

CHAPTER 19: FACILITIES

TABLE OF CONTENTS

		Page
3358:14-19-01	Smoking & Use of Tobacco Policy	2
3358:14-19-02	Alcohol on Campus	3
3358:14-19-03	Weapons	5
3358:14-19-04	Campus Safety & Physical Security	7

NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

3358: 14-19-01 Smoking and use of tobacco policy.

Effective: Revised 8/1/14

- (A) The board of trustees recognizes that the use of tobacco presents a health hazard which can have serious consequences both for the user and the non-user and is, therefore, of concern to the board.
- (B) For purposes of this policy, “use of tobacco” shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, and any other device or process wherein the user ingests in a manner similar to cigar, cigarette, pipe, snuff (with or without tobacco and with or without nicotine), including but not limited to electronic cigarettes.
- (C) In order to protect students and staff who choose not to use tobacco from an environment noxious to them, and because the board cannot, even by indirection, condone the use of tobacco, the board prohibits the use of tobacco on the college campus and in fleet vehicles at all times. Exceptions to this policy include personal vehicles and a designated smoking area authorized by the campus.

Effective: 03/16/2015

CERTIFIED ELECTRONICALLY

Certification

03/05/2015

Date

Promulgated Under: 111.15

Statutory Authority: 3358

Rule Amplifies: 3358

NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

3358: 14-19-02 Alcohol on campus policy

Effective: 10/3/16

Northwest state community college shall grant permission for alcohol on campus for special events with the prior written approval of the president.

Effective: 05/28/2020

CERTIFIED ELECTRONICALLY

Certification

05/14/2020

Date

Promulgated Under: 111.15

Statutory Authority: 3358

Rule Amplifies: 3358

NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

Procedure No. 19-02 ALCOHOL ON CAMPUS

Effective: 10/3/06

Alcoholic beverage service is governed by the Ohio Revised Code and regulated by the Ohio Department of Liquor Control. Individuals/organizations (hereinafter "Client") desiring to hold events at Northwest State Community College at which alcoholic beverages are to be served or sold must follow all rules and regulations and obtain written authorization from the president of Northwest State Community College on an application form provided by the College.

Alcoholic beverages may only be served or sold at authorized events by a TIPS (Training for Intervention procedures by Servers of Alcohol) certified server selected and compensated by the client. Alcoholic beverages may only be served within rooms authorized for such purposes. The sale and/or serving of alcoholic beverages shall be limited to the specific date and timeframe established in the event's application.

The client will be responsible for the purchase and delivery of the alcohol to the event.

If alcohol is being sold and served and a liquor permit is required during the event it is the responsibility of the client to acquire the permit from the Department of Liquor Control. The rate, as of January 1, 2007, for a permit is as follows:

Beer only (F1 Permit) = \$40/event.

Beer and spirits (F2 Permit) = \$150/event

The permit holder must be "non-profit".

The permit must be filed with the college 14 days before the date of the event.

NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

3358: 14-19-03 Weapons.

Effective 8/25/2023

- (A) Unless otherwise authorized by law or by this policy, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance onto any property owned by Northwest State Community College.
- (B) The Board of Trustees prohibits staff members from possessing, storing, making, or using a weapon, including a concealed weapon, in a college safety zone and any setting that is under the control and supervision of the Board for the purpose of college activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a college-sponsored event, or in a college-owned vehicle, except as permitted by law.
- (C) The term weapon includes any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, incendiary devices, explosives, and other objects defined as dangerous ordinances under state law.
- (D) Exceptions to this policy include:
 - (1) Weapons under the control of state or federal agents authorized to carry weapons who are acting within the scope of their duties as law enforcement agents.
 - a. Agent is defined as an officer of the department of state police, an officer of a law enforcement agency of a county, township, city, or village or a conservation officer.
 - b. Agents must be in their official department uniform and display proper identification when carrying weapons openly on campus.
 - c. Police Academy instructors must be identified as instructors or display proper identification when carrying weapons openly on campus.
 - (2) Concealed carry requirements for off duty agents:
 - a. The agent must be qualified to carry a weapon and have documentation to show that their qualification to carry is in good standing with the State of Ohio
 - b. Must be in good standing with their respective agency

NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

- c. Carry a weapon in which they are currently qualified with their respective agency
 - d. Keep weapons concealed while on campus
 - e. Carry agency identification card or badge
- (E) The Board recognizes there may be instances where items that may be considered weapons are necessary for the purpose of theatrical props, college safety training, or as a part of a class or individual presentation. Any individual intending to utilize an object for these purposes must first be granted permission from their supervisor/professor and Campus police.
- (F) Staff members shall immediately report any information concerning weapons and/or threats of violence by students, staff members, or visitors to the NSCC Police Department. Failure to report such information may subject the staff member to disciplinary action, up to and including termination.
- (G) The President shall conspicuously post notices at each entrance of a college and/or college building and in areas inside the building where visitors qualified to carry a weapon according to this policy. Notices shall also be posted at each entrance leading into a college activity (particularly those activities held outside of the college building) and parcel of land.

NORTHWEST STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

3358: 14-19-04 Campus safety & physical security.

Effective Date: 6/21/24

Policy statement: Northwest State Community College is committed to providing a safe and secure environment for all students, faculty, staff, and visitors. This policy outlines the College's comprehensive approach to campus safety and security.

- (A) The President shall establish all policies and procedures governing the operations of the Northwest State Community College Police Department (PD).
- (1) The PD policy and procedures shall be maintained within the PD.
 - (2) The PD shall conduct regular reviews and updates of its policies and procedures to ensure compliance with all applicable local, state, and federal laws, regulations, and best practices.
 - (3) In situations where there is overlap between Northwest State Community College policies and PD policies, the following principle shall apply:
 - (a) College Policy Takes Precedence: College-wide policies will be followed in all instances, except in situations under provision (4) of this policy.
 - (b) This approach ensures consistency and clarity while allowing the PD to implement stricter measures when necessary for the unique security needs of the campus community.
 - (4) For situations involving PD employment-related decisions, including but not limited to personnel, discipline, or termination decisions, PD policy will take precedence if there is overlap between changes Northwest State Community College and PD policies.
- (B) The President shall establish procedures governing physical access to campus.
- (C) The President shall establish procedures governing security camera systems.
- (D) The President shall establish procedures to establish guidelines for weapons on campus.