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A Message from the Interim Executive Director of Security

The safety and well-being of the Central Piedmont Community College (CPCC) students, employees, prospective students and visitors is the most important concern to the college's Administration and Security. While we work to maintain a safe and secure campus, we can be more effective with the help of everyone. Collectively, we can create the campus environment that supports the institution’s mission and goals. In doing so, it is recognized that security at CPCC is everyone’s business. Although no community can be completely risk-free in today’s society, our department works toward reinforcing partnerships with students, faculty, staff, administration and guests in creating an atmosphere that promotes safety and remains conducive to learning.

It is important that College Security have a philosophy that is consistent with contemporary policies and campus expectations. Therefore, we ask that you always adhere to all established rules and regulations governing conduct and behavior while on campus.

This Annual Security Report (ASR) is intended to comply with the requirements of the Jeanne Clery Disclosure of Campus Security Act, as amended by the Higher Education Opportunity Act. Inside you will find important information about the college’s crime prevention efforts. This report serves as a source of information for the college community. You are encouraged to contact the departments or programs listed in this report for more information about the available programs and resources. The report is available online at http://www.cpcc.edu/college-security/security-annual-report.

As the Interim Executive Director of Security for CPCC, and on behalf of College Security Department, we look forward to serving the campus community and to continue providing a safe and secure environment each day.

Thanks for the cooperative effort of everyone at Central Piedmont Community College’s campuses.

Charles E. Wright, Jr.
Interim Executive Director, Security
Central Piedmont Community College
PROCESS FOR PREPARING THE ANNUAL REPORT
Process for Preparing the Annual Report

The Executive Director of Security publishes and distributes an Annual Security Report (ASR) annually. This report is available to all current and prospective students and employees and is available online at [http://www.cpcc.edu/college-security/security-annual-report](http://www.cpcc.edu/college-security/security-annual-report). The report contains three years of campus crime statistics and is designed to provide essential information concerning safety and security on CPCC campuses. A significant amount of the report may assist you in protecting yourself and others should an emergency occur.

All agencies within the jurisdiction as specified by the Clery geography for Central Piedmont Community College were contacted for the production of this report. Documentation for all communication and data is stored electronically and as a hard copy in the college’s Facilities Services Building. The Executive Director of Security reviews security policies annually to ensure they are current and being implemented as prescribed.

The 2013 Annual Security Report production group includes the following individuals from the college:

Charles Wright – Interim Executive Director, College Security 704.330.6257
Richard Korenich – Director, Security Communications 704.330.6628
Mark Helms – Dean for Student Life and Service Learning 704.330.6127
Nichole Patterson – Assistant to the Vice President, Enrollment and Student Services 704.330.6039
Tracy Moore – Associate Dean, Education Support Services 704.330.6819
Erik Hunter – Director, Student Conduct and Civility 704.330.6547
Leon Matthews – Director, Institutional Equity (Title IX Coordinator) 704.330.6524
Christina Corpening – Administrative Specialist-Security 704.330.3627
Wanda Gray – Administrative Assistant 704.330.6279
CONTACTING CPCC SECURITY
Contacting CPCC Security

The college’s security officers are here to help you. No matter what type of situation arises on any campus, CPCC’s 24-hour Security Dispatch Center (located on Central Campus) is the first step toward assisting you. As soon as you call for assistance, a radio call will go to the nearest security officer. Additional resources such as emergency medical services (EMS), fire and police are also immediately dispatched based on the incident.

CPCC College Security Contact Information

- Emergency - Dial: 704.330.6911
- Non-Emergency - Dial: 704.330.6632
- Parking - Dial: 704.330.6117
- NC Relay - 711

Or

Mobile text your information to: 67283
Start your message with CPCCTIP - then include your message.

For more information on the CPCCTIP text messaging service, please view the CPCC Security YouTube video at http://www.youtube.com/watch?v=59xMGEOPUVA.

Comments and Feedback

If you wish to commend a college security staff member, provide comments, or feedback please contact:

Charles Wright, Interim Executive Director, Security
security.community@cpcc.edu
704.330.6632
Mission: Security Services engages the college community in the prevention and effective resolution of crime and disorder issues impacting the learning environment or the quality of campus life.

Vision: Security Services seeks to be an industry-leading provider of security and law enforcement in the community college environment.

Security Services Values
- Responsive Service
- Proactive Engagement
- Continuous Improvement
- Personnel Development

Campus Security Authorities
Any College Security employee or contract security employee (AlliedBarton) is considered to be a Campus Security Authority (CSA). A CSA is any college official with significant responsibility for campus activity. In addition, Campus ESS Directors, the Office of the Dean of Student Life, the Director of Counseling, and the Director for Institutional Equity are considered CSAs and are responsible to report to Security any crime covered by the Clery Act. Table 1 includes a list of CPCC CSAs who are trained and ready to assist you. CSAs receive training on how to report crimes in compliance with the Clery Act. The Director of Security Communications trains CSAs and maintains a list of CPCC CSAs. Anyone who has been a victim of a crime, or knows of anyone who has been a victim of a crime, is encouraged to report that crime to a Campus Security Authority or College Security.

Table 1: Central Piedmont Community College Campus Security Authorities

<table>
<thead>
<tr>
<th>CSAs</th>
<th>LOCATION</th>
<th>PHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>College Security</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interim Executive for College Security</td>
<td>Central Campus – Facilities Services</td>
<td>704.330.6632</td>
</tr>
<tr>
<td>Field Director of Campus Security</td>
<td>Central Campus – Facilities Services</td>
<td>704.330.6632</td>
</tr>
<tr>
<td>Director, Security Communication</td>
<td>Central Campus – Facilities Services</td>
<td>704.330.6632</td>
</tr>
<tr>
<td>Director of Campus Security, Levine</td>
<td>Levine Campus</td>
<td>704.330.6632</td>
</tr>
<tr>
<td>Director of Campus Security, Central</td>
<td>Central Campus</td>
<td>704.330.6632</td>
</tr>
<tr>
<td>Director of Campus Security, Cato</td>
<td>Cato Campus</td>
<td>704.330.6632</td>
</tr>
<tr>
<td>Assistant Director of Campus Security, City View Center</td>
<td>City View Center</td>
<td>704.330.6632</td>
</tr>
<tr>
<td>Security Supervisor, Overcash</td>
<td>Central Campus – Overcash Building</td>
<td>704.330.6632</td>
</tr>
<tr>
<td>Administrative Assistant, Security</td>
<td>Central Campus – Facilities Services</td>
<td>704.330.6632</td>
</tr>
<tr>
<td><strong>ESS Directors</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ESS Director, Cato</td>
<td>Cato Campus</td>
<td>704.330.4845</td>
</tr>
<tr>
<td>ESS Director, Harper</td>
<td>Harper Campus</td>
<td>704.330.4441</td>
</tr>
<tr>
<td>ESS Director, Harris</td>
<td>Harris Campus</td>
<td>704.330.4608</td>
</tr>
<tr>
<td>ESS Director, Levine</td>
<td>Levine Campus</td>
<td>704.330.4207</td>
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Office of Student Life

<table>
<thead>
<tr>
<th>Position</th>
<th>Campus/Building</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>ESS Director, Merancas</td>
<td>Merancas Campus</td>
<td>704.330.4175</td>
</tr>
<tr>
<td>Dean for Student Life &amp; Service Learning</td>
<td>Central Campus – Overcash Building</td>
<td>704.330.6127</td>
</tr>
<tr>
<td>Associate Dean for Student Life</td>
<td>Central Campus – Overcash Building</td>
<td>704.330.6374</td>
</tr>
<tr>
<td>Director, Family Resource Center</td>
<td>Central Campus – Overcash Building</td>
<td>704.330.6246</td>
</tr>
<tr>
<td>Student Life Coordinator, Central</td>
<td>Central Campus – Overcash Building</td>
<td>704.330.6743</td>
</tr>
<tr>
<td>Student Life Coordinator, Harper</td>
<td>Harper Campus</td>
<td>704.330.4422</td>
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<tr>
<td>Student Life Coordinator, Harris</td>
<td>Harris Campus</td>
<td>704.330.1236</td>
</tr>
<tr>
<td>Student Life Coordinator, Levine</td>
<td>Levine Campus</td>
<td>704.330.4252</td>
</tr>
<tr>
<td>Student Life Coordinator, Merancas</td>
<td>Merancas Campus</td>
<td>704.330.4174</td>
</tr>
<tr>
<td>Evening Facilitator</td>
<td>Central Campus – Overcash Building</td>
<td>704.330.6584</td>
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Office of Counseling Services

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<th>Position</th>
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<tbody>
<tr>
<td>Director for Counseling Services</td>
<td>Central Campus</td>
<td>704.330.6364</td>
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</tbody>
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Office of Institutional Equity

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<thead>
<tr>
<th>Position</th>
<th>Campus/Building</th>
<th>Phone Number</th>
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</thead>
<tbody>
<tr>
<td>Director Institutional Equity, Title IX</td>
<td>Central Campus – Admin 4 Building</td>
<td>704.330.6524</td>
</tr>
<tr>
<td>Coordinator</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The following information is gathered by CSAs to ensure proper statistical information is reported:
- Date incident reported
- Date of incident (to the extent it can be determined)
- Approximate time of incident
- Location of incident
- Brief description of alleged criminal activity
- Gender of victim

Reporting Exceptions

Pastoral counselors and licensed professional counselors acting in the scope of the professional license are not considered to be CSAs and are not required to report crimes as part of CPCC’s annual disclosure of crime statistics.

The Interim Executive Director of Security provides oversight to all College Security personnel and ensures the collection and processing of incident and crime reports.
COLLEGE SECURITY PROVIDERS
College Security

College Security is responsible for ensuring the safety of the campus community, receiving incident reports, conducting investigations, documenting traffic accident reports and other public safety services. All incidents of a criminal nature are reported to the local police department with jurisdiction for that campus location.

College Security is comprised of sworn officers, non-sworn uniformed security officers (Company Police), directors of Campus Security (DOCS) and assistant directors of Campus Security (ADOCS).

College Security is staffed with both college personnel and contract security personnel. AlliedBarton Security Service provides the contracted personnel that help secure all campuses.

Non-sworn uniformed security officers are unarmed and are identified by light blue uniform shirts with a distinctive Central Piedmont Community College shoulder patch and badge. They perform many of the same tasks as sworn police officers with the exception of effecting arrests. When an arrest is necessary, it is referred to a sworn officer.

Sworn company police officers are armed and identifiable by their navy or white uniform shirt with a distinctive Company Police shoulder patch and badge. Company police have full police authority on college property under the provisions of Chapter 74E of the General Statutes of the State of North Carolina. Police commissions are granted under that statute by the Attorney General of North Carolina. Company police possess all the powers of municipal and county police officers to make arrests for both felonies and misdemeanors, and charge for infractions on college property.

To further their law enforcement purpose, the CPCC Company Police Officers and CPCC College Security Department maintain a relationship with other law enforcement agencies in the area. Aid is requested between agencies depending on the security situation.

Directors of Campus Security (DOCS) and Assistant Directors of Campus Security (ADOCS) are experienced former law enforcement and security professionals who report directly to the Interim Executive Director of Security. Each is assigned to one of the college’s six campuses and two centers, and serves as the liaison between law enforcement and the CPCC Campus Administration of their respective campuses. DOCS and ADOCS are primarily responsible for the management of campus safety and security, managing security personnel, responding to incidents on campus, deterring security-related threats and ensuring compliance with college policies including the CPCC Student Code of Conduct. The following personnel serve as an ADOC or DOC at the college:

Joe Agati – DOCS
Paul Kitchen – DOCS
Richard Korenich – Director, Security Communications
Vincent Recher – DOCS
Rhonda Satchell – ADOCS
Lockwood Ray – DOCS
Shane Watson – ADOCS
Working Relationships with Local Law Enforcement Agencies

The Central Piedmont Community College Security Department maintains working relationships with Charlotte-Mecklenburg Police Department (CMPD), Mecklenburg County Alcohol Beverage Commission (ABC), Huntersville Police Department, Matthews Police Department, the Mecklenburg County Sheriff’s Department, the NC State Bureau of Investigation (SBI), the Federal Bureau of Investigation (FBI), and the NC Highway Patrol. All criminal related incidents occurring on the main campus are referred to the CMPD. Within the designated city limits of Charlotte, CMPD has the authority to enforce local statues and ordinances on campuses and non-campus locations of the college, and public property locations bordering designated campus/non-campus areas. All incidents of a criminal nature are reported to the local police department with jurisdiction for that campus location. The college’s Security Department works with all outside law enforcement agencies listed above. When a crime or emergency incident occurs on campus, victims and witnesses are urged to immediately contact the College Security Department by phone at 704.330.6911.

AlliedBarton police officers conduct foot and vehicle patrols of the campuses and parking lots during business hours and in some cases 24 hours a day. AlliedBarton officers enforce North Carolina state laws and local ordinances. CPCC Directors and Assistant Directors of Campus Security enforce college policies.

Security Dispatch Center

The Security Dispatch Center, which is staffed 24 hours a day, is available to accept reports about potential criminal actions and other emergencies on campus. When a call is received, CPCC security resources are immediately dispatched by radio along with any outside public safety resource that is required such as Emergency Medical Service (EMS), fire, or police. The Dispatch Center also monitors local police channels to alert the campus community if Clery related crimes are reported on the public property adjacent to the campus.

The Security Dispatch Center uses multiple systems to coordinate the activities of the Security Officers 24 hours a day, 365 days a year.

- All calls for service are recorded and logged by date, time, location and nature of request or incident.
- Dispatchers and Security staff document incidents in the Advanced Report Management System (ARMS), a computerized incident reporting database.
- Multiple phone lines support the emergency and non-emergency service request lines for College Security.
- Emergency call boxes are monitored by dispatchers and tested monthly.
- A digital radio system linking all six campuses and two centers is coordinated by the Security Dispatch Center staff. The radio system allows for communication between Security, Building Emergency Captains, Parking Services, and Environmental Safety and Health staff.
- Computer systems are used to monitor and process service requests, research criminal and law enforcement databases, and manage the surveillance camera network at all college locations.
Multiple alarm systems are monitored directly and via a central alarm monitoring station.

**Security Technology**

CPCC’s Security Department is equipped to address the college’s uniquely designed campuses. College Security maintains a working relationship with Facilities Management in the maintenance of campus facilities. Each campus location and building has a trained SchoolDude representative. SchoolDude is a software program that allows facilities maintenance to monitor and review maintenance issues college wide.

A system of security cameras is in place to ensure the safety of students, faculty, staff, visitors and the campus facilities. A video surveillance system serves to monitor CPCC facilities. CPCC has 394 cameras system wide that are monitored 24 hours a day by the CPCC Security Dispatch Center. These cameras help to:

- maintain secure facilities.
- protect students.
- deter crimes.
- prevent vandalism.
- monitor parking lots.
- aid in investigations.
- assist to ensure that school policies are properly followed.

A count of the security cameras is listed in Table 2.

**Table 2: Tally of Central Piedmont Community College security cameras.**

<table>
<thead>
<tr>
<th></th>
<th>Central</th>
<th>Cato</th>
<th>Harris</th>
<th>Harper</th>
<th>Levine</th>
<th>Merancas</th>
<th>City View</th>
<th>WTVI</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cameras</td>
<td>318</td>
<td>6</td>
<td>15</td>
<td>15</td>
<td>8</td>
<td>12</td>
<td>8</td>
<td>12</td>
<td>394</td>
</tr>
</tbody>
</table>

There are 164 emergency call boxes which connect callers directly with the Security Dispatcher Center 24 hours a day, 7 days a week. The boxes are activated by pressing the call button. Security Dispatch can immediately identify the location of the caller even if the caller is unable to verbally communicate with the dispatcher. A count of the emergency call boxes is listed in Table 3.

**Table 3: Tally of Central Piedmont Community College emergency call boxes.**

<table>
<thead>
<tr>
<th></th>
<th>Central</th>
<th>Cato</th>
<th>Harris</th>
<th>Harper</th>
<th>Levine</th>
<th>Merancas</th>
<th>City View</th>
<th>WTVI</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Call Boxes</td>
<td>146</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>164</td>
</tr>
</tbody>
</table>
The following pictures are examples of emergency call boxes at CPCC. The blue emergency call box is located at Harper Campus only.

OFFICE OF STUDENT CONDUCT AND CIVILITY

The Student Code of Conduct (Code) outlines the college’s expectations regarding student behavior while enrolled at CPCC, and methods for resolving allegations of student misconduct. Conduct prohibited under the Code and subject to disciplinary action is detailed online at http://www.cpcc.edu/firstyear/success-documents/code-of-conduct. The Code is administered by the Office of Student Conduct and Civility (704.330.6547). The primary purpose for the imposition of discipline in the college setting is to protect the campus community. Consistent with that purpose, reasonable efforts are also made to foster the personal and social development of those students who are held accountable for violations of college policies.

Acts of violence (including any sexual assault), intimidation, or disruption; substantial theft or vandalism; fraud or forgery; use or distribution of illegal drugs; and any Code violation motivated by considerations of sex, race, ethnic origin, sexual orientation or religion are forms of misconduct that most frequently result in dismissal from the college.

CPCC CARE Team

The CPCC Care Team is a diverse group of college professionals who respond collaboratively to reports regarding students of concern. The Care Team meets on a bi-weekly basis, and rapid response meetings are held as needed. The Care Team includes representatives and designees from these departments: Dean of Student Life, Counseling Services, College Security, Student Conduct and Civility, Learning (curriculum instruction), Disability Services, Center for Military Families and Veterans, and Human Resources.

The Care Team uses an online reporting form to provide a way to share concerns about events and behaviors that may affect the CPCC community. Reporting students of concern provides early intervention opportunities and helps to facilitate a "See Something, Say Something" culture at the college. A reporting system is used to track and manage reports of issues or behaviors that raise safety concerns on campus.
To submit a Care Team report, please visit http://www.cpcc.edu/college-security/report-a-concern. If you would like to discuss a specific student behavioral concern, please contact Mark Helms, CARE Team Chair at mark.helms@cpcc.edu or at 704.330.3911.

**Emergency Situations:** If you observe violent or aggressive behavior, a person who is injured, or someone whose behavior seems erratic and potentially dangerous, call College Security at 704.330.6911.

**Non-emergency Inappropriate Behavior:** If you observe someone who is displaying inappropriate behavior that is disruptive or otherwise problematic, call the Office of Student Conduct and Civility at 704.330.6547.

**Counseling Support:** If you or a student you observe needs to talk to someone about a personal concern or is experiencing a psychological or emotional issue (i.e. depression, anxiety, grief and loss, or suicidal thoughts), call Counseling Services at 704.330.6433.
EMERGENCY RESPONSE PROCEDURES
Emergency Response and Evacuation Procedures

The Office of the Vice President for Administration and Finance is responsible for the All Hazards Emergency Response Plan (AHERP), an internal employee document. The plan provides policies, procedures, and defines roles and responsibilities necessary to effectively respond to emergencies. This plan complies with guidelines provided by the Federal Emergency Management Agency (FEMA). This All Hazards Emergency Response Plan is designed to minimize the impact of an emergency on students, faculty, staff, visitors and facilities. Additional information is available online at http://www.cpcc.edu/college-security/emergencies.

The plan’s priorities are to:

- protect the campus community during an emergency;
- coordinate the college’s resources to respond when emergencies occur;
- cooperate with local, state and federal agencies on their AHERP;
- annually test and update the AHERP; and
- educate students, faculty and staff members on how to respond in emergency situations.

Emergency Operations Center

The Emergency Operations Center (EOC) is located on Central Campus. The EOC serves as a centralized location where the Emergency Management Team and the Core Emergency Support Team will assemble and where all emergency response activities are coordinated.

If the primary site is not available, an alternate site has been established. If the Central Campus area has to be evacuated, the Emergency Management Team will meet at the Harris Campus. A virtual EOC option is also available for use by the Emergency Management Team and the Core Emergency Support Team.

Following the notification of an Incident by College Security, the President or designee will determine the need to activate the EOC. When the EOC is activated, the Emergency Management Team and the Core Emergency Support Team will be notified by telephone or other means alerting personnel to report directly to the EOC.

Critical Alert-Emergency Notification System

The college activates its emergency notification system in response to any situation that poses an immediate threat to members of the campus community or could disrupt college operations in a significant manner. College Security, Community Relations and Marketing Services, and Information Technology Services work together to alert the campus community about incidents and the college’s response to such incidents using multiple communication channels. These channels include email, phone, text, desktop computer, CPCC TV Channel 17, MagicNet, and the college website.
For the latest emergency information (including campus closings and inclement weather) please call 704.330.6888 for a recorded message.

Timely Warning Procedures

A timely warning is a message to the campus community that notifies individuals of a serious crime on or adjacent to the college’s campuses. This notice is designed to allow the community to take precautions for their personal safety and to enlist the community’s assistance to identify the perpetrator(s). This message may include an emergency notification. CPCC Security and Community Relations will provide students and staff with a message anytime a Clery related crime is committed on CPCC properties.

The Community Relations and Marketing Services office may also post an electronic bulletin notice on the main page of the CPCC website at http://www.cpcc.edu, providing the college community with additional immediate notification. The electronic bulletin will be immediately accessible via computer by all faculty, staff and students. Any member of the community who is aware of an incident or emergency is urged to immediately notify a college official, who will in turn notify the Security Department so a timely warning can be issued.

Emergency Response and Evacuation Procedures

CPCC does not operate or maintain residence halls.

CPCC is classified as a Business Group (B) in the North Carolina State Fire Codes (NCFC) because the college does not have any on campus residence halls. Therefore, according to NCFC 405, table 405.2 CPCC is required to conduct fire and evacuation drills on an annual basis. For campuses, centers, or buildings that have the middle college program with high school students, those areas are classified as a Business Education Group. According to NCFC 405, table 405.2 the college is required to conduct fire and evacuation drills on a quarterly basis in these areas. CPCC complies with both state and local fire code requirements as they pertain to fire and evacuation drills.

In the event of an emergency where an evacuation is necessary, the following procedure should be followed:

1. Evacuate the building. Close all interior doors behind you.
2. Move to the closest EXIT and proceed down the EXIT stairwell in a safe and orderly manner, single file, and keep to the right. Do not use the elevators.
3. All CPCC faculty and staff will help direct students and visitors in a prompt and orderly fashion to evacuate to designated assembly areas (as defined below).
4. All occupants must move 300 feet from the building (as recommended by the Charlotte Fire Department). Persons with disabilities should be assisted to the designated areas of rescue.
assistance and await further instructions from College Security, the Building Captain, or emergency response personnel.

5. Do not go back into the building for any reason, unless directed by College Security, Building Captains, or Public Safety officials! If you have a problem or concern, please inform College Security personnel.

Designated Assembly Areas

1. Central Campus designated assembly areas include:
   - All CPCC parking facilities;
   - The Quad, which is the area bordered by the Belk, Citizens, Elizabeth Classroom Building, Giles, Kratt, Learning Resource Center, and Terrell buildings; and
   - The Overcash front lawn.

2. Cato, Harper, Harris, Levine, Merancas, City View Center, and WTVI have designated assembly areas at their parking lots.

Designated Areas of Rescue Assistance - Central Campus

The Central Campus has multiple buildings and therefore several areas are designated as Areas of Rescue Assistance. The following are areas of rescue assistance at Central Campus:

Hall Professional Development Building, first floor:
   - Loading Dock
   - Entrance Lobby
   - Back Stairwell

Information Technology Building, first floor:
   - Entrance Lobby
   - Back Loading Dock

Sloan Morgan Building, first floor:
   - Front Stairwell

Overcash, first floor:
   - Theater Lobby

Overcash, second floor:
   - Outside Stairwell (adjacent to Overcash/Sloan-Morgan crosswalk)

NOTE: Designated Areas of Rescue at these locations are equipped with two-way communication.
Shelter in Place/Building Lockdown

Some emergencies may require that CPCC students, faculty, staff and visitors take shelter inside the building. Incidents such as violent intruders or a hazardous material release are examples where it may be safer to shelter in place. Information concerning the event will be distributed through security, building captains, broadcast emails, CPCC TV, the CPCC website and the Critical Alert Emergency Notification System. Law enforcement agencies may use the term “lockdown” when directing occupants to shelter in place.

When direction to shelter in place or lockdown is given, the following actions should be taken:

- All students, faculty, staff and visitors should move into or stay inside a nearby campus building.
- Close and move away from all windows and doors. Lock doors if possible.
- Remain in place until notified by emergency personnel, security or building captains.
- Security personnel will begin the process of securing exterior doors.

Severe Weather Response - Tornado Shelter Areas

In severe weather incidents, such as a tornado, occupants will be notified to move to a more structurally sound location in the building. CPCC employees and students will receive information by email, through the Critical Alert Emergency Notification System, and on the CPCC website when tornado warning announcements are made by the National Weather Service. A tornado warning means that a tornado has been spotted or indicated by weather radar in the area.

If classes are in session and a tornado warning is in effect (a tornado has been spotted in the area), CPCC employees and students should follow these guidelines:

- If a tornado threatens, seek shelter immediately.
- Move to the lowest level of the building, basements are safest.
- Move to the interior area of the building (inner hallways, inner rooms).
- Stay away from windows, skylights and other glass areas.
- Stay out of areas with a large roof expanse (auditoriums, gymnasiums).

Tornado shelter areas have been identified in every building at all campuses.

Click on the links below to find the tornado shelter areas for your campus.

- Central Campus
- Cato Campus
- Harper Campus
- Levine Campus
- Merancas Campus
- Harris Campus
Emergency Information

Call the Security Dispatch Center if you need assistance with any safety, security, or medical emergency. You are urged to report any crime, regardless of how insignificant it may seem. Call 704.330.6911 (or extension 6911 from a campus telephone) for emergency assistance.

The Dispatcher who answers your call is trained in handling emergencies. When calling be prepared to:

- give your location
- describe the nature of the emergency
- if possible, stay on the phone until the dispatcher tells you to hang up

For more information, please visit http://www.cpcc.edu/college-security/emergencies.
CRIME PREVENTION PROGRAMS
Crime Prevention Programs

Throughout the year, crime reduction programs are conducted to educate students, faculty and staff in an effort to decrease crime-related incidents. While the contents vary, the overall intent of these programs (as shown in Table 4) is to inform the campus community of preventive measures and availability of related services.

Table 4: CPCC Crime Prevention Programs

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>DESCRIPTION</th>
<th>FREQUENCY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Domestic Violence 101</td>
<td>Counseling Services staff present domestic violence information and prevention tips to Student Success and Human Services classes and provide information for events sponsored by the Offices of Student Life and Family Resource Center.</td>
<td>Annually in October, for Domestic Violence Awareness month</td>
</tr>
<tr>
<td>What to Do in the Event of an Emergency?</td>
<td>New employees to the college receive information during New Employee Orientation on how to prevent and handle an array of emergency situations at the college.</td>
<td>Every other month</td>
</tr>
<tr>
<td>Prevention of Violence in the Workplace and Learning Environment</td>
<td>A professional development class that is provided for all employees of the college. The course is designed to prevent violence in the workplace and learning environment.</td>
<td>Annually</td>
</tr>
<tr>
<td>Classroom Management workshops</td>
<td>The Office of Student Life provides instructors proactive tips on mitigating classroom issues and management resources.</td>
<td>Periodically throughout the fall and spring terms</td>
</tr>
<tr>
<td>Domestic and Relationship Violence Program</td>
<td>The Office of Student Life provides information to students and staff. Female silhouettes are brought to campus to provide people with a visual and insight into the abuse suffered by women in Mecklenburg County.</td>
<td>Fall and spring terms</td>
</tr>
<tr>
<td>Information Tables</td>
<td>The Office of Student Life distributes College Security, Critical Alerts and campus map information brochures.</td>
<td>The first week of the fall and spring terms</td>
</tr>
</tbody>
</table>
Safety Tips

Be Aware

- Always be alert and aware of the people around you.
- Educate yourself concerning prevention tactics.
- Be aware of locations and situations that would make you vulnerable to crime. Examples: using alleyways, or walking alone at night.
- **If you are uncomfortable walking to your car after dark, call the Security Dispatch Center at 704.330.6632 and one of our Security Officers will escort you to your vehicle.**
- Blue *Emergency Call Boxes* are located campus-wide for emergencies.
- Be alert to your surroundings and the people around you, especially if you are alone or if it is dark.
- When possible, travel with a friend.
- Stay in well-lighted areas as much as possible.
- Walk close to the curb. Avoid doorways, bushes and alleys where someone could hide. Walk confidently and at a steady pace.
- Make eye contact with people when walking.
- Do not respond to conversation from strangers on the street; continue walking. If you carry a purse, hold it securely between your arm and your body.

Parking

Students should be aware that many of the college’s Central Campus neighbors are private business owners. They reserve many parking spaces for their customers and staff. Unfortunately, business owners may enforce their towing policies as posted at lot entrances in order to reserve their spaces. Please be aware of the signage that applies to all parking facilities that you use.

Be sure to review the parking regulations ([Student](#) and [Faculty/Staff](#)). A detailed map of Central Campus shows available parking locations on-campus. For parking permit questions and other information, contact [CPCCInfoPark@preferredparking.com](mailto:CPCCInfoPark@preferredparking.com). For parking violation notice appeals, contact [CPCCNotices@preferredparking.com](mailto:CPCCNotices@preferredparking.com).
College Policies Related to Security
College Policies Related to Security

1.00 THE EQUAL OPPORTUNITY PROGRAM POLICY

Central Piedmont /Community College is committed to equal opportunity and non-discrimination in personnel policies and intends that employees of the college and citizens of its service area shall be made aware of this commitment. All matters related to selection, compensation, benefits, promotion, social and recreational programs, and all treatment on the job will be free of discrimination based on any protected classification.

The college seeks to ensure that employment and assignment of all college personnel shall be solely on the basis of qualifications without regard to protected class status (1C SBCCC 200.96) and to seek to employ women and minorities in administrative positions (1C SBCCC 200.97).

The purposes of the Equal Opportunity Program, hereafter referred to as the Program, are to promote and ensure equal opportunity for all persons, whether employed or seeking employment, without regard to protected classification and to actively seek qualified applicants from traditionally under-represented groups.

http://www.cpcc.edu/administration/policies-and-procedures/1-00-the-equal-opportunity-program?searchterm=THE+EQUAL+OPPORTUNITY+PROGRAM+POLICY

4.01 And 7.01 - DRUG FREE COLLEGE POLICY

The purpose of the Drug-Free College policy is to maintain a safe and productive teaching and learning environment and to be in compliance with the Drug-Free Workplace Act of 1988, the Safe and Drug-Free Schools and Communities Act, NC Administrative Code Title 13, Chapter 20, and the NC Controlled Substance Examination Regulation Act.

STUDENTS:  http://www.cpcc.edu/administration/policies-and-procedures/4.01-drug-free-college
STAFF:  http://www.cpcc.edu/administration/policies-and-procedures/7-01-drug-free-college?searchterm=7.01

4.50 - EMERGENCY NOTIFICATION OF STUDENTS AND EMPLOYEES

A responsible effort will be made by the college to deliver a message to a student or employee on the college premises which has been received from a family member or other reliable source and has been identified by the Office of Security as an "Emergency Situation." CPCC is under no obligation to forward routine calls or requests that generally do not constitute an emergency.

https://www.cpcc.edu/administration/policies-and-procedures/4-50-emergency-notification-of-students-and-employees-on-college-premises
4.60 And 7.13 - DISCRIMINATION AND HARASSMENT

It is the policy of Central Piedmont Community College to treat employees equitably in the terms and conditions of their employment. It is also the policy of Central Piedmont Community College to treat students fairly. Discrimination against or harassment of any employee or student is contrary to college policy and will be justification for disciplinary action.

STAFF: [Link to Staff Policy]
STUDENTS: [Link to Student Policy]

4.61 And 7.14 - IMPROPER SEXUAL OR ROMANTIC RELATIONSHIPS POLICY

No faculty member or supervising administrator shall initiate, pursue, or be involved in an improper sexual or romantic relationship with any employee or student who is advised, counseled, evaluated by, or supervised directly or indirectly or whose job performance is reviewed or evaluated by that person. The same is true for clerical, secretarial, maintenance, technical, paraprofessionals and professional staff, students and administrators when acting in an advisory, counseling, instructional, supervisory, or evaluative role with respect to students or employees supervised directly or indirectly by that person.

Friendships or mentoring relationships are not affected by this policy, nor is it the intent of this policy that such non-romantic relationships be discouraged or limited in any way.

STAFF: [Link to Staff Policy]
STUDENTS: [Link to Student Policy]

4.62 And 7.17 - PREVENTION OF VIOLENCE IN THE WORKPLACE AND LEARNING ENVIRONMENT POLICY

Central Piedmont Community College seeks to promote a working, teaching and learning environment that is safe and healthy for all employees, students and visitors while on college premises, while performing college business, or while participating in college sponsored activities. In doing so, the college is complying with and supporting the Federal Occupational Safety and Health Act of 1970 and the Crime Awareness and Campus Security Act of 1990. The college intends to use management tools such as mediation, discipline and dismissal policies as well as the Employee Assistance Program, the Student Code of Conduct, and the CPCC CARE Team to promote a workplace and learning environment which is free of violence and provides reasonable protection for employees and students.

STUDENTS: [Link to Student Policy]
STAFF: [Link to Staff Policy]
4.72 - REPORTING OF POTENTIAL FRAUD, DAMAGE, OR THEFT OF COLLEGE PROPERTY

Central Piedmont Community College intends to comply with the NC General Statute 114-15.1 and the State Board of Community Colleges Code 1H SBCCC 200.86 (6) Withholding of State Funds or Administrative Support regarding reporting information or evidence of arson, theft, damage, embezzlement, or misuse of state property to the State Bureau of Investigation.

http://www.cpcc.edu/administration/policies-and-procedures/4-72-reporting-potential-fraud- damage-or-theft-of-college-property

6.02 ASSIGNMENT OF KEYS

The assignment of keys will be carefully controlled to protect the security interests of the college while providing for the legitimate access requirements of employees.

http://www.cpcc.edu/administration/policies-and-procedures/6-02-assignment-of-keys?searchterm=6.02

6.06 INCLEMENT WEATHER/EMERGENCY CLOSINGS

The college may be closed or classes canceled due to inclement weather or other emergencies. The decision to close the college or cancel classes will be made by the President or other administrators designated by the President. Such actions will not always coincide with announced closings of local public schools, other local colleges, or local business entities.

http://www.cpcc.edu/administration/policies-and-procedures/6-06-inclement-weather-emergency-closings?searchterm=6.06

6.15 USE OF COLLEGE FACILITIES POLICY

The college will cooperate with community, religious, government, civic, educational organizations and businesses by making available the use of its facilities.

http://www.cpcc.edu/administration/policies-and-procedures/6-15-use-of-college-facilities?searchterm=6.15

6.40 - POSSESSION OF WEAPONS

Employees, students, vendors, visitors and members of the public who are on the college premises must abide by the provisions set forth in North Carolina General Statute 14-269.2.

https://www.cpcc.edu/administration/policies-and-procedures/6-40-possession-of-weapons
7.09 – GRIEVANCE PROCEDURE FOR STUDENTS

A grievance is a student allegation that a college action or decision is discriminatory or has a negative effect on the student's status at the college. Any student may request a review of any college decision or action alleged to be discriminatory or to have a negative effect on the student’s status at Central Piedmont Community College.

http://www.cpcc.edu/administration/policies-and-procedures/7-09-grievance-process-for-students

7.15 - STUDENT MEDIATION PROGRAM

The Mediation Program allows parties involved in a dispute to rely on a neutral third party for resolution of their dispute. The purpose of the program is to promote alternatives to and resolution of conflicts and to foster respect for differences. The focus of the Mediation Program is to develop an understanding of the needs and concerns of the parties involved and to forge a consensus on reasonable actions to resolve disputes.

http://www.cpcc.edu/administration/policies-and-procedures/7-15-student-mediation-program?searchterm=7.15

7.11 - CRIME AWARENESS AND CAMPUS SECURITY

Central Piedmont Community College seeks to promote a teaching and learning environment that is safe for all students, faculty, staff and visitors while on college premises. Contributing to the safety of the teaching and learning environment are: controlled access to facilities and managed distribution of keys, the presence of both sworn law enforcement officers and security officers, and a heightened awareness of criminal activity through regular reporting and educational programs. Within these measures, the college complies with all the crime awareness education and reporting requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

CLERY CRIME DEFINITIONS
Clery Crime Definitions

1. Criminal Homicide: These offenses are separated into two categories:
   a) Murder and Non-negligent Manslaughter, and
   b) Negligent Manslaughter
      i. Murder and Non-negligent Manslaughter are defined as the willful (non-negligent) killing of one human being by another.
      ii. Negligent Manslaughter is defined as the killing of another person through gross negligence.

2. Sex Offenses are separated into two categories: forcible and non-forcible. Include attempted sex offenses.
   a) Sex Offenses—Forcible is defined as 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.
   b) Forcible Rape is the carnal knowledge of a person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth). This offense includes the forcible rape of both males and females.
   c) Forcible Sodomy is oral or anal sexual intercourse with another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.
   d) Forcible Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; or, not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.
   e) Sex Offenses—Non-Forcible is defined as unlawful, non-forcible sexual intercourse.

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

4. Aggravated Assault is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

5. Burglary is the unlawful entry of a structure to commit a felony or a theft.

6. Motor Vehicle Theft is the stealing or unauthorized taking of a motor vehicle.
7. Arson is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

8. A hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender’s bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their protected class status.

9. The third category of crime statistics you must disclose is the number of arrests and the number of persons referred for disciplinary action for the following law violations:
   
   i. Weapons: Carrying, Possessing, etc.;
   ii. Drug Abuse Violations; and
   iii. Liquor Law Violations.

   An arrest for Clery Act purposes is defined as persons processed by arrest, citation or summons.

10. Domestic Violence means a “felony or misdemeanor crime of violence committed by:

   a) A current or former spouse or intimate partner of the victim;
   b) A person with whom the victim shares a child in common;
   c) A person who is cohabiting with or has cohabitated with the victim as a spouse or intimate partner;
   d) A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under Violence Against Women Act (VAWA)]; or
   e) 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.”

11. Dating Violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

    Stalking means “engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
    a) Fear for his or her safety or the safety of others; or
    b) Suffer substantial emotional distress.”

Source:
CRIME STATISTICS
COMPILATION
Crime Statistics Compilation

Only certain crimes occurring in particular locations are included in the statistical summary. There are four types of Clery geography: campus, student housing facilities, non-campus, and public property. The following definitions are taken from The Handbook for Campus Safety and Security Reporting provided by the U.S. Department of Education.

ON-CAMPUS: (I) any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and (II) any building or property that is within or reasonably contiguous to campus.

STUDENT HOUSING FACILITIES: any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility. Note: CPCC does not operate any student housing facilities.

NON-CAMPUS: (I) any building or property owned or controlled by a student organization recognized by the institution; and (II) any building or property owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution’s educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution.

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

The statistics found on this website (http://www.ope.ed.gov/security) represent alleged criminal offenses reported to campus security authorities and/or local police agencies. Therefore, the data collected does not necessarily reflect prosecutions or convictions for crime.

The following reports include data for the previous three years of reported crimes that occurred on-campus, in certain off-campus locations or property owned or controlled by Central Piedmont Community College, and on public property within, or immediately adjacent to and accessible from, the campus.

The College obtains crime statistics from all municipal police departments that serve our campuses and adjacent properties. This includes the Charlotte-Mecklenburg Police Department, Matthews Police Department and Huntersville Police Department. Statistics were reported per the FBI Uniform Crime Reporting (UCR)/National Incident-Based Reporting System (NIBRS) definitions. Complete statistics and definitions are available on the U.S. Department of Education website at http://ope.ed.gov/security.

Each incident or crime report is reviewed by College Security administrators and classified based on the Clery Act crime definitions. Clery Act statistics are audited periodically at the discretion of the College’s
Office of Compliance and Audit. Each year, an e-mail notification is sent to all enrolled students, faculty and staff that provides the website to access the ASR. All prospective employees can obtain a copy from the CPCC Human Resources department by visiting http://www.cpcc.edu/humanresources/annual-security-report. The website address is part of the online employment application.


Daily Crime Log

The Director of Security Communications maintains the daily crime log. Each CPCC campus security office can provide a daily crime log upon request. Members of the general public can visit any of the campus security offices and inspect the daily crime log. Certain incident reports may be deemed confidential and not made public if releasing that information poses a threat to the confidentiality of a victim, jeopardizes an active criminal investigation, or is prohibited by law. The log is available for inspection during regular business hours. To review the crime log or request a printed copy, please contact the Director of Security Communications, Facilities Services Center, 1325 E. 7th Street, Charlotte, NC, via email to security.community@cpcc.edu, or by telephone at 704.330.6628.
Crime Statistics
The numbers of crimes reported in 2011, 2012, and 2013 for the whole college are listed in Table 5. College-wide, there were no disciplinary referrals for 2013.

Table 5: Offenses Reported

<table>
<thead>
<tr>
<th>Categories</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>5</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>2</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>2</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>2</td>
<td>7</td>
<td>3</td>
</tr>
<tr>
<td>Arson</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hate Crimes</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Stalking</td>
<td>N/A</td>
<td>N/A</td>
<td>4</td>
</tr>
<tr>
<td>Dating Violence</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>N/A</td>
<td>N/A</td>
<td>1</td>
</tr>
</tbody>
</table>

The numbers of arrests initiated in 2011, 2012, and 2013 for the whole college are listed in Table 6.

Table 6: Arrests Initiated

<table>
<thead>
<tr>
<th>Categories</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Violations</td>
<td>3</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td>Weapons Violations</td>
<td>1</td>
<td>1</td>
<td>3</td>
</tr>
</tbody>
</table>

To report incidents contact CPCC Security:

- Emergency - Dial: 704.330.6911
- Non-Emergency - Dial: 704.330.6632
- NC Relay - 711
  - Or
  - Mobile text your information to: 67283

Yellow emergency call boxes are located in each parking lot throughout the campus to report any fire, medical or security emergency.
Crime Statistics for Individual Campuses

The numbers of crimes reported in 2011, 2012, and 2013 for Central Campus are listed in Table 7.

Table 7: CENTRAL Campus Crime Statistics

<table>
<thead>
<tr>
<th>On-Campus</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>Public Property</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Murder/Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>Sex Offenses</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>5</td>
<td>3</td>
<td>1</td>
<td>Robbery</td>
<td>3</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>Aggravated Assault</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>2</td>
<td>2</td>
<td>0</td>
<td>Burglary</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>2</td>
<td>4</td>
<td>1</td>
<td>Motor Vehicle Theft</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Alcohol Violations</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>Alcohol Violations</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Drug Violations</td>
<td>8</td>
<td>2</td>
<td>6</td>
<td>Drug Violations</td>
<td>6</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Weapons Violations</td>
<td>1</td>
<td>0</td>
<td>2</td>
<td>Weapons Violations</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hate Crimes</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>Hate Crimes</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Stalking</td>
<td>N/A</td>
<td>N/A</td>
<td>3</td>
<td>Stalking</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
</tr>
<tr>
<td>Dating Violence</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
<td>Dating Violence</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>N/A</td>
<td>N/A</td>
<td>1</td>
<td>Domestic Violence</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
</tr>
</tbody>
</table>

To report incidents contact CPCC Security:

  Emergency - Dial: 704.330.6911 (NC Relay – 711)
  Non-Emergency - Dial: 704.330.6632
  Mobile text your information to: 67283

Yellow emergency call boxes are located in each parking lot throughout the campus to report any fire, medical, or security emergency.
The numbers of crimes reported in 2011, 2012, and 2013 for Cato Campus are listed in Table 8.

Table 8: CATO Campus Crime Statistics

<table>
<thead>
<tr>
<th></th>
<th>On-Campus</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>Public Property</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Murder/Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Sex Offenses</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Aggravated Assault</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Burglary</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>Motor Vehicle Theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Alcohol Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>Alcohol Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
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To report incidents contact CPCC Security:

   Emergency - Dial: 704.330.6911
   Non-Emergency - Dial: 704.330.6632
   NC Relay - 711
   Or

Mobile text your information to: 67283

Yellow emergency call boxes are located in each parking lot throughout the campus to report any fire, medical or security emergency.
The numbers of crimes reported in 2011, 2012, and 2013 for Harris Campus are listed in Table 9.

Table 9: HARRIS Campus Crime Statistics

<table>
<thead>
<tr>
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</tr>
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To report incidents contact CPCC Security:

Emergency - Dial: 704.330.6911
Non-Emergency - Dial: 704.330.6632
NC Relay - 711
Or
Mobile text your information to: 67283

Yellow emergency call boxes are located in each parking lot throughout the campus to report any fire, medical, or security emergency.
The numbers of crimes reported in 2011, 2012, and 2013 for Harper Campus are listed in Table 10.

Table 10: HARPHER Campus Crime Statistics

<table>
<thead>
<tr>
<th>On-Campus</th>
<th>2011</th>
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<th>2013</th>
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<th>2013</th>
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<tr>
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<tr>
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To report incidents contact CPCC Security:

  Emergency - Dial: 704.330.6911
  Non-Emergency - Dial: 704.330.6632
  NC Relay - 711
  Or
  Mobile text your information to: 67283

Blue emergency call boxes are located in each parking lot throughout the campus to report any fire, medical, or security emergency.
The numbers of crimes reported in 2011, 2012, and 2013 for Levine Campus are listed in Table 1.

Table 11: LEVINE Campus Crime Statistics

<table>
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</table>

To report incidents contact CPCC Security:

- Emergency - Dial: 704.330.6911
- Non-Emergency - Dial: 704.330.6632
- NC Relay - 711
  
  Or
  
  Mobile text your information to: 67283

Yellow emergency call boxes are located in each parking lot throughout the campus to report any fire, medical, or security emergency.
The numbers of crimes reported in 2011, 2012, and 2013 for Merancas Campus are listed in Table 12.

Table 12: MERANCAS Campus Crime Statistics

<table>
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<th>2011</th>
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<th>2013</th>
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<tr>
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<td>0</td>
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</table>

To report incidents contact CPCC Security:

- Emergency - Dial: 704.330.6911
- Non-Emergency - Dial: 704.330.6632
- NC Relay - 711
  - Or
    - Mobile text your information to: 67283

Yellow emergency call boxes are located in each parking lot throughout the campus to report any fire, medical, or security emergency.
The numbers of crimes reported in 2011, 2012, and 2013 for City View Center are listed in Table 13.

Table 13: CITY VIEW CENTER Crime Statistics

<table>
<thead>
<tr>
<th>Non-Campus*</th>
<th>2011</th>
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<th>2013</th>
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</tbody>
</table>

*City View Center entered the CPCC system as of 15 August 2013.*

To report incidents contact CPCC Security:

- Emergency - Dial: 704.330.6911
- Non-Emergency - Dial: 704.330.6632
- NC Relay - 711
- Or
  - Mobile text your information to: 67283

Yellow emergency call boxes are located in each parking lot throughout the campus to report any fire, medical, or security emergency.
The numbers of crimes reported in 2011, 2012, and 2013 for WTVI PBS Charlotte are listed in Table 14.

Table 14: WTVI/PBS CHARLOTTE Crime Statistics

<table>
<thead>
<tr>
<th>Non-Campus*</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
<th>Public Property</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Manslaughter</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
<td>Murder/Manslaughter</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
</tr>
<tr>
<td>Sex Offenses</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
<td>Sex Offenses</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
<td>Robbery</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
<td>Aggravated Assault</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
<td>Burglary</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
<td>Motor Vehicle Theft</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
</tr>
<tr>
<td>Alcohol Violations</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
<td>Alcohol Violations</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
</tr>
<tr>
<td>Drug Violations</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
<td>Drug Violations</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
</tr>
<tr>
<td>Weapons Violations</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
<td>Weapons Violations</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
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<tr>
<td>Arson</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
<td>Arson</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
</tr>
<tr>
<td>Hate Crimes</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
<td>Hate Crimes</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
</tr>
<tr>
<td>Stalking</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
<td>Stalking</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
</tr>
<tr>
<td>Dating Violence</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
<td>Dating Violence</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
<td>Domestic Violence</td>
<td>N/A</td>
<td>N/A</td>
<td>0</td>
</tr>
</tbody>
</table>

*WTVI-PBS Charlotte television station entered CPCC system as of 1 July 2013

To report incidents contact CPCC Security:

Emergency - Dial: 704.330.6911
Non-Emergency - Dial: 704.330.6632
NC Relay - 711
Or
Mobile text your information to: 67283

Yellow emergency call boxes are located in each parking lot throughout the campus to report any fire, medical, or security emergency.
Voluntary and Confidential Reporting

If you are the victim of a crime at CPCC or are aware of a criminal activity and do not want to pursue action through College Security or the criminal justice system, you may want to consider reporting crime anonymously by making a confidential report to an area Crime Stoppers hotline.

If a crime has occurred, or, if you suspect a crime, you are encouraged to contact College Security. Other reasons to contact College Security include:

- General information (special events, locations)
- Information on parking
- Maintenance problems after normal business hours
- Vehicle accidents
- Lost and found items
- Fire
- Medical emergencies
- Suspicious persons on campus
- Crime reporting

Staff and students can report crime-related information on a voluntary and confidential basis by contacting one of the following tip lines serving Mecklenburg County, North Carolina:

- Charlotte-Mecklenburg County Crime Stoppers Hotline - 704.334.1600
- Matthews Police Department – 704.847.5555
- Huntersville Police Department – 704.896.7867
- Mobile text your information to 67283. Start your message with CPCCTIP, and then include your tip.

The following information would be helpful when reporting a crime or suspected crime:

- Your name
- Victim’s name
- Location of incident
- Time incident occurred
- Description of suspects and names, if known
- Description of any vehicles involved, including license number, if known
- A phone number where you may be reached should further information be necessary

Students participating in college-sponsored off-campus activities should report criminal incidents to the local law enforcement agency having jurisdiction and also contact CPCC Security at 704.330.6632.

Prompt Reporting of Emergencies and Suspicious Activity

Staff and students are encouraged to immediately report emergency situations and suspicious activity by contacting the Security Dispatch Center at extension 6911 or 704.330.6911 (from a non-campus telephone). For non-emergency service request please call extension 6632 or 704.330.6632.
Security personnel on all CPCC campuses are here to serve and protect faculty, staff, students, and visitors. You are urged to report any suspicious persons or anything out of the ordinary to a Security officer, the Security Dispatch Center, or a Campus Security Authority (CSA).

Counseling Services

Professional counselors are available to assist students with a variety of issues, including victim services, following a crime-related incident. For general information about personal counseling at CPCC, visit http://www.cpcc.edu/ican/counseling-services. Counseling Services may also be reached at telephone number: 704.330.6433.
COLLEGE RESPONSE PROCEDURES
College Response Procedures - Sexual Misconduct

Reports of sexual misconduct including sexual assault, domestic violence, dating violence, stalking, rape, are taken seriously at Central Piedmont Community College. College Security will aid local law enforcement in the investigation of any allegations. If you are a victim of a crime or sexual misconduct, you are urged to contact College Security immediately by calling 704.330.6911. An officer or College official is available to assist you.

Staff and students are encouraged to immediately report emergencies and suspicious activity by contacting the Security Dispatch Center at extension 6911 or 704.330.6911 (from a non-campus telephone). For non-emergency service requests, please call extension 6632 or 704.330.6632. An officer or college official is available to assist you.

Security personnel on all CPCC campuses are here to serve and protect faculty, staff, students and visitors.

The response may include:

1. Holding a private meeting at a location of your choice to take a complaint report, and if you feel more comfortable speaking with a male or a female officer, college officials will work to accommodate your request.
2. The law requires notification to the campus community of crimes that are “considered to be a threat to other students and employees,” as well as the disclosure of the date, time, location and nature of a violation.
3. Assisting you with securing transportation to a local hospital or other medical treatment facility; assisting you in privately contacting counseling and other available resources.
4. Fully investigating your case; keeping you informed about the progress of the investigation and/or prosecution.
5. Being available to answer your questions; and explain the legal systems and processes involved.
6. If an arrest is made, College Security will notify you and explain the contents of the police report. The College will issue an official statement, maintaining your anonymity, which will be released to the campus community.

NOTE: If a sexual assault occurs, get medical attention and notify College Security or a Campus Security Authority as soon as possible. Victims of sexual assault have the right to file a complaint with law enforcement authorities. If an assault takes place off-campus, College Security will help you file a report with the appropriate law enforcement agency.
To aid the police investigation, take these steps to preserve evidence:

A. If a sexual assault that involved penetration in any form has just occurred, do not shower or bathe before the police arrive in order to preserve DNA evidence.

B. Do not touch any surfaces that the suspect may have touched until the police have dusted for fingerprints.

C. Save all your clothing and personal items from the crime and inform the police what items you have.

D. Document any injury you suffered, either by photograph or by showing the injuries to someone you trust.

College Response

If you are the victim of a crime while on any Central Piedmont Community College property you are encouraged to report the crime to College Security immediately. College Security will generate a report which begins the investigation into the crime. Once a report of a crime is initiated, College Security can provide you with assistance and support.

Students Accused of Sexual Misconduct

Allegations of student sexual misconduct are extremely serious, with potential for great harm to the accused if ill-conceived or made with malice. The college is committed to protecting the rights of the accused as well as the complainant. An individual found to have deliberately filed a false accusation may be subject to separate appropriate disciplinary action. A complaint made in good faith is not considered false merely because the evidence does not ultimately support the allegation of sexual misconduct.

Standard of Proof

The standard of proof shall be preponderance of the evidence in cases alleging sexual misconduct. Preponderance of evidence requires the Complainant to demonstrate that it is "more likely than not" that the Student accused committed the offense.

Students accused of sexual misconduct will be treated with fairness and respect. The college will ensure that its investigations and disciplinary proceedings are conducted in accordance with principles of due process.

A student accused of sexual misconduct will be informed that a complaint has been made, told the specific allegations, provided with a copy of this policy, and informed of available counseling and other resources. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding, including the opportunity to be accompanied to any proceeding or related meeting by an advisor of their choice.
Both the accuser and the accused will be informed simultaneously in writing of the following:

- The outcome of any disciplinary proceeding;
- Appeal rights, if applicable;
- How the College will protect the confidentiality of the accused and accuser, and how public records will be kept without the inclusion of personally identifiable information, to the extent permissible by law.

**Academic Schedules**

Education Support Services provides assistance with changing academic schedules, and is available to students following a sexual misconduct incident by contacting the Associate Dean for Education Support Services at 704.330.6819.

**Student Disciplinary Procedures**

Prompt reporting is encouraged. Persons may report allegations of student sexual misconduct at any time, but are encouraged to make reports promptly in order to maximize the college’s ability to obtain evidence, conduct a fair and impartial investigation, and provide appropriate assistance to the parties involved. Failure to promptly report alleged sexual misconduct may result in the loss of relevant evidence and witness testimony, and may limit the College’s ability to respond and take appropriate action.

All reports of sexual misconduct will be taken seriously and investigated. The college is committed to resolving all allegations of student sexual misconduct within 60 days of receiving a complaint. Some cases may take longer than 60 days depending on the complexity of the case, and other factors out of the investigator’s control.

The college will make every effort to protect the privacy and identities of those who seek assistance and/or wish to report sexual misconduct. While steps will be taken to protect the privacy of such persons, the College may need to investigate an incident and take action once an allegation is known, whether or not the person chooses to pursue a complaint. The college adheres to all federal, state, and local requirements for intervention, crime reporting, and privacy provisions relating to sexual misconduct.
COLLEGE AND COMMUNITY RESOURCES
College and Community Resources

Students and staff may also contact the following college officials and community agencies (listed in Table 16) for assistance and information.

Table 16: Student and Staff Resources

<table>
<thead>
<tr>
<th>TITLE</th>
<th>PHONE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFICE OF STUDENT LIFE</td>
<td></td>
</tr>
<tr>
<td>Student Life – Cato Campus</td>
<td>704.330.4822</td>
</tr>
<tr>
<td>Student Life – Central Campus</td>
<td>704.330.6374</td>
</tr>
<tr>
<td>Student Life – Harper Campus</td>
<td>704.330.4422</td>
</tr>
<tr>
<td>Student Life – Harris Campus</td>
<td>704.330.4622</td>
</tr>
<tr>
<td>Student Life – Levine Campus</td>
<td>704.330.4252</td>
</tr>
<tr>
<td>Student Life – Merancas Campus</td>
<td>704.330.4174</td>
</tr>
<tr>
<td>COUNSELING SERVICES – CONFIDENTIAL SUPPORT RESOURCE (may submit anonymous Clery report with no identifying info)</td>
<td></td>
</tr>
<tr>
<td>Central Campus</td>
<td>704.330.6433</td>
</tr>
<tr>
<td>Cato Campus</td>
<td>704.330.7801</td>
</tr>
<tr>
<td>Harper Campus</td>
<td>704.330.4437</td>
</tr>
<tr>
<td>Harris Campus</td>
<td>704.330.4682</td>
</tr>
<tr>
<td>Levine Campus</td>
<td>704.330.4200</td>
</tr>
<tr>
<td>Merancas Campus</td>
<td>704.330.4101</td>
</tr>
<tr>
<td>CPCC CAMPUS DEANS</td>
<td></td>
</tr>
<tr>
<td>Dean, Cato Campus and Professional Careers Division</td>
<td>704.330.4806</td>
</tr>
<tr>
<td>Dean, Administration – Central Campus</td>
<td>704.330.6121</td>
</tr>
<tr>
<td>Dean, Administration – Harper Campus</td>
<td>704.330.4409</td>
</tr>
<tr>
<td>Dean, Harris Campus and Business &amp; Industry Training Services</td>
<td>704.330.4656</td>
</tr>
<tr>
<td>Dean, Administration – Levine Campus</td>
<td>704.330.4386</td>
</tr>
<tr>
<td>Dean, Administration – Merancas Campus</td>
<td>704.330.4119</td>
</tr>
<tr>
<td>ENROLLMENT AND STUDENT SERVICES – DEAN AND DIRECTORS</td>
<td></td>
</tr>
<tr>
<td>Dean, Enrollment Management</td>
<td>704.330.6395</td>
</tr>
<tr>
<td>Director, Student Services – Cato Campus</td>
<td>704.330.4845</td>
</tr>
<tr>
<td>Director, Student Services – Merancas Campus</td>
<td>704.330.4175</td>
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<tr>
<td>Director, Student Services – Levine Campus</td>
<td>704.330.4207</td>
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<tr>
<td>Director, Student Services – Harper Campus</td>
<td>704.330.4441</td>
</tr>
<tr>
<td>CPCC HUMAN RESOURCES</td>
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</tr>
<tr>
<td>Associate Vice President, Human Resources</td>
<td>704.330.6689</td>
</tr>
<tr>
<td>Executive Director, Employee Relations, Retention, and Recruitment</td>
<td>704.330.6878</td>
</tr>
<tr>
<td>Executive Director, Compensation and Benefits</td>
<td>704.330.6759</td>
</tr>
<tr>
<td>COMMUNITY RESOURCES</td>
<td></td>
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<tr>
<td>Rape Crisis Hotline (24-hour hotline)</td>
<td>704.375.9900</td>
</tr>
<tr>
<td>Mobile Crisis Team</td>
<td>704.566.3410</td>
</tr>
<tr>
<td>Planned Parenthood</td>
<td>704.536.7233</td>
</tr>
<tr>
<td>Safe Alliance <a href="http://www.safealliance.org">www.safealliance.org</a> (24-hour domestic violence hotline; hospital accompaniment for victims of sexual assault, accompaniment to police interviews or meetings with district attorney; assistance with victim compensation; counseling for victims of sexual abuse)</td>
<td>704.332.2513</td>
</tr>
<tr>
<td>Mecklenburg County Women’s Commission</td>
<td>704.336.3210</td>
</tr>
</tbody>
</table>
Sexual Violence Risk Reduction Tips

Risk reduction tips can take a victim-blaming tone, even unintentionally. With no intention to victim-blame, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk of experiencing a non-consensual sexual act. To avoid becoming a victim of sexual misconduct:

1. Make your limits known as early as possible.
2. Tell a sexual aggressor “NO!” clearly and firmly.
3. Try to remove yourself from the physical presence of a sexual aggressor.
4. Find someone nearby and ask for help.
5. Avoid abuse of alcohol and other drugs.
6. Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do so.

If you find yourself in the position of being the initiator of sexual behavior, respect your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

1. Clearly communicate your intentions to your sexual partner and give them a chance to clearly relay their intentions to you.
2. Understand and respect personal boundaries.
3. Do not make assumptions about consent; about someone’s sexual availability; about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity, then you do not have consent.
4. Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.
5. Do not take advantage of someone’s inability to provide consent due to drug or alcohol use.
6. Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Do not abuse that power.
7. Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
8. Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

Registered Sex Offender Information

Information about registered sex offenders in the North Carolina is available on the North Carolina Department of Justice sex offender website (http://sexoffender.ncdoj.gov).
Counseling Referrals

*Students* may obtain counseling services by calling 704.330.6433. Additional information about *personal counseling services* at CPCC, is available online at http://www.cpcc.edu/ican/counseling/pcap.

*Employees* seeking counseling services may contact the Employee Assistance Program by calling 800.633.3353. Additional information is available online at https://intranet.cpcc.edu/sites/human-resources/benefits-fmla/eap-employee-assistance-program.
FREQUENTLY ASKED QUESTIONS
Frequently Asked Questions
Questions (Q) / Answers (A)

Q. What if I’m uncomfortable walking to my car in the parking lot at night?

A. On any campus, call College Security’s non-emergency service line at extension 6632 or 704.330.6632 (from a non-campus telephone) to request an escort to your vehicle.

Q. What do I do if a student gets sick or has a medical emergency in my class?

A. On any campus, call College Security’s emergency service line at extension 6911 or 704.330.6911 from a non-campus phone, such as a cell phone. The Security Dispatch Center will dispatch a Security officer to the scene to provide initial care and remain on the scene until the local Emergency Medical Services (EMS) units arrive.

Q. What do I do if I feel someone is stalking me?

A. On any campus, call College Security’s emergency service line at extension 6911 or 704.330.6911 from a non-campus phone. They will dispatch a Security officer and/or a Company Police Officer to assist you with evaluating the situation and advise you of protective measures that may be available to you.

Q. What do I do if I feel threatened?

A. Call College Security’s emergency service line at extension 6911 or 704.330.6911 (from a non-campus telephone) and a College Security officer will be dispatched to your location to discuss the situation further.

Q. How does an employee gain access to a building when the College is closed?

A. If the College is closed, you must have prior authorization to enter. For more information on the authorization procedures, please contact the Interim Executive Director of Security at 704.330.6257.

Q. How long can I expect to wait if I call Security for help?

A. In an emergency, Security Officers will respond as quickly as possible. Response time to emergency calls is three minutes or less. For non-emergency service calls, Security Officers strive to arrive in approximately ten minutes.
Q. What do I do when the fire alarm goes off?

A. When you hear the fire alarm, immediately evacuate using the nearest EXIT – even if no one advises you to leave. Do not use the elevators. Security Officers and Building Emergency Captains will provide additional instructions throughout the evacuation process. Prior to leaving the area, instructors should ensure all students have exited. Remain at least 300 feet from the building in the closest parking lot or designated assembly area. Do not re-enter the building until instructed to do so by emergency responders, College Security or Building Emergency Captains.

Q. What do I do if there’s a bomb threat in my building?

A. Proceed as instructed by College Security or emergency personnel. Do not use cell phones or other electronic devices. If the phone number is displayed on your phone, record that number. Notify College Security immediately by calling the emergency services line at extension 6911 or 704.330.6911 (from a non-campus telephone) and proceed as directed.

Q. What do I do if a fight occurs (in or outside of the classroom)?

A. Call College Security’s emergency services line at extension 6911 or 704.330.6911 (from a non-campus telephone) and security officers will be dispatched to the scene. If you are at an off-site location, dial 911 for emergency services. DO NOT try to handle the situation yourself.

CPCC’s mobile Text2Tip service is also available if you would like to report an incident anonymously. Additional information about the Text2Tip service is available online at http://www.cpcc.edu/college-security/communications/text2tip.

Q. Can I ask a student to leave my class if they are disruptive? What if they refuse to leave?

A. Yes. If the student does not leave when asked, call College Security’s emergency service line at extension 6911 or 704.330.6911 (from a non-campus telephone). DO NOT attempt to handle the situation yourself.

Q. Can I require that a student leave my class if I feel they are too sick or contagious?

A. No. Per CPCC Policy 6.0, persons who know or who have reason to believe that they are infected with a communicable disease have an obligation to conduct themselves in accordance with such knowledge in order to protect themselves and others. Contact the Environmental Health and Safety Office for more information at 704.330.5492.

Q. Can I provide a student with medication?

A. College employees are not allowed to dispense medication. If necessary, emergency medical services will be requested.
Q. What do I do if I see someone vandalizing College property?

A. Immediately report the incident to College Security Emergency Services line at extension 6911 or 704.330.6911 (from a non-campus telephone). CPCC’s mobile Text2Tip service is also available if you would like to report an incident anonymously. Additional information is available online at Text2Tip service http://www.cpcc.edu/college-security/communications/text2tip.

Q. How will I be notified in the event of a tornado or natural disaster?

A. If a tornado warning is issued by the National Weather Service for the area, you will be notified by the CPCC Critical Alert-Emergency Notification System.

- CPCC email (email addresses ending in cpcc.edu or email.cpcc.edu)
- CPCC website (www.cpcc.edu)
- CPCC TV (Channel 17 in Mecklenburg County)
- CPCC Critical Alert (Automated text message or phone call)

College Security and Building Emergency Captains will notify classes in session of the warning. Tornado shelter areas include lowest levels and interior corridors of the building, away from windows, doors and skylights.
Building Addresses and College Maps
Building and College maps are listed below for each campus. Select the web link to the location of your choice.

Building Addresses
Visit [http://www.cpcc.edu/about/parking-maps-and-locations](http://www.cpcc.edu/about/parking-maps-and-locations) for a listing of college facilities and their addresses

College Maps

Central Campus

Cato Campus

Harper Campus

Harris Campus

Levine Campus

Merancas Campus

City View Campus
[http://www.cpcc.edu/campuses/cityview](http://www.cpcc.edu/campuses/cityview)

WTVI/PBS Charlotte Campus
[http://www.cpcc.edu/campuses/wtvi](http://www.cpcc.edu/campuses/wtvi)