

Highland Community College Campus Safety & Compliance Management Responsibilities

Team	Mission	Goals	Chair Person	Members	Focus of Care	Publications/Policies/ Training
Crisis	Facilitate crisis prevention and intervention services to members of the College community. Through constant communication, members of the team are able to identify and assess potential harm, and develop and implement intervention plans before a situation escalates. During the aftermath of an event on HCC premises, team members intervene by providing security, individual and group student support counseling, referrals to county agencies, and recommendations to College officers. (Part of Clery-DOE Compliance)	-Increase awareness within the HCC community on how to identify and communicate potential harm. -Educate the HCC community on assisting with health and safety on campus. -Establish standard operating procedures for behavioral crisis on campus that is inclusive of identification, communication intervention (i.e. counseling, referral), and follow up.	Vice President for Student Services	· VPAA · VPIA · VPFO · Athletic Director · Director of Student Life · Assoc. VPSS · VPSS · SSS Director · Disabilities Coordinator · Director Student Life · IT Director · Human Resources · Faculty (2) · Security (2) · Athletic Trainer	Students & Staff	travel@highlandcc.edu notification Lockdown procedure Crisis Response Manual HCC Catalog
Care (Campus Assessment Recommendation and Evaluation team)	Provides a proactive, coordinated, and planned approach to the identification, prevention, assessment, management, and reduction of interpersonal and behavioral threats to the safety and wellbeing of Highland Community College students, faculty, staff, and visitors.	· Provide a safe physical environment for members of the college community. · Provide a safe emotional environment for the college community. · Promote peace of mind for friends and family of the college community.	Vice President For Student Services	· Director of Student Life · Assoc. VPSS · Director of Counseling · SSS Director · Disabilities Coordinator · Faculty Member	Students, Faculty, Staff, Campus Visitors	Care@highlandcc.edu HCC Catalog Student & Staff Bystander Training, Sexual Violence Training
Threat Assessment Team	A sub-group of the Care team concerned with	· Serve as the campus team dealing with a	Vice President for Student Services	· Director of Counseling		

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	the risk of targeted violence by a subject of concern. The Threat Assessment Team has a behavioral and observational policing focus when a subject is identified.	specific subject of concern who has targeted the campus for violence.		· Director of Student Life		
Safety Management Team	To implement a collaborative campus approach for Clery Act compliance. (DOE Compliance) To act as a sub-group of the Crisis Team to facilitate policy development and updates for crisis response.	· Initiate timely warnings · Maintain a public crime log · Disclose campus security policies, procedures, and programs · Address special considerations regarding sex offenses and offenders · Collect, count, and classify data-recognize the who what, when, and where · Submit annually, crime statistics to the Department of Education · Prepare and disseminate the Annual Security Report (ASR)	Director of Housing/Security Supervisor	· Student Life Director · Security VP SS · Assoc. VP SS (Student Conduct)	Students & Staff	HCC Catalog Annual Security Report (ASR) CSA Training
Student Conduct	To process violations of the Student Code of Conduct in accordance with HCC policy.	· to promote a campus environment that supports the overall educational mission of the College; · to protect the College community from disruption and harm; · to encourage appropriate standards of individual and group behavior; and · to foster ethical standards and engaged citizens.	Assoc. VP Student Services	· Director of Student Life · Director of Housing · VPSS	Students	HCC Catalog
Title VII	Title VII of the Civil Rights Act of 1964 protects individuals	Prevention of employment discrimination.	Human Resources		Staff	HCC Catalog

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	against employment discrimination on the bases of race and color, as well as national origin, sex, and religion. Protections include recruiting, hiring, advancement, harassment, hostile work environment, compensations, terms, conditions, and privileges of employment, segregation of employees, and protects against retaliation. (EEOC Compliance)					
Title IX	No person in the US shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. (OCR Compliance) Gender Equity Report-Athletic Director (DOE Compliance?)	Prevention and Remediation of: · Gender discrimination · Sexual harassment · Sexual Assault · Stalking · Intimate Partner/Relationship violence · Bullying and Cyber bullying · Retaliation Assurance of compliance with requirement to stop, prevent, remedy. Assurance of compliance with final sanctions	Co-Chairs: VP Student Services & Human Resources	Trained Investigators	Students & Staff	Title IX Policies Student conduct policies aligned Staff conduct policies aligned HCC Catalog