

*Holmes*

SAFETY

# ***FIRE AND SAFETY REPORT*** 2021



# TABLE OF CONTENTS

Forward	1
Campus Map of Holmes Community College (Goodman)	2
Campus Map of Holmes Community College (Grenada)	3
Campus Map of Holmes Community College (Ridgeland)	4
Attala and Yazoo Centers	5
The Clery Act	6
Federal Clery Act Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking	6-11
Sexual Harassment Policy	11-25
Law Enforcement and Medical Resources	25-26
Violence Against Women Act (VAWA)/Confidential Reporting	26
Timely Warning reports/RAVE ALERTS	26-27
Sex Offender Registry and Hate Crimes Defined	27
State Laws (Drugs and Alcohol)	27-34
Counseling Services Contact numbers	34
Previous Years Crime Statistics (Includes hate crime reporting)	35-37
Missing Student Protocol	38
Emergency Action Plans	38-41
Campus Contact Numbers	41-42
Off Campus Resources	43
Fire Safety Right to Know	43 (and 37)
Goodman Dorms Fire Systems	43
Emergency Protocols Poster PDF	44

# FOREWARD

This report is designed to comply with the Higher Education Opportunity Act – Campus Safety Provisions and Fire Safety Provisions as amended through 2009. Information contained in this report is pulled directly from the logs and offense reports of each of the college's three campuses, one center and satellite facilities.

Holmes Community College is part of the Mississippi Public Community and Junior College System and serves a nine county area in the North Central part of the state. The college operates three full time police departments and supplements those state certified police officers with both internal security and contractual security. Over thirty employees currently work in Public Safety at Holmes Community College in one of those three capacities. Under state law the college police are authorized to enforce the general laws of the State of Mississippi with the powers of a state constable.

The College makes every effort to protect the safety of students, employees and guests on and around the campuses. Currently a variety of methods exist to warn the campus community of an existing or imminent emergency. This includes an overhead siren system at the Goodman, Grenada and Ridgeland facilities; emergency posters in every classroom and common area in a poster format, classroom presentations, Email blasts, and an action based emergency response plan. The College is fully compliant with the National Incident Management System training required by the Department of Homeland Security. In addition to the College Public Safety employees, select maintenance employees and the college's council of senior managers has been Incident Command System trained. Under the district director, the Public Safety Department works with each College Location's Police Chief and Facility Director to create a district wide environment of safety, emergency preparedness as well as response.

Students and Employees alike are encouraged to visit their college police locations and ask questions before a disaster strikes.

It takes everyone for a safe college community.

**Dr. James D. Burnham**

Vice President Ridgeland Campus

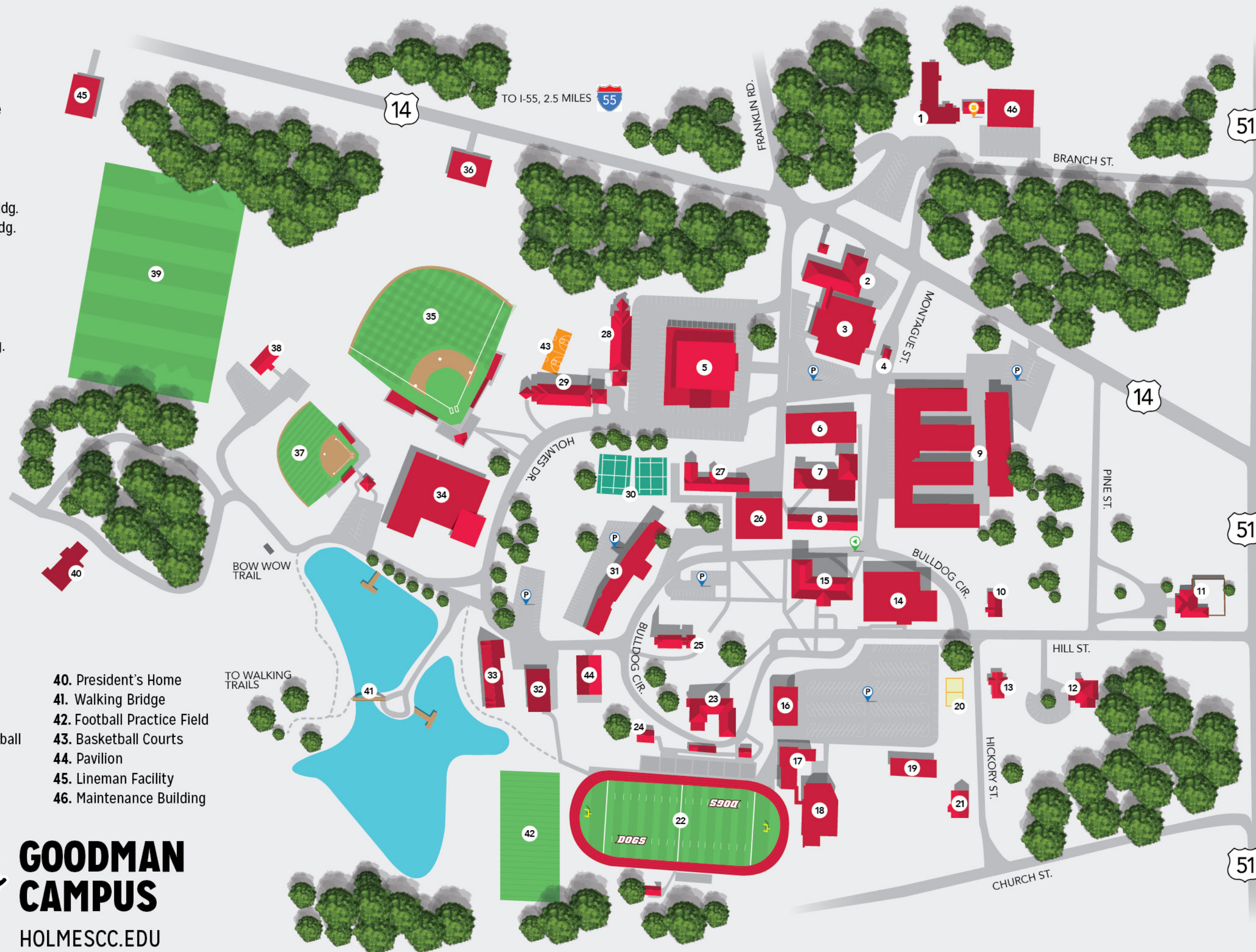


1. Attala Hall (men)
2. Computer Tech. Bldg.
3. Science & Math Bldg.
4. Welcome Center/Guard House
5. Branch Coliseum
6. Phillips Business Bldg.
7. Montgomery Fine Arts Bldg.
8. Learning Resource Center
9. Thorne Vocational-Technical Bldg.
10. Harpole Human Resources Bldg.
11. Belk Presidential Suites
12. Holmes House
13. Baptist Student Union
14. McMorrough Library
15. McDaniel Hall
16. McClellan Administration Bldg.
17. Social Science Bldg.
18. Carroll Cafeteria
19. Motel Hall (men)
20. Volley Ball Court
21. Landscaping Dept.
22. Ras Branch Field
23. Grenada Hall (women)
24. Football Concession Stand
25. Chapel on the Hill
26. Lorance Student Center
27. Visual Arts Center
28. Choctaw Hall (women)
29. Webster Hall (men)
30. Tennis Facilities
31. Yazoo Hall (women)
32. Derrick Field House
33. Cook Hall (men)
34. Athletics Training Facility
35. Donald Field
36. Purchasing & Receiving/Baseball
37. Women's Softball Field
38. Softball Field House
39. Intramural/Band Field

40. President's Home
41. Walking Bridge
42. Football Practice Field
43. Basketball Courts
44. Pavilion
45. Lineman Facility
46. Maintenance Building



**GOODMAN  
CAMPUS**  
HOLMESCC.EDU



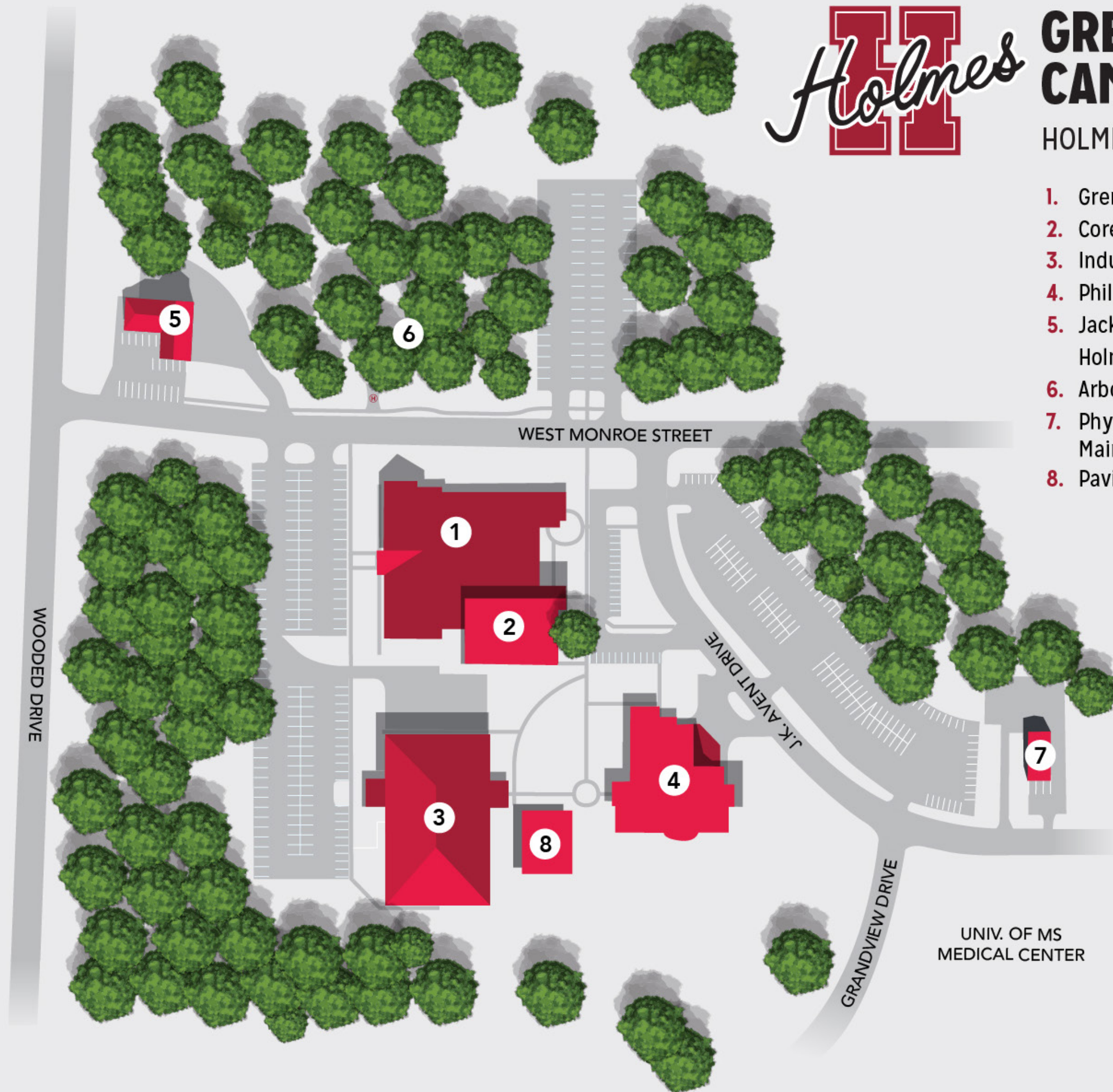




# GRENADA CAMPUS

HOLMESCC.EDU

1. Grenada Center
2. Corey Forum
3. Industrial Technology Complex
4. Phillips Hall
5. Jack L. Holmes Library  
Holmes CC Bookstore
6. Arboretum
7. Physical Plant/  
Maintenance Building
8. Pavilion







# RIDGELAND CAMPUS

HOLMESCC.EDU

MERCEDES BENZ  
DEALERSHIP

SUNNYBROOK DR.

WORKFORCE BLVD.

COLLEGE DR.

COLLEGE DR.

WHEATLEY ST.

I-55 FRONTAGE ROAD

< TO I-55, .5 MILE



WEST RIDGELAND AVE.

TO HWY. 51, 1 MILE >

51

- 1. Fitness Center
- 2. Joe Adams Student Union
  - Book Store
  - Food Service
  - Police Dispatch
  - Assoc. Degree Nursing Offices

- 3. Madison Hall
- 4. Ridgeland Hall
  - Administration
  - Admissions
  - Financial Aid
  - Business Office
  - Career Technical Offices

- 5. Adcock Library
  - CCN Room
- 6. Science Building West
  - Academic Dean's Office
- 7. Science Building East
- 8. Bulldog Courtyard
- 9. Plaza

- 10. Pat McGowan
  - Workforce Building
  - Workforce Training Offices
  - Multimedia Conference Room
- 11. Maintenance Department
- 12. Soccer Game Field
- 13. Soccer Practice Field

- 14. Cement Area
- 15. Culinary Arts *(in the Sunny Brook Children's Home Kitchen)*

 One Way Street  Campus Police Dispatch





**ATTALA CENTER**



**YAZOO CENTER**

## THE CLERY ACT

The Jeanne Clery Disclosure of Campus Police Policy and Campus Crime Statistics Act, more commonly known as the Clery Act, requires colleges and universities to:

- 1) Publish an annual report every year by October 1 that contains three years of campus crime and fire safety statistics and certain campus security policy statements.
- 2) Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other College officials who have “significant responsibility for student and campus activities”.
- 3) Provide “timely warning” notices of those crimes that have occurred and pose an ongoing “threat to students and employees”.
- 4) Implement emergency notification procedures if there is an immediate threat to the health or safety of students or employees on campus.
- 5) Disclose in a public crime log “any crime that occurred on campus... or within the patrol jurisdiction of the campus police department and is to be reported to the campus police department”.
- 6) Maintain a public fire log that records any fires that have occurred in an on-campus student housing facility. Holmes Community College Campus Police meets these minimum requirements and works diligently to exceed them.

## FEDERAL CLERY ACT

### DEFINITIONS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND STALKING

**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 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 laws of the State of Mississippi, 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.

**Dating Violence** Includes violence committed by a person—(a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship will be determined by the reporting party’s statement based on a consideration of the following factors:

- (i) The length of the relationship.
- (ii) The type of relationship.
- (iii) The frequency of interaction between the persons involved in the relationship.

Dating violence is currently not specifically defined by Mississippi Code.

**Stalking** 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. For the purposes of this definition,

- A) Course of Conduct means two or more acts, including, but not limited to, acts 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;
- B) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim;



- C) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Mississippi State statute, 97-3-107 – Stalking is consistent with the VAWA definition.

**Sexual Assault** An offense that meets the definition of rape, fondling, incest or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."

- Rape is defined as 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 is defined as the touching of the private parts of another person for the purposes 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 is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory rape is defined as sexual intercourse with a person who is under the statutory age of consent.

**Domestic Violence** Any of the following acts committed against a current or former spouse, a person living as a spouse or who formerly lived as a spouse, or a child of persons living as spouses or who formerly lived as spouses, a parent, grandparent, child, grandchild or someone similarly situated to the defendant, a person with whom the defendant has a biological or legally adopted child in common, or a person in a current or former dating relationship:

1. Attempts to cause serious bodily injury to another, or causes such an injury purposely, knowingly or recklessly under circumstances manifesting extreme indifference to the value of human life; or
2. Attempts to cause or purposely or knowingly causes bodily injury to another with a deadly weapon or other means likely to produce death or serious bodily harm; or
3. Strangles or attempts to strangle another; or
4. Attempts to cause or purposely, knowingly or recklessly causes bodily injury to another; or
5. Negligently causes bodily injury to another with a deadly weapon or other means likely to produce death or serious bodily harm; or
6. Attempts by physical menace to put another in fear of imminent serious bodily harm; or
7. Violation of a domestic violence protection order; or
8. Stalking; or
9. Cyberstalking; or
10. Threats of such acts.

**Dating Violence** The term dating violence is not defined as such under Mississippi law. However, domestic violence is defined by reference to the term "dating relationship." Accordingly, it is proper to define dating violence as follows:

Dating violence means any of the following acts committed against a person in a current or former dating relationship as mentioned above.

Dating relationship means a social relationship of a romantic or intimate nature between two individuals; it does not include a causal relationship or ordinary fraternization between two individuals in a business or social context.

Whether a relationship is a dating relationship shall be determined by examining the following factors:

1. The length of the relationship

2. The type of relationship and

3. The frequency of interaction between the two individuals involved in the relationship

**Sexual Assault** Mississippi state criminal law does not define the term sexual assault. Rather, the criminal law sets forth such crimes as rape or sexual battery. The definition of these terms is set forth below.

**Rape** Every person who has forcible sexual intercourse with any person; or who has sexual intercourse with any person without that person's consent by administering to such person any substance or liquid, which shall produce such stupor or such imbecility of mind or weakness of body as to prevent effectual resistance, is guilty of rape.

For this crime sexual intercourse means

1. A joining of the sexual organs of a male and female human being in which the penis of the male is inserted into the vagina of the female; or
2. The penetration of the sexual organs of a male or female human being in which the penis or an object is inserted into the genitals, anus or perineum of a male or female.

**Statutory Rape** The crime of statutory rape is committed when

1. Any person seventeen years of age or older has sexual intercourse with a child who
  - Is at least 14 but under 16 years of age;
  - Is 36 or more months younger than the person; and
  - Is not the person's spouse; or
2. A person of any age has sexual intercourse with a child who
  - Is under the age of 14 years;
  - Is 24 or more months younger than the person; and
  - Is not the person's spouse.

Neither the victim's consent nor the victim's lack of chastity is a defense to a charge of statutory rape. For this crime, sexual intercourse has the same meaning under rape, above.

**Sexual Battery** A person is guilty of sexual battery if he or she engages in sexual penetration with:

1. Another person without his or her consent;
2. A mentally defective, mentally incapacitated or physically helpless person;
3. A child at least 14 but under 16 years of age, if the person is 36 or more months older than the child; or
4. A child under the age of 14 years of age, if the person is 24 or more months older than the child.

For purposes of sexual battery, sexual penetration includes cunnilingus, fellatio, buggery or pederasty, any penetration of the genital or anal openings of another person's body by any part of a person's body and insertion of any object into the genital or anal openings of another person's body. A mentally defective person is one who suffers from a mental disease, defect or condition which renders that person temporarily or permanently incapable of knowing the nature and quality of his or her conduct. A mentally incapacitated person is one rendered incapable of knowing or controlling his or her conduct, or incapable of resisting an act due to the influence of any drug, narcotic, anesthetic or other substance administered to that person without his or her consent. A physically helpless person is one who is unconscious or one who for any other reason is physically incapable of communicating an unwillingness to engage in an act. A spouse of the victim, not living separate and apart from the victim, cannot be found guilty of this crime unless the sexual penetration is forcible.

**Stalking** Any person who purposefully engages in a course of conduct directed at a specific person, or who makes a credible threat, and who knows or should know that the conduct would cause a reasonable person to fear for his or her



own safety, to fear for the safety of another person or to fear damage or destruction of his or her property, is guilty of the crime of stalking. Course of conduct means a pattern of conduct composed of a series of two or more acts over a period of time, however short, evidencing a continuity of purpose and that would cause a reasonable person to fear for his or her own safety, to fear for the safety of another person, or to fear damage or destruction of his or her property. Such acts may include, but are not limited to, the following or any combination thereof, whether done directly or indirectly:

1. Following or confronting the other person in a public place or on private property against the other person's will;
2. Contacting the other person by telephone or mail, or by electronic mail or communication; or
3. Threatening or causing harm to the other person or a third party.

Credible threat means a verbal or written threat to cause harm to a specific person or to cause damage to property that would cause a reasonable person to fear for the safety of that person or damage to the property.

### **Cyberstalking**

- A person uses in an electronic mail or electronic communication any words or language threatening to inflict bodily harm to any person or to that person's child, sibling, spouse or dependent, or physical injury to the property of any person, or for the purpose of extorting money or other things of value from any person.
- A person electronically mails or electronically communicates to another person repeatedly, whether or not conversation ensues, for the purpose of threatening, terrifying or harassing any person.
- A person electronically mails or electronically communicates to another person and knowingly makes any false statement concerning death, injury, illness, disfigurement, indecent conduct, or criminal conduct of the person electronically mailed or of any member of the person's family or household with the intent to threaten, terrify or harass.
- A person knowingly permits an electronic communication device under the person's control to be used for any purpose prohibited above.

**Consent** The college defines consent as clear, unambiguous, and voluntary agreement between the participants, communicated by clearly understandable words or actions, to engage in each form of sexual activity. The lack of informed, freely given consent to sexual contact constitutes sexual misconduct.

**How to Be an Active Bystander** Bystanders play a critical role in the prevention of sexual and relationship violence. Bystanders are individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.

The college wants to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. A person may not always know what to do even if they want to help. If you or someone else is in immediate danger, dial 911. The immediate danger could be when a person is yelling at or being physically abusive toward another and it is not safe to interrupt. Further information regarding bystander intervention is listed below:

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Confront people who seclude, hit on, make out with, or attempt to have sex with a person who is incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on-campus or off-campus resources listed in this document for support in health, counseling or legal assistance.

**Risk Reduction** With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one's risk of sexual assault or harassment (Information obtained from the Rape, Abuse & Incest National Network, [www.rainn.org](http://www.rainn.org))

1. Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
2. Try to avoid isolated areas. It is more difficult to get help if no one is around.
3. Walk with purpose. Even if you don't know where you are going, act like you do.
4. Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
6. Make sure your cell phone is with you and charged and that you have cab money.
7. Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
8. Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
9. When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
10. Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
11. Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
12. Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
13. Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
14. If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
15. If you need to get out of an uncomfortable or scary situation, here are some things that you can try:
  - Remember that being in this situation is not your fault. You did not do anything wrong; it is the person who is making you uncomfortable that is to blame.
  - Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
  - Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
  - Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared or worse. Some excuses you could use are needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.



16. Try to think of an escape route. How would you try to get out of the room? Where are the doors and windows? Are people around who might be able to help you? Is there an emergency phone nearby?
17. If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

## SEXUAL HARASSMENT POLICY

### Holmes Community College Sexual Harassment Policy

P&P: Section I Accreditation and Compliance - I.7

## **I. Introduction**

Holmes Community College is committed to maintaining a safe and healthy educational and work environment in which no member of the College community is, on the basis of sex, sexual orientation, or gender identity, excluded from participation in, denied the benefits of, or subjected to discrimination in any College program or activity.

This Sexual and Harassment Policy is designed to ensure a safe and non-discriminatory educational and work environment and to meet legal requirements, including: Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in the College's programs or activities; relevant sections of the Violence Against Women Reauthorization Act; Title VII of the Civil Rights Act of 1964, which prohibits discrimination on the basis of sex in employment; and Mississippi laws that prohibit discrimination on the basis of sex. It does not preclude application or enforcement of other College policies.

It is the policy of the College to provide educational, preventative, and training programs regarding sexual harassment; to encourage reporting of incidents; to prevent incidents of sexual harassment from denying or limiting an individual's ability to participate in or benefit from the College's programs; to make available timely services for those who have been affected by discrimination; and to provide prompt and equitable methods of investigation and resolution to stop discrimination, remedy any harm, and prevent its recurrence. Violations of this policy may result in the imposition of sanctions up to, and including, termination, dismissal, or expulsion, as determined by the appropriate officials at the College.

## **II. Definition of Sexual Harassment**

The term "sexual harassment" as used in this policy refers to conduct on the basis of sex that falls within one or more of the following categories:

1. Quid Pro Quo Harassment occurs when an employee of the College conditions the provision of an aid, benefit, or service of the College upon an individual's participation in unwelcome sexual conduct.
2. Hostile Environment Harassment occurs when conduct on the basis of sex is sufficiently severe, pervasive, and objectively offensive, as determined by a reasonable person, that it effectively denies a person equal access to the College's programs or activities.
3. Sexual Violence refers to sexual assault, dating violence, domestic violence, or stalking. For purposes of this policy, these terms are defined as follows:
  - a. *Sexual assault* refers to any sexual act directed against another person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent. This includes rape, sodomy, sexual assault with an object, nonconsensual fondling, incest, and statutory rape, as these terms are defined by the FBI Uniform Crime Reporting System.

Sexual conduct is considered to be against a person's will where that person has not given consent as defined by this policy. Sexual conduct is considered forcible where it occurs by means of physical force or coercion as defined by this policy.

- b. *Domestic violence* refers to any 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 applicable domestic violence laws, or by any other person against an adult or youth victim who is protected from that person's acts under applicable domestic or family violence laws.
- c. *Dating violence* refers to physical 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 (i) the length of the relationship; (ii) the type of relationship; and (iii) the frequency of interaction between the persons involved in the relationship.
- d. *Stalking* refers to engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress. Stalking violates this policy when it is undertaken, at least in part, for a sexual purpose.

Sexual harassment violates this policy where it occurs at any campus or facility operated by the College, or in connection with any program or activity of the College.

The procedures described herein apply only to conduct that meets the above definition. Nothing in this policy restricts the ability of the College to take disciplinary or other corrective action in response to any conduct of a sexual nature that violates any other College policy or rule.

### **III. Definition of Consent**

Consent refers to words or actions that clearly show an active, knowing, and voluntary agreement to engage in a particular sexual activity. Consent is determined objectively. This means that an individual is deemed to have given consent when a reasonable person, under the particular circumstances of the encounter, would understand the individual's words and/or actions as indicating the required agreement.

Consent may be withdrawn at any time by words and/or actions that clearly show the individual no longer wishes to participate. Silence and/or the absence of resistance by themselves are not consent. Consent to engage in sexual activity in the past by itself is not consent to future sexual activity. Consent to engage in sexual activity with one person is not consent to engage in sexual activity with another person.

1. *Physical force or coercion*: There is no consent when a person submits to sexual activity due to physical force or the threat of physical force. Likewise, there is no consent when a person intentionally uses coercion to cause another person to agree to sexual activity.

Physical force refers to physical contact with any person, by means of one's own body or an object, for the purpose of causing bodily harm or injury, or of forcibly constraining movement. Coercion is threatening an adverse consequence that is sufficiently severe as to prevent a reasonable person from exercising free will in the decision whether to consent. Examples of coercion may include but are not limited to threatening self-harm if a person does not agree to sexual activity, threatening to "out" another person's sexual orientation, or threatening an adverse employment action. Coercion is not merely words of persuasion one might reasonably use to seek voluntary consent to sexual activity.

2. *Incapacity or impairment*: There is no consent if a person is mentally or physically incapacitated or impaired such that he or she cannot understand the fact, nature, or extent of the sexual situation. This includes impairment or incapacitation due to alcohol or drug consumption if it prevents the person from having such an understanding, as well as being asleep or unconscious. It also includes instances in which a person lacks the required understanding due to medical conditions, or cognitive or other disabilities.

In some instances, a person may give what appears to be consent, despite being incapacitated. For example, a person



may speak despite having “blacked out.” In such cases, the objective standard for consent applies, meaning that a policy violation occurs unless a reasonable individual under the particular circumstances would have believed that the incapacitated person’s actions signaled active, knowing, and voluntary agreement to sexual activity. Even if this objective standard is satisfied, if the other individual was actually aware of the person’s incapacity, there is no consent.

3. **Age:** There is no consent for purposes of this policy where a person is too young to give effective consent under applicable law. Under Mississippi law, persons under fourteen cannot give effective consent to sexual activity with any older person, where the age difference is greater than twenty-four months. Persons between the ages of fourteen and sixteen cannot give consent to sexual activity with any older person where the age difference is greater than thirty-six months.

## IV. Reporting Sexual Harassment

The College strongly encourages anyone who has experienced or witnessed sexual harassment to report the incident through the procedures in this policy. Properly reporting the incident allows the College to take steps to ensure the safety of the complainant and others and to provide support services. Any person may submit a report against any other person for sexual misconduct on a HCC campus, in connection with any HCC program or activity, and/or involving a member of the College community.

### 1. Emergency Assistance

***If you are in immediate physical danger or need emergency medical care, CALL 911.***

Your safety is the first priority. The options for assistance listed below can provide a quick response, but they cannot provide the immediate physical presence necessary to assist you if you are in danger. If you believe you are in immediate physical danger or if you need immediate medical assistance, call 911. Police and/or an ambulance will be dispatched to assist you as necessary. College officials, if not alerted by your 911 call, can be alerted once you are safe.

### 2. Reporting to the College

#### ***Whom should I contact?***

The College’s Title IX Coordinator is responsible for overseeing compliance with Title IX and other laws that address sexual harassment. The Coordinator oversees investigations and disciplinary procedures in cases of sexual misconduct, as well supportive measures and assistance for those who report such misconduct. The simplest and most direct route to submit a formal report to the College is to contact the Title IX Coordinator, Dr. Teresa Mackey, who may be contacted by phone at (662) 472-9109 or email at [compliance@holmescc.edu](mailto:compliance@holmescc.edu).

As discussed below, to be considered, all written requests to the Title IX Coordinator must be submitted via email to the address listed in this policy.

If a person does not wish to report directly to the Title IX Coordinator, he or she is encouraged to contact one of the following officials, who also can provide assistance:

Vice-President of Goodman Campus	(662) 472-9024
Vice-President of Grenada Campus	(662) 227-2304
Vice-President of Ridgeland Campus	(601) 605-3301
Vice-President of Academic Affairs	(662) 472-9035
Vice-President of Career Technical Education	(601) 605-3313
Vice-President of eLearning	(662) 472-9162
Vice-President of Institutional Research and Student Affairs	(662) 472-9067
Vice-President of Workforce	(601) 605-3315
Human Resources Director	(662) 472-9011

### 3. Mandatory Reporting

All college employees are considered Mandatory Reporters for purposes of this policy unless specifically exempted herein, or

specifically exempted via the procedure outlined below.

Mandatory Reporters are required to notify the Title IX Coordinator when they learn of sexual harassment against any student, employee, applicant for admission or employment, or guest or visitor on campus.

- **Reporting should be prompt.** A Mandatory Reporter should report an incident of sexual harassment to the Title IX Coordinator as soon as is practical under the circumstances.
- **Reporting is not discretionary.** The obligation to report sexual harassment is not discretionary. A Mandatory Reporter may not, for example, decide not to report alleged harassment because he or she believes it is not sufficiently serious, or because he or she does not believe it happened. These are decisions for the Title IX Coordinator and appropriate College officials to make.
- **Independent investigations are prohibited.** College employees, departments, organizations, and other units must not undertake their own independent investigations of sexual harassment in lieu of the procedures herein, or undertake any response that in the judgement of the Title IX Coordinator interferes with or conflicts with the response under this policy.
- **Tell the reporting person what will happen next.** A Mandatory Reporter should tell the person informing them of sexual harassment (1) that he or she will be informing the Title IX Coordinator of the incident; (2) why he or she is sharing this information—i.e., his or her obligation to inform those on campus in a position to respond; and (3) that the College will contact the person to provide additional information and support.
- **Do not share the information with others.** Once you have informed the Title IX Coordinator, your reporting duties are complete. You may not share the information with anyone else. If your supervisor or someone you report to expects to be notified of such reports, you may inform them that you have relayed a complaint to the Title IX Coordinator, and that they may contact the Coordinator directly with questions or concerns.

#### 4. Confidential Options

The following list, including but not limited to, identifies external agencies of possible assistance (also refer to page 1):

Mississippi State Coalition Against Sexual Assault (MSCASA)	(888) 987-9011
Rape, Abuse and Incest National Network (RAINN)	(800) 656-4673
Catholic Charities Diocese of Jackson	(601) 326-3774
Jackson Rape Crisis Center	Office (601) 366-0750 or Crisis Line (601) 982-7273
Life Help Mental Health Center – Lexington	(662) 834-1709 or (866) 453-6216
Angel Wings Outreach Center	(866) 847-5802
Baptist Medical Clinic – Madison	(601) 605-3858
St. Dominic Hospital – Jackson	(601) 200-2000
Three Oaks Behavioral	(601) 991-3080
Catherine Booth Center	(800) 898-0834
Family Health Clinic - Grenada	(662) 226-0110
University of Mississippi Medical Center – Grenada	(662) 227-7000

#### 5. Reporting to Law Enforcement Agencies

The reporting procedures in this policy are not intended as a substitute for reporting sexual misconduct to law enforcement agencies. Sexual misconduct may involve violations of the law. Members of the College community always retain the right to report sexual misconduct to the police. However, reporting to law enforcement is never required under this policy.

In an emergency, Holmes Community College Campus Police and local police departments can be reached by calling 911. Non-emergency contact information for these agencies is as follows (also refer to page 1):



**Goodman Campus**

Holmes CC Goodman Campus Police	(601) 940-0089
Goodman Police Department	(662) 472-2272
Holmes County Sheriff's Department	(662) 834-1511

**Ridgeland Campus**

Holmes CC Ridgeland Campus Police	(601) 605-3333
Ridgeland Police Department	(601) 856-2121
Madison County Sheriff's Department	(601) 859-2345

**Grenada Campus**

Holmes CC Grenada Campus Police	(662) 809-6845
Grenada Police Department	(662) 226-1211
Grenada County Sheriff's Department	(662) 227-2877

**Attala Center**

Kosciusko Police Department	(662) 289-3131
Attala County Sheriff's Department	(662) 289-5556

**Yazoo Center**

Yazoo City Police Department	(662) 746-1131
Yazoo County Sheriff's Department	(662) 746-5611

Reporting to the Campus Police will result in an initial notification to the Title IX Coordinator, as outlined below. Reporting to other law enforcement agencies will not trigger such notification unless and until that agency elects to share the information with College officials or until you make a report as outlined in this policy.

Making a report under this policy is independent of any criminal investigation or proceedings. Thus, you may report to the College, a law enforcement agency, or both. The College, in its discretion, may not wait for the conclusion of any criminal investigation or proceedings to commence its own investigation or disciplinary proceedings. The College may take interim measures, if necessary, for the safety and security of the College community.

Individuals who bring reports of sexual misconduct to the College will be informed of their options for reporting to law enforcement agencies. If requested, the College will take reasonable steps to assist the individual in reporting to law enforcement.

## **V. Investigation and Adjudication**

All investigations, hearings, and disciplinary proceedings concerning alleged sexual misconduct will be conducted in a prompt, fair, and impartial manner under the procedures outlined herein by individuals who have received appropriate training.

The Title IX Coordinator will oversee the investigation and adjudication process. All written requests to the Coordinator described herein must be submitted to the email address listed above in order to be considered.

### **I. Initial Notification**

The College's duty to respond begins when the Title IX Coordinator is notified of alleged sexual misconduct. Upon receiving such notification, the Title IX Coordinator will promptly contact the alleged victim, who is referred to herein as the "complainant." A person who has been reported to be the perpetrator of conduct that could constitute sexual misconduct is referred to as the "respondent." After a formal complaint has been submitted, the complainant(s) and respondent(s) in a particular matter are referred to as the "parties."

Upon initial notification, the Coordinator will inform the complainant of the availability of supportive measures as described below, the ability to report to law enforcement, and the procedure for filing a formal complaint of sexual misconduct.

## 2. Supportive Measures

Supportive measures are non-disciplinary services offered by the College as it deems appropriate to the complainant or respondent in order to restore or preserve equal access to the College's programs, activities, services, or benefits.

The Title IX Coordinator will inform the complainant—and where a formal complaint has been filed, the respondent—of the availability of supportive measures, and will coordinate their implementation along with other College personnel as needed. If a party wishes to request specific supportive measures, it is his or her responsibility communicate that request to the Title IX Coordinator.

Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, providing an escort or other security, mutual orders mandating no contact between individuals, changes in housing or work locations, leaves of absence, monitoring of certain areas, or other similar measures.

Supportive measures are available whether or not a complainant elects to file a formal complaint, and may be implemented or maintained without regard to the outcome of a complaint. They are non-punitive in nature and must not unreasonably burden the other party. The College will endeavor to keep information concerning supportive measures as private as is reasonably possible, but may determine it is necessary to share this information with certain individuals in order to effectively implement needed assistance.

## 3. Formal Complaint

A formal complaint is required before the College will initiate an investigation of sexual misconduct. A formal complaint is a document, which must be signed by or otherwise reflect the authorization of the complainant, that alleges sexual misconduct against a person and requests that the College investigate the matter. It may be submitted in person or via electronic means.

If a complainant does not submit a formal complaint, the Title IX Coordinator may determine that the matter nonetheless warrants investigation under this policy. In such cases, the Title IX Coordinator will initiate and sign the formal complaint. In such cases, the alleged victim—not the Coordinator—is still considered the complainant, and will continue to receive any notifications required hereunder. Alternatively, the Coordinator may determine that the matter warrants investigation under another College policy, and may refer the matter to appropriate personnel.

Where the College has received multiple complaints of sexual misconduct that allegedly involve one or more of the same parties and/or arise out of the same facts or circumstances, the Title IX Coordinator shall have discretion to consolidate these complaints for purposes of proceedings under this policy. Where consolidation occurs, the parties will be notified in writing.

The College does not limit the timeframe for filing a complaint. The College encourages complaints to be filed as soon as reasonably possible following an alleged sexual harassment because the College's ability to gather adequate information may be limited where a significant length of time has elapsed between an incident and the filing of a complaint. Further, the College's ability to complete its processes may be limited with respect to Respondents who are no longer attending or are no longer employed by the College.

## 4. Written Notification of Parties

Upon receipt of a formal complaint, the College will provide written notice to the accused party and the complainant. This notice will include a description of the allegations potentially constituting sexual misconduct, including the parties involved, the date, and the location, if these details are known. The written notice will inform the parties of the following:

- Respondents are presumed not responsible until proven otherwise, and a determination regarding responsibility is made at the conclusion of the investigation and adjudication process.
- Parties may have an advisor of their choice who may be, but is not required to be, an attorney. Where a party selects his or her own advisor, the party will bear any associated cost. Alternatively, if a party does not have an advisor, the College will provide one of its choosing at no charge upon written request.
- Parties will have an equal opportunity to inspect and review evidence.



- Supportive measures are available and may be requested by contacting the Title IX Coordinator.
- It is a violation of College policies to knowingly or recklessly make false statements or submit false information in connection with the investigation or adjudication process, and such conduct is subject to disciplinary action.

If in the course of an investigation, the College decides to investigate any separate and distinct allegation of sexual misconduct not included in the initial notice, it will provide written notice of the additional allegation(s) to the parties.

#### 5. Emergency Removal

In rare cases where the College has reason to believe a party to a sexual misconduct investigation poses an immediate threat to the physical health or safety of another individual, the College may remove that party from campus, or from any program, activity, or facility, on an emergency basis.

Removal of a student will occur only where the appropriate officer of the College determines that the student poses an immediate threat to the physical health or safety of another person following an individualized safety and risk analysis. Where a student is removed by these means, he or she will receive notice and an opportunity to challenge the decision as promptly as is reasonably possible.

Nothing in this policy restricts the ability of the College to place an employee on leave pending the outcome of an investigation of sexual misconduct or other issues.

#### 6. Investigation

The Title IX Coordinator or their designee will investigate the allegations raised in a formal complaint. The Coordinator will make reasonable good faith efforts to obtain relevant evidence, both potentially inculpatory and exculpatory.

##### ***Notification of Parties***

Prior to any interview, meeting, or hearing with the complainant or respondent, the College will provide written notice of the date, time, location, participants, and purpose at least 24 hours in advance.

##### ***Role of Investigators***

The Title IX Coordinator will select an appropriate person or persons to conduct the investigation. In exceptional cases, an external investigator may be used. In all cases, the investigator will have received proper training on issues relating sexual misconduct, College policies, relevant laws and regulations, proper investigation procedures and techniques, impartiality and avoiding conflicts of interest, and other relevant issues. The investigator may regularly consult with the Title IX Coordinator on the progress of the investigation and potential issues that require additional follow-up.

##### ***Role of Advisors***

The parties may be accompanied to any interview, meeting, or hearing by the advisor of their choosing, who may be but is not required to be an attorney. While the College will make reasonable efforts to address procedural or other questions raised by advisors, the parties are expected to speak for themselves with respect to the substantive allegations. It shall be the responsibility of the party, not the College, to inform any advisor and secure their attendance at any such interview, meeting, or hearing.

Where a party does not have an advisor for the investigation stage of the process, the College will provide one at no charge upon written request to the Title IX Coordinator. It is the responsibility of the party to submit this request as early as possible. Except where appointed by the College under this policy, no College employee may serve as an advisor in any proceeding under this policy. For more information about advisors at live hearings, please see below.

##### ***Inspection of Evidence***

The College will provide all parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is related to the allegations. This normally will occur via the investigative report process outlined herein. If a party wishes to review evidence prior to the dissemination of the report, or at any other point, he or she should make that request in writing to the Title IX Coordinator.

### ***Confidential Materials***

The College will not access, consider, disclose, or otherwise use in connection with an investigation a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in a professional capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the College obtains that party's voluntary, written consent to do so.

### ***Conflicts of Interest***

If a party believes that an investigator, advisor, or other personnel involved in the investigation process has a conflict of interest or bias that would prevent him or her from serving fairly and impartially, he or she should promptly inform the Title IX Coordinator. If a party believes the Title IX Coordinator has such a conflict or bias, he or she should inform the Executive Vice President. The appropriate official will review the matter and take remedial action where appropriate, which may include assigning alternate personnel.

### ***Acceptance of Responsibility***

A respondent is presumed not responsible until proven otherwise by sufficient evidence. However, if a respondent wishes to accept responsibility for some or all of the allegations against them, he or she may do so at any point prior to the conclusion of the live hearing.

Where a respondent wishes to accept responsibility prior to a live hearing, he or she should communicate that fact to the Title IX Coordinator in writing. The Coordinator will inform all parties of the acceptance of responsibility and will issue a proposed set of sanctions and/or remedies.

If all parties agree in writing to waive a live hearing on the matter and accept the proposed sanctions and/or remedies, the matter will be concluded and not subject to appeal. If all parties do not agree, the Coordinator will schedule a hearing before the adjudicator to determine the appropriate sanction and/or response, and to decide any remaining allegations or other issues.

Where a respondent wishes to accept responsibility after a live hearing has commenced, it is his or her responsibility to clearly state as much to the adjudicator. An adjudicator may consider a party's acceptance of responsibility as one factor in determining the appropriate sanctions and/or responses.

## **7. Investigative Report**

At the conclusion of the investigation, the Title IX Coordinator will prepare an investigative report summarizing relevant policy provisions and potentially relevant evidence, including potential witness testimony and potential exhibits to be introduced at a hearing.

### ***Scope of Recommendations***

The report may make recommendations as to what testimony, exhibits, or other evidence are or are not relevant to a determination regarding responsibility, but the final authority for such determinations will rest with the adjudicator. The report will not take any position or make any recommendation as to the ultimate question of responsibility or non-responsibility.

### ***Distribution of Preliminary Report***

Not less than twenty-one calendar days prior to a hearing, the Title IX Coordinator will provide a preliminary copy of the investigative report to each party and their respective advisors, along with a copy of any relevant documents or exhibits. The parties will have ten calendar days to submit a written response noting any objections, proposed corrections, or proposed additions.

### ***Final Report***

The Coordinator will consider any written responses from the parties in preparing a final version of the investigative report, which will be provided to the parties, their advisors, and the adjudicator at least five calendar days prior to the hearing.

## **8. Dismissal and Referral Under Other Policies**

Allegations of sexual misconduct will be investigated initially under the procedures outlined in this policy. In some cases, the evidence uncovered may indicate that dismissal of a complaint or allegation under this policy is appropriate. Where dismissal



occurs, nothing in this policy prevents a matter from being referred for investigation, disciplinary action, or other remedial steps under any other College policy.

### ***Mandatory Dismissal***

If at any point prior to a determination on responsibility the Title IX Coordinator determines that a complaint or allegation, if proven, (i) would not meet the definition of sexual harassment set forth herein, (ii) did not occur on an HCC campus or otherwise in connection with a College program or activity; (iii) did not occur against a student, employee, or other person who at the time of the filing of the formal complaint was participating in or attempting to participate in a College program or activity; or (iv) did not occur against a person in the United States, the Title IX Coordinator will dismiss the complaint or allegation.

Mandatory dismissal means that no further investigation or adjudication proceedings will occur under this policy. Where a complaint or allegation is dismissed on this basis, and the dismissal is not reversed via appeal, this precludes any formal discipline or sanction under this policy for the covered conduct, unless additional information is subsequently revealed that the Title IX Coordinator determines could not have been reasonably known by the relevant party and would materially alter the nature or severity of the allegations.

### ***Discretionary Dismissal***

Where the Title IX Coordinator determines that specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to a complaint or allegation, the Coordinator may at his or her discretion dismiss the complaint or allegation. Discretionary dismissal does not preclude the filing of a future complaint on the same subject matter, which may be investigated where the Title IX Coordinator determines that specific circumstances preventing investigation have changed.

### ***Voluntary Dismissal***

If at any time prior to a determination on responsibility a complainant notifies the Title IX Coordinator in writing of his or her desire to withdraw the formal complaint or any allegation therein, the Coordinator may at his or her discretion dismiss the complaint or allegation.

The College will give careful consideration to a complainant's request to dismiss a formal complaint, but may determine that dismissal is inappropriate if it would impair the College's ability to ensure a safe and non-discriminatory environment. Factors considered in making this determination include, but are not limited to:

- The risk of the accused committing other acts of sexual misconduct, such as where other complaints have been made against the same person.
- The risk of sexual misconduct of a similar nature, such as where multiple assaults occurred at the same location or involving the same group.
- The use of physical violence and/or weapons.
- The involvement of multiple alleged perpetrators.
- Allegations of threats or retaliation by the accused against the complainant or others.
- The reporting party's age.
- The parties' rights and/or the College's obligations under the Family Educational Rights and Privacy Act (FERPA) and other applicable privacy laws.

### ***Referral Under Other Policies***

Where the Title IX Coordinator determines that the dismissal under this policy is appropriate, he or she will determine whether the matter should be referred for further proceedings under any other College policy. Where the Coordinator determines that such proceedings may be warranted, the matter will be referred to the appropriate College personnel.

### ***Notification of Dismissal***

Where the Coordinator determines that dismissal under this section is warranted, he or she will promptly notify the parties in

writing of the dismissal, the grounds for the decision, and the availability of and procedure for appeal.

### ***Appeal of Dismissal***

Where a party feels that a decision to dismiss has been made in error, he or she may appeal the dismissal under the procedures set forth in this policy.

## **9. Hearings**

The determination of responsibility or non-responsibility for Title IX Sexual Harassment and other sexual misconduct matters will be made via a live hearing process.

### ***Standard of Proof***

The standard of proof for adjudicating any sexual misconduct charge is a preponderance of the evidence standard. In other words, the evidence must show that it is more likely than not that the alleged sexual misconduct occurred. Unless and until sufficient evidence is presented, the respondent is presumed not responsible.

### ***Adjudicators***

The determination of responsibility or non-responsibility is made by the adjudicator, which may be an individual or a panel of individuals selected by the College. The adjudicator will have received appropriate training on College policies, procedures for fair and impartial decision-making, pertinent laws and regulations, and other relevant issues. An adjudicator shall not have served as an investigator, coordinator, advisor, or informal resolution facilitator in the matter.

Prior to the hearing, the parties will be notified of the identity of the adjudicator. If any party has reason to believe that an adjudicator has a conflict of interest or bias that would prevent him or her from deciding the matter fairly and impartially, he or she should communicate that belief to the Title IX Coordinator as early as possible, and in all events at least five days prior to any hearing.

In addition to the adjudicator, the Title IX Coordinator may be present at the hearing to advise as needed on matters of policy or procedure. The Coordinator may not serve as an adjudicator or make recommendations as to the ultimate finding of responsibility or non-responsibility.

### ***Presentation of Evidence***

All parties will be permitted to present relevant testimony and other evidence at the hearing. Each party's advisor will be permitted to ask any party or witness relevant questions and follow up questions. Parties may not directly question other parties or witnesses.

Before a party or witness answers a question, the adjudicator must determine whether the question is relevant, and signal to the party or witness that he or she should answer. Where the adjudicator determines that a question is not relevant, he or she should state briefly the basis for that determination.

Witnesses may be called by any party or by the adjudicator. The adjudicator shall have discretion to structure the order in which witness testimony and other evidence are presented, provided that all parties are afforded equal opportunity to present relevant evidence and question all witnesses.

### ***Relevance of Evidence***

Testimony and other evidence are relevant where the adjudicator determines that they pertain to the allegations under review and are reasonably likely to make some material fact more or less probable. Questions are relevant where the adjudicator determines that they are reasonably likely to elicit a response that meets the definition of relevant testimony.

Questions and evidence about a complainant's sexual predisposition or prior sexual behavior are not relevant, unless offered to prove that someone other than the respondent committed the alleged conduct, or such questions or evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

### ***Testimony***

All parties and witnesses are expected to be present and to provide truthful and accurate testimony at any hearing under

this policy. It is a violation of this policy to knowingly or recklessly make false statements or submit false information in connection with the investigation or adjudication process, and such conduct is subject to disciplinary action by the College.

A party or witness's failure to testify or submit to cross-examination means that no statement by that party or witness may be considered in reaching a determination of responsibility. The adjudicator may not base a determination of responsibility or non-responsibility solely on the fact that a party or witness refuses to testify or answer cross-examination questions, but may consider such refusal as one factor and/or consider the absence of sufficient evidence due to other statements being excluded from consideration.

### ***Hearing Advisors***

Each party may be accompanied to any interview, meeting, or hearing by the advisor of their choosing, who may be but is not required to be an attorney. While the College will make reasonable efforts to address procedural or other questions raised by advisors, the parties are expected to speak for themselves with respect to the substantive allegations. Because cross-examination questions at a live hearing may be asked only by an advisor, and not by the parties themselves, it is strongly recommended that each party secure the participation of an advisor at the hearing stage.

As noted above, where, if a party does not have an advisor, the College will appoint one at no cost upon written request. It is the responsibility of the party to submit a request for a hearing advisor as early as possible. If the request is submitted less than ten calendar days prior to a scheduled hearing date, the College cannot guarantee the availability of an advisor at the hearing. In all cases, it remains the responsibility of the party to inform the advisor and secure their attendance at any hearing or other meeting.

### ***Remote Hearings***

Hearings normally will occur in-person with the parties, advisors, and adjudicator in the same location. However, upon timely written request, the College will permit any party to participate remotely by means of videoconferencing or similar technology. In such cases, the arrangement of the videoconference must be such that all parties and the adjudicator can see and hear any party or witness while that party or witness is testifying.

### ***Recording of Hearings***

Hearings under this policy shall be recorded via audio or audiovisual means and maintained as part of the file. The recording shall be made available to the parties for inspection and review upon request. Unauthorized copying or recording of hearing proceedings is prohibited.

## **10. Determination as to Responsibility**

Upon conclusion of the hearing, the adjudicator shall issue a written determination regarding responsibility or non-responsibility for the charges. This determination will include:

- A statement of the allegations considered.
- A description of the procedural steps taken from the receipt of the formal complaint through the determination on responsibility, including a description of the notifications to the parties, interviews and other methods of evidence gathering, and hearings.
- Findings of relevant fact.
- Conclusions applying relevant College policies to the facts.
- A statement of the result for each separate allegation, including any sanctions or other remedies, and the rationale for the same.
- A statement of the grounds and procedures for appeal.

The adjudicator will transmit this determination to the Title IX Coordinator, who will provide a copy to all parties simultaneously. The Title IX Coordinator also may communicate all or part of the determination to any College personnel deemed necessary to carry out any sanction or remedy, or to ensure the safety of the community.



## 11. Appeals

Any party may appeal from the final determination on responsibility or from the dismissal of any complaint or specific allegation under this policy.

### ***Grounds for Appeal***

Permissible grounds for appeal are: (1) a procedural error that likely affected the outcome of the matter; (2) new evidence that was not reasonably available at the time of the determination or dismissal that likely would affect the outcome of the matter; or (3) evidence of an impermissible conflict of interest or bias for or against complainants or respondents generally, or an individual complainant or respondent specifically, on the part of the Title IX Coordinator, investigator, or adjudicator.

### ***Appellate Procedure***

Either party may appeal by submitting a written notice to the Title IX Coordinator within seven calendar days of issuance of the written determination on responsibility or the notice of dismissal. Upon receipt of a notice of appeal, the Coordinator will notify all parties in writing that an appeal has been filed.

The Coordinator will invite parties to submit written statements of their positions on appeal. The Coordinator shall have discretion to determine the order and length of statements and other procedural matters, provided that all affected parties will have equal opportunity to submit relevant information.

### ***Appellate Adjudicators***

The appellate adjudicator will have received appropriate training on College policies, procedures for fair and impartial decision-making, and relevant laws and regulations. Appellate adjudicators will not have participated in the hearing or other pre-appeal proceedings in any matter before them.

### ***Appellate Decision***

The appellate adjudicator will decide the appeal based on the hearing record, the parties' written statements on appeal, and applicable College policies. He or she may consult the Title IX Coordinator concerning policy or procedural matters or other College personnel as appropriate, but should not confer with parties, witnesses, investigators, or the hearing adjudicator.

The appellate adjudicator may (1) affirm the decision, sanction, or remedy in full or in part; (2) reverse any ruling and remand the matter for further proceedings; and/or (3) in cases where an appellate ruling leaves no material questions of fact, render a final decision as to responsibility, sanctions, or remedies.

The adjudicator will issue a written decision explaining the outcome of the appeal and the rationale. That decision will be transmitted to the Title IX Coordinator, who will provide a copy to all parties simultaneously. The decision of the appellate adjudicator is final and not subject to further appeal.

## 12. Timeframe

Absent extenuating circumstances, the College will strive to conduct a full investigation of a complaint of sexual misconduct and adjudicate the complaint within ninety calendar days of the filing of the formal complaint.

## **VI. Informal Resolution**

In some instances, the parties may prefer to address sexual misconduct through informal means, such as mediation. Where appropriate, the College will make reasonable efforts to facilitate this process.

### 1. Requesting Informal Resolution

Parties interested in informal resolution should communicate that request to the Title IX Coordinator. A request for mediation or other informal resolution may be made in writing by either party at any point after a formal complaint is filed and prior to a determination on responsibility.

### 2. Determination of Appropriateness

If a party requests informal resolution and the Title IX Coordinator determines it is potentially appropriate, the Coordinator

will provide all parties with written notice of the request, including a description of the allegations covered, an explanation that informal resolution is strictly voluntary and must be agreed to by all relevant parties, and an explanation of the relevant provisions of this section. Informal resolution will not proceed unless all relevant parties indicate their agreement in writing after receiving this notice.

Informal resolution is not permitted where there is an allegation that a College employee engaged in sexual misconduct toward a student. The Coordinator shall retain discretion to deny any request for informal resolution or to terminate such proceedings at any point if he or she determines that they are no longer appropriate.

### 3. Informal Resolution Process

The nature of an informal resolution process will vary depending on the circumstances and wishes of the parties. The process is strictly voluntary. No one, whether complainant, respondent, or third party, will be compelled to participate in any portion.

Informal resolution efforts always will be supervised by a properly-trained College employee. The Title IX Coordinator will oversee the informal resolution process, and will be informed of the outcome, but neither the Title IX Coordinator nor any investigator or adjudicator involved in the matter will be present at any informal resolution meeting.

### 4. Record Keeping

To facilitate candid exchange of information, statements made by participants in any informal resolution process are confidential and not admissible in any hearing or other disciplinary proceeding under this policy. The College will maintain records of the outcome of informal resolution proceedings, but will not maintain records of the specific contents of any such proceeding or statements made therein.

### 5. Effects of Informal Resolution

Once an informal resolution process has begun, any party is free to withdraw at any time prior to the conclusion of the process, and should communicate that request to the Title IX Coordinator.

The process concludes when the Title IX Coordinator issues a written notice to the parties that a resolution has been reached, or alternatively that no resolution can be reached. Where no resolution can be reached or where any necessary party withdraws, the College will resume the formal complaint process.

Where a resolution is reached and agreed to in writing by the parties, this will preclude any formal discipline or sanction under this policy for the covered conduct, unless additional information is subsequently revealed that the Title IX Coordinator determines could not have been reasonably known by the relevant party and would materially alter the nature or severity of the allegations.

## **VII. Possible Sanctions**

Sanctions for violations of this policy must be determined based on the facts of each individual case. The following possible sanctions are applicable to all College students and employees when a finding or a violation of the sexual harassment policy has been determined, or when frivolous or malicious charges have been brought. A first offense could be grounds for dismissal, and more than one sanction may be imposed for any single offense. Sanctions are distinct from non-punitive measures, such as orders barring contact or changes in housing or work assignments.

### 1. Sanctions for Students

Sanctions for student respondents may include but are not limited to:

- Warning, oral or written
- Reprimand in writing
- Probation

- Loss of campus housing
- Suspension
- Expulsion

## 2. Sanctions for Employees

Sanctions for employee respondents may include but are not limited to:

- Written or oral warning
- Formal reprimand placed in the respondent's permanent file
- Suspension without pay
- Dismissal

## **VIII. Resources and Information**

Individuals seeking information or advice can expect to learn about resources (also see page 1) available at the College and elsewhere that provide counseling and support. Individuals will be advised about the steps involved in pursuing an informal resolution or filing a formal complaint. Individuals also have the right to file a criminal complaint.

## **IX. Intentionally False Reporting**

While the College recognizes the rarity of intentionally false reports of sexual harassment, submitting a deliberately false report or providing false information in bad faith is prohibited under this policy and is grounds for disciplinary action. A report is made in bad faith when the person making it actually knew it was false or made it with reckless disregard for the truth. A report is not made in bad faith merely because an adjudicator finds an accused party not responsible.

Where a false report or statement has been made in bad faith, disciplinary action by the College against the person making it is not retaliation within the meaning of this policy. This exception applies solely to official disciplinary action by the College. It does not authorize retaliation of any kind by any individuals, department, or organization, even where bad faith is found.

## **X. Prohibition on Retaliation**

Retaliation against individuals for reporting sexual misconduct, or for participating in any capacity in proceedings under this policy, is strictly prohibited. Retaliation should be reported immediately to the Title IX Coordinator, and is an independent basis for disciplinary action, regardless of the outcome of the underlying complaint.

For purposes of this policy, retaliation includes any intimidation, coercion, discrimination, threat, or other action against any individual that would deter a reasonable person from reporting, testifying, assisting, or cooperating with an investigation or proceeding. Constitutionally protected speech, without more, does not constitute retaliation under this policy. Sanctions imposed for making a deliberately false report or providing false information in bad faith in the course of an investigation or hearing do not constitute retaliation.

## **XI. Confidentiality**

The College recognizes the right of parties to a Title IX proceeding to discuss the matter in good faith with individuals they believe may be able to provide pertinent information. However, the parties may not seek to intimidate, harass, or coerce any person into altering their testimony or presenting inaccurate information. Likewise, parties may not engage in any form of harassment or retaliation against any party, witness, or administrator involved in the Title IX process.

## **XII. Coordination with Law Enforcement Authorities**



In the event that a formal complaint addresses behavior or actions that are under review by law-enforcement authorities, the Title IX Coordinator, in light of information from law-enforcement authorities may assess and/or postpone any portion of the investigation under the policy so that it does not compromise the criminal investigation. However, the College is under no obligation to await the conclusion of a law enforcement investigation and may proceed under this policy while such an investigation is pending.

### **XIII. Training**

It is the College's policy to provide training to all personnel involved in the procedures described herein with sufficient training on pertinent laws, regulations, rules, techniques for effective and fair investigation and/or adjudication, techniques for avoiding bias, and other relevant issues as appropriate.

It is the College's policy to provide students and employees with training and education on the provisions of this policy and their duties under it. This includes but is not limited to a clear statement of the College's prohibition on sexual harassment, information on the definition of consent, and information on how to seek help if sexual harassment occurs.

### **XIV. Coordination with Other Policies**

Where alleged conduct is subject to sanction both under this policy and another College policy or rule, the procedural requirements of this policy will apply. Where there is any procedural or other difference between the requirements of this policy and another applicable College policy, this policy will control. Nothing in this policy prevents imposition of any sanction or remedy for conduct of a sexual or discriminatory nature that does not meet the definition of sexual harassment herein. Nothing in this policy prevents the imposition of non-punitive measures to ensure the safety or productivity of any College employee or student.

#### **CONTACT AND RESOURCE INFORMATION**

Title IX Coordinator - Dr. Stephanie Diffey - (662) 472-9249

Emergency Assistance - 911

Mississippi Department of Public Safety (601) 987-1212

Mississippi State Coalition Against Sexual Assault  
[www.mscaa.org](http://www.mscaa.org)

R.A.I.N.N. (Rape, Abuse and Incest National Network)  
[www.rainn.org](http://www.rainn.org)

Jackson Rape Crisis Center - (601) 366-0750

Crisis Line - (601) 982-7273

[www.catholiccharitiesjackson.org](http://www.catholiccharitiesjackson.org)

Holmes CC Campus Police  
(601) 940-0089

Goodman Police  
(662) 472-2272

Holmes County Sheriff's Department  
(662) 834-1511

#### **MEDICAL AND COUNSELING**

Life Help Mental Health Center-Lexington  
(662) 834-1709 or 1-866-453-6216

St. Dominic Hospital Jackson  
(601) 200-2000

Baptist Medical Clinic-Madison  
(601) 605-3858

Three Oaks Behavioral  
(601) 991-3080

Angel Wings Outreach Center  
1-866-847-5802

#### **GRENADA CAMPUS**

##### **LAW ENFORCEMENT**

Holmes CC Campus Police  
(662) 809-6845

Grenada Police Department  
(662) 226-1211

Grenada County Sheriff's Department  
(662) 227-2877

##### **MEDICAL AND COUNSELING**

University of MS Medical Center--Grenada  
(662) 227-7000

#### **GOODMAN CAMPUS**

##### **LAW ENFORCEMENT**

#### **RIDGELAND CAMPUS**

##### **LAW ENFORCEMENT**

Holmes CC Campus Police  
(601) 605-3333

Ridgeland Police  
(601) 856-2121

Madison County Sheriff's Department  
(601) 859-2345

##### **MEDICAL AND COUNSELING**

Family Health Clinic  
(662) 226-0110

Life Help Mental Health  
(662) 226-1112

Catherine Booth Center  
1-800-898-0834

## **ATTALA CENTER**

### **LAW ENFORCEMENT**

Kosciusko Police Department  
(662) 289-3131

Attala Sheriff's Office  
(662) 289-5556

## **MEDICAL AND COUNSELING**

Life Help Mental Health Center  
(662) 289-4735

Attala County Health Department  
(662) 289-2351

Baptist Medical Center  
(662) 289-4311

Premier Rehab  
(662) 289-3588

## **YAZOO CENTER**

### **LAW ENFORCEMENT**

Yazoo City Police Department  
(662) 746-1131

Yazoo County Sheriff's Department  
(662) 746-5611

## **MEDICAL AND COUNSELING**

Warren Yazoo Mental Health  
1 (888) 558-2077

Yazoo City Medical Clinic  
(662) 746-6083

G.A. Carmichael Family Health Center  
(662) 746-6532

## **VAWA AMENDMENT TO CLERY**

The Violence Against Women Reauthorization Act ("VAWA") imposes obligations on colleges and universities under its Campus Sexual Violence Act ("SaVE Act") provision, Section 304. Those obligations, which to some extent refine and clarify, and to some extent change, existing legal requirements and government agency enforcement statements. Under VAWA, colleges and universities are required to:

- 1) Report domestic violence, dating violence, and stalking, beyond crime categories the Clery Act already mandates.
- 2) Adopt certain student discipline procedures, such as for notifying purported victims of their rights.
- 3) Adopt certain institutional policies to address and prevent campus sexual violence, such as to train in particular respects pertinent institutional personnel.

VAWA requires institutions to make a good-faith effort to include these statistics for these crimes for calendar year current in their Annual Security Report. Holmes Community College has aggressively worked to comply with the new VAWA requirements

## **CONFIDENTIAL REPORTING**

The Silent Witness form is located on the College Safety web-page. If you have information regarding any crime that has occurred or is occurring on campus, we would like you to report it. Please fill out the form and click "Submit". You will be providing this information under a condition of anonymity. If you would like us to contact you, please complete the contact information section of this form. Within the limits of the law, all information will be kept confidential. You can access the website at this address:

<http://www.holmescc.edu/administration/safety/silentwitness.aspx>

## **TIMELY WARNING REPORTS**

In the event a situation which affects the safety of the campus community occurs, and at the direction of the Director of Public Safety, the campus will be alerted through a timely warning alert. It will be distributed through campus email and the RAVE Alert system if necessary. Anyone with information that should be considered for a timely warning alert should notify your Holmes Community College Campus Police by calling or meeting with an officer in person.

## RAVE ALERT SYSTEM

The RAVE alert system allows students/ Faculty/ Staff to be notified via text message and/or email quickly in the event of an emergency. Holmes Community College has created a well-defined set of situations that would prompt a RAVE Alert notification. RAVE alerts will only be activated when there is a critical need to transmit urgent information to the campus community. Here are some examples:

1. Ongoing safety threats in which an armed or dangerous criminal is at large on campus.
2. Major facility emergencies or evacuation. This may include a large scale gas leak, fire, or hazardous material spill, occurring either on campus or near enough to campus to cause a credible threat to members of the campus community.
3. Severe weather or illness. This may include a threat from a tornado requiring those on campus to take shelter, a closing due to anticipated weather issues, or an outbreak of wide spread illness on campus.

All students, faculty and staff of Holmes Community College are encouraged to log into the Holmes Community College website and sign up for RAVE alerts. It's free and simple to do.

## SEX OFFENDER REGISTRY

Holmes Community College, in accordance with the Campus Sex Crimes Prevention Act 2000, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, is providing a link to the Mississippi Department of Public Safety Public Sex Offender Registry. This act requires institutions provide to the campus community the location that this information can be found. It also requires that registered sex offenders report to the state of Mississippi if they are enrolled or employed at an institution of higher education. The Mississippi Department of Public Safety maintains the sex offender registry and the address listed below:

<http://state.sor.dps.ms.gov/>

## HATE CRIMES

A hate crime is a traditional offense like murder, arson, or vandalism with an added element of bias. For the purpose of collecting statistics, Congress had defined a hate crime as a "criminal offense against a person or property motivated in whole or in part by an offender's bias against a race, religion, disability, ethnic origin or sexual orientation."

Holmes Community College complies with all applicable federal and state non-discrimination laws and does not engage in prohibited discrimination on the basis of race, color, national or ethnic origin, sex, age, genetic information, veteran status, disability or the provision of services. Violent or harassing behavior will not be tolerated. Holmes Community College Policies reflect this stance. The Clery Act requires that all hate crimes, once reported, be added to the Annual Crime and safety statistics Report. Statistics will be maintained to provide reports of hate crime incidents on College property.

## LEGAL SANCTIONS IMPOSED BY LOCAL, STATE & FEDERAL LAW

### CONTROLLED SUBSTANCES (MS CODE 41-29-139)

The State of Mississippi Controlled Substance Statutes; Penalties:

- (a) Transfer and possession with intent to transfer. Except as authorized by this article, it is unlawful for any person knowingly or intentionally:
  - (i) To sell, barter, transfer, manufacture, distribute, dispense or possess with intent to sell, barter, transfer, manufacture, distribute or dispense, a controlled substance; or
  - (2) To create, sell, barter, transfer, distribute, dispense or possess with intent to create, sell, barter, transfer, distribute or dispense, a counterfeit substance.



- (b) Punishment for transfer and possession with intent to transfer. Except as otherwise provided in Section 41-29-142, any person who violates subsection (a) of this section shall be, if convicted, sentenced as follows:
- (1) For controlled substances classified in Schedule I or II, as set out in Sections 41-29-113 and 41-29-115, other than marijuana or synthetic cannabinoids:
    - (A) If less than two (2) grams or ten (10) dosage units, by imprisonment for not more than eight (8) years or a fine of not more than Fifty Thousand Dollars (\$50,000.00), or both.
    - (B) If two (2) or more grams or ten (10) or more dosage units, but less than ten (10) grams or twenty (20) dosage units, by imprisonment for not less than three (3) years nor more than twenty (20) years or a fine of not more than Two Hundred Fifty Thousand Dollars (\$250,000.00), or both.
    - (C) If ten (10) or more grams or twenty (20) or more dosage units, but less than thirty (30) grams or forty (40) dosage units, by imprisonment for not less than five (5) years nor more than thirty (30) years or a fine of not more than Five Hundred Thousand Dollars (\$500,000.00), or both.
  - (2)
    - (A) For marijuana:
      - 1. If thirty (30) grams or less, by imprisonment for not more than three (3) years or a fine of not more than Three Thousand Dollars (\$3,000.00), or both;
      - 2. If more than thirty (30) grams but less than two hundred fifty (250) grams, by imprisonment for not more than five (5) years or a fine of not more than Five Thousand Dollars (\$5,000.00), or both;
      - 3. If two hundred fifty (250) or more grams but less than five hundred (500) grams, by imprisonment for not less than three (3) years nor more than ten (10) years or a fine of not more than Fifteen Thousand Dollars (\$15,000.00), or both;
      - 4. If five hundred (500) or more grams but less than one (1) kilogram, by imprisonment for not less than five (5) years nor more than twenty (20) years or a fine of not more than Twenty Thousand Dollars (\$20,000.00), or both.
    - (B) For synthetic cannabinoids:
      - 1. If ten (10) grams or less, by imprisonment for not more than three (3) years or a fine of not more than Three Thousand Dollars (\$3,000.00), or both;
      - 2. If more than ten (10) grams but less than twenty (20) grams, by imprisonment for not more than five (5) years or a fine of not more than Five Thousand Dollars (\$5,000.00), or both;
      - 3. If twenty (20) or more grams but less than forty (40) grams, by imprisonment for not less than three (3) years nor more than ten (10) years or a fine of not more than Fifteen Thousand Dollars (\$15,000.00), or both;
      - 4. If forty (40) or more grams but less than two hundred (200) grams, by imprisonment for not less than five (5) years nor more than twenty (20) years or a fine of not more than Twenty Thousand Dollars (\$20,000.00), or both.
  - (3) For controlled substances classified in Schedules III and IV, as set out in Sections 41-29-117 and 41-29-119:
    - (A) If less than two (2) grams or ten (10) dosage units, by imprisonment for not more than five (5) years or a fine of not more than Five Thousand Dollars (\$5,000.00), or both;
    - (B) If two (2) or more grams or ten (10) or more dosage units, but less than ten (10) grams or twenty (20) dosage units, by imprisonment for not more than eight (8) years or a fine of not more than Fifty Thousand Dollars (\$50,000.00), or both;

- (C) If ten (10) or more grams or twenty (20) or more dosage units, but less than thirty (30) grams or forty (40) dosage units, by imprisonment for not more than fifteen (15) years or a fine of not more than One Hundred Thousand Dollars (\$100,000.00), or both;
  - (D) If thirty (30) or more grams or forty (40) or more dosage units, but less than five hundred (500) grams or two thousand five hundred (2,500) dosage units, by imprisonment for not more than twenty (20) years or a fine of not more than Two Hundred Fifty Thousand Dollars (\$250,000.00), or both.
- (4) For controlled substances classified in Schedule V, as set out in Section 41-29-121:
- (A) If less than two (2) grams or ten (10) dosage units, by imprisonment for not more than one (1) year or a fine of not more than Five Thousand Dollars (\$5,000.00), or both;
  - (B) If two (2) or more grams or ten (10) or more dosage units, but less than ten (10) grams or twenty (20) dosage units, by imprisonment for not more than five (5) years or a fine of not more than Ten Thousand Dollars (\$10,000.00), or both;
  - (C) If ten (10) or more grams or twenty (20) or more dosage units, but less than thirty (30) grams or forty (40) dosage units, by imprisonment for not more than ten (10) years or a fine of not more than Twenty Thousand Dollars (\$20,000.00), or both;
  - (D) For thirty (30) or more grams or forty (40) or more dosage units, but less than five hundred (500) grams or two thousand five hundred (2,500) dosage units, by imprisonment for not more than fifteen (15) years or a fine of not more than Fifty Thousand Dollars (\$50,000.00), or both.
- (c) Simple possession. It is unlawful for any person knowingly or intentionally to possess any controlled substance unless the substance was obtained directly from, or pursuant to, a valid prescription or order of a practitioner while acting in the course of his professional practice, or except as otherwise authorized by this article. The penalties for any violation of this subsection (c) with respect to a controlled substance classified in Schedules I, II, III, IV or V, as set out in Section 41-29-113, 41-29-115, 41-29-117, 41-29-119 or 41-29-121, including marijuana or synthetic cannabinoids, shall be based on dosage unit as defined herein or the weight of the controlled substance as set forth herein as appropriate:

“Dosage unit (d.u.)” means a tablet or capsule, or in the case of a liquid solution, one (1) milliliter. In the case of lysergic acid diethylamide (LSD) the term, “dosage unit” means a stamp, square, dot, microdot, tablet or capsule of a controlled substance.

For any controlled substance that does not fall within the definition of the term “dosage unit,” the penalties shall be based upon the weight of the controlled substance.

The weight set forth refers to the entire weight of any mixture or substance containing a detectable amount of the controlled substance.

If a mixture or substance contains more than one (1) controlled substance, the weight of the mixture or substance is assigned to the controlled substance that results in the greater punishment.

A person shall be charged and sentenced as follows for a violation of this subsection with respect to:

- (i) A controlled substance classified in Schedule I or II, except marijuana and synthetic cannabinoids:
  - (A) If less than one-tenth (0.1) gram or two (2) dosage units, the violation is a misdemeanor and punishable by imprisonment for not more than one (1) year or a fine of not more than One Thousand Dollars (\$1,000.00), or both.

- (B) If one-tenth (0.1) gram or more or two (2) or more dosage units, but less than two (2) grams or ten (10) dosage units, by imprisonment for not more than three (3) years or a fine of not more than Fifty Thousand Dollars (\$50,000.00), or both.
- (C) If two (2) or more grams or ten (10) or more dosage units, but less than ten (10) grams or twenty (20) dosage units, by imprisonment for not more than eight (8) years or a fine of not more than Two Hundred Fifty Thousand Dollars (\$250,000.00), or both.
- (D) If ten (10) or more grams or twenty (20) or more dosage units, but less than thirty (30) grams or forty (40) dosage units, by imprisonment for not less than three (3) years nor more than twenty (20) years or a fine of not more than Five Hundred Thousand Dollars (\$500,000.00), or both.

(2)

(A) Marijuana and synthetic cannabinoids:

1. If thirty (30) grams or less of marijuana or ten (10) grams or less of synthetic cannabinoids, by a fine of not less than One Hundred Dollars (\$100.00) nor more than Two Hundred Fifty Dollars (\$250.00). The provisions of this paragraph (2)(A) may be enforceable by summons if the offender provides proof of identity satisfactory to the arresting officer and gives written promise to appear in court satisfactory to the arresting officer, as directed by the summons. A second conviction under this section within two (2) years is a misdemeanor punishable by a fine of Two Hundred Fifty Dollars (\$250.00), not more than sixty (60) days in the county jail, and mandatory participation in a drug education program approved by the Division of Alcohol and Drug Abuse of the State Department of Mental Health, unless the court enters a written finding that a drug education program is inappropriate. A third or subsequent conviction under this paragraph (2)(A) within two (2) years is a misdemeanor punishable by a fine of not less than Two Hundred Fifty Dollars (\$250.00) nor more than One Thousand Dollars (\$1,000.00) and confinement for not more than six (6) months in the county jail.

Upon a first or second conviction under this paragraph (2)(A), the courts shall forward a report of the conviction to the Mississippi Bureau of Narcotics which shall make and maintain a private, nonpublic record for a period not to exceed two (2) years from the date of conviction. The private, nonpublic record shall be solely for the use of the courts in determining the penalties which attach upon conviction under this paragraph (2)(A) and shall not constitute a criminal record for the purpose of private or administrative inquiry and the record of each conviction shall be expunged at the end of the period of two (2) years following the date of such conviction;

2. Additionally, a person who is the operator of a motor vehicle, who possesses on his person or knowingly keeps or allows to be kept in a motor vehicle within the area of the vehicle normally occupied by the driver or passengers, more than one (1) gram, but not more than thirty (30) grams of marijuana or not more than ten (10) grams of synthetic cannabinoids is guilty of a misdemeanor and, upon conviction, may be fined not more than One Thousand Dollars (\$1,000.00) or confined for not more than ninety (90) days in the county jail, or both. For the purposes of this subsection, such area of the vehicle shall not include the trunk of the motor vehicle or the areas not normally occupied by the driver or passengers if the vehicle is not equipped with a trunk. A utility or glove compartment shall be deemed to be within the area occupied by the driver and passengers;

(B) Marijuana:

1. If more than thirty (30) grams but less than two hundred fifty (250) grams, by a fine of not more than One Thousand Dollars (\$1,000.00), or confinement in the county jail for not more than one (1) year, or both; or by a fine of not more than Three Thousand Dollars (\$3,000.00), or imprisonment in the custody of the Department of Corrections for not more than three (3) years, or both;



2. If two hundred fifty (250) or more grams but less than five hundred (500) grams, by imprisonment for not less than two (2) years nor more than eight (8) years or by a fine of not more than Fifty Thousand Dollars (\$50,000.00), or both;
3. If five hundred (500) or more grams but less than one (1) kilogram, by imprisonment for not less than four (4) years nor more than sixteen (16) years or a fine of not more than Two Hundred Fifty Thousand Dollars (\$250,000.00), or both;
4. If one (1) kilogram or more but less than five (5) kilograms, by imprisonment for not less than six (6) years nor more than twenty-four (24) years or a fine of not more than Five Hundred Thousand Dollars (\$500,000.00), or both;
5. If five (5) kilograms or more, by imprisonment for not less than ten (10) years nor more than thirty (30) years or a fine of not more than One Million Dollars (\$1,000,000.00), or both.

(C) Synthetic cannabinoids:

1. If more than ten (10) grams but less than twenty (20) grams, by a fine of not more than One Thousand Dollars (\$1,000.00), or confinement in the county jail for not more than one (1) year, or both; or by a fine of not more than Three Thousand Dollars (\$3,000.00), or imprisonment in the custody of the Department of Corrections for not more than three (3) years, or both;
2. If twenty (20) or more grams but less than forty (40) grams, by imprisonment for not less than two (2) years nor more than eight (8) years or by a fine of not more than Fifty Thousand Dollars (\$50,000.00), or both;
3. If forty (40) or more grams but less than two hundred (200) grams, by imprisonment for not less than four (4) years nor more than sixteen (16) years or a fine of not more than Two Hundred Fifty Thousand Dollars (\$250,000.00), or both;
4. If two hundred (200) or more grams, by imprisonment for not less than six (6) years nor more than twenty-four (24) years or a fine of not more than Five Hundred Thousand Dollars (\$500,000.00), or both.

(3) A controlled substance classified in Schedule III, IV or V as set out in Sections 41-29-117 through 41-29-121, upon conviction, may be punished as follows:

- (A) If less than fifty (50) grams or less than one hundred (100) dosage units, the offense is a misdemeanor and punishable by not more than one (1) year or a fine of not more than One Thousand Dollars (\$1,000.00), or both.
- (B) If fifty (50) or more grams or one hundred (100) or more dosage units, but less than one hundred fifty (150) grams or five hundred (500) dosage units, by imprisonment for not less than one (1) year nor more than four (4) years or a fine of not more than Ten Thousand Dollars (\$10,000.00), or both.
- (C) If one hundred fifty (150) or more grams or five hundred (500) or more dosage units, but less than three hundred (300) grams or one thousand (1,000) dosage units, by imprisonment for not less than two (2) years nor more than eight (8) years or a fine of not more than Fifty Thousand Dollars (\$50,000.00), or both.
- (D) If three hundred (300) or more grams or one thousand (1,000) or more dosage units, but less than five hundred (500) grams or two thousand five hundred (2,500) dosage units, by imprisonment for not less than four (4) years nor more than sixteen (16) years or a fine of not more than Two Hundred Fifty Thousand Dollars (\$250,000.00), or both. More controlled substance laws can be viewed by searching Mississippi Code Section 41-21-113 through 41-29-121.

THE STATE OF MISSISSIPPI ALCOHOL LAW (MS CODE 67-3-70)

- (1) Except as otherwise provided by Section 67-3-54, any person under the age of twenty-one (21) years who purchases or possesses any light wine or beer shall be guilty of a misdemeanor, and upon conviction, shall be punished by a

fine of not less than Two Hundred Dollars (\$200.00) nor more than Five Hundred Dollars (\$500.00) and a sentence to not more than thirty (30) days community service.

- (2) Any person under the age of twenty-one (21) years who falsely states he is twenty-one (21) years of age or older or presents any document that indicates he is twenty-one (21) years of age or older for the purpose of purchasing or possessing any light wine or beer shall be guilty of a misdemeanor, and upon conviction, shall be punished by a fine of not less than Two Hundred Dollars (\$200.00) nor more than Five Hundred Dollars (\$500.00) and a sentence to not more than thirty (30) days community service.
- (3) Except as otherwise provided by Section 67-3-54, any person who knowingly purchases light wine or beer for, or gives light wine or beer to a person under the age of twenty-one (21) years, shall be guilty of a misdemeanor, and upon conviction, shall be punished by a fine of not less than Two Hundred Dollars (\$200.00) nor more than Five Hundred Dollars (\$500.00) and a sentence to not more than thirty (30) days community service. The punishment provided under this subsection shall not be applicable to violations of Section 97-5-49.
- (4) The term "community service" as used in this section shall mean work, projects or services for the benefit of the community assigned, supervised and recorded by appropriate public officials.
- (5) If a person under the age of twenty-one (21) years is convicted or enters a plea of guilty of violating subsection (1) or subsection (2) of this section, the trial judge, in lieu of the penalties otherwise provided under this section, shall suspend the minor's driver's license by taking and keeping it in the custody of the court for a period of time not to exceed ninety (90) days. The judge so ordering the suspension shall enter upon his docket "DEFENDANT'S DRIVER'S LICENSE SUSPENDED FOR DAYS IN LIEU OF CONVICTION" and such action by the trial judge shall not constitute a conviction. During the period that the minor's driver's license is suspended, the trial judge shall suspend the imposition of any fines or penalties that may be imposed under this section and may place the minor on probation subject to such conditions as the judge deems appropriate. If the minor violates any of the conditions of probation, then the trial judge shall return the driver's license to the minor and impose the fines, penalties, or both, that he would have otherwise imposed, and such action shall constitute a conviction.
- (6) Any person who has been charged with a violation of subsections (1) or (2) of this section may, not sooner than one (1) year after the dismissal and discharge or completion of any sentence and/or payment of any fine, apply to the court for an order to expunge from all official records all recordation relating to his arrest, trial, finding or plea of guilty, and dismissal and discharge. If the court determines that such person was dismissed and the proceedings against him discharged or that such person had satisfactorily served his sentence and/or paid his fine, it shall enter such order.

## DRUG AND ALCOHOL POLICY

Drugs and Alcohol are not tolerated. The use of illegal drugs or drug paraphernalia, or being under the influence of illegal drugs is absolutely prohibited. Illegal drug violators will be dismissed from school.

Offenders will be dismissed from school.

The use of alcohol, possession of alcohol, or being under the influence of alcohol is absolutely prohibited. No alcoholic beverage containers, empty or full, can be kept anywhere on campus. Offenders can be fined as high as \$200 and can be removed from the dorm and/ or school if the incident involves additional charges.

## FEDERAL TRAFFICKING PENALTIES:

Go to this link: [https://www.dea.gov/sites/default/files/drug\\_of\\_abuse.pdf](https://www.dea.gov/sites/default/files/drug_of_abuse.pdf) Page 30.

## DESCRIPTION OF HEALTH RISKS ASSOCIATED WITH THE USE

### AND ABUSE OF ALCOHOL AND ILLICIT DRUGS ALCOHOL'S EFFECTS ON THE BODY

Drinking too much - on a single occasion or over time - can take a serious toll on your health. Here's how alcohol can affect your body:

**Brain** - Alcohol interferes with the brain's communication pathways, and can affect the way the brain looks and works. These disruptions can change mood and behavior, and make it harder to think clearly and move with coordination.

**Heart** - Drinking a lot over a long time or too much on a single occasion can damage the heart, causing problems including: Cardiomyopathy - Stretching and drooping of heart muscle, Arrhythmias - Irregular heartbeat, Stroke, High blood pressure

Research also shows that drinking moderate amounts of alcohol may protect healthy adults from developing coronary heart disease.

**Liver** - Heavy drinking takes a toll on the liver, and can lead to a variety of problems and liver inflammations including: Steatosis or fatty liver, Alcoholic hepatitis, Fibrosis, Cirrhosis

**Pancreas** - Alcohol causes the pancreas to produce toxic substances that can eventually lead to pancreatitis, a dangerous inflammation and swelling of the blood vessels in the pancreas that prevents proper digestion.

**Cancer** - Drinking too much alcohol can increase your risk of developing certain cancers, including cancers of the: Mouth, Esophagus, Throat, Liver, Breast

**Immune System** - Drinking too much can weaken your immune system, making your body a much easier target for disease. Chronic drinkers are more liable to contract diseases like pneumonia and tuberculosis than people who do not drink too much. Drinking a lot on a single occasion slows your body's ability to ward off infections - even up to 24 hours after getting drunk.

## DRUGS' EFFECTS ON THE BODY

**HALLUCINOGENS** Hallucinogens, such as DMT, LSD, psilocybin (magic mushrooms), and peyote (mescaline), all differ slightly in short-term effects and intensity, but they elicit many of the same mind-altering side effects.

Possible short-term effects of hallucinogens include: Hallucinations, Synesthesia, or mixing of senses, Intensified perceptions, Significant anxiety or depression, Increased heart rate, Heart palpitations, Dilated pupils, Blurred vision, Excessive sweating, Tremors, Paranoia, Impaired judgment, Impaired motor control.

Hallucinogen intoxication is commonly referred to as a "trip," and a negative experience is called a "bad trip." Tripping on a hallucinogen may increase the risk of suicide, although it is rare.

**OPIATES** Using opiates, such as heroin or prescription painkillers, like Vicodin, Percocet, and OxyContin, can be particularly dangerous because it often leads to respiratory depression. Heroin is usually injected or snorted (and sometimes smoked), while opiate painkillers are most often taken orally, yet may also be crushed and snorted, or mixed with liquid solution and injected.

Some side effects typical of opiates include: Euphoria followed by apathy, Dysphoria or unease, Nausea, Vomiting, Pinpoint pupils, Itching skin, Inattention to the environment, Slowed thinking and movements, Attention problems, Memory impairments, Drowsiness, Slurred speech, Coma.

Drowsiness experienced by an opiate user is often called "being on the nod." The decreased breathing rate caused by opiate intoxication can result in oxygen deficiency and overdose.

**BARBITURATES** Barbiturates, such as phenobarbital, are prescription sedatives that depress the central nervous system and induce sleep or reduce anxiety. They have largely been replaced by benzodiazepines, due to the severe side effects and risk of dependence associated with barbiturate use. Users may take more pills than prescribed or inject the drug to achieve increased euphoria or pleasure.

Barbiturate abuse can result in the following short-term effects: Mood swings, Poor judgment, Cognitive dysfunction, Confusion, Drowsiness, Sedation, Slurred speech, Trouble with coordination, Unsteady gait, Uncontrolled eye movements, Stupor, Coma.

Barbiturate's short-term effects can resemble those of alcohol intoxication, particularly the blackouts or episodes of amnesia. Further, barbiturate abuse increases the risk of suicidal ideation or attempts.



**INHALANTS** Inhalants are everyday household products, such as cleaning fluids, spray paint, glue, and markers. Users typically inhale the chemicals through the mouth or nose, either directly or from a soaked rag. Sometimes individuals inhale the chemical from a plastic bag or balloon. These drugs are often abused by children or adolescents because they are so easily accessible. The short-term effects of inhalants are short-lived, only lasting a few minutes.

The possible side effects of inhalant abuse include: Euphoria, Apathy, Lethargy, Poor judgment, Dizziness, Nausea or vomiting, Hallucinations, Delusions, Blurred vision, Slurred speech, Impaired coordination, Muscle weakness, Slowed or delayed reflexes, Slow movement and thought, Tremors, Stupor, Coma.

Even short-term use of inhalants can have fatal consequences. People who inhale from a closed container, such as a plastic bag, may experience unconsciousness, coma, and death. There is also a condition called “sudden sniffing death” that may occur shortly after inhalant use that is likely due to resulting irregular heartbeats or a heart attack.

### COUNSELING SERVICES

Holmes Community College counselors will assist students in obtaining information helpful in solving problems created by illicit drug or alcohol abuse.

If students at Holmes Community College have problems, a crisis, or other needs for help that require more intensive clinical intervention than is available on a campus setting, counselors will assist in arranging for services with outside agencies or private practitioners.

Catholic Charities, Jackson  
601-355-8634

Pine Grove Behavioral Health - Hattiesburg  
888-574-4673

Friends of Alcoholics, Flora  
601-362-4275

Harbor House, Jackson  
601-371-7335

North MS Medical Center, Tupelo  
662-377-3000

Parkwood Behavioral Health, Olive Branch  
662-895-4900

Merit Health River Region  
601-883-3838

St. Dominic Behavioral Health System, Jackson  
601-200-3090

Shane Viner, LPC, LMFT, Grenada  
662-226-3762

### COMMUNITY MENTAL HEALTH CENTERS

Canton - 601-859-8371  
Carrollton - 662-237-6690  
Charleston - 662-647-3240  
Eupora - 662-258-8147  
Greenwood - 662-453-6211  
Grenada - 662-226-1112  
Jackson - 601-321-2400  
Lexington - 662-834-1709  
Winona - 662-283-2529  
Yazoo- 662-746-5712

## CAMPUS THREE YEAR CRIME STATISTICS

This information is presented pursuant to the requirements of the Crime Awareness and Campus Security Act of 1990 (P.L. 101-542, as amended by P.L. 102-26 and P.L. 102-235).

During the periods indicated, the following offenses were reported to have occurred on Holmes Community College Campuses:

TOTAL ON-CAMPUS OFFENSES									
Classification of Crime	Goodman			Ridgeland			Grenada		
	2019	2020	2021	2019	2020	2021	2019	2020	2021
Murder & Nonnegligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Any Forcible Sex Offense	0	0	0	1	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Any Non-Forcible Sex Offense	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	2	0	0	0	0	0	0	0	0
Burglary	4	1	1	0	1	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Any Other Crime Involving Bodily Injury	0	0	0	0	0	0	0	0	0

During the periods indicated, the following offenses were reported to have occurred in residence halls:

GOODMAN RESIDENCE HALLS			
Classification of Crime	2019	2020	2021
Murder & Nonnegligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Any Forcible Sex Offense (Rape, Fondling)	0	0	0
Any Non-Forcible Sex Offense (Incest, Statutory Rape)	0	0	0
Robbery	0	0	0
Aggravated Assault	0	1	0
Burglary	3	1	1
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Any Other Crime Involving Bodily Injury	0	1	0

No reported Clery Crimes reported at Attala or Yazoo Center locations the years of 2019, 2020, or 2021.

During the periods indicated, the following hate crimes were reported to have occurred:

HATE CRIMES									
	Goodman			Ridgeland			Grenada		
Offense Classification	2019	2020	2021	2019	2020	2021	2019	2020	2021
Murder	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Sex Offenses:									
Forcible	0	0	0	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Vandalism	0	0	0	0	0	0	0	0	0

No Clery reported Hate Crimes at Attala or Yazoo Center locations the years of 2019, 2020, or 2021.

During periods indicated, arrests were made for the following crimes that were reported to have occurred:

ARRESTS MADE									
	Goodman			Ridgeland			Grenada		
Classification of Crime	2019	2020	2021	2019	2020	2021	2019	2020	2021
Drug Violations	1	1	0	1	1	1	1	1	0
Liquor Law Violations	0	2	0	0	0	0	0	0	0
Weapons Possession	0	0	0	0	1	1	0	0	0

No arrests were made at Attala or Yazoo Center locations the years of 2019, 2020, or 2021.

During periods indicated, the following incidence were referred for disciplinary action:

DISCIPLINARY ACTIONS									
	Goodman			Ridgeland			Grenada		
Classification of Incidence	2019	2020	2021	2019	2020	2021	2019	2020	2021
Drug Violations	1	1	3	1	1	0	1	0	0
Liquor Law Violations	1	3	6	0	1	0	0	0	0
Weapons Possession	1	0	0	0	1	0	0	0	0

No Clery reported disciplinary actions at Attala or Yazoo Center locations the years of 2019, 2020, or 2021.



## FIRE SAFETY RIGHT TO KNOW

During periods indicated, the number of Fires on campuses:

FIRES									
Classification of Incidence	Goodman			Ridgeland			Grenada		
	2019	2020	2021	2019	2020	2021	2019	2020	2021
Injuries	0	0	0	0	0	0	0	0	0
Deaths	0	0	0	0	0	0	0	0	0
Property Damage	1	1	0	0	0	0	0	0	0

No fires were reported at Attala or Yazoo Center locations the years of 2019, 2020, or 2021.

This information is provided to all current students and employees and, upon request, to any applicant for enrollment or employment.

VAWA OFFENSES									
Offense Classification	Goodman			Ridgeland			Grenada		
	2019	2020	2021	2019	2020	2021	2019	2020	2021
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	1	0	0	0	0	0	0	0	0
Stalking	1	0	0	1	0	0	0	0	0

No VAWA offenses were reported at Attala or Yazoo Center locations the years of 2019, 2020, or 2021.

## REPORTING OFFENSES

Faculty, Staff and Students are strongly encouraged to report all crimes, emergencies, and safety issues to the Holmes Community College Campus Police located where you are immediately. Campus Police Officers are the primary responders to any emergency or criminal situation on campus. To report an emergency or crime, please call your campus police department.

Goodman (601) 940-0089/ (662) 472-9043 (24 hours a day)      Ridgeland (601) 605-3333 after hours 911 (or (601) 856-2121  
Grenada (662) 227-2334/ (662) 809-6845 after hours 911

Please be prepared to provide your name, location and telephone number. An operator or an officer will direct the appropriate response to your emergency. E-mail is not an effective method of reporting crimes in progress, as an e-mail is not continuously monitored throughout the day.

## JURISDICTION AND AUTHORITY

**JURISDICTION** Holmes Community College Campus Police (HCCCP) have legal jurisdiction on all (3) three campuses and 500 feet adjacent to said campuses according to state law. In the event of an emergency, other law enforcement entities may be asked for their assistance such as: Holmes County Sheriff's Department, Goodman Police Department, Grenada Sheriff's Office, Grenada Police Department, Madison County Sheriff's Department, Ridgeland Police Department, Madison Police Department and/or state and federal agencies. Campus Police are authorized to write state traffic citations, take reports and conduct criminal investigations within the boundaries of Holmes Community College property.

**AUTHORITY** All campus police and security guards will exercise their authority while in performance of their duty on any of the facilities under the direction or control of Holmes Community College and public property immediately adjacent to such facilities; will be required to dress in uniforms prescribed by Holmes Community College; and will be authorized to carry weapons. Employees designated as campus police shall be duly sworn and vested with authority to bear arms and make arrests, and shall exercise primarily the responsibilities of the prevention and detection of crime, the apprehension of criminals, and the enforcement of policies of Holmes Community College. Employees designated as campus police shall be considered law enforcement officers within the meaning of Section 45-6-3.

## MISSING STUDENT PROTOCOL

Holmes Community College is committed to the immediate response and investigation to any student that becomes missing. Any person whom believes a student to be missing from the Holmes Campus as a result of foul play or incident or missing for more than 24 hours should immediately report the student missing to the College Police Office located at their facility. The College Police is the designated FEDERAL MISSING PERSON COMPLAINT RECEIVING AGENCY. The College Police will conduct an investigation into the matter and upon substantiation that a student is missing notifies as appropriate the following College Officials: The Campus Chief of Police, Director of Public Safety, Chief Student Services Officer, District Student Services Officer and the Office of the College President. The College Police will also notify the Municipal and County Law Enforcement Agencies in the area around the location of the college from which the student is missing as quickly as possible to begin Mutual Law Enforcement Operations to locate the student.

The College Police will assign the Missing Student Report to the designated investigator at the appropriate Campus or Center Police Operations Center.

Failure to report a Missing Student to the designated reporting authority is a violation of federal law.

## EMERGENCY ACTION PLANS

- FIRE
- BOMB THREAT
- FULL CAMPUS EVACUATION
- EARTHQUAKE
- ACTIVE SHOOTER OR ARMED INTRUSION
- SEVERE WEATHER OR TORNADO
- MINOR ACCIDENTS, SICKNESS, AND INJURY
- PHYSICAL PLANT (FACILITY PROBLEMS)
- OSHA
- CAMPUSES CONTACT NUMBERS

## ACTION PLANS PROGRAM

While the college cannot anticipate any and all emergencies it can reduce to a few plans the things we do to respond to those emergencies as a college. The college has developed four distinct action plans for any hazard we may face. They are as follows:

### ACTION PLAN 1 – EVACUATE BUILDING

Using the building fire evacuation procedures we will evacuate the building to the nearest exit, stay in a group and remain 300 feet or more from the building to allow emergency personnel to work.

### ACTION PLAN 2 – EVACUATE THE CAMPUS OR LARGER AREA

Using the full campus evacuation procedure in this policy we will follow instructions of emergency personnel and college officials for either a personal evacuation by private car or an assisted evacuation by college or public transportation. Flexibility is critical in a full evacuation as routes may be altered to the type and scope of the emergency.

### ACTION PLAN 3 – LOCKDOWN THE CAMPUS

In the event of an armed intruder or shooter on the campus, the college will lock down its facilities using the procedure in this policy. It is critical in such a case you follow every instruction to maximize the safety of everyone and denying the gunman victims or hostages. Even if you know the gunman you should not intervene unless asked by the law incident commander or college official.

### ACTION PLAN 4 – SHELTER FROM SEVERE WEATHER

When notified of a severe weather event follow weather procedures and official instructions.

## FIRE

### (ACTION PLAN 1- EVACUATE BUILDING[S])

When a fire is discovered in any building on campus, take the following steps immediately.

1. Warn others. Sound the fire alarm immediately. The fire alarms consists of pull alarm boxes.

2. Leave the building by following the Emergency Evacuation Plan. DO NOT USE ELEVATOR.  
Close all classroom/office doors as you exit the building.
3. Once outside, proceed to a clear area that is at least 500 feet away from the affected building.
4. Stay with your class/group to insure that each member is present and accounted for.
5. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.  
DO NOT approach working firefighters.
6. DO NOT return to an evacuated building unless told to do so by a college official.

## BOMB THREAT

### (ACTION PLAN 1 EVACUATE BUILDING OR AP2 ENTIRE CAMPUS)

Do not treat a bomb threat as a joke!

1. REPORT If you receive a telephone call reporting a bomb threat, get as much information as possible and report the threat immediately to the College Police Department on campus. The College Police will coordinate the response of other Police, Fire, and EMS agencies and then conduct a search of any buildings or grounds if the threat is deemed credible.
2. EVACUATE When told to evacuate (action plan 1), everyone must leave the building immediately without exception. USE the fire evacuation plan for exiting quickly. Stay with your class or other organized group as you exit the building.
3. COUNT Once outside, stay with your class/group to insure that each member is present and accounted for.
4. STAY AWAY Stay at least 500 feet away from the building in a safe area. Do not return to the building for any reason until instructed to do so by a college official.

## FULL CAMPUS EVACUATION

### (ACTION PLAN 2)

In the event of an emergency that requires the evacuation the entire campus. You will be advised over the campus emergency notification horns. In your car you should tune to an Emergency Broadcast Radio Station for information and instruction where immediate access to College or Police officials is not practical or safe. FOLLOW all instructions from Emergency Personnel, Law Enforcement Officers or College Officials. Evacuation routes will depend on location of the emergency and transportation may be provided out of the area. Campus Evacuation Points: (unless effected by the emergency)

#### GOODMAN CAMPUS:

- 1) Main Entrance Coliseum
- 2) Motel Dorm Parking Lot
- 3) Student Center "the canteen"

#### GRENADA CAMPUS:

- 1) Main Entrance Academic building
- 2) Main Entrance Tech Building
- 3) Upper level parking lot Library

#### RIDGELAND CAMPUS:

- 1) Ridgeland Hall South Entrance
- 2) McGowan Workforce Training Center Main Entrance
- 3) Student Union and Bookstore West Entrance
- 4) Madison Hall West Sunnybrook Entrance
- 5) Library South W. Ridgeland Ave. Entrance

Method of Evacuation: 1) Private vehicles 2) College vehicles 3) Public Transportation

## EARTHQUAKE

### (ACTION PLAN 2- EVACUATE CAMPUS)

An earthquake may start with gentle or VIOLENT shaking and may increase in intensity to the point that it is hard to stand. Earthquakes can be followed by aftershocks as strong as or stronger than the original quake. Remember that most earthquakes last only a few seconds. Do not try to run because you could be thrown down.

1. If you are indoors, stay there. Get under a desk or table or stand in a doorway or corner. Until the shaking

stops, stay clear of windows, bookcases, cabinets, mirrors, or anything that could be thrown on you.

2. Once the shaking has stopped, leave the building by following the Emergency Campus Evacuation Plan. (DO NOT USE ELEVATOR)
3. As you leave the building, be watchful of debris, broken gas lines, fallen electrical wires and other damages.
4. If you are outdoors, move quickly into the open away from any buildings, trees, walls, and power lines.
5. Once the shaking has stopped, do not approach or enter any building. Wait for instructions from school officials, Emergency personnel, or announcements from local radio stations.

## ACTIVE SHOOTER OR ARMED INTRUSION

### (ACTION PLAN 3- LOCKDOWN)

Overhead Siren will sound a Start/Stop style air horn. RUN/HIDE/FIGHT

If you see a person on campus with a gun, seek shelter and report it immediately to College Police or 911. If you witness or hear a shooting, seek shelter FIRST and report it immediately to College Police or 911.

In the event of a shooting on the campus or a campus-wide emergency announcement of “lockdown (Action Plan 3)” Students, employees and guests should take the following actions:

**Classrooms:** Remain in place and LOCK the classroom. Move away from windows and doors. Get behind sturdy furniture or desks. Close Blinds and cover door windows if possible. Await instructions from the College Police. DO NOT UNSECURE YOUR ROOM AT ANY TIME.

**Hallways and Sidewalks:** Seek shelter in a classroom or other “safe” lockable location. Await instructions.

**Open Areas:** RUN from the area use vehicles or sturdy objects as protection. If unable to flee lie flat and stay close to the ground. If you encounter Law enforcement keep your hands high and visible.

**If you are in the path of the shooter:** Seek shelter in a lockable area or behind sturdy cover as quickly as possible for yourself and others. Try and remain in groups so that evacuation is easier. DO NOT APPROACH THE SHOOTER OR RESPONDING LAW ENFORCEMENT.

In all cases, remain in place while it is safe to do so until you are evacuated by Law Enforcement or Emergency personnel, either physically or by instruction. Local and Campus Law Enforcement will engage the shooter directly; enforce the lockdown and secure the campus. Follow all instructions of any law enforcement officer and keep your hands visible.

DO NOT CONFRONT A SHOOTER OR ATTEMPT TO STOP THEM even if it is someone you know.

## SEVERE WEATHER OR TORNADO

### (ACTION PLAN 4 – SHELTER)

Overhead Siren will sound a long steady tone followed by verbal notice.

The campus will be alerted of serious weather conditions by the campus emergency notification system, County Emergency Management Agency or National Weather Service.

1. Move out of rooms quietly into a hallway. In buildings without hallways, move to the interior of the building away from items that may fall or be thrown about.
2. Close all classroom/office doors, making sure no one is left in the room.
3. Remain in hall or interior room until contacted by a college official.
4. Report anyone missing or injured to a college official or emergency personnel immediately



## PHYSICAL PLANT (BUILDING PROBLEMS)

1. Electrical/Light Fixture, Plumbing Failure: Stay clear of the problem area. Turn off water and switch off lights
2. Gas Leaks: STOP all operations. Do not touch light switch or electrical equipment as this can cause an explosion. EVACUATE the building.
3. Ventilation Problems: If smoke or foul odors are detected coming from the ventilation system, evacuate the building.

\*\*\*Call Maintenance or College Police Department

## MINOR ACCIDENTS, SICKNESS, AND INJURY

Holmes CC does not employ Emergency Medical Rescue personnel. However, MINOR first-aid treatment is available from the Administrative Offices. In case of sickness or injury of a more severe nature, contact the Administration or Campus Police. In an emergency, local Fire Rescue or Ambulance will be contacted. A personal emergency contact will be notified if known. Students are encouraged to avail themselves of local health services whenever necessary. These include nearby doctors' offices and local hospitals. Expenses for all medical treatment are the responsibility of each individual student, employee, or campus guest.

College employees should follow the Universal Precautions in Handling Body Fluids as recommended by the Center of Disease Control and required by OSHA, i.e., wear rubber gloves and dispose of supplies properly.

The general health and safety of all students, employees, and guests is important. Serious violations of Holmes Community College Emergency Operations Plan and Health and Safety Policy and Procedures will result in the violator's immediate removal and/or disciplinary action from the campus or college as a whole. Health and safety violations are the most serious offenses against the college community.

FALSE INFORMATION: Making a false statement to Law Enforcement officers, making a threat or calling in a hoax fire or bomb threat is a crime and will result in your arrest, school disciplinary action and possible jail time. Your safety and that of others are paramount to the College Administration and Police. Please cooperate in making Holmes Community College a safe environment for all.

## IF AN EMERGENCY OF ANY TYPE OCCURS,

CONTACT THE COLLEGE POLICE DEPARTMENT ON YOUR CAMPUS IMMEDIATELY.

### CAMPUS POLICE DEPARTMENTS:

GOODMAN: (601) 940-0089/ (662) 472-9043 (24 hours a day)

GRENADA: (662) 227-2334/ (662) 809-6845 after hours 911

RIDGELAND: (601) 605-3333 after hours 911 or  
(601) 856-2121 (Ridgeland Police)

### ADMINISTRATIVE CALLS (MON - FRI) 8A - 3:30P

Goodman (662) 472-2312

Grenada (662) 226-0830

Ridgeland (601) 605-3300

## ON-CAMPUS RESOURCES

### POLICE SERVICES

All Emergencies/Disasters: 911

Goodman: (601) 940-0089 - (662) 472-9043 (24 hrs)

Grenada: (662) 227-2334 - (662) 809-6845  
(Mon.-Thurs., 7a-9:30p and Fri. 7a-3:30p)

Ridgeland: (601) 605-3333 - (601) 503-7589  
(Mon.-Thurs. 7a-11p and Friday 7a-5p)

Garrett Hartley (662) 809-6845  
Campus Police Chief, Grenada

Tony McDaniel (601) 940-0089  
Campus Police Chief, Goodman

Da'Varius Jackson (601) 605-3363  
Campus Police Chief, Ridgeland

## **FIRE SERVICES**

The fire services provide firefighting capabilities and have overall responsibility to provide Emergency Medical Services, including First Aid, evacuation, and transport of injured persons.

Local Fire Department: 911      Grenada: (662) 226-1421  
Goodman: (662) 834-1511      Ridgeland: (601) 856-4004

## **FACILITIES MANAGEMENT - PROVIDES THE FOLLOWING EMERGENCY SERVICES:**

Utilities: Repairs to water, gas, electric and sewage systems.

Structures: Repairs to structures and mechanical equipment, including HVAC systems.

Equipment: Portable pumps, generators, floodlights, welders, air compressors, etc.

## **TRANSPORTATION SERVICES (BUSES/VANS/TRUCKS)**

Maintenance Engineer  
Goodman (662) 472-9114

Marshall McCain, Facilities Director  
Ridgeland (601) 605-3305

Trent Little, Facilities Director  
Grenada & Goodman (662) 227-2352

## **MISCELLANEOUS/OTHERS**

### **STUDENT SERVICES AND FOOD SERVICE**

Student Services can provide limited items such as temporary housing, bedding, sanitary facilities, and food to support emergency situations.

Andy Wood      (662) 472-9024  
Vice President, Goodman Campus

### **FIELD HOUSE FACILITIES:**

The Field house and other facilities may be utilized as temporary housing, dining, or storage facilities during an emergency.

Head Coach Marcus Wood Sr.      (662) 472-9133

### **INFORMATION TECHNOLOGY**

Steven Tiller      (662) 472-9498  
Information Technology provides computers, telephones and communications back-up resources, and can contact outside contractors to restore communications services.

### **PURCHASING DEPARTMENT**

Rosemary Self      (662) 472-9079

## **COUNSELING SERVICES**

Pamela Fells (Ridgeland)      (601) 605-3311  
Kathryn Cox (Grenada)      (662) 227-2322  
Simonee Miller (Goodman)      (662) 472-9144

## **HUMAN RESOURCES**

Julia Brown, Director      (662) 472-9011

## **COMMUNICATIONS OFFICE**

The Communications Office provides media support services.  
Steve Diffey, District Director      (662) 472- 9068

## **COLLEGE ADMINISTRATION**

Dr. Jim Haffey, President      (662) 472-9013

### **GOODMAN CAMPUS**

Goodman Campus Administration      (662) 472-9073

Andy Wood, Vice-President,      (662) 472-9024  
Goodman Campus

Dr. Jenny B. Jones, Vice-President      662-472-9035  
Academic Programs

Wendy Grace      (662) 472-9174  
Academic Coordinator

Dr. Thomas L. Jones, Director      (662) 472-9057  
Career Technical Education

Dr. Amy Whittington, Vice-President      (601) 605-3430  
Career Technical Education

### **GRENADA CAMPUS**

Grenada Campus Administration      (662) 226-0830

Dr. Michelle Burney, Vice-President      (662) 227-2304  
Grenada Campus

Dr. Ginger Meriwether      662-227-2316  
Director of Health Sciences

### **RIDGELAND CAMPUS**

Ridgeland Campus Administration      (601) 605-3300

Dr. Don Burnham, Vice-President      (601) 605-3301  
Ridgeland Campus

Allison DeWeese,      (601) 605-3301  
Career-Technical Coordinator, Ridgeland Campus

Dr. Tonya Lawrence, Academic Dean      (601) 605-3413

Dr. Mike Blankenship      (601) 605-3315  
Vice President Workforce Development

### **ATTALA CENTER**

Mandy Burrell, Director      (662) 472-9172

## OFF-CAMPUS RESOURCES

### LOCAL POLICE DEPARTMENT

Emergency #:	911
Goodman PD	(662) 472-2272
Grenada PD	(662) 226-1211
Ridgeland PD	(601) 856-2121

### COUNTY SHERIFF'S DEPARTMENTS

Holmes SO	(662) 834-1511
Grenada SO	(662) 227-2877
Madison SO	(601) 859-2345
State Police (MHP)	(601) 987-1212
From ANY Cell Phone	(*HP)

### FIRE SERVICES

Emergency	911
State Fire Marshal	(601) 359-1061

### STATE/COUNTY EMERGENCY MANAGEMENT AGENCY

Madison County EMA	
Albert Jones, III	(601) 859-4188
Holmes County EMA	
Gyrone Granderson	(662) 235-5126
Grenada County EMA	
Trebia Rodgers	(662) 226-1076

<b>MEMA</b>	(601) 933-6362
Emergency line	(800) 222-6362
State Health and Environmental Services	

<b>MDEQ</b>	<b>(601) 961 - 5171</b>
	(888) 786-0661

<b>STATE DEPARTMENT OF NUCLEAR SAFETY</b>	
Mississippi Office of Homeland Security	(601) 346-1500

<b>AMERICAN RED CROSS DISASTER SERVICES</b>	
State Emergency Services	(601) 353-5442
Miscellaneous/Others	

<b>ENTERGY</b>	
Main	1-800-968-8243
Alt	1-800-368-3749

<b>ATMOS GAS</b>	
Main	1-866-322-8667
(EMER)	
Alt	1-888-286-6700

<b>AT&amp;T LAND SERVICES</b>	
Main	1-800-288-2020
(Tech Support)	

<b>MS DEPARTMENT OF TRANSPORTATION</b>	
Main	(601) 359-7001

## GOODMAN DORM FIRE SYSTEMS

Included in the statistical part of this annual report is the college's statistical report on the incidence of fires reported and occurring in student housing. All fire incidents occurring in student housing are required to be reported to the Director of Housing who provides this information to the Dean of Students for reporting. Every effort is made to see that fire preparedness and fire alert/detection equipment is operational at all times. Those buildings that are equipped with automatic fire suppression are tested regularly as required. Fire Drills in student housing are conducted once per semester. Fire response to student housing is provided by the Goodman Fire Department and is not a college administered agency.

Fire response like all other campus emergencies is included in the Emergency Protocols poster.

Incidents or concerns should be addressed to the Director of Student Housing on the Goodman campus.

### FIRE SAFETY RIGHT TO KNOW *(reference page 38)*

#### Description of Fire Protection Equipment (On-Campus Housing):

Dorm Fire	Alarm System	Sprinkler
Attala Hall	Mircom 350	with sprinkler system
Yazoo Hall	Simplex 2001	with sprinkler system
Grenada Hall	ESL 1500	with sprinkler system
Cook Hall	Edwards 6616	none
Choctaw Hall	Mircom 3500	none
Webster Hall	Secutron 2944	none
Motel	ESL 1500	none

Fire extinguishers are located throughout all buildings on Holmes Community College campuses.

# EMERGENCY PROTOCOLS



## FIRE/BUILDING EVACUATION

- Fire **BELL, HORN or LIGHTS** indicate a fire alarm or building evacuation. Everyone **MUST** evacuate.
- **DO NOT ASSUME THE ALARM IS FALSE OR WAIT FOR CONFIRMATION.**
- If you SEE fire/smoke before the alarm sounds go to the nearest alarm station to activate the alarm and leave the building and then call 911.
- **TAKE** your belongings with you and close doors behind you if possible.
- Do Not Use **ANY** Elevator.
- **ASSIST** Elderly or Disabled.
- Students and Staff should stay together outside.
- **LEAVE** building and stay far away as directed



## MEDICAL EMERGENCY

- **CALL 911**, not college police.
- **RENDER** first aid or assistance if properly trained
- **REPORT** all medical emergencies, accidents, or injuries
- to the **COLLEGE POLICE** as soon as possible.
- AEDs (defibrillator) are located on each campus through the EMS Program or College Police Department.



## TORNADO WARNING

- **LISTEN** for siren (long continuous siren) or other warnings.
- Take **SHELTER** on the lowest floor of the building in an interior space with no windows.
- Use an interior hallway if no interior room exists; stay away from glass windows and doors.
- **ASSIST** students, visitors, handicapped to shelter.
- **STAY** in shelter until advised.



## HOSTILE/DISRUPTIVE BEHAVIOR

- **Stay Calm! GET AWAY** from the problem.
- **DIAL 911**
- **DO NOT CONFRONT** the subject or block his/her exit as they could be dangerous.
- If a person becomes hostile get away from them. (**RUN, HIDE, FIGHT**)
- Follow **LOCK-DOWN** procedures.



## LOCK-DOWN

- The LOCK-DOWN Siren is a start/stop **AIR HORN (ON—OFF—ON—OFF)**.
- **RUN** – if possible RUN AWAY if you can SAFELY do so from the affected area.
- **SECURE** yourself in a lockable area when it is unsafe due to a POLICE emergency or Armed Response to an incident near you.
- If you feel threatened or see an armed person, do not wait for an alert. Secure yourself and others then call 911 or campus police.
- If in a hall or open area of a building **RUN** if safe to do so or **SECURE** yourself in a nearby classroom or lockable area and wait for rescue or **ALL CLEAR**.
- If outside, leave the campus quickly or get to the nearest cover and stay down. **DO NOT LEAVE BY CAR.**
- Keep your hands out from your body and visible to responding law enforcement officers who approach you. Follow their instructions.
- **SECURE** any door, turn off lights and sit down on the floor at the wall furthest from the door. Turn cell phones on silent and power down all computers and equipment.
- **DO NOT UNLOCK THE DOOR!** You will receive instructions via RAVE ALERT of what to do and when to leave. All rooms will be cleared in person by police enforcement teams.
- If there are injured persons with you or nearby, law enforcement medical services may not render medical aid until the area is safe.



## BOMB/ BOMB THREAT

- If you observe, Ask the caller where, when, why the bomb was placed.
- Note the age, gender, speech pattern, attitude, background noise, accent, etc.
- Check the caller ID on your phone and write down any information.
- If advised of a bomb in writing or e-mail: DO NOT to handle the letter, save the original.
- Note the date, time, location, return address or e-mail address.



### Get RAVE to get updates!

- Updates on weather & dangers immediately
- See when class is canceled





#NoPlaceLikeHolmes🐾