCOHOL POLICY

The Kentucky Community and Technical College System has issued the following administrative regulation outlining a comprehensive alcohol policy for the Kentucky Community and Technical College System:

Kentucky statutes, city ordinances, and KCTCS regulations control possession and consumption of alcoholic beverages. KCTCS desires to provide an environment where alcohol consumption by undergraduate students is neither encouraged nor made available, and further, KCTCS desires to promote alcohol education and counseling programs. Consistent with this philosophy, KCTCS expects compliance with the following regulations:

1. Use of alcoholic beverages on Kentucky Community and Technical College System property must not violate state and local laws.
2. Alcoholic beverages are not permitted in classrooms, laboratories, offices, and other buildings where the public has access, and all outdoor areas of the campus.
3. Registered student organizations are expected to comply with state and local law regarding the conduct of members and guests at all times.
4. Alcoholic beverages may not be sold, directly or indirectly, on KCTCS property.

For assistance with alcohol and drug issues, please call:

Counseling Center of First Step to Recovery	800-230-4742
Accredited Alcohol & Drug Addition Detox-Rehab Treatment	800-248-7544
First Step to Recovery 24 Hour Helpline	800-236-9270