



**TIFFIN**  
**UNIVERSITY**

**2021**

**ANNUAL SECURITY AND FIRE  
SAFETY REPORT**

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## **INTRODUCTION**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a consumer protection law that aims to provide transparency regarding campus crime policy and statistics. In order to comply with Clery Act requirements, colleges and universities need to understand what the law involves, their responsibilities, and how to actively foster campus safety. Tiffin University (TU) has worked vigilantly to confirm its Annual Security & Fire Safety Report is comprehensive and accurate. The Clery Act obliges colleges and universities participating in federal financial aid programs to preserve and disclose crime and security information. The Clery Act requires colleges and universities to count crimes in the calendar year in which they were reported as opposed to the year in which the incident occurred.

As the global pandemic associated with the unique coronavirus continues to evolve internationally and domestically, TU resumes to strive to deliver services to its community members, though there may be some adjustments to the delivery method of resources. TU has established the Dragon Pledge which displays the commitment and resource specific service. The website for additional details and updated information is available at: <https://www.tiffin.edu/offices/campus-safety-security/coronavirus>.

TU continues its efforts to provide a safe environment for all community members by which individuals are aware of their rights and knowledgeable about available resources. TU employs adequate policies and programs to prevent crimes and to respond to crime reports and emergencies. TU is committed to fostering works that enhance safety in part by comprehensively tracking crimes. By which, this report meets required disclosure obligations and data compliance including how TU continues to create a safe campus environment.

## **THE CAMPUS**

Tiffin University (TU), established in 1888, offers nationally and internationally accredited graduate and undergraduate degrees in business administration, top-notch academic programs in criminal justice and social sciences, and distinctive degrees in the arts and sciences. Throughout its history, the University has nurtured a learning-centered setting and a sense of community for its students, faculty, and staff. The campus at Tiffin is a blend of traditional historic and modern buildings that create a vibrant and warm home for an educational community. Graduate and undergraduate programs of the University are offered on campus, online and at community colleges in Ohio including Terra State, Owens, & Tri-C Community Colleges<sup>1</sup>. Our BBA and MBA degrees are offered in Bucharest, Romania and an online Ph. D. program in Global Leadership and Change was approved in winter 2018, with classes beginning the following fall 2019.

TU's modalities of delivery align to meet the University's mission of offering quality, professionally focused degree programs for both traditional college-age students and adult students. The geographic footprint for these students extends throughout the state of Ohio and around the world. The online delivery mode gives workingadult students a flexible and more convenient educational opportunity. In addition, as a response to demographic challenges domestically and specifically in the state of Ohio with the decrease in highschool graduates, Tiffin has begun to strategically diversify the Tiffin campus student population

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<sup>1</sup> The 2016 U.S. Department of Education Handbook for Campus Safety and Security Reporting states that an additional location must be considered a "separate campus" if: (1) the institution owns or controls the site; (2) it is not reasonably geographically contiguous with the main campus; (3) it has an organized program of study; and (4) there is at least one person on site acting in an administrative capacity. The Handbook also states that "organized program of study" means "that the location offers courses in educational programming leading to a degree, certificate or other recognized credential."

geographically, as well as internationally.

TU provides access and opportunity for individuals by providing a student-centered culture that emphasizes support services. It provides services to address the needs of the specific student populations that make up the student body as described in the [Tiffin University Fact Book 2020-2021](#) especially important on a campus that serves a diverse student population. TU provides many services in academic advising, career services, financial aid, veteran services, and accessibility services for students with documented disabilities. Expanded services and staffing has taken place in both the Offices of Equity, Access and Opportunity and Wellness and Counseling Services.

The professional faculty and staff that serve the institution also support a mission of providing a practical, professional orientation to academics. The average tenure with TU for both staff and faculty are ten years. TU staff bring an average five years of professional experience from outside the institution. Given TU's focus on using a professional faculty, it is important to note that the full-time faculty bring, on average, ten years of professional work experience from outside the academy, as well as an average of five years of college-level teaching. The adjunct faculty mirror the full-time faculty and are selected based on both the highest levels of academic credentials as well as professional experience.

The policies and procedures presented in this annual report are applicable to all TU locations. To the extent any differences exist in the manner the policies and procedures are noted accordingly in this report.

### **SEPARATE CAMPUSES**

All policy statements contained in this report apply to all campuses unless otherwise indicated. Tiffin University reports crime statistics for the following locations:

Terra State Community College and Owens Community College-Toledo  
Kelly Petrosino, Manager of Northwest Ohio Academic Centers  
Phone: (567) 661-6131, [PetrosinoKA@tiffin.edu](mailto:PetrosinoKA@tiffin.edu)

Terra State Community College  
ASR  
<http://www.terra.edu/StudentLife/CampusSafety/cleryact.html>  
Campus Security  
<http://www.terra.edu/StudentLife/CampusSafety.html>

Owens Community College-Toledo  
ASR  
<https://www.owens.edu/dps/clery.pdf> <https://www.owens.edu/dps/timely.html>  
Department of Public Security  
<https://www.owens.edu/dps/>

Tri-C (Brunswick and Metro)  
ASR

Rebecca Abraham, Director of Extended Learning  
(440) 488-3568, [AbrahamRA@tiffin.edu](mailto:AbrahamRA@tiffin.edu)  
<https://www.tri-c.edu/administrative-departments/campus-police/crime-statistics.html>  
Campus Police and Security Services  
<https://www.tri-c.edu/administrative-departments/campus-police/index.html>

## **CRIME INFORMATION AND STATISTICS**

At TU, we take safety extremely seriously. Each member of the campus community should take an active role in preventing and reporting incidents that jeopardize safety on and around campus. Please review the information below carefully.

In compliance with the Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics Act and the Higher Education Opportunity Act (“Clery Act”), TU publishes this document annually to provide its current students and employees and prospective students and employees with an overview of security and safety resources, policies, and procedures. A hard copy of this document may be obtained by contacting the Clery Act Committee Co-Coordinator; Dr. Perry-Fantini at [perryfantinis@tiffin.edu](mailto:perryfantinis@tiffin.edu) or Mr. Sean Durocher at [durochers@tiffin.edu](mailto:durochers@tiffin.edu). The University also reports the annual crime and fire statistics contained in this report to the U.S. Department of Education.

This report contains general information about the campus, campus safety and security resources, reporting crimes, coordination between law enforcement agencies, fire and medical emergencies, crime and fire prevention, victim support services, campus facilities, residence hall security, crime statistics, fire statistics, the crime and fire log, relationship violence and sexual misconduct policy, and the TU Drug and Alcohol Policy. It also contains information about alcohol and other drug health risks, drug and alcohol laws and penalties, and campus alcohol and other drug education and counseling resources.

The University Clery Compliance Committee publishes this report to inform the Tiffin University community about campus security policies and initiatives to prevent and respond to crime, emergencies, and the occurrence of crime on campus. This report complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and uses information and reports maintained by the Campus Safety & Security, as well as information provided by other University offices such as Student Affairs, Residence Life, Office of Student Conduct, Office for Equity, Access, & Opportunity, Counseling, Human Resources, and local law enforcement agencies. Each of these entities provides updated policy information and/or crime data. The committee includes the following members:

Dr. Perry-Fantini, Vice President for Equity, Access, & Opportunity (co-chair)

Mr. Sean Durocher, Director of Campus Safety & Security (co-chair)

Mr. Kenneth Santos, Clery Compliance Consultant (project lead)

Mr. Lonny Allen, Vice President of Athletics

Ms. Kelsey Kuzma, Prevention Educator

Ms. Juli Huston, Victims Advocate & Coordinator of Disability Services

Mr. Nicholas LaTorre, Director of Student Conduct

Ms. Deidre Hassinger, Human Resources

Ms. Julie Richards, Director of Counseling

Ms. Frances Ford, Director of Student Wellness

Mr. John Wank, Facilities Management

Mr. Jacob Simon, Dean of Students & Director of Residence Life

Should you have any questions or concerns regarding the content of this annual report, please feel free to contact the Co-Chair of the committee as noted above.

## **SEX CRIMES PREVENTION/REGISTRY**

In order to maintain awareness of sex offenders living in your neighborhood, we have provided a link to access the Sex Offender Registry of Seneca County at:

[http://sheriffalerts.com/cap\\_main.php?office=55153](http://sheriffalerts.com/cap_main.php?office=55153) .

The registry will allow you to enter any local address. It will then provide a list of all registered Seneca County sex offenders living within a one-mile radius within the boundaries of Seneca County. If you are looking for information about a particular sex offender, registered in Seneca County, the registry can help there as well.

We encourage you to take advantage of the free email notification. When a sex offender registers with the Seneca County Sheriff's Office you will be alerted if the offender's address is in Seneca County, and within one mile of the address you have entered on your subscription.

The Seneca County Sheriff's Office maintains a Sex Offender Registry as a public service tool. Individuals listed on this registry have been convicted of a sexual offense that requires them to meet a number of mandates including annual registration with law enforcement. This registry is designed to increase community safety and awareness.

This information is meant to educate you about offenders in Seneca County. It has not been made available for you to take action against any individual. Any action against an offender which is determined to be a violation of law will subject the violator to arrest and prosecution. Please report all information on offenders directly the Seneca County Sheriff's Office.

### **CHARTS OF CRIME STATISTICS**

This section contains the five charts of crime statistics. The charts show the number of crimes reported to have occurred at TU locations for calendar years 2018, 2019, and 2020. For purposes of complying with the Clery Act reporting requirements, the TU must consider the following as separate campuses from the Tiffin, Ohio campus and therefore, the statistics are reported separately in the charts in the appendix of this report for Terra State, Owens, and Tri-C Community Colleges and for Romania.

The charts display statistics for all Clery-reportable crimes separated by campus. This contains the number of arrests for liquor, drug, and weapons law violations at each campus. The charts display the number of students and employees referred for campus disciplinary action for conduct that may constitute both a liquor, drug, or weapons law violation, and a violation of University policy. Not all individuals referred for campus disciplinary action subsisted findings to have committed the policy violation with which they were charged.

Per Department of Education guidance, if a person is arrested or referred for discipline for multiple violations throughout a single incident (i.e. both liquor and drugs), security officers should apply discretion regarding which arrest and/or referral to count. In effort of transparency and to discourage such violations, TU counts all relevant liquor, drug, and weapons arrests and/or referrals within the same incident. Nevertheless, in accordance with the guidance, the only exception to this is that if an arrest is counted for a single event, disciplinary recommendations are duplicated and not counted.

The statistics in this report are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and relevant federal law. Tiffin University submits the annual crime statistics published in this report to the Department of Education. The statistical information gathered by the Department of Education is available to the public through the Department of Education website.

The procedures for preparing the annual disclosure of crime statistics to the university community obtained from the following sources: The Tiffin Police Department, Tiffin University Campus Security, Seneca County Sheriff's Office, Ohio State Highway Patrol, and other security and law

enforcement departments responsible in the jurisdiction on our campus, separate campus, and non-campus locations. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported. Not all local law enforcement agencies, community colleges, or locations responded to the request for statistics. The statistics in each chart contains all reported crimes, not just those crimes determined to have actually happened. The reported crimes may have involved individuals that are not associated with the University.

### **CLERY REPORTABLE CATEGORY DEFINITIONS**

**Aggravated Assault:** An unlawful assault upon the person of another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

**Arson:** Any willful or malicious burning or attempt to burn, with or without the intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, or personal property, etc.

**Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes unlawful entry with intent to commit a larceny or a felony, breaking and entering with intent to commit larceny, housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Drug Abuse Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs, the relevant substances include: opium, cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone's); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

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

- **Rape** is defined as the penetration, no matter how slight, of the vagina or anus with anybody part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling** is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest** is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** is defined as sexual intercourse with a person who is under the statutory age of consent.



**Liquor Law Violations:** The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

**Manslaughter by Negligence:** The killing of another person through gross negligence.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned- including joy riding).

**Murder and Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.

**Robbery:** 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, violence, and and/or causing the victim fear.

**Weapons Violation:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons; concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

## **CLERY ACT HATE CRIMES**

### **Hate Crimes**

A criminal act involving one/more of the crimes listed above, the crimes of Theft, Simple Assault, Intimidation or Vandalism, or any other crime involving bodily injury which: was motivated by bias against any person or group of persons, or the property of any person or group of persons because of the ethnicity, race, national origin, religion, gender, sexual orientation, or disability of the person or group, or bias based upon the perception that the person or group has one or more of those characteristics.

**Theft (Larceny):** includes the crimes of Pocket Picking, Purse Snatching, Shoplifting, Theft from Building, Theft from Coin Operated Machine or Device, Theft from Motor Vehicle, Theft of Motor Vehicle Parts or Accessories, and All Other Larceny.

**Simple Assault:** an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

**Intimidation:** to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to a physical attack.

**Vandalism:** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

And any other crime involving bodily injury.

## **CLERY ACT VAWA OFFENSES**

**Domestic Violence:** A felony or misdemeanor crime of violence committed by: (1) a current or former spouse or intimate partner of the reporting party; (2) a person with whom the reporting party shares a child in common; (3) a person who is cohabitating with, or has cohabitated with, the reporting party as a spouse or intimate partner; (4) a person similarly situated to a spouse of the reporting party under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or (5) any other person against an adult or youth who is protected from that person's acts under the domestic or family violence occurred.

**Dating Violence:** An act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. For this purpose, the existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition

- Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) Fear for the person's safety or the safety of others; or (2) Suffer substantial emotional distress.

For the purposes of this definition

- Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

## **CLERY GEOGRAPHY**

Each chart provides information about the Clery Geography<sup>2</sup> location where the alleged crime, arrest, or incident in which disciplinary action occurred. For purposes of all three charts, the following definitions apply as defined by the Clery Act and its implementing regulations:

- On-Campus Property is defined as to all statistics compiled for the University campus.
- On-Campus Residential Facilities is defined as to all on-campus University housing.
- Non-campus Building or Property is defined as (1) any building or property owned or controlled by a student organization that is officially recognized by the University; or (2) any building or property owned or controlled by the University that is used in direct support of or in relation to the University's educational purposes, is frequently used by students, and is not within the reasonably contiguous geographic area of the University.
- Public Property includes all public property (*i.e.*, property owned or operated by a governmental entity other than TU), including thoroughfares, streets, sidewalks, and parking facilities, that are within the campus or immediately adjacent to and accessible from the campus.

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<sup>2</sup> The University collaborates with the Department of Education with regard to the University's classification of Clery geography.

*Crimes Reported*

Year	On-campus Property			On-Campus Residential Facilities			Non-Campus Building/Property			Public Property		
	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020
Murder/Non-Negligent Manslaughter	0	0		0	0		0	0		0	0	
Manslaughter by Negligence	0	0		0	0		0	0		0	0	
Rape	4	1		4	1		0	0		0	0	2
Fondling	1	0		1	0		0	0		0	0	1
Incest	0	0		0	0		0	0		0	0	
Statutory rape	0	0		0	0		0	0		0	0	
Robbery	0	0		0	0		0	0		0	0	
Aggravated Assault	0	2		0	2		0	0		0	0	
Burglary	6	1		6	1		0	0		0	0	
Motor Vehicle Theft	0	0		0	0		0	0		0	0	
Arson	0	0		0	0		0	0		0	0	
Domestic Violence	0	0		0	0		0	0		0	0	
Dating Violence	6	6		5	6		0	0		0	0	2
Stalking	4	5		3	5		0	0		0	0	3

*Liquor, Drug and Weapons Law Violations*

Year	On-campus Property			On-Campus Residential Facilities			Non-Campus Building/Property			Public Property		
	2018	2019	2020	2018	2019	2020	2018	2019	2020	2018	2019	2020
Illegal Weapons Possession Arrests Weapons	0	0		0	0		0	0		0	0	
Illegal Weapons Possession Disciplinary Referrals	0	1		0	1		0	0		0	0	
Liquor Law Arrests	1	23		1	22		0	0		0	0	
Liquid Law Disciplinary Referrals	78	11		78	11		0	0		0	0	

Drug Law Arrests	0	12		0	10		0	0		0	0	
Drug Law Disciplinary Referrals	20	7		18	7		0	0		0	0	

**UNFOUNDED CRIMES**

2018: No unfounded crimes.

2019: No unfounded crimes.

2020:

**HATE CRIMES**

Tiffin University strives to foster a safe and healthy learning environment that embodies diversity and inclusion of all member of the Tiffin University community. The Hate Crime statistics are separated by category of prejudice. The numbers of most of the specific crime categories are part of the overall statistics reported for each year. The only exceptions to this are the addition of Simple Assault, Intimidation, and any other crime that involves bodily injury that in not already included in the required reporting categories. If a Hate Crime occurs where there is an incident involving Intimidation, Vandalism, Larceny, Simple Assault or other bodily injury, the law required that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.

**Note:** A hate or bias related crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender’s bias. For example, a subject assault a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his/her bias against the victim’s race, sexual orientation, gender, religion, ethnicity, or disability, the assault is then also classified as a hate/ bias crime.

TU had no reported hate crimes in 2018 and 2019 and 2020.

**MISSION OF CAMPUS SAFETY AND SECURITY**

Tiffin University Campus Security, a student-based Security force, is here to strive for the protection of the students, faculty and staff of the Tiffin University campus, as well as our neighbors in the community. Our underlying goal is to uphold the rules and regulations of Tiffin University, while maintaining a safe and educational environment. We will also continually work to maintain respect from our peers, the administration, local law enforcement and the surrounding community.

As a branch of the Student Services, it is our responsibility to assist in all matters that affect the safety and security of the residential population of the campus, as well as everyone affiliated with Tiffin University. The Campus Security Department is charged with first line responsibility to:

- Assure the safety of persons, including University employees and students, guest of and visitors to the Campus;
- Assure the safety, security, and protection of University property, including buildings, grounds, equipment, and other assets of the University, as well as non-University property located temporarily or permanently on University grounds;
- Respond to emergency situations or conditions and provide assistance or take actions appropriate to the crisis situation within legal limits of the department's authority.
- Patrolling campus grounds, either on foot or in an authorized University vehicle;
- Conducting regular checks and inspections to ensure building safety and security;

- Reporting damage, malfunctions, faulty equipment or utilities, or any unusual or questionable or dangerous or suspicious conditions or activities anywhere on campus, indoors or outdoors;
- Assisting all persons to comply with University regulations and rules of conduct on campus, including issuing parking citations when appropriate;
- Providing security coverage for special University functions as assigned by a direct-line supervisor;
- Providing crowd control when necessary and as assigned by a direct-line supervisor;
- Responding to requests for routine departmental services (e.g., unlocking a classroom for a person authorized to enter or vehicle un-locks).
- Providing escort services for faculty, staff and students to promote safety.
- Jurisdiction- Campus Security Officers have jurisdiction on property owned or leased by Tiffin University only.
- Citations- Campus Security Officers are authorized by the University to issue written citations for parking violations. Such citations may be issued to any person, employee or non-employee, student or nonstudent, who violates parking regulations on University property; and violators receiving such citations are subject to fines or other disciplinary actions by the University as specified in University regulations. Vehicles without the Tiffin University parking permit, vehicles that are parked in no-parking areas (in handicapped slots, in loading zones, beside fire hydrants, on grass, on sidewalks, etc.) shall normally have a parking citation issued and be subject to being towed at the owner's expense.
- Identification Requests – Campus Security Officers are authorized to request to see the identification of any person on campus property, whether that person is an employee or non-employee, student or non-student. Any University student who refuses to comply with a Campus Security Officers request for identification is subject to disciplinary action by the University. If the person is a non-student or non-employee and fails to provide identification, that person will be requested to leave campus property and if they do not comply, Tiffin Police will be called. Safety and Security Officers do not possess arrest power. Criminal Incidents are referred to the local police who have jurisdiction on the campus. The Tiffin University Safety and Security Office maintains a highly professional working relationship with the Tiffin Police Department, Seneca County Sheriff's Office, and other divisions of law enforcement within Seneca County. All crime victims and witnesses are strongly encouraged to immediately report the crime to the Campus Safety and Security Office and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.
- Emergency Authority - In case of emergency, when no direct-line supervisor is immediately available, any senior University official on the scene shall assume responsibility for the situation and shall function in place of a direct-line supervisor until the latter arrives to take charge. (For present purposes, "Senior University official" refers to any University administrator.) In the absence of a direct-line supervisor or a senior University Security Officer shall notify the chain of command and receive direction until a direct line supervisor or senior university official arrives. Any University student who refuses to comply is subject to disciplinary action by the University.
- Complaints - Since Campus Security Officers do not create University policy regulations but merely help uphold the policy regulations, Campus Security Officers should not enter into heated debates, arguments, or any other uncongenial exchanges with persons who have been issued citations or have been otherwise reminded by an Officer of Campus Security of the obligations to comply with such regulations. Those who wish to complain about or contest an action of a Campus Security Officer should be politely referred to the appropriate administrator. Campus Security Officers must be aware that they are representatives of the University and must treat all persons with courtesy, respect, and

consideration, regardless of provocation at all times. At no time while on duty shall a Campus Security Officer behave in an unseemly manner or use harsh or foul language. As a uniformed representative of the college, the Officer must be a model of correct behavior.

- Campus Security Officers have the authority to enforce University policies; however, they do not have the authority to enforce State and Local laws.
- Campus Security Officers can detain suspects until police arrival but have no power of arrest. Tiffin University Campus Security Office maintains a strong working relationship with state and local police agencies, including Tiffin Police Department, Seneca County Sheriff's Office and the Ohio State Highway Patrol.

## **EMERGENCY RESPONSE & EVACUATION PROCEDURES**

If a Red (Severe) Alert is called by the Department of Homeland Security, the Seneca County Emergency Operations Center will be opened by the Chief of the Tiffin Fire Department and the Director of the Seneca County Department of Public Safety to assess the situation. The Center will be located at the Seneca County Fair Grounds.

Information will be made available to the public through WTTT 1600AM. A list of emergency contact personnel has been provided to the Tiffin Fire Department, The Seneca County Department of Public Safety, and to the Red Cross. The individuals on this list include the President and the Dean of Students (emergency contact person).

The emergency contact person will contact the Chief of the Tiffin Fire Department, and the Red Cross as soon as possible for details. The emergency contact person may be asked to attend a meeting of the Seneca County Terrorism Task Force for information and procedures regarding the emergency. This could include information on evacuation procedures.

The University's Emergency Management Team will consist of the Dean of Students, the Vice Presidents and the Executive Director of Media Relations and Publications. The President will convene the Team to determine procedures. Appropriate response will be determined by information received by the emergency contact person from the above-mentioned organizations. The main topic to be addressed would be whether the threat or emergency is local, regional or national. A local threat would require an immediate response. If the situation requires this type of response, the Associate Vice President for Information and Technology Services and the Executive Director of Media Relations and Publications, will be asked to place a notice on the Tiffin University web site, and the Intranet. E-mail detailing the situation will be sent to all faculty, staff, and students and trustees.

If evacuation is required, contact numbers and information will be placed on the automated answering attendant on the main and 800 phone lines by the Executive Director of Media Relations and Publications. This will include the evacuation location provided by the Seneca County Emergency Operations Center. This will also include phone contact numbers for cell and/or other phones at the evacuation site and phone numbers for the Emergency Operations Center. Appropriate contacts with the media will be made at this time.

The Assistant Vice President of Human Resources will contact all employees, informing them of emergency evacuation procedures. The Dean of Students will contact all resident students and all students on campus at the time, to inform them of emergency evacuation procedures. The parking lot south of Huggins Hall has been designated as the evacuation site. The Dean of Students will arrange for university vehicles to be moved to the evacuation site and will also coordinate ride sharing.

Students and employees are required to check in at the designated emergency evacuation site. They may then proceed elsewhere from that point if they choose. Students have been advised to identify an alternate contact person to facilitate personal emergency contacts for family. Individuals with special training (EMT, First Aid, CPR, etc.) will be asked to identify themselves to authorities or Red Cross personnel. Students, employees and onlookers will be discouraged from loitering near possible disaster sites.

In the event of a tornado watch or warning, designated safety areas have been updated and identified for each building. In the event of a chemical spill, if individuals cannot be evacuated, they should move to the highest level of the building they are in. Windows and doors should be closed and sealed, if possible. Air conditioning or other air intake fans should be turned off.

Tiffin University is an evacuation site for St. Mary's School and is designated as a possible evacuation site for others in case of emergency. An electrical generator, additional water supply and first aid kits will be made available for the Gillmor Student Center.

### **EMERGENCY NOTIFICATION POLICY**

Tiffin University has partnered with Rave Mobile Safety to provide you with TU Alert, an emergency alert system capable of delivering messages to your campus and personal email addresses as well as your mobile and home phone number.

Campus Safety & Security serves as the administrator. They register all TU students, faculty, and staff in the TU Alert at no additional expense to you. You will **not** receive unsolicited advertising via this system; it is used only for official **EMERGENCY** communications from Tiffin University.

If you have your mobile and/or home telephone number in Self Service, you will be notified of **EMERGENCY** information, including inclement weather advisories, via text messaging, voice message and email. If no mobile and/or home number is provided, these notifications will only be sent via email.

Note: your cellular phone provider may charge a per-text message fee for the delivery of notifications to your phone.

For the safety of all, we encourage you to visit the Rave Mobile site to confirm your contact information and choose your notification preferences in TU Alert. This will ensure that you receive critical emergency notifications as soon as the University sends them.

### **Steps to manage your contact information for Rave Mobile:**

- 1) Log into [Self-Service](#) with your TU username and password
- 2) Click the "My Profile" tab
- 3) Click "Emergency Alert System" link

Once in the Rave system, you will be able to change your telephone numbers, or add additional ones. You will also be able to add additional email address that you may want notifications to be sent to.

### **NOTIFICATION OF MISSING STUDENTS**

In compliance with The Higher Education Opportunity Act (HEOA), Tiffin University will implement the following notification guidelines in the event of a missing student. In the event it is believed a student (residential or commuter) is missing, especially if the student has been missing for 24 hours or more, the Campus Security Office should be contacted at (419) 448-5136

or the Administrator on Call at 419-455-0996. If the student is a residential student, and an initial report is made to a resident assistant or to the Director of Residence Life, the Director of Campus Safety and Security and the Dean of Students will also be contacted by the appropriate staff members.

Any student living in an on-campus housing facility has the option (on an annual basis) to register a confidential missing student contact person to be notified in the case that student is determined to be missing. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this confidential information and that is may not be disclosed outside of a missing person investigation, unless otherwise specified by the student. The student should include any other information in his or her registration. Registration forms may be filled out in the Student Affairs Office (Tiffin Campus).

All students should be advised that even if they have not registered a contact person in the Student Affairs Office (Tiffin Campus), local law enforcement officials will be notified to aid in an investigation, as will other agencies as necessity dictates.

Parents or guardians of any student less than 18 years of age and not emancipated will be notified within 24 hours of determining the student has been missing for 24 hours, regardless of registration status, in addition to notifying any additional contact person designated by the student. Any reports or notification of missing students will be referred within 24 hours of the determination that the student missing to the local law enforcement officials, unless the local law enforcement agency was the entity that made the determination that the student is missing.

Suspected missing students should be reported immediately to the Tiffin University Campus Safety and Security Office by calling (419) 448-5136.

### **MISSING STUDENT NOTIFICATION PROCEDURES**

If a student residing in an on-campus housing facility is determined to have been missing for 24 hours or more, the following procedures will be implemented:

- If the student has designated a contact person, notifying that contact person within 24 hours.
- If the person is under 18 years of age and is not emancipated, notifying the student's custodial parent or guardian and any other designated contact person within 24 hours.
- Local law enforcement with jurisdiction in the area the student is missing will be contacted within 24 hours (regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor), as will the President and the President's Cabinet. The President and the President's staff will receive notifications of the investigation from the Dean of Students or the Director of Campus Safety and Security.
- Campus officials will aid local law enforcement in whatever capacity, as well as aid in seeking and obtaining information from any campus sources, such as roommates, classmates, teammates, professors, staff members, and any other campus constituents who may have information pertinent to the investigation.
- The President will coordinate all media efforts with the Vice-President for Development and Public Affairs and the Executive Director of Media Relations.
- The Dean of Students and members of the Student Affairs Staff will work with family members to keep them apprised of the situation and to offer support.
- The President will determine and coordinate any other responsibilities as needed.
- NOTE: This procedure may be implemented in less than 24 hours if circumstances warrant a faster implementation.



## **MISSING NOTIFICATION FOR INTERNATIONAL STUDENTS**

An international student attending Tiffin University on an F-1 visa is required to report to school no sooner than 30 days prior to the start of classes and no later than 7 days after the start of classes. The Primary Designated School Official (PDSO) is notified when a student successfully obtains his/her F-1 visa. From this point, the Director of International Student Services requires a flight itinerary from the student that shows the departure and arrival time of the flight, the flight number, and contact information. The flight itinerary paperwork is required to be submitted at least 2 weeks before the student arrives at the airport. The paperwork has contact information for the Director of International Student Services, the graduate assistant for International Student Services, and the assistant to the Director.

The Director of International Student Services or a member of the staff greets every student at the airport. If the student fails to report to the airport, the Director of International Student Services first attempts to contact airport security to notify authorities of the missing student. Attempts to contact the parents or guardian of the student or the recruiting agent from the student's home country follow if no contact is made through airport security. If all attempts to contact the student prove unsuccessful, the PDSO is required to terminate the student's I-20 document and notify the United States Customs and Immigration Services (USCIS) and The Department of Homeland Security via the Student and Exchange Visitor Information Services (SEVIS) database of the failure to report. At this point, the student is considered an illegal alien to the United States and subject to deportation.

International students are required to supply the Director of International Student Services with a phone number, off-campus address, as well as, contact information for parents or guardians in case of emergency. This information is available to the staff of the Student Affairs office. If an international student is missing from the university, the Director of International Students in conjunction with the Office of Residence Life will investigate the circumstances surrounding the disappearance. The friends and parents of the missing student will immediately be notified in attempt to locate the student's whereabouts. If the student is missing for more than 24 hours, the local authorities will be notified.

If the student does not report back to campus, the PDSO is required to terminate his/her I-20 document and notify the United States Customs and Immigration Services (USCIS) and The Department of Homeland Security via the Student and Exchange Visitor Information Services (SEVIS) within.

## **BEHAVIORAL THREAT ASSESSMENT TEAM**

The University has a collaborative multi-disciplinary team that offers a coordinated response to reports of students, employees, or others on campus who have engaged in behavior indicating a possible threat of harm to self or other members of the community. The team meets monthly to assess the possibility of risk and identify what can be done to potentially mitigate the risk. The team is comprised of representatives of the following offices: TU Campus Safety and Security, Student Affairs, Disability Services, Victims Advocacy, Counseling & Wellness, University Nurse, Residence Life, Dean of Students Office, athletics, and a faculty representative.

## **REPORTING CRIMES, FIRES, MEDICAL OR OTHER EMERGENCIES**

If you are a victim of a crime or a witness to one, or if you need to report a fire, medical, or other emergency, on or off-campus in the Tiffin, Ohio area by or in any of the jurisdictions in which TU has campuses, DIAL 911.

TU community members who become aware of criminal behavior or acts that represents a threat to students, employees, or campus visitors are required to report the criminal activity **immediately** to

TU Campus Safety & Security. The University may issue a warning to the campus community. TU requires individuals to report all crimes in a truthful and timely manner to both TU and local law enforcement agencies when the victim of a crime selects to, or is unable to, make a report.

In a non-emergency situation, you should report suspicious people or activities, traffic accidents, or potential violations of law to the police agency serving the location where the activity occurs.

In the event of a fire, Tiffin, Ohio Fire Department at (419) 448-5444 (24-hour full-service) fire station. All buildings on campus have fire alarm systems and accessible fire extinguishers; many have smoke detection and automatic sprinkler systems. In addition, fire drills are conducted on a regular basis.

Should a criminal action or emergency occur on campus during business hours (8 AM - 5 PM), students or employees should report details to the Security Office (419) 448-5136 or extension (5136). Should a criminal action or emergency occur on campus after business hours, students or employees should report details the Administrator on Call at 419-455-0996. If the situation is an emergency, contact the Tiffin Police Department at 911 or 419-447-2323.

Notice or complaints of discrimination (sexual assault, (domestic violence, dating violence, and stalking), harassment, and/or retaliation may be made using any of the following options:

- File a complaint with, or notice to, the Title IX Coordinator at [perryfantinis@tiffin.edu](mailto:perryfantinis@tiffin.edu) or at 419-448-3504
- Report online at: [https://cm.maxient.com/reportingform.php?TiffinUniv&layout\\_id=40](https://cm.maxient.com/reportingform.php?TiffinUniv&layout_id=40) (this is also an option for reporting anonymously).
- Anonymous reports are accepted but can give rise to a need to investigate. Tiffin University tries to provide supportive measures to all Complainants, which is impossible with an anonymous report. Because reporting carries no obligation to initiate a formal response, and as Tiffin University respects the Complainant requests to dismiss complaints unless there is a compelling threat to health and/or safety, the Complainant is largely in control and should not fear a loss of privacy by making a report that allows Tiffin University to discuss and/or provide supportive measures.
- All incidents of crime must be reported to Campus Safety and Security by calling 419- 448-5136 or Administrator on Call at 419-455-0996 or visiting the office located in The Gillmor Student Center.
  - Anonymous reporting at: <https://www.tiffin.edu/security/anonymous-witness>

***For non-emergency fire inquiries***, you should contact the fire department serving your area.

***For medical emergencies***, call 911.

#### Professional Counselors

Campus “Professional Counselors,” when acting as such, are not considered to be a campus security authority for Clery Act purposes and are not required to report crimes for inclusion in the annual disclosure of crime statistics. Tiffin University does not have any “pastoral counselors”. As a matter of policy, the professional counselors at Tiffin University are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary confidential basis to Campus Safety and Security.

#### **TIMELY WARNING POLICY**

This Policy is promulgated to promote campus safety and security in compliance with requirements of the Jeanne Clery Disclosure and Campus Security Policy and Campus Crime Statistics Act (The “Clery Act”) and additional requirements of the Higher Education Opportunity Act (“HEOA”).

Timely Warnings are provided to heighten safety awareness by giving students, faculty and staff notification of crimes that occur on campus property, non-campus property, or on public property immediately adjacent to and accessible from campus and are considered by Tiffin University to present a serious or continuing threat to students and/or employees.

Tiffin University Administrators are responsible for preparing Timely Warnings when a crime is reported to or brought to the attention of Tiffin University Administrators and that crime represents a serious or **continuing** threat to the safety of students and employees. Information for alerts may also come from other law enforcement agencies or other offices. While every attempt will be made to distribute the alert as soon as possible after an incident or series of incidents is reported, the release will occur in a timely manner after a determination is made that the crime(s) represents a serious or continuing threat to students and/or employees, in addition, it will withhold the names of victims as confidential, and that will aid in the prevention of similar occurrences.

Information about criminal incidents is reviewed on a case-by-case basis to determine whether those incidents represent a serious or continuing threat to students and/or employees. Incidents will be reviewed based on the nature of the crime, the facts of the case and the information known to the University Administrators. The University may, within its discretion, consult with appropriate individuals or offices to determine whether an incident represents a serious or continuing threat or to determine the appropriate content of a Timely Warning.

Criminal suspects are often unknown to the victims. However, in the instance of a violent crime occurring between two individuals who know each other, University Administrators will look at each instance to determine if the suspect poses a continued threat to the campus community and issue a warning when necessary.

Timely Warnings also seek information that may lead to arrest and conviction of the offender when violent crimes against persons or major crimes against property have been reported to the police and may contain crime prevention tips and safety information.

The University Administrators make every effort to properly classify a criminal incident when issuing a Timely Warnings. However, upon further analysis and investigation, it may be determined that incidents for which Timely Warnings are issued do not fall within the definitions of reportable crimes included in this report, and therefore, some incidents for which Timely Warnings are issued may not be included in the crime statistics provided by this report.

#### **TIMELY WARNING PROCEDURE**

In the event a crime is reported or a situation arises, within the Tiffin University Clery Geography (On Campus, Public Property, and Non-campus property) that in the judgement of the administrators of Tiffin University and in consultation with responsible authorities when time permits, constitutes a serious or continuing threat a campus wide “timely warning” notice will be issued. The Director of Campus Safety and Security, Tiffin University Campus Safety and Security office, or their designee will prepare a Timely Warning when a report is received of a violent crime against a person or a particularly threatening crime against property that represents a serious or continuing threat to the safety of students, faculty and staff. Warnings may be issued for such crimes that occur on campus property, non-campus property, or on public property immediately adjacent to an accessible from campus. Timely Warnings are sequentially numbered, beginning January 1 of each year, and provide details of the crime, a description of the suspect if known, information on whom to contact about the investigation, and often, crime prevention tips.

The Tiffin University Campus Safety and Security office or their designee will develop timely warning notices for the University Community to notify members of the community about serious

crimes against people that occur on campus, where it is determined that the incident may pose an ongoing threat to members of the University community. Timely Warning Notices are distributed for any crime that occurs within the Clery geography that poses a serious or continuing threat and reported to a CSA or to campus safety & security or ongoing threat to the campus community. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other University community members, therefore; a Timely Warning Notice would not be distributed. Sexual Assaults are considered on a case by case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known by the Title IX Coordinator and/or their designee. Timely Warning Notices may be distributed for other crimes as determined necessary by the Director of Campus Safety and Security or his or her designee in his or her absence.

Information included in Timely Warnings:

- A succinct statement of the incident.
- Possible connection to previous incidents, if applicable.
- Physical description of the suspect, if available.
- Photo or composite drawing of the suspect, if available.
- Date and time the warning was released.
- Other relevant and important information about the crime(s).
- Actions taken by Public Safety officials in response to the crime(s).
- Information on Crime Prevention, personal safety or other community safety resources.

The University may not include some known information in a Timely Warning if that information could risk compromising law enforcement efforts. Additionally, Timely Warnings may be updated if new or more accurate information becomes available to the University Administrators.

Timely Warnings are distributed by e-mails sent to all tiffin.edu e-mail addresses, which are accessible and available to all students, faculty, and staff. These e-mails are drafted by Tiffin University Administrators (the Director of Campus Safety and Security, a member of the Media Relations and Publications team, and the President or his or her designee) and are distributed by the Tiffin University Campus Safety and Security office or their designee. In some circumstances, the Tiffin University Security Office may distribute fliers to appropriate university departments to be posted in affected areas of campus. While several local media outlets receive Timely Warnings through the subscription service discussed below, the Tiffin University designated official may also contact the media directly to distribute information about criminal incidents in some situations.

The institution is not required to issue a Timely Warning with respect to crimes reported to a pastoral or professional counselor.

Please note that Timely Warnings are a separate and distinct process from the emergency notification text messaging alerts provided by the TU Alert System. For more information about the TU Alert text messaging system, please visit <http://www.tiffin.edu/emergency/alerts/>.

### **DAILY CRIME LOG**

Tiffin University Campus Safety and Security maintains a Daily Crime Log which is available to the public for review, at the Campus Safety and Security Office in the Gillmor Student Center, from 8 a.m. – 5 p.m. Monday through Friday, excluding holidays.

### **STUDENT CONDUCT PROCESS**

Notice of Incident and Documentation of Alleged Violation of Code of Student Conduct - The first step in the Tiffin University Student Conduct process is documentation of an incident that

is an alleged violation of the Student Conduct Process. This documentation can be completed by university officials (such as professional residence life staff, resident assistants, and/or TU Security). Additionally, any person may file a complaint against a Student or a Student Organization using the following link: (<https://publicdocs.maxient.com/incidentreport.php?TiffinUniv>).

Once an incident is documented, a Tiffin University Student Conduct Administrator will assign the incident to a Student Conduct Officer. If there is insufficient evidence of a potential violation of the Code of Student Conduct, the case will be dismissed. If there is a community standard concern that does not meet the level of a policy violation, the Student Conduct Hearing Officer may require the student to meet for a Community Standards Concern Meeting. If there is enough evidence of a potential violation of the Tiffin University Code of Student Conduct, a case will be created. Tiffin University will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

### **CAMPUS SECURITY AND ACCESS**

The Tiffin University is located within the rural city of Tiffin, OH. The campus is home to all major administrative offices and classrooms, as well as libraries, residence halls, and the cafeteria. The academic and administrative buildings are open to the public, at minimum, during normal business hours. Most facilities have individual hours, and the hours may vary at different times of the year. Campus Security Officers patrol the academic and administrative buildings on a regular basis.

### **RESIDENCE HALLS**

Access to residence halls is restricted to residents, their approved guests, and other approved members of the university community. Each resident has a front door key or an access card (Student ID) which allows access to the residence hall in which they live. Guests of residents must be accompanied at all times by the resident they are visiting. Residents are cautioned against permitting strangers to enter the buildings and are urged to require individuals seeking entry to use their key/access cards. Campus Security Officers patrol the residence halls on a regular basis and work with the Resident Assistants, Residence Life Staff, and Student Affairs Staff to enforce security measures.

### **SECURITY MAINTENANCE**

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Campus Security Officers regularly patrol campus and reports malfunctioning lights and other unsafe physical conditions to Maintenance for repair. Other members of the university community should promptly report equipment problems to Campus Security or the Maintenance.

### **CRIME PREVENTION PROGRAMS FOR FACULTY AND STAFF**

During the first several weeks of school, the University provides a wide array of educational activities and programs to inform faculty and staff of the necessity of making strong personal choices for their overall safety and wellness. These activities include bringing local law enforcement and judicial officers to campus to discuss safety and security issues and training faculty and staff on emergency prevention, response, and operating procedures. Personal bodily security is promoted by encouraging faculty and staff to walk in well-lighted areas and to always walk on sidewalks. Faculty and staff are expected to report any suspicious persons to the appropriate campus authorities or to the police immediately. This type of information is presented to the Faculty and Staff several times through each semester. Other security concerns, (i.e.

vandalism, damaged equipment, etc.) are expected to be reported, addressed and corrected immediately while steps are taken to ensure security and safety until repairs can be made. Faculty and Staff are expected to assist in promoting security campus wide by reminding others of proper procedures.

### **CRIME PREVENTION PROGRAMS FOR STUDENTS**

During the first several weeks of school, the University provides a wide array of educational activities and programs to inform students of the necessity of making strong personal choices for their overall safety and wellness. These activities include bringing local law enforcement and judicial officers to campus to discuss safety and security issues. During this time, the Residence Life Staff also conducts educational programs and facilitates discussions on a variety of topics ranging from alcohol issues to maintaining personal safety and awareness.

Tiffin University, the Tiffin Police Department and the Seneca County Municipal Court work cooperatively to provide an educational environment to students regarding the laws of the State of Ohio and students' responsibilities regarding those laws. We provide educational programs, such as the Diversion Program for first time underage alcohol violations, as a way to educate students on responsible behavior and the necessity of making wise personal decisions and choices.

Personal bodily security is promoted by encouraging students to walk in well-lighted areas and to always have an escort with them. Students are expected to report any suspicious persons to the appropriate campus authorities or to the police immediately. This type of information is presented to the students during the first week of each new semester.

Other security concerns, (i.e. vandalism, damaged equipment, etc.) are addressed and corrected immediately while steps are taken to ensure security and safety until repairs can be made.

Students are expected to assist in promoting security campus wide by reminding others of proper procedures.

### **CRIME PREVENTION AND SAFETY AWARENESS**

- Staying Safe
- Program your phone with Campus Security's number
- Do not opt out of the Tiffin University Alert System (RAVE)
- Call for an Escort when walking alone at night or anytime you feel uncomfortable.
- Know your surroundings
- Report anything you deem suspicious
- Remove yourself from unsafe conditions and report them

When in any public place, keep these general safety tips in mind.

- **Alcohol and other drugs** can impair your perceptions and decision-making. Do not place yourself in a vulnerable position by being intoxicated or under the influence of other drugs.
- **Travel in groups late at night.** Often, there is safety in numbers. If you are going to separate from your group, tell someone when you will return. Take a cell phone.
- **If you feel threatened,** cross the street or enter a store or business.
- **Have your keys in hand** as you approach your car. Check under the car and the back seat before you enter.
- Stash valuables in your trunk.
- **If you do drink,** set a limit and stick to it. Don't drink on an empty stomach. Also: Don't leave a drink unattended. If you are away from your drink any amount of time, toss it. It's not worth the risk.

- Out and about
- Use the **campus escort service**. Patrol members will escort students between campus locations during patrol hours.
- If you feel threatened or if you want to report something suspicious, report it to Campus Security.
- Program the University's Campus Security into your cell phone: 419-934-0721. Or call 9-1-1.
- Notify the Campus Security if you notice anything **suspicious or unusual**.

#### In the residence halls

- **Always lock your door**; even when you're sleeping or just going down the hall.
- Do not allow strangers to enter your room or your complex. Do not open your door unless you can identify the person seeking entry.
- **Do not prop any exterior doors** open to allow unescorted visitors into the residence hall.
- Report lost or stolen residence hall keys immediately to your residence hall staff.
- Report any malfunctioning locks, doors or windows to your residence life staff.
- Do not leave your keys lying around in your room when you are not in the room.
- Do not leave messages on your door about when you will be returning to your room.
- End of the term? **Load your car up just before you leave** rather than the night before. You never want valuables to be in plain view in your vehicle.

#### Living off-campus:

- **Don't answer the door in the middle of the night** unless you are expecting someone. Ask your landlord to install a peephole in your front door.
- If you are leaving home, leave on a light or a radio or a TV to make it appear as if someone is home.
- **Lock doors and windows**. Ask your landlord to install a deadbolt, if one is not present.
- Let the police department know if a streetlight is out.

One of the essential ingredients of any successful crime prevention program is an informed public. It is the intent of Tiffin University to inform students of good crime prevention and security practices.

During the 2020 calendar year academic year, Tiffin University offered approximately 10+ crime prevention and security awareness programs. Topics such as personal safety, residence hall security, drug and alcohol abuse awareness and sexual assault prevention are some examples of programs offered during the academic year.

All crime prevention and security awareness programs encourage students to be responsible for their own security and the security of others. Participants in these programs are asked to be alert, security-conscious and involved and advised to call Tiffin University Campus Security to report suspicious behavior. The programs are offered during the beginning of fall and spring semesters and conducted throughout the academic year under the leadership of the area coordinators. Such programs have not been implemented for employees. For additional questions regarding crime prevention, contact the Campus Safety and Security Office directly at (419) 448-5136.

### **OFF-CAMPUS CRIME AND COORDINATION WITH OTHER LAW ENFORCEMENT AGENCIES**

The University does not formally monitor or record criminal activity by students at off-campus locations. TU has a Memorandum of Understanding (MOU) with Tiffin Police Department. The MOU establishes collaboration to provide services to, in particular, victims of sexual assault and

relationship violence. The MOU memorialize the ongoing practice of agreeing to share information with the Tiffin Police Department about crimes that may pose a severe threat to the health and safety of the TU campus community in order to aid the issuance of timely warnings and emergency notifications.

**POLICY STATEMENT ON PROHIBITING DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, & STALKING**

In response to dating violence, domestic violence, sexual assault, and stalking, Tiffin University employs an Equity Resolution Policy & Procedure which is a One Policy-One Procedure (1P1P) model resolution process for all violations of discrimination including sexual assault, sexual misconduct, intimate partner violence (dating violence and domestic violence), and stalking. The process is a unified policy that addresses sexual assault, sexual misconduct, intimate partner violence (dating violence and domestic violence), and stalking. In addition, the Equity Resolution Policy & Procedure prohibits other forms of discrimination and retaliation. The Equity Resolution Policy & Procedure applies to conduct that occurs on campus and off campus and applies to all members of the university campus community (faculty, staff, students, volunteers), vendors, and visitors.

Tiffin University’s Equity Resolution Policy & Procedure prohibits and defines sexual assault, dating violence, domestic violence and stalking in addition to other acts of sexual misconduct and sexual harassment. Toward that end, Tiffin University issues this statement of policy to inform the campus community of our programs to address domestic violence, dating violence, sexual assault and stalking as well as the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, which will be followed regardless of whether the incident occurs on or off campus when it is reported to a University official.

It is important to note that Tiffin University’s policy definitions may differ from Clery Act definitions and Ohio State law. Under the policy, sexual misconduct includes sexual assault, inducing incapacitation for sexual purposes, sexual exploitation, dating and domestic violence (termed “intimate partner violence”) and stalking.

The chart below shares University policy definitions and Ohio Revised Code criminal definitions. The University definitions apply for incidents reported to the Title IX Coordinator.

Sexual Assault	Policy / Ohio Revised Code	Definition
Sexual Misconduct	University ERP (3; a,b,c,d,e )	Acts of sexual misconduct may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved <ul style="list-style-type: none"> <li>• any sexual intercourse;</li> <li>• however slight;</li> <li>• with any object;</li> <li>• by a person upon another person;</li> <li>• that is without consent and/or by force</li> </ul>
Rape	ORC §2907.02 Complete definition is available at: <a href="http://codes.ohio.gov/orc/2907.02v1">http://codes.ohio.gov/orc/2907.02v1</a>	(A) (1) No person shall engage in sexual conduct with another who is not the spouse



		<p>of the offender or who is the spouse of the offender but is living separate and apart from the offender, when any of the following applies:</p> <p>(a) For the purpose of preventing resistance, the offender substantially impairs the other person's judgment or control by administering any drug, intoxicant, or controlled substance to the other person surreptitiously or by force, threat of force, or deception.</p> <p>(b) The other person is less than thirteen years of age, whether or not the offender knows the age of the other person.</p> <p>(c) The other person's ability to resist or consent is substantially impaired because of a mental or physical condition or because of advanced age, and the offender knows or has reasonable cause to believe that the other person's ability to resist or consent is substantially impaired because of a mental or physical condition or because of advanced age.</p> <p>(2) No person shall engage in sexual conduct with another when the offender purposely compels the other person to submit by force or threat of force.</p> <p>(B) Whoever violates this section is guilty of rape, a felony of the first degree. If the offender under division (A)(1)(a) of this section substantially impairs the other person's judgment or control by administering any controlled substance described in section <u>3719.41</u> of the Revised Code to the other person surreptitiously or by force, threat of force, or deception, the prison term imposed upon the offender shall be one of the definite prison terms prescribed for a felony of the first degree in division (A)(1)(b) of section <u>2929.14</u> of the Revised Code that is not less than five years, except that if the violation is committed on or after the effective date of this amendment, the court shall impose as the minimum prison term for the offense a mandatory prison term that is one of the minimum terms prescribed for a felony of the first degree in division (A)(1)(a) of section <u>2929.14</u> of the Revised Code that is not less than five years. Except as otherwise provided in this division, notwithstanding</p>
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		<p>sections <u>2929.11</u> to <u>2929.14</u> of the Revised Code, an offender under division (A)(1)(b) of this section shall be sentenced to a prison term or term of life imprisonment pursuant to section <u>2971.03</u> of the Revised Code. If an offender is convicted of or pleads guilty to a violation of division (A)(1)(b) of this section, if the offender was less than sixteen years of age at the time the offender committed the violation of that division, and if the offender during or immediately after the commission of the offense did not cause serious physical harm to the victim, the victim was ten years of age or older at the time of the commission of the violation, and the offender has not previously been convicted of or pleaded guilty to a violation of this section or a substantially similar existing or former law of this state, another state, or the United States, the court shall not sentence the offender to a prison term or term of life imprisonment pursuant to section <u>2971.03</u> of the Revised Code, and instead the court shall sentence the offender as otherwise provided in this division. If an offender under division (A)(1)(b) of this section previously has been convicted of or pleaded guilty to violating division (A)(1)(b) of this section or to violating an existing or former law of this state, another state, or the United States that is substantially similar to division (A)(1)(b) of this section, if the offender during or immediately after the commission of the offense caused serious physical harm to the victim, or if the victim under division (A)(1)(b) of this section is less than ten years of age, in lieu of sentencing the offender to a prison term or term of life imprisonment pursuant to section <u>2971.03</u> of the Revised Code, the court may impose upon the offender a term of life without parole. If the court imposes a term of life without parole pursuant to this division, division (F) of section <u>2971.03</u> of the Revised Code applies, and the offender automatically is classified a tier III sex offender/child-victim offender, as described in that division.</p>
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		<p>(C) A victim need not prove physical resistance to the offender in prosecutions under this section.</p> <p>(D) Evidence of specific instances of the victim's sexual activity, opinion evidence of the victim's sexual activity, and reputation evidence of the victim's sexual activity shall not be admitted under this section unless it involves evidence of the origin of semen, pregnancy, or disease, or the victim's past sexual activity with the offender, and only to the extent that the court finds that the evidence is material to a fact at issue in the case and that its inflammatory or prejudicial nature does not outweigh its probative value.</p> <p>Evidence of specific instances of the defendant's sexual activity, opinion evidence of the defendant's sexual activity, and reputation evidence of the defendant's sexual activity shall not be admitted under this section unless it involves evidence of the origin of semen, pregnancy, or disease, the defendant's past sexual activity with the victim, or is admissible against the defendant under section <u>2945.59</u> of the Revised Code, and only to the extent that the court finds that the evidence is material to a fact at issue in the case and that its inflammatory or prejudicial nature does not outweigh its probative value.</p> <p>(E) Prior to taking testimony or receiving evidence of any sexual activity of the victim or the defendant in a proceeding under this section, the court shall resolve the admissibility of the proposed evidence in a hearing in chambers, which shall be held at or before preliminary hearing and not less than three days before trial, or for good cause shown during the trial.</p> <p>(F) Upon approval by the court, the victim may be represented by counsel in any hearing in chambers or other proceeding to resolve the admissibility of evidence. If the victim is indigent or otherwise is unable to obtain the services of counsel, the court, upon request, may appoint counsel to represent the victim without cost to the victim.</p> <p>(G) It is not a defense to a charge under division (A)(2) of this section that the</p>
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		offender and the victim were married or were cohabiting at the time of the commission of the offense.
Sexual Assault	ORC - None	Not specifically defined in the Ohio Revised Code
<b>Relationship Violence</b>	<b>Policy / Ohio Revised Code</b>	<b>Definition</b>
Intimate Partner Violence: Dating Violence	University ERP (3;h)	Violence or threat of violence by an individual who has been in a social relationship of a romantic or intimate nature with the responding party. Whether there was such relationship will be determined based on the reporting party's statement and with consideration of the length and type of relationship, and the frequency of interaction of the people involved in the relationship.
	ORC - None	Not specifically defined in the Ohio Revised Code
<b>Domestic Violence</b>	<b>Policy / Ohio Revised Code</b>	<b>Definition</b>
Intimate Partner Violence: Domestic Violence	University ERP (3;h)	Conduct that would meet the definition of a felony or misdemeanor crime of violence committed by the responding party's current or former spouse or intimate partner, a person with whom the responding party shares a child in common, a person who is or has cohabitated with the responding party as a spouse or intimate partner, an individual similarly situated to a spouse under domestic or family violence law, or anyone else protected under the domestic or family violence law of the jurisdiction in which the offense occurred. An individual need not be charged with or convicted of a criminal offense to be found responsible for domestic violence pursuant to this policy.
	ORC §2919.25  Complete definition is available at:  <a href="http://codes.ohio.gov/orc/2919.25">http://codes.ohio.gov/orc/2919.25</a>	(A) No person shall knowingly cause or attempt to cause physical harm to a family or household member. (B) No person shall recklessly cause serious physical harm to a family or household member. (C) No person, by threat of force, shall knowingly cause a family or household member to believe that the offender will cause imminent physical harm to the family or household member.
<b>Stalking</b>	<b>Policy / Ohio Revised Code</b>	<b>Definition</b>
Stalking	University ERP (3;i)	Engaging in a course of conduct directed at a specific person that would cause a

		<p>reasonable person to fear for the person's safety, fear for the safety of others, or suffer substantial emotional distress</p> <ul style="list-style-type: none"> <li>• Repetitive and menacing</li> <li>• Pursuit, or following, or harassing, or interfering and with the peace and/or safety of another</li> </ul>
Menacing by Stalking	<p>ORC § 2903.211</p> <p>Complete definition is available at:  <a href="http://codes.ohio.gov/orc/2903.211">http://codes.ohio.gov/orc/2903.211</a></p>	<p>(A)</p> <p>(1) No person by engaging in a pattern of conduct shall knowingly cause another person to believe that the offender will cause physical harm to the other person or a family or household member of the other person or cause mental distress to the other person or a family or household member of the other person. In addition to any other basis for the other person's belief that the offender will cause physical harm to the other person or the other person's family or household member or mental distress to the other person or the other person's family or household member, the other person's belief or mental distress may be based on words or conduct of the offender that are directed at or identify a corporation, association, or other organization that employs the other person or to which the other person belongs.</p> <p>(2) No person, through the use of any form of written communication or any electronic method of remotely transferring information, including, but not limited to, any computer, computer network, computer program, r-computer system, or telecommunication device shall post a message or use any intentionally written or verbal graphic gesture with purpose to do either of the following:</p> <p>(a) Violate division (A)(1) of this section:</p> <p>(b) Urge or incite another to commit a violation of division (A)(1) of this section.</p> <p>(3) No person, with a sexual motivation, shall violate division (A)(1) or (2) of this section.</p>
<b>Consent</b>	<b>Policy / Ohio Revised Code</b>	<b>Definition</b>
	<p>University ERP (3;d)</p> <ul style="list-style-type: none"> <li>○ The institution's definition of consent AND the purposes for which that definition is used as State definition does exist</li> </ul>	<p>Consent is knowing, voluntary, and clear permission by word or action to engage in sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to determine that the other has consented before engaging in the activity.</p>

		<p>If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.</p> <p>For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain their consent to being kissed back.</p> <p>Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonable time.</p> <p>Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent.</p> <p>Proof of consent or non-consent is not a burden placed on either party involved in an incident. Instead, the burden remains on Tiffin University to determine whether its policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced.</p> <p>Consent in relationships must also be considered in context. When parties consent to BDSM or other forms of kink, non-consent may be shown by the use of a safe word. Resistance, force, violence, or even saying “no” may be part of the kink and thus consensual, so Tiffin University’s evaluation of communication in kink</p>
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		situations will be guided by reasonableness, rather than strict adherence to policy that assumes non-kink relationships as a default.
	ORC - None	Not specifically defined in the Ohio Revised Code

**Federal Clery Act Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking**

**Tiffin University, an institution of higher education prohibits the crimes of domestic violence, dating violence, sexual assault and stalking, as defined by the Clery Act.**

The Clery Act defines the crimes of domestic violence, dating violence, sexual assault and stalking as follows:

**Domestic Violence:**

A Felony or misdemeanor crime of violence committed—

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

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

- The existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- For the purposes of this definition—
- Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.
  - For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Tiffin University, an institution of higher education prohibits the crimes of domestic violence, dating violence, sexual assault and stalking, as defined by the Clery Act.

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

- **Rape** is defined as the penetration, no matter how slight, of the vagina or anus with any

- body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling** is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest** is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** is defined as sexual intercourse with a person who is under the statutory age of consent.

Tiffin University, an institution of higher education prohibits the crimes of domestic violence, dating violence, sexual assault and stalking, as defined by the Clery Act.

**Stalking:**

- Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
  - Fear for the person’s safety or the safety of others; or
  - Suffer substantial emotional distress.
- For the purposes of this definition—
  - *Course of conduct* means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.
- *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
- *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**HOW TO BE AN ACTIVE BYSTANDER**

Bystander intervention is defined as safe and positive options that may be conveyed by an individual or individuals to prevent harm or to intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking.

Bystander intervention includes:

- Recognizing situations of potential harm
- Understanding institutional structures and cultural conditions that facilitate violence
- Overcoming barriers to intervening
- Identifying safe and effective intervention options
- Taking action to intervene
- How Do I Prevent Violence (CARE from RAINN)
  - Create a distraction to interrupt the situation
  - Ask them directly, “ARE YOU OKAY?”
  - REFER TO AN AUTHORITY OR NEUTRAL PARTY
  - ENLIST THE HELP OF OTHERS

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are



not directly involved but have the choice to intervene, speak up, or do something about it.”<sup>3</sup> We want to promote a culture of community accountability where bystanders are actively engaged in

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<sup>3</sup> Burn, S.M. (2009). A situational model of sexual assault prevention through bystander intervention. *Sex Roles, 60*, 779-792.

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the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list<sup>4</sup> of some ways to be an active bystander. Further information regarding bystander intervention may be found. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abused.

### **RISK REDUCTION**

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one’s risk of sexual assault or harassment (From RAINN)

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don’t know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn’t the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have cash money.
- Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
- Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
- Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
- If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
- If you need to get out of an uncomfortable or scary situation here are some things that you can try:
  - Remember that being in this situation is not your fault. You did not do anything wrong; it is the person who is making you uncomfortable that is to blame.
  - Be true to yourself. Don't feel obligated to do anything you don't want to do. "I

don't want to" is always a good enough reason. Do what feel right to you and what you are comfortable with.

#### **4 Bystander intervention strategies adapted from Stanford University's Office of Sexual Assault & Relationship Abuse**

**Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.**

- Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
- Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

#### **POLICY ON RETALIATION AND FALSE REPORTS**

Tiffin University policy expressly prohibits retaliation as communicated in the Equity Resolution Policy & Procedure. Retaliation is defined as any materially adverse action taken because of a person's participation in a protected activity. Protected activity includes reporting an incident that may implicate this policy, participating in the resolution process, supporting a reporting or responding party, or assisting in providing information relevant to an investigation. Retaliation is subject to the same resolution procedure and the same potential sanctions. In addition, deliberately false and/or malicious accusations under this policy, as opposed to allegations that, even if erroneous, are made in good faith, are a serious offense and will be subject to appropriate disciplinary action. Moreover, witnesses and parties providing knowingly false evidence or deliberately misleading an official conducting an investigation will be subject to discipline under Tiffin University Equity Resolution Policy & Procedure.

#### **REPORTING TO THE UNIVERSITY OR TO LAW ENFORCEMENT**

Any member of the community, guest, or visitor who believes that the policy on Equal Opportunity, Harassment, and Nondiscrimination including dating violence, domestic violence, sexual assault, and stalking, has been violated should contact the Title IX Coordinator and/or Deputy Coordinator. To file a complaint under this policy, one complete the report at: [https://publicdocs.maxient.com/reportingform.php?TiffinUniv&layout\\_id=40](https://publicdocs.maxient.com/reportingform.php?TiffinUniv&layout_id=40).

Dr. Sharon Perry-Fantini  
Title IX Coordinator  
Office for Equity, Access, & Opportunity  
155 Miami St. – Friedley Hall  
Tiffin, OH 44883  
(419) 448-3504, [perryfantinis@tiffin.edu](mailto:perryfantinis@tiffin.edu)

#### **Deputy Coordinators**

Mr. Rudy Brownell  
Deputy Coordinator, Athletics  
[419.448.3286](tel:419.448.3286), [rbrownel@tiffin.edu](mailto:rbrownel@tiffin.edu)  
Heminger Center

Ms. Nadia Lewis  
Deputy Coordinator, Human Resources  
[419.448.3433](tel:419.448.3433), [lewisna@tiffin.edu](mailto:lewisna@tiffin.edu)  
Seitz Hall

Dr. Sandra Miller  
Deputy Coordinator, Academic Affairs  
[419.448.3168](tel:419.448.3168),  
[millersj@tiffin.edu](mailto:millersj@tiffin.edu)  
Reichard 14 C

Mr. Jacob Simon  
Deputy Coordinator, Student Affairs  
[419.448.3421](tel:419.448.3421),  
[simonja@tiffin.edu](mailto:simonja@tiffin.edu)  
Gillmor Center

If the conduct is criminal in nature, any member of the community, including guests and visitors, may contact Campus Safety and Security and/or Tiffin Police to make a report.

Tiffin Police Department  
51 East Market St  
Tiffin, OH 44883  
911 or (419) 447-2323

Additional information about the Tiffin Police department may be found online at: <http://tiffinohio.gov/tiffinpd/>. The University highly encourages all members of the campus community to report violations of intimate partner violence (dating violence and domestic violence), sexual misconduct (assault), and stalking, to law enforcement, it is the choice of the victim whether or not to make a report and the victim has the option to decline involvement with law enforcement. Tiffin University will comply with the individuals request for assistance in notifying law enforcement if the individual chooses. However, the University Victims Advocate will assist any victim with notifying law enforcement if the victim so desires.

Juli Huston, Victims Advocate  
Office for Equity, Access, & Opportunity  
Friedley Hall  
155 Miami St.  
Tiffin, OH 44883  
(419) 448-3021  
[hustonjr@tiffin.edu](mailto:hustonjr@tiffin.edu)

The University will determine whether this policy will be used upon receipt of an allegation or notice to the Title IX Coordinator of an alleged violation of the Policy, the University initiates the Equity Resolution Policy & Procedure process, which involves a prompt preliminary inquiry to determine if there is reasonable cause to believe the nondiscrimination policy has been violated including sexual assault, intimate partner violence (dating violence and domestic violence), and stalking.

If so, the University will initiate one of three responses: a remedial response because the reporting party does not want to proceed formally; an informal resolution; or a formal resolution including an investigation. A formal resolution is thorough, reliable, impartial, prompt, fair, and as private as possible.

The investigation and resolution process determine whether the Policy has been violated. If so, the University will promptly implement effective remedies and/or sanctions.

Individuals have the option to notify law enforcement. When contacting law enforcement, it will be confidential and does not require the individual to file a report or pursue criminal charges.

### **ANONYMOUS AND CONFIDENTIAL REPORTING**

Reports may also be made anonymously, without identification of the reporting party. Anonymous reports will be preliminarily investigated to the extent possible, both to assess the underlying allegation(s) and to determine if remedies can be provided. However, anonymous complaints typically limit the ability of Tiffin University to investigate, respond, and provide remedies, depending on what information is shared. Additionally, all employees of Tiffin University, with the exception of those who are designated as confidential resources, are mandated reporters and must promptly share all known details of a report with the Title IX Coordinator. Anonymous reports may be submitted here upon filling required: [https://cm.maxient.com/reportingform.php?TiffinUniv&layout\\_id=40](https://cm.maxient.com/reportingform.php?TiffinUniv&layout_id=40)

### **CONFIDENTIALITY REPORTING**

ALL Tiffin University employees (faculty, staff, Coordinators) are expected to report actual or suspected discrimination or harassment to appropriate officials immediately, though there are some limited exceptions. In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality and are not required to report actual or suspected discrimination or harassment. They may offer options and resources without any obligation to inform an outside agency or campus official unless a reporting party has requested this information be shared. If a reporting party expects formal action on their allegations, reporting to any employee can connect them with resources to report crimes and policy violations, and these employees will immediately pass reports to the Title IX Coordinator (and/or police, if desired by the reporter), who will take action when an incident is reported to them. Confidential reports may be submitted here upon filling required information: [https://cm.maxient.com/reportingform.php?TiffinUniv&layout\\_id=40](https://cm.maxient.com/reportingform.php?TiffinUniv&layout_id=40)

### **REQUIRED REPORTING BY TU EMPLOYEES**

All employees (except those whom the Tiffin University has designated as confidential) who receive notice of a potential violation of Tiffin University's harassment or discrimination policies including sexual assault, intimate partner violence (dating violence and domestic violence), and stalking are expected to promptly contact the Title IX Coordinator within 24 hours of becoming aware of a report or incident. Specific information (including location and time) on any allegations received by any party will be reported to the Title IX Coordinator, and every effort will be made to maintain the privacy of those initiating a report.

### **AMNESTY FOR REPORTING PARTY AND WITNESSES**

The University community encourages the reporting of misconduct and crimes by reporting parties and witnesses. Sometimes, reporting parties or witnesses are hesitant to report to University officials or participate in resolution processes because they fear that they themselves may be accused of policy violations, such as underage drinking at the time of the incident. It is in the best interests of this community that reporting parties choose to report to University officials, and that witnesses come forward to share what they know. To encourage reporting, University pursues a policy of offering reporting parties and witnesses amnesty from minor policy violations related to the incident.

### **Students**

Sometimes, students are hesitant to offer assistance to others for fear that they may get themselves in trouble (for example, a student who has been drinking underage might hesitate to help take a sexual misconduct victim to the Campus Security). The University pursues a policy of

amnesty for students who offer help to others in need. While policy violations cannot be overlooked, the University will provide educational options, rather than punishment, to those who offer their assistance to others in need.

### **Employees**

Sometimes, employees are also hesitant report harassment or discrimination they have experienced for fear that they may get themselves in trouble. For example, an employee who has violated the consensual relationship policy and is then assaulted in the course of that relationship might hesitate to report the incident to University officials. The institution may, at its discretion, offer employee reporting parties amnesty from such policy violations (typically more minor policy violations) related to the incident. Amnesty may also be granted to witnesses on a case-by-case basis.

### **PROCEDURES THE UNIVERSITY WILL FOLLOW WHEN A CRIME OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND STALKING IS REPORTED**

The University has policies and procedures in place when receiving reports of sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services on and/or off campus as well as additional remedies to prevent contact between a reporting party and an responding party, such as changes to housing, academic, protective orders, transportation and working situations, if reasonably available. The University will make such accommodations or protective measures, if the victim requests them and if they are reasonable available, regardless of whether the victim chooses to report the crime to the Campus Security or local law enforcement. Students and employees should contact:

Juli Huston, Victims Advocate  
Office for Equity, Access, & Opportunity  
Friedley Hall  
155 Miami St.  
Tiffin, OH 44883  
(419) 448-3021  
[hustonjr@tiffin.edu](mailto:hustonjr@tiffin.edu)

### **CONFIDENTIAL RESOURCES**

Tiffin University has several confidential resources available on campus and in the community that provide confidential and free support to individuals who have experienced sexual assault, intimate partner violence (dating violence and domestic violence), and stalking.

### **ON AND OFF CAMPUS SERVICES**

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, Tiffin University will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community. These resources include the following:

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

<http://www.rainn.org> – Rape, Abuse and Incest National Network

<http://www.ovw.usdoj.gov/sexassault.htm> - Department of Justice  
<http://www2.ed.gov/about/offices/list/ocr/index.html> Department of Education, Office of Civil Rights

### On-Campus

Victims Advocate  
Friedley Hall  
(567) 268-6021(during business hrs.)

Health & Wellness Center  
Franklin St.  
(419) 448-3429 (during business hours)

Counseling & Mental Health  
*Students only*  
Friedley Hall lower level  
(419) 448-3578 (by appointment)

Financial Aid  
Seitz Hall  
(419) 448-3375

International Affairs  
Visa & Immigration  
Welcome Center  
(419) 448-3310

### Off-Campus

Mercy Hospital  
45 Lawrence Dr  
Tiffin, OH 44883  
(419)447-3130

Firelands Counseling & Recovery  
76 Ashwood  
Tiffin, OH 44883  
(419) 448-9440

Seneca County Victims Assistance  
71 S. Washington  
Tiffin, OH 44883  
(419) 448-5070

Ohio Legal Assistance for low income may wish to contact organizations such as:

- **Legal Aid Programs**

- Advocates for Basic Legal Equality, Inc. (ABLE) <http://www.ablelaw.org/> (Offices in Dayton, Toledo, Defiance)

- Legal Aid of Western Ohio, Inc. (LAWO) <http://www.lawolaw.org/>

Ohio Legal Assistance for low income may wish to contact organizations such as:

- **Legal Aid Programs**

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- Legal Aid of Western Ohio, Inc. (LAWO) <http://www.lawolaw.org/>

- **Statewide Legal Services Program**

- Disability Rights of Ohio  
<http://www.disabilityrightsohio.org/sites/default/themes/disabilityrightsohio/dro/index.html>

## **OFFICE FOR EQUITY, ACCESS, & OPPORTUNITY / TIFFIN UNIVERSITY WIDE DISCIPLINARY PROCESS**

The Office for Equity, Access, & Opportunity investigates and responds to reported incidents of sexual misconduct in accordance with the University's Equity Resolution Policy & Procedure which is a One Policy-One Procedure (1PIP) model resolution process for all violations of discrimination including sexual assault, sexual misconduct, intimate partner violence (dating violence and domestic violence), and stalking. The process is a unified policy that addresses sexual assault, sexual misconduct, intimate partner violence (dating violence and domestic violence), and stalking. In addition, the Equity Resolution Policy & Procedure prohibits other forms of discrimination and retaliation.

## **ACCOMMODATIONS AND PROTECTIVE MEASURES AVAILABLE**

The Equity Resolution Policy & Procedure applies to conduct that occurs on campus and off campus and applies to all members of the university campus community (faculty, staff, students, volunteers), vendors, and visitors. Tiffin University will offer and implement appropriate and reasonable responsive, supportive, and/or interim protective measures upon notice of alleged harassment, discrimination, and/or retaliation including sexual assault, sexual misconduct, intimate partner violence (dating violence and domestic violence), and stalking. These remedies may include, but are not limited to:

- Referral to counseling and health services
- Referral to the Employee Assistance Program
- Education to the community
- Altering the housing situation of the responding party (resident student or resident employee (or the reporting party, if desired)
- Student financial aid counseling
- Altering work arrangements for employees
- Providing campus escorts
- Safety planning
- Providing transportation accommodations
- Implementing contact limitations between the parties (No Contact Directive)
- Offering adjustments to academic deadlines, course schedules, etc.

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, Tiffin University will provide written notification to students and employees about accommodations available to them, including academic, living, transportation, protective orders and working situations. The written notification will include information regarding the accommodation options, available assistance in requesting accommodations, and how to request accommodations and protective measures (i.e., the notification will include the name and contact information for the individual or office that should be contacted to request the accommodations).

At the victim's request, and to the extent of the victim's cooperation and consent, university offices will work cooperatively to assist the victim in obtaining accommodations. If reasonably available, a victim may be offered changes to academic, living, working, protective measures or transportation situations regardless of whether the victim chooses to report the crime to campus police or local law enforcement. Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Potential changes to living situations may include moving to a different room or residence hall. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort, etc.

To request changes to academic, living, transportation and/or working situations or protective measures, a victim (students and employees) should contact:



Juli Huston, Victims Advocate  
Office for Equity, Access, & Opportunity  
Friedley Hall  
155 Miami St.  
Tiffin, OH 44883  
(419) 448-3021  
[hustonjr@tiffin.edu](mailto:hustonjr@tiffin.edu)

Violations of the Title IX Coordinator's directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by Tiffin University.

### **RESOLUTION PROCESSES**

Following receipt of notice or a report of misconduct, the Title IX Coordinator engages in a preliminary inquiry to determine if there is reasonable cause to believe the nondiscrimination policy has been violated. This inquiry may also serve to help determine if the allegations evidence violence, threat, pattern, predation and/or weapon, in the event that the reporting party has asked for no action to be taken. In any case where violence, threat, pattern, predation, and/or weapon is not evidenced, the Title IX Coordinator may respect a reporting party's request not to pursue the matter through the formal resolution process and will investigate informally only so far as necessary to determine appropriate remedies or refer the matter for alternate resolution options.

Tiffin University reserves the right to initiate formal resolution proceedings without a report or participation by the reporting party when deemed necessary by the Title IX Coordinator, usually to protect the community in situations that evidence a compelling safety risk. When Tiffin University has actual knowledge of reports by multiple individuals regarding misconduct by the same responding party, the Title IX Coordinator will initiate formal proceedings pursuant to this section, regardless of the participation level of one or more of the reporting parties. When the Tiffin University proceeds, the reporting party may have as much or as little involvement in the process as they wish. The reporting party retains all rights of a reporting party under this process irrespective of their level of participation. Typically, when the reporting party chooses not to participate, the advisor is appointed as proxy for the reporting party throughout the process, acting to ensure and protect the rights of the reporting party. When the Title IX Coordinator believes it is necessary to move the process forward but also knows that credibility will be a key consideration in the formal process, the Title IX Coordinator must balance the institutional need to move forward without the involvement of the reporting party against the rights of the responding party, who is entitled to a fair process in accordance with these procedures. When the reporting party wishes to proceed or Tiffin University determines it will proceed, and the preliminary inquiry shows that reasonable cause exists, the Title IX Coordinator will direct that the allegation be resolved through one of the following processes, discussed briefly here and in greater detail below:

- Informal Resolution – typically used for less serious offenses and only when the reporting and responding parties agree to informal resolution or the responding party is willing to accept responsibility for a violation. A preliminary inquiry will still typically precede this step.
- Formal Resolution – investigation by neutral, impartial decision-makers, subject to appeal [at the discretion of Tiffin University] and final determination. Remedies to restore those impacted will be implemented upon a finding of policy violation.

## **STANDARD OF EVIDENCE**

The University uses preponderance of evidence as the standard of proof as defined as the information presented in the matter must indicate to a reasonable person that it is more likely than not that the alleged committed a violation of sexual assault, sexual misconduct, intimate partner violence (dating violence and domestic violence), and stalking.

## **INFORMAL RESOLUTION**

Informal Resolution is used when the parties agree to resolve the matter through conflict resolution [e.g. when the responding party accepts responsibility for violating policy or when the Title IX Coordinator can resolve the matter informally by providing remedies to resolve the situation. It is not necessary to pursue Informal Resolution first in order to pursue Formal Resolution, and any party participating in Informal Resolution can stop the process at any time and request the Formal Resolution process.

Prior to implementing Informal Resolution, Tiffin University will provide the parties with written notice of the reported misconduct and any sanctions or measures that may result from participating in such a process, including information regarding any records that will be maintained or shared by Tiffin University. Tiffin University will obtain voluntary, written confirmation that the reporting and responding parties wish to resolve the matter through Informal Resolution.

## **FORMAL RESOLUTION**

Formal Resolution can be pursued for any conduct for which the responding party has not accepted responsibility that constitutes conduct covered by the Policy at any time during the process. Formal Resolution starts with a formal investigation.

If Formal Resolution is initiated, the Title IX Coordinator will provide written notification of the investigation to the reporting and responding parties upon commencement of the formal process. This facilitates the responding party's ability to prepare for the interview and to identify and choose an advisor /advocate to accompany them.

Notification may include a summary of the allegations including (if known) the identity of the parties involved, the precise misconduct being alleged, the date and location of the alleged incident(s), the specific policies implicated, a description of the applicable procedures, and a statement of the potential sanctions/responsive actions that could result. Notification will also note that Tiffin University presumes the responding party is not responsible for the reported misconduct unless and until the evidence supports a different determination, a statement that determinations of responsibility are made at the conclusion of the process, the reporting and responding parties may request to inspect and review evidence obtained, and, when applicable, a statement informing the parties of any provision in Tiffin University's policy/code of conduct/etc., that prohibits knowingly making false statements, including knowingly submitting false information during the resolution process.

Updates on this notice may be made as the investigation progresses and more information is available.

Notice will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent addresses of the parties as indicated in official University records, or emailed to the parties' University-issued email accounts. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

## **ADJUDICATION OF VIOLATIONS**

In all instances, the process will be conducted in a manner that is consistent with the institution's policy and that is transparent to the reporting party and the responding party. A prompt, fair, and impartial proceeding includes a proceeding that is conducted in a manner that is consistent with the institution's policies and transparent to the reporting (victim) and responding parties. The timeline associated for the resolution procedure for of domestic violence, dating violence, sexual assault and stalking complaints are completed within 60 days of the report. However, each proceeding allows for extensions of timeframes for good cause with written notice to the reporting party and the responding party of the delay and the reason for the delay. University officials involved in the investigation procedures of domestic violence, dating violence, sexual assault and stalking complaints are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking as well as how to conduct an investigation procedure that protects the safety of the victim and promotes accountability. Furthermore, procedure provides that:

- The reporting and responding and appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary meeting and hearings;
- The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the reporting party or the responding party;
- The reporting and responding will have the same opportunities to have others present during any institutional disciplinary proceeding. The reporting and responding each have the opportunity to be advised by an advisor of their choice at any stage of the process and to be accompanied by that advisor to any related meeting or proceeding. The University will not limit the choice of advisor or presence for either the reporting party or the responding party in any meeting or institutional disciplinary proceeding. "An advisor may consult and advise with the advisee, but not speak for the advisee at any meetings.
- The reporting and responding will be notified simultaneously, in writing, of the any initial, interim and final decision of any disciplinary proceeding; and
- Where an appeal is permitted under the applicable policy, the reporting and responding will be notified simultaneously in writing, of the procedures for the responding party and the victim to appeal the result of the institutional disciplinary proceeding. When an appeal is filed, the reporting and responding will be notified simultaneously in writing of any change to the result prior to the time that it becomes final as well as of the final result once the appeal is resolved.

## **STEPS IN THE INVESTIGATION AND DECISION-MAKING PROCESS**

All investigations are thorough, reliable, impartial process from the initial investigation to the final result and will be prompt, and fair. Investigations involve interviews with all relevant parties and witnesses; obtaining available, relevant evidence; and identifying sources of expert information, as necessary.

All parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence, and to fully review and respond to all evidence, on the record.

- The civil rights investigators typically take the following steps, if not completed already (not necessarily in order):
- Determine the identity and contact information of the reporting party.
- In coordination with campus partners (e.g. the Title IX Coordinator), initiate or assist with any necessary interim actions or remedial measures.
- Identify all policies implicated by the alleged misconduct and notify the reporting and responding parties of the specific policies implicated.

- Assist the Title IX Coordinator with conducting a prompt preliminary inquiry to determine if there is reasonable cause to believe the responding party has violated policy.
  - If there is insufficient evidence to support reasonable cause, the inquiry is closed with no further action.
  - If there is sufficient evidence, the formal investigation begins.
- Commence a thorough, reliable, and impartial investigation by identifying issues and developing a strategic investigation plan, including a witness list, evidence list, intended investigation timeframe, and order of interviews for all witnesses and the responding party.
- Meet with the reporting party and responding party to finalize their interview/statement, if necessary.
- Prepare the initial notice of investigation (NOI) on the basis of the preliminary inquiry. Notice of allegations may be combined with the NOI or provided subsequently. Notice should inform the parties of their right to have the assistance of an advisor/advocate of their choosing present for all meetings attended by the party.
- When formal notice of allegations is communicated, provide the parties with a written description of the alleged violation(s), including the parties involved, the date and location of the reported misconduct, a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential sanctions/responsive actions that could result.
- If and when additional/material alterations to allegations arise, communicate this promptly to the parties. This notice will provide the parties with a summary of the additions to/alterations of the allegations, as well as any changes to the policies implicated.
- Provide the parties and witnesses an opportunity to review and verify the investigator's summary notes from their respective interviews and meetings.
- The reporting and responding will have timely notice for meetings at which the reporting and responding, or both, may be present;
- When participation of a party is expected, provide that party with written notice of the date, time, and location of the meeting, as well as the expected participants and purpose. Investigators and/or the Title IX Coordinator will provide advanced notice of such meetings, with rare exception.
- Interview all available relevant witnesses and conduct follow-up interviews as necessary.
- Allow each party the opportunity to suggest witnesses and questions they wish the investigators to ask of the other party and witnesses.
- Complete the investigation promptly and without unreasonable deviation from the intended timeline.
- Provide regular status updates to the parties throughout the investigation.
- Prior to the conclusion of the investigation, provide the parties and their respective advisors/advocates (if so desired by the parties) with a list of witnesses whose information will be used to render a finding.
- Write a comprehensive investigation report summarizing the investigation, all witness interviews, and addressing all relevant evidence, copies of which are to be included in an appendix to the report. The report will include a thorough credibility assessment of all the parties and witnesses and provide a recommendation based on all of the relevant information obtained. Investigators will use the preponderance of the evidence standard to recommend whether the evidence supports a finding that Tiffin University policies have been violated.
- Prior to the conclusion of the investigation, provide the parties and their respective advisors/advocates (if so desired by the parties) a copy of the draft investigation report, including all analysis, credibility assessments, and recommendations.

- Provide the parties with an equal opportunity to inspect and review the evidence obtained as part of the investigation that is directly related to the reported misconduct, so that each party may meaningfully respond to the evidence prior to the conclusion of the investigation.
- Provide each party with a full and fair opportunity (no fewer than 10 days) to respond to the draft investigation report in writing.
- May choose to respond in writing in the investigation report to the parties' submitted responses and/or to share the responses between the parties for additional responses.
- Incorporate relevant elements of the parties' written responses into the final investigation report, make any changes needed, and finalize the report. The final report is then shared with the responding and reporting parties.
- The responding party, if found in violation, is given an opportunity to accept the findings of the investigation.
- The Decision-maker (e.g. Civil Rights Investigator) will review all of the material, render a determination of responsibility, and determine appropriate sanctions in coordination with other relevant administrators, if applicable.

## **APPEALS**

All requests for appeal consideration must be submitted in writing to the Title IX Coordinator within three (3) days of the delivery of the written letter of outcome to the parties. Any party may appeal the findings and/or sanctions, but appeals are limited to the below grounds.

### **Appeal Grounds**

- A procedural error or omission occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures).
- To consider new evidence, unknown or unavailable during the original investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included in the submitted appeal request.
- The sanctions-imposed fall outside the range of sanctions the Institution has designated for this offense and the cumulative record of the responding party.

Disagreement with the investigation findings or determination is not, by itself, grounds for appeal.

When any party requests an appeal, the Title IX Coordinator will share the appeal request with the other party(ies), who may file a response within three (3) days of receiving a copy of the appeal, and/or bring their own appeal on separate grounds within the original appeal timeframe. If new grounds are raised, the original appealing party will be permitted to submit a written response to these new grounds within three (3) days. Any response or appeal request will be shared with each party.

The Appeals Committee will be comprised of three (3) individuals who did not serve as Civil Rights Investigators on the case. The appeals panel will review the appeal request(s). The original finding and sanction/responsive actions will stand if the appeal is not timely or is not based on the grounds listed above, and such a decision is final. The party requesting appeal must show that one or more of the appeal grounds has been met, and the other party or parties may, but is not obligated, to show the grounds have not been met. The original finding and sanction are presumed to have been decided reasonably and appropriately.

Within fourteen (14) calendar days of receiving the appeal (excluding closures and holidays), the Title IX Coordinator or designee will prepare a written response taking one of the following courses of action:

- Amend the sanction
- Dismiss the sanction
- Uphold the sanction

Decisions made at the end of the appeal phase are final.

### **PRIVACY AND SHARING ON A NEED-TO-KNOW BASIS**

Formal reporting still affords privacy to the victim, and only a small group of officials who need to know will be told, including but not limited to: Office for Equity, Access, & Opportunity, Division of Student Affairs, Campus Safety & Security, and the Threat Assessment Team.

Information will be shared as necessary with investigators, decision-makers, witnesses, reporting party, and the responding party. The circle of people with this knowledge will be kept as tight as possible to preserve a reporting party's rights and privacy. Additionally, anonymous reports can be made by reporting parties and/or third parties using the link provided under Reporting.

### **CONFIDENTIALITY**

Information about how the University will protect the confidentiality of victims and other necessary parties. Victims may request that directory information on file with the University be withheld by request with the Office for Registration & Records.

Regardless of whether a victim has opted-out of allowing the University to share "directory information," personally identifiable information about the victim and other necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know, i.e., those who are investigating/adjudicating the report or those involved in providing support services to the victim, including accommodations and protective measures. By only sharing personally identifiable information with individuals on a need-to-know basis, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The University does not publish the name of crime victims or other identifiable information regarding victims in the Daily Crime Log or in the annual crime statistics that are disclosed in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*. Furthermore, if a Timely Warning Notice is issued on the basis of a report of domestic violence, dating violence, sexual assault or stalking, the name of the victim and other personally identifiable information about the victim will be withheld.

### **SANCTIONS**

Factors considered when determining a sanction/responsive action may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation
- The responding party's disciplinary history
- Previous allegations or allegations involving similar conduct
- Any other information deemed relevant by the Decision-maker
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment and/or retaliation

- The need to remedy the effects of the discrimination, harassment, and/or retaliation on the reporting party and the community
- The impact on the parties

The sanctions will be implemented as soon as is feasible. The sanctions described in this policy are not exclusive of, and may be in addition to, other actions taken, or sanctions imposed by outside authorities.

## **STUDENT SANCTIONS**

Any student involved in a violation of Tiffin University Code of Student Conduct policies or other institutional policies will face action from the Student Conduct process, utilizing the following procedures which are subject to revision based on the nature of the incident, conduct history of the respondent, impact on the community, etc. Any repeated policy violation under the Student Code of Conduct may result in the increase of level of offense.

Sanctions may be increased or decreased on a case-by case basis, based on the nature of the incident, the impact on the community, and/or the Student's disciplinary history.

Responsive actions for a student(s) who has engaged in sexual assault, sexual misconduct, domestic violence, dating violence and stalking include:

- Educational Sanction/Assignment
- Meeting with University or Community Resources
- Housing Restrictions
- Community Service
- Warning: A formal statement that the conduct was unacceptable and a warning that further violation of any Tiffin University policy, procedure, or directive will result in more severe sanctions/responsive actions.
- Required Counseling: A mandate to meet with and engage in either Tiffin University-sponsored or external counseling to better comprehend the misconduct and its effects.
- Probation: A written reprimand for violation of Tiffin University policy, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any Tiffin University policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, no-contact orders, and/or other measures deemed appropriate.
- Suspension: Termination of student status for a definite period of time not to exceed two years and/or until specific criteria is met. Students who return from suspension are automatically placed on probation through the remainder of their tenure as a student at Tiffin University. At the discretion of the Title IX Coordinator, this sanction may be noted as a Disciplinary Suspension on the student's official transcript during the period of suspension.
- Expulsion: Permanent termination of student status and revocation of rights to be on campus for any reason or to attend Tiffin University-sponsored events. This sanction will be noted permanently as a Conduct Expulsion on the student's official transcript.
- Withholding Diploma: Tiffin University may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has an allegation pending or as a sanction if the student is found responsible for an alleged violation.
- Revocation of Degree: Tiffin University reserves the right to revoke a degree previously awarded from the Tiffin University for fraud, misrepresentation, or other violation of university policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.

- Organizational Sanctions: Deactivation, loss of recognition, loss of some or all privileges (including Institution registration) for a specified period of time.
- Other Actions: In addition to or in place of the above sanctions, Tiffin University may assign any other sanctions as deemed appropriate.

### **EMPLOYEE SANCTIONS**

Responsive actions for an employee(s) who has engaged in sexual assault, sexual misconduct, domestic violence, dating violence and stalking include:

- Warning – Verbal or Written
- Performance Improvement/Management Process
- Required Counseling
- Required Training or Education
- Probation
- Loss of Annual Pay Increase
- Loss of Oversight or Supervisory Responsibility
- Demotion
- Suspension with pay
- Suspension without pay
- Termination
- Other Actions: In addition to or in place of the above sanctions, Tiffin University may assign any other sanctions as deemed appropriate.

### **ASSISTANCE FOR VICTIMS: RIGHTS & OPTIONS/SUPPORT SERVICES**

Tiffin University is committed to a campus community that is free from discrimination, on the basis of sex, in its institutional programs and does not tolerate sexual misconduct or assault, or other forms of sex-based discrimination. Acts of dating violence, domestic violence and stalking are also prohibited forms of sex discrimination, whether these actions are gender-based or not. Accordingly, Tiffin University issues this statement of policy to advise the internal and external community of our comprehensive plan that addresses sexual misconduct, the appropriate policies and procedures for addressing incidents of sexual misconduct, including, sexual assault, dating violence, domestic violence and stalking, how to report incidents of sexual assault, dating violence, domestic violence, and stalking to Tiffin University, whether the incidents occurred on campus or off campus, and educational programming programs that address these topics. Tiffin University prohibits offenses of dating violence, domestic violence, sexual assault and stalking, and confirms its commitment to maintaining a campus free from discrimination on the basis of sex.

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the university will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. Such written information will include:

- the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
- information about how the institution will protect the confidentiality of victims and other necessary parties;
- a statement that the institution will provide written notification to students and employees about victim services within the institution and in the community;
- a statement regarding the institution’s provisions about options for, available assistance in, and how to request accommodations and protective measures; and
- an explanation of the procedures for institutional disciplinary action



Tiffin University has external memorandums of understanding (MOU's) with the local law enforcement, Tiffin Police Department and advocacy agency, Seneca County Victim Assistance Program, to provide services outside of the University business hours.

### **RIGHTS OF VICTIMS AND THE INSTITUTION'S RESPONSIBILITIES FOR ORDERS OF PROTECTION, "NO CONTACT" DIRECTIVES, RESTRAINING ORDERS, OR SIMILAR LAWFUL ORDERS ISSUED BY A CRIMINAL OR CIVIL COURT OR BY THE INSTITUTION**

Tiffin University complies with Ohio State law in recognizing civil orders of protection and other civil or criminal court issued orders by obtaining a copy of such orders and abiding by the content of the court issued document. The University may issue an institutional No Contact directive if deemed appropriate or at the request of the victim or responding party. If the University receives a report that such an institutional No Contact directive has been violated, the University will initiate disciplinary proceedings appropriate to the status of the responding party (student, employee, etc.) and will impose sanctions if the responding party is found responsible for violating the no contact order.

A complainant may then meet with the University Victims Advocate to develop a Safety Plan, which is a plan for the Victims Advocate and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: adjustment to routes taken from classrooms or buildings on campus, special parking arrangements, housing re-assignment, changing classroom locations or allowing a student to complete assignments from home, etc.), providing temporary academic accommodations, and actions to take if the victim feels unsafe or lack a sense of security. The University cannot apply for a legal order of protection, no contact order or restraining order for a victim from the applicable jurisdiction(s). All applications of such court issued orders must be done through the local advocacy agency, Seneca County Victim Assistance Program. Should a victim wish to seek such orders, the University Victims Advocate will connect the victim to the local advocacy agency to be the process for pursuing such court issued orders.

### **IF YOU EXPERIENCE SEXUAL MISCONDUCT/ASSAULT, INTIMATE PARTNER VIOLENCE (DATING VIOLENCE AND DOMESTIC VIOLENCE) AND/OR STALKING**

- Go to a safe location as soon as you are able.
- Seek immediate medical attention if you are injured or believe you may have been exposed to an STI/STD or potential pregnancy.
- Encouraged to contact the University Victims Advocate at (567) 268-6064 during regular office hours and/or contact Seneca County Victims Assistance, which is available 24 hours a day, 365 days a year at (419) 448-5070
  - Additional options that provide reporting and support services are listed below
- Campus Administrator On-Call (Student Affairs) at 419-208-5235 (24-hrs.)
- Campus Safety and Security at 419-448-5136 Regular business hours, M-F\*
- Tiffin Police Department at 419-447-2323 (24-hrs.) or 911
- Campus Title IX Coordinator at 419-448-3504 Regular business hours, M-F\*
- Campus Health Services at 419-448-3429 Regular business hours, M-F\*
- Campus Counseling Center at 419-448-3578 Regular business hours, M-F\*
- Employee Assistance Program at Findlay (419) 424-1471 or Fremont office (419) 334-6669
- National Rape Crisis Center at 800-656-HOPE (4673)

- Domestic Violence Agency/First Step, at 800-466-6228
- Note that campus officials may contact on-call staff from other departments when their offices are closed, or they are otherwise unavailable to assist immediately. If you are off campus and experiencing an emergency, you can call local police by dialing 911. You may also call the Tiffin police department's non-emergency line at 419.447.2323.
- It is important to preserve physical evidence that may include tissue and fluid samples, evidence of violence, sheets, towels, clothing, etc. You may choose to avoid washing, bathing, urinating, etc., until after being examined at the hospital, if possible. Because evidence of a sexual assault can deteriorate quickly, you may choose to seek a medical exam as soon as possible. Evidence collection should be completed within 120 hours of an assault, but fluids, hair samples, and DNA can be collected for a long time thereafter. Even if you have washed, evidence can often still be obtained. After 120 hours, it may still be helpful to have medical attention, even if you are not trying to obtain evidence of an assault. Sexual assault nurse examiners (SANE) are trained in the collection of forensic evidence and can check for injuries and exposure to sexually transmitted diseases. If you are still wearing any clothes worn during the assault, wear them to the hospital, but bring a change of clothes, as the hospital will keep the clothes you are wearing as evidence. If you have changed clothes, bring the ones you were wearing during the assault to the hospital in a clean paper (not plastic) bag or wrapped in a clean sheet. Leave sheets/towels at the scene of the assault. Police will collect them. Typically, police will be called to the hospital to take custody of the rape kit, but it is up to you whether you wish to speak with them or file a criminal complaint. You will also be asked if you would like a local advocate to be present with you, it is also up to you to decide if you wish to have one at the hospital during the time of the examination.
  - As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, they may consider speaking with the University Victims Advocate to preserve evidence in the event that the victim decides to report the incident to law enforcement or the University at a later date to assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order. The University Victims Advocate will assist the victim in following the appropriate procedures for preserving evidence and collaborate with the appropriate local agency or office in the case the victim wishes to report the incident at a later date.
- Choose how to proceed.
  - You have options, and are encouraged to contact the University Victims Advocate, Brianne Fox to discuss your options:
    - Do nothing until you are ready;
    - Pursue resolution by Tiffin University; and/or
    - Initiate criminal proceedings; and/ or
    - Initiate a civil or criminal process against the perpetrator.

You may pursue whatever combination of options is best for you. If you wish to have an incident investigated and resolved by Tiffin University, you should contact Title IX Coordinator Dr. Sharon Perry- Fantini at 419.448.3504 or by filing a report online at: [https://cm.maxient.com/reportingform.php?TiffinUniv&layout\\_id=40](https://cm.maxient.com/reportingform.php?TiffinUniv&layout_id=40). You may also inform the University Victims Advocate that you wish to pursue this option and the advocate will assist you through completing the official report.

Tiffin University procedures will be explained both by the University Victims Advocate and by the Title IX Coordinator or designee. Those who wish incidents to be handled criminally should contact local police where the assault occurred. A campus official is available to accompany students in making such reports, if desired. Contact the University Victims Advocate, Brianne Fox for more information.

### **EDUCATIONAL PROGRAMS TO PREVENT DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND STALKING**

Tiffin University uses a comprehensive approach to help create effective, comprehensive responses to sexual assault, domestic violence, dating violence and stalking. The comprehensive approach includes both prevention and awareness and requires a multi-faceted, coordinated effort for all incoming students, and new employees and ongoing awareness and prevention campaigns for the campus community that:

- Identify sexual assault, dating violence, domestic violence and stalking as prohibited conduct
- Define sexual assault, dating violence, domestic violence and stalking including how these terms are defined by the University and Ohio State law
- Define consent, and behavior and actions that may constitute consent as well as behavior and action that do not constitute consent and therefore could result in a non-consensual sexual interaction
- Provide safe and effective options for bystanders through the pro-social bystander model
- Enhance knowledge of risk reduction so that student and employees may better recognize warning signs or abusive behavior and how to minimize the risk of potential incidents

Tiffin University has developed educational programs regarding prevention and awareness of sexual assault, dating violence, domestic violence, and stalking within our campus community. These educational opportunities consist of interactive presentations, peer-to-peer facilitation, and opportunities to apply to learned skill sets and knowledge throughout the programs. These programs are conducted during each new student orientation for both fall and spring semesters, Greek Life and student organizations in the spring, annual departmental training, during new employee orientation, and annual spring training for student athletes. Various other programming including sessions such as:

- **These Hands Do Not Hurt, But They Do Help:** This program aims to raise awareness of domestic/ dating violence and how individuals can be proactive bystanders in their community. By placing their “hand” on the wall, members of the community are promising to lend a helping hand to end dating/domestic violence. All participants are provided with brochures with different proactive actions they can take and resources to help the survivors in their lives.
- **Bringing in the Bystander®** is a bystander intervention workshop with a robust evidence base. Rather than focusing strictly on the roles of perpetrator and victim, the highly interactive **Bringing The Bystander®** curriculum uses a community responsibility approach. It teaches bystanders how to safely intervene in instances where sexual violence, relationship violence or stalking may be occurring or where there may be a risk that it will occur.
- **The Morning After:** This program is a collaborative training between the Equity, Access, and Opportunity, Financial Aid, and Student Life offices to educate participants on the economic impact of gender-based violence. This delves into the financial burden victims

and survivors face in both immediately and in the long term. The program builds students confidence in intervention and asks them to reflect on the role they can play in preventing gender-based violence in their community.

- **Post-Production: Flipping the Script:** The traditional script around sexual assault blames victims and perpetuates common myths that hurt the community's knowledge of sexual assault, dating violence, domestic violence, and stalking. Flip the Script aims to challenge these notions. The workshop focuses on educating students on the facts and building essential skills on how to appropriately respond to common rape myths.
- **Sexual Assault on Campus:** The training provides definitions for different forms of gender-based violence, the dynamics of sexual and dating/domestic violence and stalking, and the traumatic impact these forms of violence has on survivors. Through the awareness of sexual violence on campus, the program provides the tools to prevent and become active bystanders. It then provides campus and community resources that any student can access to help them feel safe and supported while achieving their academic goals.
- **Intimate Relationships in the Modern World:** The workshop seeks to navigate the complicated world of relationships in the digital age and to explore how healthy their relationships might be. The workshop focuses on identifying online communication within relationships, patterns of behavior, red flags of digital abuse, and how to establish healthy communication digitally.
- **Sexuality and Sexual Behaviors:** The training seeks to educate on the spectrum of gender expression and sexual orientation, the definitions of sexual identities, and barriers to access that a heteronormative society creates. The program aims to have participants reflect on their sexual value system, define consent, and build skills on healthy sexual communication.
- **Self-Defense:** The Self-Defense workshop teaches both verbal and physical strategies to effectively defend oneself from perpetrators. This workshop centers the conversation around the participants' own sexual values, desires, and rights. It educates students on their rights to safety, that they are never responsible for someone else's decision to assault, identifies barriers to action, and builds skills to empower them to defend themselves against partners who do not respect their choices.
- **The Good Kids:** The show is very timely, as it examines the aftermath of a casual sexual encounter gone wrong in a world of smartphones and social media. It is based around the Steubenville, Ohio, rape case that received national media attention a few years ago. After the show, audience members had the opportunity to participate in a brief and informal "talkback" discussion with the cast about some of the challenging and important topics addressed in the play.
- **Safe Zone Training** which is a workshop that provides educational about LGBTQ+ issues and seeks to improve the environment for LGBTQ+ people. The main goal is to build a support network of allies.

### **INSTITUTIONAL DEFINITION OF CONSENT**

Consent is knowing, voluntary, and clear permission by word or action to engage in sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to determine that the other has consented before engaging in the activity.

If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain their consent to being kissed back.

Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonable time.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent.

Proof of consent or non-consent is not a burden placed on either party involved in an incident. Instead, the burden remains on Tiffin University to determine whether its policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced.

Consent in relationships must also be considered in context. When parties consent to BDSM or other forms of kink, non-consent may be shown by the use of a safe word. Resistance, force, violence, or even saying “no” may be part of the kink and thus consensual, so Tiffin University’s evaluation of communication in kink situations will be guided by reasonableness, rather than strict adherence to policy that assumes non-kink relationships as a default.

### **HOEA NOTIFICATION TO VICTIMS OF CRIMES OF VIOLENCE**

The University will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim, shall be treated as the alleged victim.

### **ALCOHOLIC BEVERAGE POLICY**

Effective October 1, 1990, all colleges and universities that receive federal funds must develop a program designed to prevent the use of illicit drugs and the abuse of alcohol by students and employees.

Congress created this requirement as part of the Drug Free Schools and Communities Act Amendment of 1989, which then President Bush signed into law. Section 22 of the Act Amends Title XII of the Higher Education Act of 1965 by adding a provision that outlines the steps a college must take to maintain a drug and alcohol prevention program.

To comply with the requirements of the Act, Tiffin University will annually distribute to each student and employee a copy of the Student Handbook, which will outline this program.

Tiffin University, consistent with the local, state or federal law, will impose sanctions against any student or employee who violates the following standards of conduct. These sanctions may

include but are not limited to mandatory participation in an appropriate rehabilitation program, expulsion from the college, termination of employment, or referral to the authorities for prosecution.

### **ALCOHOL POLICY**

Tiffin University, in compliance with the Drug-Free Schools and Communities Act of 1989, prohibits the unlawful manufacture, distribution, dispensing, possession, sale, or the unlawful use of alcohol on the campus or any other property under the control of Tiffin University and at University sponsored events/activities.

**Responsibility** - Students are held responsible for their behavior when under the influence of alcohol in the same manner in which they are held responsible for their behavior when not under the influence of alcohol.

**Law:** It is the expectation that all students abide by state and federal law concerning the use, possession, sale, and distribution of alcohol. Consequently, students and guests of students must be of legal age to possess and consume alcohol as dictated by local, state, and federal law. The acceptable age is currently 21 years and older.

Underage and Alcohol: If you are under the age of 21, the following additional actions/behaviors are prohibited under this policy:

- Use and/or possession and sale of alcohol under the age of 21.
- Alcohol stored in common spaces (living rooms, common area fridges, etc.) if all residents in apartment/house are not over the age of 21.
- Occupancy in a room where alcohol is present.
- Complicity to alcohol use.
- Alcohol containers of any kind (whether empty or full) are not permitted for use or to be in the presence of those under the age of 21.
- Abuse/Misuse: Consumption of alcohol that impairs a Student's personal health and/or safety, regardless of age.
- Common Source/Keg: Distribution of any alcoholic beverage from a common source (i.e. mixed drinks or punch bowls, punch cans, beer balls, etc.) and/or keg.
- Devices: Use and/or possession of mass consumption devices (i.e. beer bong, funnels, etc.).
- Disorderly Conduct: Any conduct occurring when a Student is under the influence of alcohol that violates the rights of others or leads to disorderly and/or dangerous behavior.
- Mass Consumption: Participation in activities and/or drinking games (i.e. beer pong, water pong, flip-cup, card games) that promote mass consumption of alcoholic beverages.
- Public Intoxication: Public intoxication and/or drinking in public.
- Underage Guests: Students that are of legal drinking age are prohibited from having underage guests (including Students) in the presence of alcohol containers of any kinds (whether empty or full).
- University regulations governing the use, possession, sale, and consumption of alcoholic beverages by Students and Student Organizations on University property or affiliated premises:
  - Students may not possess, sell, or consume alcoholic beverages in any academic building, athletic event, including intercollegiate, club, or intramural practices or contests.
  - Each Greek chapter is responsible for adhering to state and local laws, and the Tiffin University Code of Student Conduct regarding alcohol possession, use and sale.
  - Residential Facilities (halls, houses, apartments, etc.) - Student Rooms
  - Students who are of legal age may consume alcohol in their room with the doors closed.

- Open containers, carriers, or cups of alcoholic beverages are not permitted in any common space, lounge, hallway, restroom, or other public area of a residence hall, or on-campus location where underage Students are living.
- Open Containers - Consuming or possessing alcohol in an open container in any University district location is not permitted and will subject the violator(s) to disciplinary action.

The Tiffin Police Department, the Seneca County Sheriff's Office and/or the Ohio State Highway Patrol has primary responsibility for the enforcement of the State underage drinking laws as well as the enforcement of Federal and State drug laws.

### **DISCIPLINARY ACTIONS**

Failure to comply with any of the stated policies may result in disciplinary action against an individual or group. If behavior problems are deemed serious enough, The Dean of Students or designee may take whatever immediate action is needed to maintain order and prevent harm or abuse to any person.

Note: If a situation warrants, civil authorities may be notified, and any resulting actions taken by them are the sole responsibility of the student. Restitution for damages to university, personal, or community property is the responsibility of those responsible and there may be university, as well as court-ordered sanctions that are separate, but for which students proven to be involved will be held accountable.

**Alcohol Sanctioning Guidelines - Incidents that result in:**

	Harm to Self, Others, or Property	No Harm to Self, Others, or Property
First Offense	Written warning, educational sanction or assignment, substance abuse assessment, disciplinary probation for no less than two semesters, and \$200 fine.	Written warning, educational sanction or assignment, substance abuse assessment, disciplinary probation for no less than one semester, and \$100 fine.
Second Offense	Completion of outpatient substance abuse program or counseling, disciplinary probation of no less than one academic year, possible housing sanctions or restrictions, possible suspension from the University, parental/guardian notification, and \$250 fine.	Substance abuse assessment, disciplinary probation of no less than two semesters, possible housing sanctions or restrictions, parental/guardian notification, and \$150 fine.
Third Offense	Suspension from the University for no less than one academic year, housing sanctions or restrictions, parental/guardian notification and \$300 fine.  Further violations may result in Dismissal from the University.	Completion of outpatient substance abuse program or counseling, disciplinary probation of no less than one academic year, possible housing sanctions or restrictions, parental/guardian notification, and \$200 fine.

**Drug Sanctioning Guidelines - Incidents that result in:**

	Harm to Self, Others, or Property	No Harm to Self, Others, or Property
First Offense	Written warning, educational sanction or assignment, substance abuse assessment, disciplinary probation for no less than one academic year, parental/guardian notification, and \$300 fine.	Written warning, educational sanction or assignment, substance abuse assessment, disciplinary probation for no less than two semesters, parental/guardian notification, and \$200 fine.
Second Offense	Completion of outpatient substance abuse program or counseling, disciplinary probation of no less than one academic year, possible housing sanctions or restrictions, possible suspension from the University, parental/guardian notification, and \$350 fine.	Substance abuse assessment, disciplinary probation for no less than two semesters, possible housing sanctions or restrictions, parental/guardian notification, and \$250 fine.
Third Offense	Suspension from the University for no less than one academic year, housing sanctions or restrictions, parental/guardian notification, and \$400 fine.  Further violations may result in Dismissal from the University.	Completion of outpatient substance abuse program, disciplinary probation of no less than one academic year, possible housing sanctions or restrictions, parental/guardian notification, and \$300 fine.



The above sanctions are guidelines. Sanctions may be increased or decreased on a case-by case basis, based on the nature of the incident, the impact on the community, and/or the Student's disciplinary history. At any time, the University has the right to consult with or turn over incidents to the Tiffin Police Department.

### **PHILOSOPHY STATEMENT ON DRUG ABUSE PREVENTION**

Tiffin University is committed to providing students with the best possible opportunity for intellectual and personal development. This includes providing definitive actions to assist all students in understanding the problems associated with substance abuse.

In January of 1988, the University initiated a drug screening policy. The federal and state governments have also required institutions of higher learning to comply with the Drug-Free Schools and Community Act. Should drug use be suspected on the part of a student or employee, he or she would be requested to comply with appropriate drug screening/testing procedures. If the tests are positive, sanctions ranging from mandatory counseling to suspension or dismissal from the University could be imposed.

Being a small sized educational institution in a small town, the students are generally not subject to the pressures of drug abuse and availability that occur in larger urban universities. We are aware, however, that diligence, education and discipline on the part of the Student Affairs and other offices will help discourage drug and substance abuse.

Only a combined effort from educational institutions, government, law enforcement and individual families can halt the increase in substance abuse. TU has been, and will continue to be, active in this endeavor.

### **DRUG POLICY**

Tiffin University supports state and federal laws concerning drug use, possession, and sale. The University will not interfere with the legal prosecution of any members of the academic community who violate these laws. Additionally, Tiffin University prohibits the possession, use, public intoxication, furnishing, distribution, sale, or sharing of illegal drugs, intoxicants, controlled substances, and/or drug paraphernalia. This also includes the distribution, use, sale, or possession of prescription medication contrary to a valid prescription. Additionally, all medication, prescription or otherwise (including vitamins, etc.) **must** be kept in its original container or packaging.

### **DRUG TESTING POLICY**

Tiffin University Maintains a drug free educational environment and requires all students to remain free of the unlawful and/or inappropriate use of controlled or illegal substances. We seek to assure the physical and mental well-being of all our students, faculty, staff, and visitors to campus. Thus, consistent with the state and federal laws including the Higher Education Assistance Act and the Drug-Free Workplace Act, Tiffin University has established the following policies:

### **REASONABLE SUSPICION TESTING**

A Student is subject to drug testing to show proof of a physical condition free from the unlawful and/or inappropriate use of controlled or illegal substances or the use of prescription medication for which the student does not have a valid prescription or which a student is using in a manner inconsistent with a physician's directions. Drug testing, at the expense of the student, billed as a student-conduct related fee, if related to a student conduct case, may be required whenever the office of the Dean of Students, or their designee, suspect or have reason to believe that a student might be engaging in the unlawful and/or inappropriate use of a controlled or illegal substance, or the inappropriate use or abuse of a prescription medication, whether on or

off campus.

## **TESTING AND DISCIPLINARY ACTION**

Drug testing will be conducted at a lab selected by Tiffin University and certified to conduct drug testing. A Student, who refuses to submit to a request for drug testing from an authorized University official, refuses to authorize the release of test results to the University, or tampers with a drug test sample will be disciplined up to and including dismissal from Tiffin University. A positive drug test that confirms that a student has engaged in the unlawful or inappropriate use and/or abuse of controlled or illegal substances, or inappropriate use or abuse of a prescription medication, whether on or off campus, may result in disciplinary action. This action could include, but is not limited to, suspension or dismissal from the University. The University also reserves the right to mandate professional counseling and treatment programs for a student which may be at the expense of the student.

The Tiffin Police Department, the Seneca County Sheriff's Office and/or the Ohio State Highway Patrol has primary responsibility for the enforcement of the State underage drinking laws as well as the enforcement of Federal and State drug laws.

## **ALCOHOL AND OTHER DRUGS**

### **Federal, State, and Local Penalties**

#### **Legal Requirements**

Under local, state, and federal laws, it is a crime to do any of the following. For more information, see the [Ohio Department of Commerce](#) and [U.S. Drug Enforcement Administration](#).

- I) Underage Drinking
  - A) Purchase, order, pay for, or share the cost of alcohol if you are under 21.
  - B) Possess alcohol if you are under 21.
  - C) Consume alcohol if you are under 21, unless it is provided by and consumed in the presence of your parent, legal guardian, or adult spouse who is 21 or older.
  - D) Sell alcohol to, buy alcohol for, or furnish alcohol to anyone under 21.
  - E) Allow anyone under 21 who possesses or consumes alcohol to remain in your home, apartment, or residence hall room, or in other property that you own or occupy unless alcohol is given by and consumed in the presence of the underage person's parent, legal guardian, or adult spouse.
- II) False Identification
  - A) Show or give false information about your name, age, or other identification to purchase or obtain alcohol if you are under 21.
  - B) Provide false information about the name, age or other identification of another person under 21 to purchase or obtain alcohol for that person.
- III) Open Containers
  - A) Have an open container of alcohol in your possession in any unlicensed public place.
  - B) Have an open container of alcohol in your possession while driving or riding in or on a motor vehicle.
  - C) Have an open container of alcohol in your possession while in or on a motor vehicle that is parked in or on a highway, street, or other place open to the public for parking.
  - D) Open containers are not allowed at any tailgating events in the state of Ohio.
- IV) Transportation
  - A) Operate a vehicle under the influence. If you are under 21, you are considered to be operating a vehicle under the influence if your blood alcohol level is .02 or higher and 0.08 at age 21.
  - B) Refusing an alcohol test results in an immediate administrative license suspension.
  - C) Consume alcohol while in a motor vehicle.

- D) Drive while under the influence of alcohol.
  - E) Be in physical control of a vehicle while drinking or under the influence of alcohol.
  - F) Disorderly Conduct
  - G) Engage in conduct likely to be offensive or cause inconvenience, annoyance, or alarm to others or that poses a risk of physical harm to yourself, to others, or to property while you are voluntarily intoxicated.
- V) Alcohol Sales
- A) Hold an event where alcohol is sold, or an event where alcohol is provided without charge but there is an entrance fee, cover charge, or other fee, without an appropriate permit.  
Information on how to obtain a temporary liquor permit is available from the Ohio Division of Liquor Control.
- VI) Illicit Drugs
- A) Sell or offer to sell any controlled substance or prepare or package any controlled substance for sale.
  - B) Distribute any controlled substance, unless authorized to do so by law.
  - C) Knowingly obtain, possess, or use a controlled substance without a prescription.
- VII) State of Ohio Alcohol and Drug Law Criminal Sanctions
- A) Underage drinking: Ohio Revised Code (O.R.C.) 4301.63 provides that no person under the age of 21 shall purchase beer or intoxicating liquor. Penalty for violation: Violation of O.R.C. 4301.63 will result in a fine of not less than \$25 but not more than \$100. The court may order that the fine be paid by the performance of public work at a reasonable hourly rate established by the court and may specify the designated time in which the public work shall be completed.
  - B) False identification used to purchase alcohol for someone under 21: O.R.C. 4301.633 provides that no person shall knowingly furnish any false information as to the name, age, or other identification of any person under 21 years of age for the purpose of obtaining or with the intent to obtain, beer or intoxicating liquor for a person under 21 years of age, by purchase, or as a gift. Penalty for violation: Violation of O.R.C. 4301.633 is a misdemeanor of the first degree. The maximum penalty is imprisonment for not more than six months and a fine not more than \$1,000.
  - C) False identification used to purchase alcohol by someone under 21: O.R.C. 4301.634 provides that no person under the age of 21 years shall knowingly show or give false information concerning the same person's name, age, or other identification for the purpose of purchasing or otherwise obtaining beer or intoxicating liquor in any place in this state where beer or intoxicating liquor is sold under a permit issued by the division of liquor control or sold by the division. Penalty for violation: Violation of O.R.C. 4301.634 is a misdemeanor of the first degree, punishable by up to six months imprisonment and fines up to \$1,000. If a false or altered state identification card was used in commission of a violation of O.R.C. 4301.634, the punishment is a first-degree misdemeanor with a fine of not less than \$250 but not more than \$1,000 and up to six months imprisonment.
  - D) Open container in a motor vehicle: O.R.C. 4301.64 prohibits the consumption of beer or intoxicating liquor in a motor vehicle. Penalty for violation: Violation of O.R.C. 4301.64 is a misdemeanor of the fourth degree punishable by up to 30 days in jail and a fine up to \$250.
  - E) Furnishing or selling alcohol to someone under 21: O.R.C. 4301.69(A) prohibits any person from selling or furnishing beer or intoxicating liquor to a person under 21 years of age or buying it for any person under the age of 21. Penalty for violation: Violation of O.R.C. 4301.69(A) is a misdemeanor punishable by a fine of at least \$500 but not more than \$1,000, and up to six months imprisonment.
  - F) Underage purchase, possession or consumption of alcohol: O.R.C. 4301.69(E) provides that no underage person shall knowingly order, pay for, share the cost of, attempt to purchase, possess, or consume any beer or intoxicating liquor in any public or private place or knowingly be under the influence of any beer or intoxicating liquor unless he or she is

accompanied by a parent, spouse, or legal guardian who is not an underage person, or unless the beer or intoxicating liquor is given for religious purposes or by a physician for medical purposes. Penalty for violation: Violation of O.R.C. 4301.69(E) is a misdemeanor of the first degree. The maximum penalty is imprisonment for not more than six months and a fine up to \$1,000.

- G) Driving while intoxicated: O.R.C. 4511.19 prohibits any person from driving a motor vehicle while under the influence of alcohol or drugs. Penalty for violation: A violation of O.R.C. Section 4511.19 is a misdemeanor of the first degree, the maximum penalty for which is a jail term of up to six months and a fine up to \$1,000. The court may also impose additional fines, community rehabilitation or intervention programs, and suspend or revoke the offender's driver's license. Additional penalties exist for repeat offenders of O.R.C. 4511.19.
- H) Selling or distributing illicit drugs: O.R.C. 2925.03 prohibits any person from selling or offering to sell any controlled substance, preparing or packaging any controlled substance for sale, or distributing any controlled substances. Penalty for violation: Anyone who violates this statute is guilty of drug trafficking. Violation of this statute is a felony, the level of which depends on the specific criteria set forth in O.R.C. 2925.03(C), including type and weight of drug. The minimum penalty for a fifth-degree felony can include six to 12 months in jail and/or a fine up to \$2,500. The maximum penalty for a first-degree felony can include imprisonment up to 10 years and a fine up to \$20,000.
- I) Possessing or using illicit drugs: O.R.C. 2925.11 prohibits any person from knowingly obtaining, possessing, or using a controlled substance. Penalty for violation: Violation of O.R.C. 2925.11 is drug abuse, which may be a misdemeanor or a felony depending on the specific criteria set forth in O.R.C. 2925.11(C), including type and weight of drug. The minimum penalty, a fourth-degree misdemeanor, is punishable by imprisonment of up to 30 days and a fine up to \$250. The maximum penalty, a first-degree felony, is punishable by up to 10 years in prison and a fine up to \$20,000.
- J) A complete list of Ohio drug prohibitions can be found in Chapter 2925 of the Ohio Revised Code.

#### VIII) Federal Drug Laws

- A) Federal law prohibits the trafficking and illegal possession of controlled substances as outlined in 21 United States Code, Sections 841 and 844.
- B) Depending on the amount possessed, first offense maximum penalties for trafficking marijuana range from five years' imprisonment with a \$250,000 fine to imprisonment for life with a \$10 million fine for an individual, and from five years imprisonment with a \$1 million fine to imprisonment for life with a \$50 million fine if not an individual. Also depending on the amount possessed, first offense maximum penalties for trafficking Class I and Class II controlled substances (methamphetamine, heroin, cocaine, cocaine base, PCP, LSD, fentanyl analogue) range from five years' imprisonment with a \$5 million fine to imprisonment for life with a \$10 million fine for an individual, and from five years' imprisonment with a \$25 million fine to imprisonment for life with a \$50 million fine if not an individual. First offense penalties for simple possession, 21 USC §844, range from at most one years' imprisonment or at least a \$1,000, fine or both; to at most 20 years' imprisonment and a fine of at least a \$1,000.
- C) For the most current and complete information regarding Federal penalties for drug trafficking, visit the U.S. Drug Enforcement Administration Federal Trafficking Penalties.

#### IX) Disclaimer

- A) This information is provided as a general summary of the major applicable laws. Laws are frequently amended and reinterpreted, and the application of law to specific situations generally requires an analysis of all of the facts and circumstances. This information should not be substituted for specific legal advice.
- B) If you are charged with a crime it is a good idea to seek advice of an attorney. Updates to these laws are generally reflected on the websites mentioned here, but individuals are

ultimately responsible for knowing the laws. This information should not be substituted for specific legal advice.

- C) Tiffin University's Code of Student Conduct and University Policies and Rules are campus behavior and safety standards that may result in sanctions, educational outcomes or penalties that are independent of any criminal considerations.
- D) Violation of the laws referenced previously may also be a violation of Tiffin University's Code of Student Conduct and university policies and rules and could result in university sanctions. It should also be noted that the university's expectations for appropriate behavior are higher than those under the law.

### **DRUG FREE SCHOOLS AND COMMUNITIES ACT**

In compliance with the Drug Free Schools and Communities Act, Tiffin University publishes information regarding the University's educational programs related to drug and alcohol abuse prevention; sanctions for violations of federal, state, and local laws and University policy; a description of health risks associated with alcohol and other drug use; and a description of available treatment programs for Tiffin University students and employees. A complete description of these topics, as provided in the University's annual notification to students and employees, is available upon request. A complete description of these topics, as provided in the University's annual notification to students and employees, is available online at:

<https://www.tiffin.edu/security>.

### **HEALTH RISKS**

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low-to-moderate doses of alcohol also increase the incidence of a variety of aggressive acts including spouse and child abuse. Moderate-to-high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants can be born with irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk of becoming alcoholics than are other youngsters.

- Alcohol - Addiction, brain damage, cancer (mouth, stomach, throat), heart disease, liver damage, ulcers, gastritis, birth defects, malnutrition, loss of coordination and speech,
- Marijuana - Addiction (psychological), distortion of time perception, increased heart rate, bronchitis, lung cancer, infertility.
- Cocaine/Crack - Addiction, nasal erosion, elevated blood pressure and heart rate, hyperactivity, pupil dilation, respiratory arrest, stroke, convulsions, seizures, malnutrition, death.
- Stimulants (caffeine, speed, amphetamines) - Addiction, elevated blood pressure and heart rate, insomnia, malnutrition, acute psychosis, nausea, liver damage, headache, sweating coma, possible death.

- Depressants (Quaaludes, barbiturates, tranquilizers) - Addiction, depression of central nervous system, decreased coordination and motor skills, liver damage, malnutrition, irritability, sleep, confusion, convulsions, possible death.
- Narcotics (opium, heroin, codeine) - Addiction, shallow breathing, nausea, panic, insomnia, malnutrition, constipation, respiratory arrest, possible death.
- Hallucinogens (PCP, LSD, acid) - Addiction, mental depression, bizarre behavior, severe disorientation, memory and perception impairment, impairment of judgment and motor function, violence, hallucinations, psychosis, convulsions, agitation, increased heart rate, confusion, possible death.
- Inhalants (white-out, glue, gasoline) - Addiction, depression of respiration, nausea, light-headedness, nasal erosion, fatigue, forgetfulness, depression, kidney and liver damage, malnutrition, heart failure, violence, suffocation, possible death.

### **ALCOHOL POISONING**

Symptoms of alcohol poisoning:

- Person is unconscious or semiconscious and cannot be awakened.
- Cold, clammy, pale or bluish skin.
- Breathing is slow, less than eight times per minute, or irregular, with ten seconds or more between breaths.
- Vomiting while “sleeping” or passed out, and not waking up after vomiting.

### **ALCOHOL AND DRUG RESOURCES**

Tiffin University Health Services  
419-448-3429  
Seneca House, 217 Miami St

New Transitions Counseling LLC  
419-448-4094  
777 S. Washington St Tiffin, OH 44883

Tiffin University Counseling and Wellness  
419-449-3578  
Seneca House, 217 Miami St

Firelands Regional Medical Center  
419-448-9440  
Ashwood Rd Tiffin, OH 44883

### **FIREARMS AND WEAPONS POLICIES**

The possession or use of firearms, pellet guns, bows and arrows, slingshots, fireworks, illegal knives, stun guns or other objects that can be used with the intent to endanger student welfare and safety is strictly prohibited on Tiffin University campuses and at all University-sponsored functions. This also includes objects that may resemble weapons such as water pistol or toy pistols such as nerf guns or other toy weapons or anything made to resemble a weapon. Students that violate this policy will be subject to disciplinary action and/or criminal action. The laws of the State of Ohio are strictly followed by Tiffin University in regard to possession of weapons of any kind.

*Concealed Carry* – Students, staff, and/or visitors that have a concealed carry permit are strictly prohibited from possessing and carrying weapons on Tiffin University Campuses or at Tiffin University events in accordance with Ohio Law. A concealed handgun license does not authorize a person to carry a concealed handgun on premises owned or leased by college, university or other institution of high education, unless the handgun is in a locked motor vehicle; or the licensee is in the immediate process of placing the handgun in a locked motor vehicle [Note: this is from the text of O.R.C. § 2923.126.]

Any member of the University community who observes an individual possessing, manufacturing, transferring, selling or using a weapon and who reasonably believes that the individual is doing so without the consent of Tiffin University should immediately report this to the Campus Safety and Security Department or to the Office of Student Affairs.

Weapons may be allowed on campus ONLY for authorized law enforcement officers or authorized military personnel, acting on behalf of and within the scope of their official duties, and to the extent they are legally permitted to possess weapons in the State of Ohio. Persons legally permitted to possess weapons in the State of Ohio, to the extent that such possession is necessary as part of an academic, research, or work-related activity must adhere to said policies.

## ANNUAL FIRE SAFETY REPORT 2020

### Fire Statistics

#### Fire Safety Systems in Campus Housing Facilities

Each of the eleven main dormitory/apartment style housing units is equipped with individual room detectors which are connected to a main system. This main operating system is directly connected to the notification system for the City of Tiffin. In the event of a fire in these facilities, as soon as an alarm is sounded, the local fire department, law enforcement, and emergency personnel are notified. The estimated time of their arrival is between 3-4 minutes. The residential units falling under this system include the following:

Residential Units	Physical Location	Special Notes
Kirk Hall	187 Jackson Street	Sprinkler Units: Room/Floor
Craycraft Hall	160 Miami Street	*Limited Areas
Friedley Hall	18 S. Sandusky Street	*Limited Areas
Zahn Hall	173 Jackson Street	*Limited Areas
Huggins Hall	156 Clay Street	Sprinkler Units: Room/Floor
Miller Hall	228 West Perry Street	*Limited Areas
Jr/Sr Apartments	335 Miami Street	Sprinkler Units: Room/Floor
Jr/Sr Apartments	355 Miami Street	Sprinkler Units: Room/Floor
Jr/Sr Apartments	349 Miami Street	Sprinkler Units: Room/Floor
Jr/Sr Apartments	359 Miami Street	Sprinkler Units: Room/Floor
Sophomore Hall	194 Clay Street	Sprinkler Units: Room/Floor

\*Plan to increase sprinkler units in more areas; in these units, individual rooms have smoke alarms, but are not connected to central fire panel.

- All common areas in these units are connected to the central fire panel, which is connected to the City of Tiffin emergency response system.
- For all other housing units (comprised of houses converted to student housing and located both on campus proper and contiguous to campus property), individual rooms are equipped with ionized smoke alarms. They are not connected to a larger system or directly to the local emergency response notification system.
- The City of Tiffin Fire Department conducts yearly walk-through inspections after students begin moving in during the Fall Semester.
- Electrical panels are tested bi-yearly for “hotspots” using infrared equipment.
- Annual fire alarm tests and inspections are conducted by Simplex-Grinnell Fire Systems.
- Fire extinguishers are tested and inspected annually by AA Fire Extinguisher Company
- Twice yearly inspections are conducted on the hood systems in the dining service operation.
- Resident Assistants and student safety staff members check stoves in house units nightly while on rounds.
- Safe cooking manuals are provided to students who have access to stoves/ovens.
- Employees in fire safety and evacuation procedures, as well as extinguisher training. All RAs carry keys to fire panels, and student security team members carry a key to the fire panels.
- Drills may be conducted at various times throughout the school year.
- Smoke alarms checked annually or at the beginning of semesters.



## **PLAN FOR IMPROVEMENT TO FIRE SAFETY**

The University has plans improvements in fire safety accessibility through the Facilities Department and the Office for Disability Service.

## **FIRE SAFETY EDUCATION AND TRAINING PROGRAMS PROVIDED TO STUDENTS AND EMPLOYEES**

The University takes fire safety seriously and has established fire safety programs for students living in on-campus residence halls. Fire drills are to be conducted twice each fall and spring semester on each of the ten on-campus residence halls. In addition to the fire drills, fire safety policy and procedures are given to all on-campus students and an overview is presented for all students living in on-campus residence halls. The University also has specific fire safety programs that target employees working on campus such as fire extinguisher training, smoke simulation, and various types of fires. Additional fire safety training can be provided upon request by calling the Residence Life Office at (419) 448-3422.

## **USING A FIRE EXTINGUISHER**

Building occupants are not required to fight fires. Individuals who have been trained in the proper use of a fire extinguisher and are confident in their ability to cope with the hazards of a fire may use a portable fire extinguisher to fight small fires. Firefighting efforts must be terminated when it becomes obvious that there is risk of harm from smoke, heat or flames, whichever comes FIRST.

The Director of Safety and Security will assess the situation and notify the Emergency Operations Team members if appropriate. TU Department of Safety and Security has the primary responsibility for managing fire emergencies with the Tiffin Fire Department. Unauthorized re-entry into a building during a fire emergency is not permitted. Violators of this policy are subject to University and state fire code sanctions.

## **TITLES OF EACH PERSON OR ORGANIZATION TO WHOM STUDENTS AND EMPLOYEES SHOULD REPORT THAT A FIRE OCCURRED**

Per federal law, Tiffin University is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Listed below are the nonemergency numbers to call to report fires that have already been extinguished in on-campus student housing. These are fires for which you are unsure whether the Tiffin University Campus Security Office may already be aware. If you find evidence of such a fire or if you hear about such a fire, please contact one of the following:

- Tiffin University Campus Safety and Security Office (419) 448-5136 (office) or (419) 934-0721 (cell)
- Tiffin University Facilities Office (419) 448-3275
- Tiffin University Student Affairs Office (419) 448-3264
- Residence Life (419) 448-3422
- Housing (419) 448-3392
- When calling, please provide as much information as possible about the location, date, time and cause of the fire.

## **FIRE LOG**

The crime and fire logs are the daily records of all crimes and fires that have been reported to Tiffin University Safety and Security. They are organized chronologically and are updated on a daily basis. Paper copies of both the crime and the fire logs are available upon request from Tiffin University Safety and Security. Requests can be made in person at the Security Office located in the Gillmor Center during normal business hours.

Each year, Tiffin University files its annual safety and security report. While crime logs provide a daily breakdown and detailed information about each crime that is reported to TU, the annual report provides a final count of all of the incidents of crime and fire that were reported to TU each year as well as a highlight of the measures that the Tiffin University Safety and Security takes in order to keep the TU community safe and secure.

### **FIRE SAFETY STANDARDS**

- Fire doors in halls and stairwells must be kept closed at all times. Do not prop door open.
- In case of fire, the alarm should be activated and the building evacuated, and the Fire Department called. In houses if possible, call the Fire Department before attempting to use an extinguisher. The residence hall alarms are all directly connected to the Fire Department.
- Adams Street and Benner apartments and the individual houses are NOT connected to the Fire Department. In case of emergency, dial 911.
- If you are in a room where a fire starts, leave immediately. Close the door to confine the blaze to that one room.
- Always close the door to your room when you go to bed. Many people have died in their sleep by rising heat and toxic gases before they knew there was a fire.
- If you wake up in the middle of the night and smell smoke, do not open your door until you feel it with your hand. If it is hot, leave it closed. This is a sign that you cannot live in the corridor long enough to get down the stairs. In that case, go to the window, and call for help unless you can get out through other rooms that do not lead into the corridor.
- Know the location of all fire exits, fire alarms, and fire extinguishers.
- Use only metal wastebaskets. You should empty your basket frequently.
- Multiple outlet extension cords are not permitted. Do not string wires or extension cords under rugs, over hooks, or in any place where these may be subjected to wear or mechanical damage. All electrical cords should be checked periodically for wear and damage.
- The Director of Housing Operations must approve high wattage appliances before they may be used in the residence halls and houses.
- The purpose of fire extinguishers is to save lives in the event of fire. Damaged equipment may result in death. It is ILLEGAL to use fire extinguishers for other than firefighting purposes. Under section 2909.07 Ohio Revised Code, unauthorized use is a malicious destruction of property and is punishable up to a \$500 fine or 60 days in jail or both.
- In case of an accident, illness, or other emergency, notify the RA or any other staff member, who will arrange assistance.
- Fire alarm pull stations are designed to save lives in case of fire. It is illegal to sound a false alarm. It is considered criminal mischief which is a misdemeanor of the third degree.
- Candles (used or unused), incense burners, Scentsy Burners, potpourri burners, any objects with open flames or open heating elements (i.e. hotplates) are not permitted in any residence.
- Causing a fire alarm through carelessness will result in an automatic \$100 fine. If it cannot be determined who caused the fire alarm, the fine may be split among all residents. For a full list of fire evacuation procedures, please refer to Tiffin University Emergency Procedures.

### **FIRE EVACUATION PROCEDURES**

When the alarm sounds or there is an indication of smoke or fire

- Close the windows.
- Raise the shades.

- Leave the lights on.
- Wear coat and hard-soled shoes.
- Carry towel and place over face in case of smoke.
- The room will be checked after you leave.
- Go, without talking, to your exit in single file. Walk swiftly. Do not run or push.
- If you are not in your room, go to the nearest exit.
- Assemble outside the hall or house at your designated spot so that roll call may be taken quickly.
- Face away from the building in case of explosion.
- Do not return to your room for any reason until the signal is given.
- Everyone must leave the building, Residence Hall, house, or other, in which a fire alarm is activated. Failure to do so may result in probation, removal from housing, and/or other appropriate sanctions, including a \$50.00 fine.

### **FIRE SAFETY TIPS: PROCEDURES STUDENTS AND EMPLOYEES SHOULD FOLLOW IN CASE OF A FIRE**

#### **In the Event of a Fire**

Fire alarms alert the community members of potential hazards and community member are required to heed their warning and evacuate buildings immediately upon hearing a fire alarm in a facility. The Fire Marshall can levy fines and penalties to individuals who fail to evacuate a building promptly. Please follow the following procedures in the event of a fire:

- Pull the fire alarm
- Leave the building immediately using the closest emergency exit
- Close doors behind you
- Call 911 when safe to do so
- Assemble in a designated area
- Re-enter the building only when instructed by officials
- Tips
- Never leave cooking unattended
- Do not assume the alarm is false
- Do not use elevators in the event of a fire
- Be aware of two ways out of your residence hall or office building
- If unable to exit the building, go to the nearest exit stairwell or safe area of refuge and call Tiffin Fire Department or 911 to report your location
- If trained, use a fire extinguisher if the fire is small and contained, and room is not filled with smoke

### **HEALTH AND SAFETY INSPECTIONS**

The Department of Residence Life performs Residence Hall health and safety inspections several times a year usually along with academic break room checks. The inspections are primarily designed to find and eliminate safety violations. Students are required to read and comply with the Student Handbook, which includes all rule and regulations for residential buildings. The inspections include, but not limited to, a visual examination of electrical cords, sprinkler heads, smoke detectors, fire extinguishers and other life safety systems.

In addition, each room will be examined for the presence of prohibited items (source of open flames, such as candles; non-surge protected extension cords; halogen lamps; portable cooking appliances, etc.) or prohibited activity (smoking in the room; tampering with life safety equipment; possession of pets, etc.). This inspection will also include a general assessment of food and waste storage and cleanliness of the room. Prohibited items will be immediately be confiscated. There is a list of prohibited items found within the student handbook.

### Summary of Fires On-Campus: 2018-2020

Facility	Address	2018	2019	2020
Friedley Hall	18 S. Sandusky St.	0	0	
Craycraft Hall	160 Miami St.	0	0	
Zahn Hall	173 Jackson St.	0	0	
Miller Hall	228 W. Perry St.	0	0	
Huggins Hall	156 Clay St.	0	0	
Kirk Hall	187 Jackson St.	0	0	
Clay Hall	194 Clay St.	0	0	
Apartment	335 Miami St.	0	0	
Apartment	355 Miami St.	1	0	
Apartment	95 Adams St.	0	0	
Apartment	97 Adams St.	0	0	
Apartment	349 Miami St.	0	0	
Apartment	359 Miami St.	0	0	
Apartment	106 Benner St.	0	0	
Apartment	316 Benner St.	0	0	
House Unit	93 Adams St.	0	0	
House Unit	128 Franklin St.	0	0	
House Unit	139 Franklin St.	0	0	
House Unit	143 Franklin St.	0	0	
House Unit	149 Franklin St.	0	0	
House Unit	281 Miami St.	0	0	
House Unit	293 Miami St.	0	0	
House Unit	19 S. Sandusky St.	0	0	
House Unit	21 S. Sandusky St.	0	0	
House Unit	108 S. Sandusky St.	0	0	
House Unit	120 S. Sandusky St.	0	0	
House Unit	140 S. Sandusky St.	0	0	
House Unit	261 Miami St.	0	0	
House Unit	118 Jackson St.	0	0	
House Unit	149 Jackson St.	0	0	
House Unit	193 Jackson St.	0	0	
House Unit	144 Clay St.	0	0	
House Unit	172 Clay St.	0	0	
House Unit	173 Clay St.	0	0	
House Unit	212 Clay St.	0	0	
House Unit	220 Clay St.	0	0	
House Unit	224 Clay St.	0	0	
House Unit	236 Clay St.	0	0	
House Unit	238 Clay St.	0	0	
House Unit	246 Clay St.	0	0	
House Unit	268 Clay St.	0	0	
House Unit	276 Clay St.	0	0	
House Unit	282 Clay St.	0	0	
House Unit	292 Clay St.	0	0	
House Unit	50 Jackson St.	0	0	
House Unit	116 S. Sandusky St.	0	0	
House Unit	114 S. Sandusky St.	0	0	
House Unit	114 Jackson St.	0	0	
House Unit	132 Jackson St.	0	0	
House Unit	136 Jackson St.	0	0	
House Unit	142 Jackson St.	0	0	
House Unit	46 Miami St.	0	0	

Facility	Address	2018	2019	2020
House Unit	46 ½ Miami St.	0	0	
House Unit	44 Miami St.	0	0	
House Unit	402 Miami St.	0	0	
House Unit	82 Franklin St.	0	0	
House Unit	82 ½ Franklin St.	0	0	
House Unit	114 Benner St.	0	0	
House Unit	47 Franklin St.	0	0	
House Unit	55 Franklin St.	0	0	
House Unit	132 Franklin St.	0	0	
House Unit	158 Hudson St.	Not Applicable	Not Applicable	
House Unit	95 Fairfield	0	0	
<b>TOTALS</b>		1	0	

## **IMPORTANT CONTACTS and EMERGENCY NUMBERS**

### **EMERGENCY NUMBERS**

Ambulance	911 or 419-447-1691
Fire	911 or 419-447-1234
Highway Patrol	419-448-0042
Mercy Hospital	419-447-3130
Tiffin Police Department	911 or 419-447-2323
Sheriff	419-447-3456
Tiffin University Student Affairs	419-448-3264
Dean of Students Office	419-448-3582
24 Hour Emergency Hotline	1-800-613-4456
Campus Security Duty Phone	419-934-0721
Dir. of Campus Security Office	419-448-5136
Firelands Counseling and Recovery	419-448-9440
Seneca County Victim's Advocate	419-448-5070
Title IX Coordinator	419-448-3504
Campus Victim's Advocate	419-448-3021
Director of Facilities	419-448-3276

### Statistics & Related Information Regarding Fires in Residential Facilities

Residential Facilities	Addresses	Total Fires 2020	Total Fires 2019	Total Fires 2018	Cause of Fire Unintentional /Intention	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Friedley Hall	18 S. Sandusky St.		0	0	N/A	0	0	0
Craycraft Hall	160 Miami St.		0	0	N/A	0	0	0
Zahn Hall	173 Jackson St.		0	0	N/A	0	0	0
Miller Hall	228 W. Perry St.		0	0	N/A	0	0	0
Huggins Hall	156 Clay St.		0	0	N/A	0	0	0
Kirk Hall	187 Jackson St.		0	0	N/A	0	0	0
Clay Hall	194 Clay St.		0	0	N/A	0	0	0
Apartment	335 Miami St.		0	0	N/A	0	0	0
Apartment	355 Miami St.		0	1	Cooking/ Unintentional	0	0	<\$100
Apartment	95 Adams St.		0	0	N/A	0	0	0
Apartment	97 Adams St.		0	0	N/A	0	0	0
Apartment	349 Miami St.		0	0	N/A	0	0	0
Apartment	359 Miami St.		0	0	N/A	0	0	0
Apartment	106 Benner St.		0	0	N/A	0	0	0
Apartment	316 Benner St.		0	0	N/A	0	0	0
House Unit	93 Adams St.		0	0	N/A	0	0	0
House Unit	128 Franklin St.		0	0	N/A	0	0	0
House Unit	139 Franklin St.		0	0	N/A	0	0	0
House Unit	143 Franklin St.		0	0	N/A	0	0	0
House Unit	149 Franklin St.		0	0	N/A	0	0	0
House Unit	281 Miami St.		0	0	N/A	0	0	0
House Unit	293 Miami St.		0	0	N/A	0	0	0

Residential Facilities	Addresses	Total Fires 2020	Total Fires 2019	Total Fires 2018	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
House Unit	19 S. Sandusky St.		0	0	N/A	0	0	0
House Unit	21 S. Sandusky St.		0	0	N/A	0	0	0
House Unit	108 S. Sandusky St.		0	0	N/A	0	0	0
House Unit	172 Clay St.		0	0	N/A	0	0	0
House Unit	173 Clay St.		0	0	N/A	0	0	0
House Unit	212 Clay St.		0	0	N/A	0	0	0
House Unit	220 Clay St.		0	0	N/A	0	0	0
House Unit	224 Clay St.		0	0	N/A	0	0	0
House Unit	236 Clay St.		0	0	N/A	0	0	0
House Unit	238 Clay St.		0	0	N/A	0	0	0
House Unit	246 Clay St.		0	0	N/A	0	0	0
House Unit	268 Clay St.		0	0	N/A	0	0	0
House Unit	276 Clay St.		0	0	N/A	0	0	0
House Unit	282 Clay St.		0	0	N/A	0	0	0
House Unit	292 Clay St.		0	0	N/A	0	0	0
House Unit	50 Jackson St.		0	0	N/A	0	0	0
House Unit	116 S. Sandusky St.		0	0	N/A	0	0	0
House Unit	114 S. Sandusky St.		0	0	N/A	0	0	0
House Unit	114 Jackson St.		0	0	N/A	0	0	0
House Unit	132 Jackson St.		0	0	N/A	0	0	0
House Unit	120 S. Sandusky St.		0	0	N/A	0	0	0
House Unit	140 S. Sandusky St.		0	0	N/A	0	0	0
House Unit	261 Miami St.		0	0	N/A	0	0	0
House Unit	118 Jackson St.		0	0	N/A	0	0	0
House Unit	149 Jackson St.		0	0	N/A	0	0	0
House Unit	193 Jackson St.		0	0	N/A	0	0	0
House Unit	144 Clay St.		0	0	N/A	0	0	0
House Unit	136 Jackson St.		0	0	N/A	0	0	0
House Unit	142 Jackson St.		0	0	N/A	0	0	0

Residential Facilities	Addresses	Total Fires 2019	Total Fires 2018	Total Fires 2017	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
House Unit	46 Miami St.		0	0	N/A	0	0	0
House Unit	46 ½ Miami St.		0	0	N/A	0	0	0
House Unit	44 Miami St.		0	0	N/A	0	0	0
House Unit	402 Miami St.		0	0	N/A	0	0	0
House Unit	82 Franklin St.		0	0	N/A	0	0	0
House Unit	82 ½ Franklin St.		0	0	N/A	0	0	0
House Unit	114 Benner St.		0	0	N/A	0	0	0
House Unit	47 Franklin St.		0	0	N/A	0	0	0
House Unit	55 Franklin St.		0	0	N/A	0	0	0
House Unit	132 Franklin St.		0	0	N/A	0	0	0
House Unit	158 Hudson St.		N/A	N/A	N/A	0	0	0
House Unit	95 Fairfield		0	N/A	N/A	0	0	0



**Total Number of Fire Drills Held in each Residential Facility**

Residential Facilities	Addresses	Total Fire Drills in Each Building 2020	Total Fire Drills in Each Building 2019	Total Fire Drills in Each Building 2018	Total Fire Drills in Each Building 2017
Friedley Hall	18 S. Sandusky St.		3	0	2
Craycraft Hall	160 Miami St.		3	0	2
Zahn Hall	173 Jackson St.		3	0	2
Miller Hall	228 W. Perry St.		3	0	2
Huggins Hall	156 Clay St.		3	0	2
Kirk Hall	187 Jackson St.		3	0	2
Apartment 1	335 Miami St.		3	0	2
Apartment 2	355 Miami St.		3	0	2
Apartment	95 Adams St.		3	0	0
Apartment	97 Adams St		3	0	0
Apartment	349 Miami St.		3	0	0
Apartment	359 Miami St.		3	0	0
Apartment	106 Benner St.		3	0	0
Apartment	316 Benner St.		3	0	0
House Unit	93 Adams St.		3	0	0
House Unit	128 Franklin St.		3	0	0
House Unit	139 Franklin St.		3	0	0
House Unit	143 Franklin St.		3	0	0
House Unit	149 Franklin St.		3	0	0
House Unit	281 Miami St.		3	0	N/A
House Unit	293 Miami St.		3	0	0
House Unit	19 S. Sandusky St.		3	0	0
House Unit	21 S. Sandusky St.		3	0	0

House Unit	108 S. Sandusky St.		3	0	0
House Unit	172 Clay St.		3	0	0
House Unit	173 Clay St.		3	0	0
House Unit	212 Clay St.		3	0	0
House Unit	220 Clay St.		3	0	0
House Unit	224 Clay St.		3	0	0
House Unit	236 Clay St.		3	0	0
House Unit	238 Clay St.		3	0	0
House Unit	246 Clay St.		3	0	0
House Unit	268 Clay St.		3	0	0
House Unit	276 Clay St.		3	0	0
House Unit	282 Clay St.		3	0	0
House Unit	292 Clay St.		3	0	0
House Unit	50 Jackson St.		3	0	0
House Unit	116 S. Sandusky St.		3	0	0
House Unit	120 S. Sandusky St.		3	0	0
House Unit	140 S. Sandusky St.		3	0	0
House Unit	261 Miami St.		3	0	0
House Unit	118 Jackson St.		3	0	0
House Unit	149 Jackson St.		3	0	0
House Unit	193 Jackson St.		3	0	0
House Unit	144 Clay St.		3	0	2
House Unit	114 S. Sandusky St.		3	0	N/A
House Unit	114 Jackson St.		3	0	0
House Unit	132 Jackson St.		3	0	0

House Unit	136 Jackson St.		3	0	0
House Unit	142 Jackson St.		3	0	0
House Unit	46 Miami St.		3	0	0
House Unit	46 ½ Miami St.		3	0	0
House Unit	44 Miami St.		3	0	2
House Unit	402 Miami St.		3	0	0
House Unit	82 Franklin St.		3	0	0
House Unit	44 Miami St.		3	0	0
House Unit	402 Miami St.		3	0	0
House Unit	82 Franklin St.		3	0	0
House Unit	82 ½ Franklin St.		3	0	0
House Unit	114 Benner St.		3	0	0
House Unit	47 Franklin St.		3	0	0
House Unit	55 Franklin St.		3	0	0
House Unit	132 Franklin St.		3	0	0
House Unit	158 Hudson St.		3	N/A	N/A
House Unit	95 Fairfield		3	0	N/A

## Appendix A

### CUYAHOGA COMMUNITY COLLEGE

This appendix identifies the policy statements and crime statistics that are unique to this campus. For any topic not addressed in this appendix, refer to the main body of the Annual Campus Safety, Security, and Fire Safety Report which includes statements of policy that pertain to all campuses, unless otherwise indicated.

#### Enforcement Authority of Campus Security Personnel

The Campus Police & Security Services offices are located at Metropolitan Campus – MCON 90, Eastern Campus – ESS 1620, CCW – 118, and Brunswick – BUC 110. Professional law enforcement personnel patrol all campuses 24 hours a day, year-round. The department is organized into several units: a patrol section that provides proactive vehicular, bicycle and foot patrols; a crime prevention section that stresses crime awareness through the presentation of educational programming and crime prevention surveys; and parking patrol officers, who conduct hourly patrols of parking lots and garages. Police officers and student patrols provide escort service for members of the campus community

#### Central Dispatch

The Central Dispatch Center operates 24 hours a day. Dispatchers are certified by the Association of Public Safety Communications Officials (APCO). Our dispatchers are trained in the InterBADGE® and InterCAD® police reporting systems, Law Enforcement Automated Data System (LEADS), telecommunications, and alarm and video surveillance systems. Calls placed to Campus Police & Security Services are answered in Central Dispatch and relayed to officers in the field.

#### Student Patrol

Student Patrol is a work-study program that allows Cuyahoga Community College students to gain work experience in the law enforcement environment while earning income. Student Patrol Officers assist the department by providing services to the campus community; protecting life and property; preventing and detecting criminal activity using non-physical intervention techniques; and reporting health, safety and environmental hazards. The uniformed Student Patrol service is best thought of as an extension of the “eyes and ears” of the department. Improved safety and security, order maintenance, good public relations and quality communications are the expected results.

#### Departmental Training

Cuyahoga Community College campus police officers are vested with full law enforcement powers and responsibilities identical to our local police departments. Officers are trained at Police Academies certified by the Ohio Peace Officer Training Council on Law Enforcement Education and Training and have additional training in firearms, first aid and legal procedures.

#### Training Courses

- Baton Certification
- Mace Certification
- Firearms Transition Course
- First Responder Emergency Medical Training
- Emergency Response Training “QUAD”
- Association of Public Safety Communications Officials (APCO)
- Building Searches
- Traffic Stop Techniques
- Firearms Requalification

- Mobile Data Terminal Operation and Certification
- InterBADGE™ Report Writing Systems
- Computer Aided Dispatching (InterCAD™) Training
- The Reid Method of Interviewing and Interrogation
- Reid Field Interviewing Techniques
- BOSSCARS System Training
- Electronic Handheld Ticket Writer Training
- Behavioral Intervention Team Training
- Use of Force
- Critical Incident Training

### **Arrest Authority of Campus Security Personnel**

Officers receive training at police academies certified by the Ohio Peace Officer Training Council on Law Enforcement Education and Training. Officer candidates are subjected to drug testing, a psychological evaluation and a background investigation. The Chief of Police appoints these officers to Cuyahoga Community College's Department of Campus Police & Security Services. This appointment allows the officers to exercise enhanced authority including, but not limited to the power of arrest based on probable cause and the right to confiscate stolen property, illegal weapons and controlled substances. Officers are authorized to carry a firearm and are also trained in the effective use of a baton and pepper spray.

### **Working Relationship of Campus Security Personnel with Local Law Enforcement Agencies**

The Department of Campus Police & Security Services has a strong working relationship with various police departments surrounding all Cuyahoga Community College campuses. These departments include Cleveland Police; Highland Hills Police; Westlake Police; Parma and Parma Heights Police; Brunswick Police; Euclid Police and many others. Each year the Department of Campus Police & Security Services works together with area police departments to investigate and solve cases involving Cuyahoga Community College members.

### **Agreements with Local Law Enforcement Agencies Regarding the Investigation of Alleged Criminal Offenses**

There are no written agreements or memorandums of understanding regarding any topics, including the investigation of criminal incidents, between the institution and the local police departments.

### **Reporting Criminal Actions or Other Emergencies**

We encourage all students, faculty, staff, and guests of the college to promptly report all criminal incidents and other emergencies to the Department of Campus Police & Security Services. All calls are answered at our Central Dispatch Office. You can call the Department of Campus Police & Security Services at ext. 4325 from any campus phone or 216-987-4325 from a public phone. For medical emergencies, dial ext. 4911 or 216-987-4911 from any public phone. When the dispatcher answers the call, your role is to provide the nature of your call, your location, your name and number you are calling from. You may also report incidents in person at the Department of Campus Police & Security Services, located at each campus.

Be prepared to:

- Give your name and location (campus, building, and room)
- Reason why you are calling
- Request medical assistance, if needed
- Provide as many details as possible
- Description of the activity being observed

- Description of person(s) involved
- Location the person(s) was last seen or the direction of travel
- Description of any motor vehicles involved
- Information regarding the presence of weapons
- Stay on the phone until released by the dispatcher receiving your call

### **Response to Reports of Criminal Actions or Other Emergencies**

#### **Campus Police & Security Services Response to Illness or Injury**

In the event of a medical emergency the Department of Campus Police & Security Services, Central Dispatch Center should be contacted by phone at 216-987-4911. Dispatchers will dispatch a campus police officer to the scene. For serious injuries or illness, dispatchers will immediately contact Emergency Medical Services (EMS). Campus police officers are trained state certified emergency first responders. Officers responding to the scene will perform advanced first aid, patient assessments, intervene in life-threatening conditions, and report patient status to dispatch. First responder officers will determine if emergency medical transportation is needed. The officer(s) will maintain patient care until arrival of EMS. In the event of minor injuries, i.e. cuts or abrasions, a subject can be treated with first aid on the scene or by going to the Campus Police & Security Services office. Minor illnesses, which can be treated by over the counter drugs can be addressed at the book center or a local drug store where necessary items can be purchased. The Department of Campus Police & Security Services under no circumstance will administer or supply drugs of any kind.

#### **Medical Transportation**

If it is determined that an ambulance is needed for transportation to a hospital, Central Dispatch will contact Emergency Medical Services (EMS) and will relay to the officers on scene the estimated time of arrival. The Department of Campus Police & Security Services personnel do not transport sick or injured persons. EMS personnel are trained and equipped to administer aid to medical emergencies while transporting to a medical facility. The department of Campus Police & Security Services will transport persons to a hospital in the event of a mental situation. If emergency medical transportation is refused, a refusal form will be generated and signed by the subject and responding officers.

#### **Medical Incident Reporting**

Documentation of a medical incident will be entered into the Department of Campus Police & Security Services InterBADGE® reporting system. A copy of the incident report will be made available after three working days. A copy of the report will be forwarded to Risk Management Department upon its completion.

When you call for help:

- Stay calm
- Follow the dispatcher's instructions and answer all questions he/she may have
- Do not hang up until told to do so
- The dispatcher may give you instructions on what to do until the ambulance arrives
- Don't move someone who is hurt unless he or she is in danger
- Keep the person warm and comfortable
- Make it easy for the First Responder crews to find you.

#### **Defibrillators**

Cuyahoga Community College Department of Campus Police & Security Services officers are equipped with high-tech devices that could save lives. Automated External Defibrillators (AED), used to treat sudden cardiac arrest, are in police cruisers at all campuses. The portable AEDs, about the size of a laptop computer, and can be a lifesaver when a victim's heart suddenly stops

beating. To be successful, AEDs must be used as quickly as possible. Police officers are generally on the scene of an emergency before Emergency Medical Technicians arrive with their defibrillation equipment. Having portable AEDs in the hands of trained individuals who are often first on the scene can be the difference between life and death. According to the American Heart Association, the chances of surviving a heart attack or other form of cardiac arrest drop by about ten percent with each minute that passes between the time the heart stops beating and defibrillation begins. AEDs come in bright yellow plastic boxes about the size of a large purse. The defibrillator shocks the victim's heart back into a normal rhythm by means of an electric current. The easy-to-operate design of the AED uses visual cues and step-by-step verbal instructions, delivered aloud by a recorded voice, to walk the trained operator of the machine through the process. Once the pre-connected electrodes are put in place, the AED automatically evaluates the victim's condition. It checks for a pulse and heartbeat, then customizes the defibrillation shock to meet the individual needs. The AED analyzes heart rhythms and varies instructions based on that information. Only if necessary will an electric shock be delivered through the device in an attempt to start the heart going again. The AED also delivers escalating energy with successive shocks. The information is downloaded into the computer's memory, showing a record of the steps that were taken to restart the victim's heart. The American Heart Association supports the high-tech life-saving equipment. Department of Campus Police & Security Services officers are trained in basic first aid, first responder, and have been trained by the American Red Cross in the use of the AED. AEDs may only be operated through a program under the supervision of a physician. This program will be operating under the authority of Dr. Thomas Collins, medical director of Cleveland Emergency Medical Services (EMS)

### **Definitions**

**4911** - Is the number dialed at Cuyahoga Community College to contact Central Dispatch for life threatening emergencies (\*Note when using a pay phone or cell phone dial 987-4911).

**AED** - Automated External Defibrillators (AED), used to treat sudden cardiac arrest.

**Advanced First Aid** - Skills necessary in an emergency to help sustain life, reduce pain, and minimize the consequences of injury or sudden illness until more advanced medical help can arrive.

**Campus Police Officer** - Campus police officers at Cuyahoga Community College are graduates of the Ohio Peace Officers Training Academy. Officers have full arrest powers to enforce city, state, and federal laws as well as College policy and procedures.

**EMS** - Emergency Medical Services.

**EMT** - Emergency Medical Technician.

**Emergency Phones** - Yellow call boxes, blue beacon phones, house phones and elevator phones are located throughout the College. When activated they have a direct connection to police dispatchers. Reports of crimes in progress, medical emergencies, fire, and other matters may be reported to the police dispatcher through the emergency phone system.

**Emergency Medical Transportation Refusal Form** – A form generated upon refusal by subject to be transported/ treated by EMS personnel

**First Responder** - First Responders are police officers of The Department of Campus Police & Security Services who are trained in advanced first aid and are State certified as Medical First Responders. First responder officers can provide care to the sick or injured public prior to paramedic ambulance arrival.

### **Remember!**

When a serious injury or illness occurs, friends or coworkers may seek emergency medical assistance by dialing ext. 4911 from any campus telephone or dialing 216-987-4911 from public phones. You may also activate a campus blue beacon phone or yellow call box for emergency medical assistance. The success of intervention in a medical emergency that involves illness or injury depends greatly on the initial observations and actions of the responding officers on the

scene. The Cuyahoga Community College Department of Campus Police & Security Services recognizes its responsibility to provide the College community with highly trained police personnel who can render aid and assistance when dispatched to medical emergencies. Officers trained as first responders are the first links of the Emergency Medical Service system. The first responder secures the scene, assesses the patient's condition, calls for emergency assistance, provides emergency medical care, and turns patients over to Emergency Medical Technicians (EMT) or paramedic transport teams when they arrive.

Observation of fire safety standards and practices is essential to a safe environment. Campus Police & Security Services officers inspect facilities daily for potential fire hazards. The Department of Campus Police & Security Services staff recommends the following measures to ensure a safe environment:

### **Fire Alarm Procedures**

Individuals who discover a fire should immediately call Campus Police & Security Services to report the situation. If the fire is small, employees trained in the use of fire extinguishers may attempt to put out the fire if their personal safety will not be jeopardized. If the fire has become too large to safely put out with a hand extinguisher, and the fire alarm has not yet sounded, proceed to the nearest exit, pull the fire alarm and evacuate. In the event of a fire large enough to activate the sprinkler systems, the alarm for that building will automatically sound. All alarms are tied into a main notification system in the Campus Police & Security Services office. If the fire alarms are sounded, everyone in that building must evacuate.

### **Reporting Crimes for Timely Warnings Reports and the Annual Statistical Disclosure - How to Report an Emergency or a Disaster**

All emergencies or disasters must be reported to Campus Police and Security Services by dialing 4325 or 4911

The Campus Police and Security Services is the department responsible for coordination, communication, and controlling traffic in and around the area of the emergency. Calling extension 4325 or 4911 will initiate activity on the part of the Campus Police and Plant Operations if appropriate. The Campus Police telephones are manned 24 hours a day, every day of the year. Additionally, the Campus Police dispatch center has direct radio/telephone communication capabilities with the campus police, fire department, plant operations, and the campus emergency response team. The caller will be in contact with the Campus Police dispatcher; these calls are recorded so they can be replayed to clarify information

### **Timely Warning**

Depending on the particular circumstances of the crime, especially in situations that could pose an immediate threat, the Office of Campus Police & Security Services will post timely notices throughout the affected campus giving immediate attention to any precautions to be taken by the college community. This notification will be issued "Without Delay" upon confirmation of the emergency.

The Campus Police & Security Services Department shall, in a timely manner, report to the campus community incidents that represent a clear or a possible threat to the safety of its members. The Campus Police & Security Services Department shall inform the community on a case-by-case basis of the following reported crimes as defined in the Uniform Crime Report by the use of the Campus Police & Security Services website, social media, e-mail, voice mail, text messages, posting of flyers or Campus TV:

- Murder
- Sex Offenses - (Forcible or non-forcible)



- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Manslaughter
- Arson
- Domestic Violence
- Dating Violence
- Stalking

The campus community shall be informed of any hate-associated factors related to the above listed crimes.

In addition to the traditional methods of reporting incidents, the College also has an emergency blue light alarm system and yellow call boxes, directly connected to the Department of Campus Police & Security Services Central Dispatch office. By pressing the red button on several stations located throughout the campus, users can communicate directly with Campus Police & Security Services during emergencies. The Department of Campus Police & Security Services, in cooperation with local law enforcement agencies, investigates all reported criminal activities. The department will provide the campus community with timely warning notices of situations that pose a threat to the community via Campus Alerts. Anyone with information regarding a crime or other situations that pose an ongoing threat to the campus community should immediately notify the Department of Campus Police & Security Services 216-987-4325.

### **Emergency Response and Evacuation Procedures**

In the event of an evacuation, all persons must exit the building. At the beginning of each semester, all students have the responsibility of familiarizing themselves with the two most expeditious evacuation routes from each of their classrooms. All employees should evacuate the building by their assigned route to their designated gathering area. In the event of evacuation due to fire:

1. Turn off equipment (or follow specific written instructions for your area).
2. Exit calmly along your assigned route or to the nearest exit.
3. Do not delay by looking for belongings or friends.
4. Walk away from the building and proceed to a safe area or your predetermined gathering area.
5. Stay away from building utility areas and all firefighting equipment and hydrants.
6. Do not attempt to drive or move any vehicle unless directed to do so.
7. Stay in your area and DONOT re-enter the building. For all other emergency evacuations, follow the instructions of Campus Police & Security Services or emergency personnel on hazardous areas to avoid or alternate means of evacuation.

### **Procedures for Disabled or Injured Persons**

During a fire or an emergency, disabled or injured persons should enter the nearest stairwell and wait for rescue. Firefighters and Campus Police & Security Services personnel are responsible for checking stairwells and for directing rescue operations. Firefighters/paramedics are responsible for the physical evacuation of all wheelchair students/ personnel from the stairwells. Only under conditions of immediate danger should other personnel attempt rescue of wheelchair students/personnel. Stand clear of the area after evacuating to give emergency equipment and personnel room to maneuver. Follow the direction of fire, Campus Police & Security Services, and other emergency personnel. If there is smoke in the room, keep low to avoid deadly smoke, heat, and fumes. Before opening any doors, feel the door first. If it is hot, do not open the door. If it is not hot, brace yourself against the door, open it slightly, and if heat or heavy smoke is

present, close the door and leave by an alternative exit. If you cannot leave the room, keep the door closed. Seal the bottom of your room door and air vents with a rug, blanket, or towel. If there is a phone in the room, dial 4911 and report that you are trapped. Be sure to give the building's name and location. If you can leave the room, leave a light on and close all doors behind you.

### **False Alarms/Arson**

False alarms create apathy that could result in a failure to evacuate in a real fire. False alarms also create a needless hazard for responding fire fighters as well as pedestrians and vehicles along the response route. Moreover, other city residents are subject to a delayed response in the event of an actual fire elsewhere. Intentionally giving a false alarm is a crime. Arson is recklessly or purposely a fire that results in structural damage. Even as a prank, it is as dangerous as a misused deadly weapon. Lives could be lost as a result. Arson is a felony, punishable by a prison sentence. If you witness intentional fire setting, no matter how minor, report it immediately to the Department of Campus Police & Security Services.

### **How Drills Are Conducted**

Periodic drills are conducted to review student, faculty and staff awareness of evacuation routes, procedures and site response team effectiveness. All such drills are conducted with Plant Operations, Environmental Health and Safety and the site emergency response team.

### **Emergency Evacuation Procedures**

In the event of an evacuation, all persons must exit the building. At the beginning of each semester, all students have the responsibility of familiarizing themselves with the two most expeditious evacuation routes from each of their classrooms. All employees should evacuate the building by their assigned route to their designated gathering area. In the event of evacuation due to fire:

- Turn off equipment (or follow specific written instructions for your area).
- Exit calmly along your assigned route or to the nearest exit.
- Do not delay by looking for belongings or friends.
- Walk away from the building and proceed to a safe area or your predetermined gathering area.
- Stay away from building utility areas and all firefighting equipment and hydrants.
- Do not attempt to drive or move any vehicle unless directed to do so.
- Stay in your area and DO NOT re-enter the building. For all other emergency evacuations, follow the instructions of Campus Police & Security Services or emergency personnel on hazardous areas to avoid or alternate means of evacuation.

### **Emergency Notifications**

Cuyahoga Community College now uses the "Blackboard" emergency notification system. This system is designed to send emergency notifications to all faculty, staff, and students within minutes of receiving notice of a threatening situation. The Blackboard system has the capability of sending voice messages (phone), e-mail, text, and fax. The system is available 24/7/365 and can be accessed via phone or online system. Additionally, for on campus emergency situations, the college has a fire alarm system, which includes a Public Announcement (PA) system. If needed, Campus Police and Security Services can make emergency announcement to all building occupants. In addition to Blackboard and PA systems, the College also employs the use of local TV and Radio stations as well as using the College's web and Face book sites for emergency notifications and updates.

## **Access to Campus Facilities**

### **General Access**

Access to campus buildings and grounds is a privilege extended to students, faculty, staff, and guests. The college encourages an open environment with certain limitations to assure adequate protection of all members of the college community. Most campus facilities are normally open when classes are in session. Special arrangements should be made with the Events Scheduling Office, or the Department of Campus Police & Security Services for access outside of normal business hours. The general public can attend cultural and recreational events on campus, with access limited to facilities in which the events are held. Authorization for use of campus grounds for assembly purposes must be obtained in advance from the Events Scheduling Office at each campus. At night and during times when the campus is officially closed, college buildings are locked, only faculty, staff, or students with proper authorization are permitted into the facility during these times. The college will prosecute any unauthorized person who trespasses or loiters on college property.

If any of these conditions are found, they should be brought to the attention of the Department of Campus Police & Security Services 216-987-4325.

### **Maintenance of Campus Facility**

Plant Operations provides maintenance of campus buildings and grounds. Plant Operations monitors and repairs unsafe facility conditions or those raising concerns for personal safety and property protection. Conditions can include inoperative locking hardware, exterior lighting, steps and handrails, unsecured equipment, and hazardous conditions. If any of these conditions are found to be unsafe, they should be brought to the attention of the Department of Campus Police & Security Services 216-987-4325. Maintenance staffs are available days, evenings, and weekends throughout the year to respond to all calls for services.

### **Monitoring and Recording of Criminal Activity by Students at Non-campus Locations**

The campus does not have student organizations with non-campus locations at this site.

## **Drug and Alcohol Policies and Enforcement**

### **Ohio Revised Code Chapter 3354 Drug-Free Schools and Campuses Policy 30 060 022**

Cuyahoga Community College is committed to promoting the health and safety of its campus community through programs of drug education and the implementation of relevant policies. The college enforces compliance with local and state laws on campus and college sponsored activities. The College affirms its adherence to the following policies:

3354:1-20-05 Alcohol, drugs, and tobacco policy.

#### **(A) Alcohol**

- (1) The sale, service, and consumption of alcohol at any College location or function shall in all instances conform to all requirements of applicable law
- (2) The College shall maintain an approval process for the sale and service of alcohol.
- (3) Public funds shall not be used to purchase alcohol (except that public funds may be used to purchase alcohol required for a College approved curriculum).

#### **(B) Drug-free campus and workplace**

- (1) The unlawful manufacture, distribution, dispensation, possession, or use of drugs or alcohol is prohibited on College property, anywhere the College is conducting business, and at all College sponsored activities. A violation of the foregoing may also be a violation of Schedule I through V of Section 202 of the federal Controlled Substances Act, Chapter 2925 of the Ohio Revised Code, and of local laws. Violations of these federal, state, and local laws may carry severe penalties including but not limited to incarceration and fines.

- (2) The health risks associated with the use of illicit drugs and the abuse of alcohol include without limitation, an increased risk of AIDS, hepatitis, heart disease, cancer, and other diseases; birth defects, respiratory failure and strokes; unwanted pregnancies; injuries from accidents and deliberate acts of violence; and death.
- (3) The College shall continue to maintain a drugfree awareness program, including specific drug and alcohol counseling treatment and rehabilitation programs for students and 22 employees. Examples of such programs may include: Tri-C Cares, Health Services, and the Alcohol Drug Abuse Program Team (ADAPT).
- (4) The College will conduct a biennial review of its drug-free awareness program to determine its effectiveness, implement any changes, and ensure that sanctions are consistently enforced.
- (5) Employees working under the provisions of a federal grant or contract must be given a copy of the College's drug-free workplace policy; must be notified that, as a condition of their employment, they will abide by the policy; and must report to the College's internal legal counsel any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- (6) Employees and students will be reminded annually of these drug free campus and workplace requirements.

(C) Tobacco

- (1) The College premises shall be tobacco free, thus supporting a healthy environment for all who are on the grounds of any College locations.
- (2) This policy applies to all individuals, including but not limited to employees, students and visitors who may be located inside or outside of any buildings, residences, or parking lots on the grounds of any of our College locations.
- (3) Tobacco is defined as all products derived from, or containing tobacco, including and not limited to:
  - (a) Cigarettes (e.g. cloves bidis, kreteks)
  - (b) Cigars and cigarillos
  - (c) Hookah smoked products
  - (d) Pipes and oral tobacco (e.g. spit and spitless, smokeless, chew, snuff)
  - (e) Nasal tobacco
  - (f) Electronic cigarettes and vapes or any other product intended to mimic tobacco products and/or deliver nicotine other than for the purpose of cessation, or that contains tobacco flavoring.
- (4) It is the responsibility of all students, faculty, staff and visitors to observe, adhere to and respect the College's Tobacco Free policy. Students, faculty and staff are encouraged and empowered to respectfully inform others about the policy in an ongoing effort to support the College's goal of becoming tobacco free and improving individual health and well-being.

(D) Violations

- (1) A violation of this policy by a student may result in disciplinary action (which may include expulsion), and referral for prosecution.
- (2) A violation of this policy by an employee may result in disciplinary action (which may include termination), and referral for prosecution.
  - (a) Implementation the President or the President's designee is hereby directed to take all steps necessary and appropriate for the implementation of this policy. Effective Date: August 8, 2016 Prior effective date: April 28, 2005

3354:1-20-05.2 Tobacco free procedure.

(A) Cessation

- (1) The College will support students, faculty, and staff in their efforts to become tobacco free.

- (2) Tobacco cessation programs and support will be available to students, faculty, and staff. Assistance to students, faculty and staff to overcome addiction to tobacco is available through Human Resources and the Office of Student Life, Athletics, and Recreation.
  - (3) Nicotine replacement therapy products for the purpose of cessation are permitted on College owned, operated, or leased property.
- (B) Signage
- (1) College Plant Operations is responsible for the installation and maintenance of signage, in consultation with the Office of Human Resources and Office of Student Life, Athletics and Recreation.
  - (2) Signage will be placed appropriately on College owned, operated or leased property. Signage may be featured on College ground, entrances to and exits from College buildings, including parking garages and on College owned and leased vehicles. Additionally, signage may be placed in former designated smoking areas or areas that experience difficulties in eliminating tobacco use.
- (C) Communication
- (1) It is the responsibility of students, faculty, and staff to proactively and respectfully inform those on our Campus about the change in the College's tobacco policy.
  - (2) The College's Breathe Free Advisory Board and Taskforce will actively pursue additional means of communication to our external stakeholders.
  - (3) The College will provide ongoing communication to new and returning students, faculty, and staff about the College's 100% tobacco free policy.
- (D) Compliance
- (1) It is the responsibility of all students, faculty, staff, and visitors to observe and adhere and respect the College's tobacco free policy. Students, faculty and staff are encouraged and empowered to respectfully inform others about the policy in an ongoing effort to support the College's goal of becoming tobacco free and improving individual health and well-being.
  - (2) College leaders, managers, supervisors and employees are expected to support individuals becoming tobacco free and to promote compliance in their areas of responsibility and on the campus/site where they are located.
  - (3) Violation of the College's tobacco free policy may result in corrective action under the Student Conduct Code, Employee Code of Conduct policy, or other applicable College policies and procedures. Visitors refusing to comply with the College's tobacco free policy may be asked to leave College owned, operated, or leased property.
- (E) The President or the President's designee is hereby directed to take all steps necessary and appropriate for the implementation of this procedure. Effective date: August 8, 2016  
Procedure amplifies: 3354: 1-20-05

RESOURCES All College and Universities are required to sign a certification to assure the federal government that they are doing their part in the war against drugs. Cuyahoga Community College has adopted a Drug Free School and Campus Policy. Students may address their concerns to Meghan Estes, District Director of Health and Wellness at 216-987-3949; Ms. Estes is located at the Jerry Sue Thornton Center at 2500 E. 22nd St.

**Crime Prevention and Security Awareness Programs**  
**Educating the Community of Cuyahoga Community College**

Campus security procedures are discussed during new student orientation, student retreats and other gatherings that include students, potential students, and employees. During these presentations, the following information is presented: crime prevention tips, crime statistics, information regarding Campus Police & Security Services and its security policies and procedures, as well as our capabilities. During the fiscal year, we provide programs to educate people of all ages on the importance of safety both on and off campus. Hundreds of children are

trained in the safe operation of their bicycles by way of our Bicycle Safety and Awareness Days, which are held at each campus annually. Campus Police & Security Services also address criminal activity, which could affect young and old alike. Our goal is to educate the community on crime, in order to protect themselves and their loved ones from being a potential victim.

### **Responsibilities of The College Community**

Members of the College community must assume responsibility for their own personal safety and the security of their personal property. The following precautions provide guidelines: 1. Report all suspicious activity to the Department of Campus Police & Security Services. 2. Never take personal safety for granted. 3. Try to avoid walking alone at night. Use the Campus Police & Security Services escort service. 4. Carry only small amounts of cash. 5. Never leave valuables (wallet, purse, books, calculators, etc.) unattended. 6. Carry your keys at all times and do not lend them to anyone. 7. Lock bicycles and motorcycles. Lock car door and close windows when leaving your car. 8. Do not leave valuables in your car, especially if they can be easily noticed. 9. Engrave serial numbers or owner's recognized numbers, such as a driver's license number, on items of value.

### **Riding the Bus or Rapid Transit**

- Always be alert and aware of the people around you when waiting for a bus or train.
- Walk briskly and confidently to your destination.
- During off hours, ride as near the operator as possible.
- If you are going to be out late, be sure you have cab fare.
- If you see any suspicious activity while at a bus or train stop, report it to the bus or train operator. Ask the operator to call the Transit Police.
- Have your fare or pass ready in hand when boarding the bus.
- Try to avoid isolated bus stops. • Stand away from the curb until the bus arrives.
- Look around when getting off the bus or rapid and be aware of people around you. • Wait in well-lit central locations, as near to other passengers as possible.
- If you are jostled in a crowd, be aware that pickpockets may be targeting you.
- Hold your purse tightly and close to your body. Keep your wallet in a front pocket, or button your hip pocket.
- Stand away from the edge of the platform until the train stops.
- Avoid talking to strangers, especially when in isolated areas.
- Consider carrying a whistle or any type of noisemaker. If you are in trouble, use it!
- If you are the victim of a street crime, yell or scream, but do not risk injury by fighting with or chasing your attacker.
- Emergency Call Boxes are in most rapid stations. These connect directly to the Transit Police Dispatcher.
- If no Emergency Call Box is available, dial "911" on a public phone or cell phone if you have one.

### **Statistical Disclosure of Reported Incidents**

Incidents reported to the Department of Campus Police & Security Services that fall into one of the required reporting classifications will be disclosed in the annual report published by the Department of Campus Police & Security Services.

### **Prohibitions**

For the safety of everyone, all weapons are prohibited on campus. This includes but is not restricted to firearms, ammunition, explosives, air guns, BB guns, Crossbows, bows and arrows, spring-type guns, slingshots, firecrackers, fireworks, and cherry bombs. Anyone possessing or using any of these weapons can and will be subject to disciplinary action or criminal arrest.

## **Sex Offender Information**

### **3354:1-30-03.11 Student Sexual Offense and Child Victim Offense Admission and Reporting Policy**

- (1) The College is committed to providing equal opportunity in its enrollment procedures while maintaining an atmosphere conducive to student and educational growth, as well as one that encourages civility. The Student Sexual Offense and Child Victim Offense Admission and Reporting Policy is established to promote the safety and well-being of the College community.
- (2) All continuing, returning, new credit and noncredit students who have been convicted of any sexual offense (including any plea bargains) or any crime against a minor have been designated a Sex Offender or a Child-Victim Offender under the law of the State of Ohio or from any other state or country, within the past 15 years, are required to self-report to the College upon application for admission to the College, registration for classes (initial or continuing) or reenrollment in the College.
- (3) Applicants with violent sexual offense convictions, as designated by the tier status of the offender, and Child-Victim Offenders will not be admitted.
- (4) The College reserves the right to deny, defer or place conditions upon admission and/or registration based on the nature and circumstances of the crime.
- (5) All questions regarding the tier status of an applicant/student will be resolved in accordance with guidelines established by the State of Ohio for registered sex offenders and guidelines set forth by the Office of the Ohio Attorney General, the Ohio Department of Rehabilitation and Corrections, the Ohio Department of Public Safety and the Cuyahoga County Sheriff's Office. Definitions

- a. Sex Offender - A person who has been convicted of, or pleaded guilty to, adjudicated delinquent by reason of committing an offense which is either inherently sexual, or which involved a sexual motivation. Rape, Sexual Battery, Gross Sexual Imposition, Importuning, and a wide array of offenses committed with a sexual motivation, such as Kidnapping, are sexually oriented offenses. "Equivalent offenses" from other jurisdictions outside of Ohio, and Attempt, Conspiracy or Complicity to commit one of these offenses are also sexually oriented offenses.
- b. Child-Victim Offender - A person convicted of, or pleaded guilty to, adjudicated delinquent by reason of committing a "Child-Victim oriented offense." Child-Victim oriented offenses are specified offenses committed against children under the age of 18 with no sexual motivation. Specifically, they are: Kidnapping, Abduction, Unlawful Restraint, Criminal Child Enticement or Child Stealing. This classification also includes Attempt, Conspiracy and Complicity to commit one of these offenses, and equivalent offenses from other jurisdictions. This classification does not apply to a parent who commits an offense against his or her own child.

### **VAWA Education Policies and Programs**

Cuyahoga Community College does not discriminate on the basis of sex in its educational programs. Sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not, to include dating violence, domestic violence, and stalking. As a result, Cuyahoga Community College issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus, and is reported to a College official. Cuyahoga Community College prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the college

community. For a complete copy of Cuyahoga Community College's policy governing sexual misconduct, refer Student Handbook at:  
<http://www.CuyahogaCommunityCollege.edu/studentresources/documents/studenthandbook.pdf>.

The College's Title IX Coordinator is Deborah Richardson-Phillips, she may be contacted by phone at, 216-987- 0204, in person by visiting her campus office at 2500 E. 22nd St., Rm. 163, or by email at [Deborah.Richardson-Phillips@tri-c.edu](mailto:Deborah.Richardson-Phillips@tri-c.edu).

Assistance for Victims: Rights & Options Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the college will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. Further, Cuyahoga Community College complies with Ohio law in recognizing orders of protection, restraining orders and no contact orders. Any person who obtains an order of protection from Ohio or any other state should provide a copy to Campus Police and the Office of the Title IX Coordinator. The Violence Against Women Act, which is a federal law, states that all valid orders of protections granted in the United States receive "full faith and credit" in all state and tribal courts within the U.S., including U.S. territories. Each state must enforce out-of-state orders of protection in the same way it enforces its own orders, which means that if someone violates an out-of-state order of protection, he or she will be punished according to the laws of whatever state you are in when the order is violated. This is what is meant by "full faith and credit." A complainant may then meet with Campus Police to develop a Safety Action Plan, which is a plan for campus police and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to escorts, special parking arrangements, changing classroom location or allowing a student to complete assignments from home, etc.) Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant (for example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 USC 1395 (a) (20).) Further, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures. The College does not publish the name of crime victims nor house identifiable information regarding victims in the campus police departments Daily Crime Log or online. The College cannot apply for a legal order of protection, no contact order or restraining order for a victim from the applicable jurisdiction(s). The victim is required to apply directly for these services for more assistance visit the Cuyahoga County website at:  
<http://domestic.cuyahogacounty.us/enUS/domestic-violence-faqs.aspx>.

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

- <http://www.rainn.org> – Rape, Abuse and Incest National Network
- <http://www.ovw.usdoj.gov/sexassault.htm> – Department of Justice
- <http://www2.ed.gov/about/offices/list/ocr/index.html> – Department of Education, Office of Civil Rights

How to be an Active Bystander Bystanders play a critical role in the prevention of sexual and relationship violence. They are "individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it."<sup>1</sup> We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We



may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. Further information regarding bystander intervention may be found. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

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

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

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don't know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged and that you have cab money.
- Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Trust your instincts. If you feel unsafe in any situation, go with your gut.
- Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
- Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
- If you suspect you or a friend has been drugged, contact law enforcement immediately reached by calling 911 in most areas of the U.S.). Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
- If you need to get out of an uncomfortable or scary situation here are some things that you can try:
  - Remember that being in this situation is not your fault. You did not do anything wrong; it is the person who is making you uncomfortable that is to blame.
  - Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feel right to you and what you are comfortable with.

- Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
- Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
- Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).

### **Message from The President**

Cuyahoga Community College views sexual harassment as a form of misconduct that is contrary to the College's objectives of providing a hospitable work and academic environment for all employees and students based upon mutual trust, respect and human dignity. It is the policy of Cuyahoga Community College that no member of the College Community may sexually harass another. Sexual harassment is a violation of the law and college policy 30 035 003 and will not be tolerated. Alex Johnson President, Cuyahoga Community College

### **What Is Sexual Harassment?**

The Equal Employment Opportunity Commission (EEOC) defines sexual harassment as any unwelcome sexual advance, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or student status;
- Submission to or rejection of such conduct is used as a basis for decisions affecting that individual with regard to employment (raises, job, work assignments, discipline, etc.) or to student status (grades, references, assignments, etc.);
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience, or creates an intimidating, hostile or offensive work and/or educational environment. Sexual harassment may involve the behavior of a person of either gender against a person of the opposite or same gender. Sexual harassment takes many forms, from jokes that have implicit or explicit sexual connotation to actual physical assault. It may involve threats of loss of job or of a failing grade. Your co-workers or fellow students may make your work, study, or living environment uncomfortable through sexual comments, suggestions, or pressures. Sexual harassment is not an expression of sexual or romantic interest; it is behavior associated with an abuse of one person's power and dominance over another. Sexual harassment is a form of sex discrimination covered under Title VII of the Civil Rights Act of 1964, which prohibits sex discrimination in employment, and Title IX of the Educational Amendments of 1972, which prohibits sex discrimination against students and employees in educational institutions receiving Federal funds.

### **What Are Your Responsibilities?**

Do not engage in sexually harassing anyone at Cuyahoga Community College. Both you and the College can be held legally responsible. Confront the harasser and advise him/her that you are

offended by his/her behavior. Tell the harasser that you do not like what was said or done to you and that the behavior must cease.

### **Be Certain to Be Direct**

Make confidential written notes of the harassment. Include the date, time and place of the harassment and the circumstances surrounding it. Cite the names of any witnesses who can substantiate the incident. If harassment persists or is evident, submit a complaint to the Office of Affirmative Action and Diversity or to one of the Sexual Harassment Site Advisors. The law prohibits retaliation for filing a complaint of sexual harassment. Administrators, faculty and supervisors who are informed of alleged acts of discrimination or suspect them are required to report the incidents to the Office of Affirmative Action and Diversity. Failure to do so could put you in legal jeopardy.

### **Where Can You Go for Assistance?**

Should you suspect that you or someone you know is being sexually harassed; you should contact the Office of Affirmative Action and Diversity or a Site Advisor for further information regarding your rights and responsibilities. Every member of the College community has a responsibility to report acts of sexual harassment. For further information, for answers to questions, for additional copies of this booklet, or to file a complaint, call one of the Sexual Harassment Site Advisors listed below:

#### Faculty and Staff Contact

Ms. Shari Brazile, Manager of Employee and Labor Relations – 216-987-4835.

#### Student Contact

Meghan Estes, Title IX Coordinator – 216-987-3949.

### **Procedures for Institutional Disciplinary Action in Cases of Dating Violence, Domestic Violence, Sexual Assault, and Stalking**

Adjudication of Violations Reports of all domestic violence, dating violence, sexual assault and stalking made to Campus Public Safety will automatically be referred to the Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges. Whether or not criminal charges are filed, the college or a person may file a complaint alleging that a student or employee violated the Colleges policy. A person alleging sexual assault, domestic violence, dating violence, or stalking may also utilize the complaint and investigatory procedures set forth in the college's policy against Sexual Harassment (see page 24) in order to remedy any hostile environment.<sup>4</sup> All conduct proceedings against students, will be handled through the office of the Dean of Student Affairs.

When a complainant does not consent to the disclosure of his or her name or other identifiable information to the alleged perpetrator, the college's ability to respond to the complaint may be limited. Confidentiality The university will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law and as previously mentioned in this document. Although there is an expectation of confidentiality with regard to the process, Cuyahoga Community College recognizes that the complainant, respondent, and witnesses may need support. Should the need arise for parties and/or witnesses to seek support and/or share with others information regarding this process, they are encouraged to confer with the Designated Reporting Representatives regarding this action, including how to find support.

**Sanctions and Protective Measures** If a person is found to have violated Cuyahoga Community College's Title IX Policy, the sanctions may include, but are not limited to, suspension, expulsion, no-contact orders, banning from campus or college related activities, training, degree

revocation, or in the case of an employee or faculty, discipline up to and including termination. For students, sexual assault, domestic violence, dating violence, and stalking are violations of the Student Conduct Code. Employees who violate this policy will be subject to discipline, up to and including termination of employment. Sexual assault, domestic violence, dating violence, and stalking are criminal acts which also may subject the perpetrator to criminal and civil penalties under federal and state law. The Title IX Coordinator, Deputy Coordinators, or college designee will determine whether interim protective measures should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Protective measures may be temporarily in place during the investigation and may become permanent pending investigation outcome. Cuyahoga Community College may take protective interim measures (such as a no-contact order, change in class schedule, suspension, etc.) while investigating Title IX complaint violations. These remedies may be applied to one, both, and multiple parties involved. The College will, upon written request, disclose to the alleged victim of a crime of violence, or a nonforcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Retaliation is prohibited by Title IX and will constitute separate grounds for disciplinary action. Retaliation is the act of taking adverse action against a complainant, a respondent, or any other person involved in the process under this Policy based on the person's reporting or participation in any process under this Policy.

Title IX states that if an institution knows or reasonably should know of sexual harassment, to include sexual violence, the institution has a duty to investigate. Consequently, whether a complainant chooses to cooperate or not should not be the deciding factor for whether or not disciplinary charges are brought against a responding party. If an investigation determines that it is more likely than not that the institution's sexual misconduct policy was violated, then the "University" may assume the role of the complainant

"Hostile Environment" is the term used by Title VII in employment law as it relates to action taken against a person in retaliation of a complaint of sexual harassment or for cooperating with a sexual harassment investigation. Under Title IX, the term used is "retaliation." Institutions may choose to provide both terms for clarification although it is not required.

Sex Offender Registration the Federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student. Please refer to page 3 to see the college's new policy for Sex Offender registration.

## **Procedures a Victim Should Follow in Cases of Dating Violence, Domestic Violence, Sexual Assault, and Stalking**

### **Sexual Assault**

Rape and all other forms of sexual assault are a violation of the Cuyahoga Community College code of student conduct as well as being a violation of the law.

### **Male Victims**

While most victims of sexual assault are women, some men are also victims. Male victims at Cuyahoga Community College receive the same services as women. Emotional support, options

counseling, legal advocacy, and medical treatment are available to assist all those recovering from sexual assault.

**If You Are A Victim Steps to Take If You Are Being Attacked:**

1. Be aware of your capabilities and limitations. Your judgment and thinking will be your best weapons. Evaluate the situation for possible avenues of escape.
2. Your first concern should be for your safety and survival. Use your judgment to do what is necessary to save your life. That may mean making a scene and drawing attention to yourself so the assailant leaves. It may buy you enough time to escape. It may mean fighting back. It may mean not physically resisting.
3. If you choose not to physically resist the attack, it does not mean that you have asked to be raped. It means that you did what you needed to do to survive.
4. Remember – There is not just one “right” way to respond. The person being attacked is the best judge of which options will work well for them in that situation.

**Steps to Take If You Are Raped or Sexually Assaulted:**

1. Get to A Safe Place as Soon as You Can Try to Preserve All Physical Evidence.
2. Do Not Wash, Use the Toilet, Or Change Clothing If You Can Avoid It. If You Do Change Clothes, Put All Clothing You Were Wearing at The Time of The Attack in A Paper, Not Plastic, Bag
3. Get Medical Attention As Soon As Possible To Make Sure You Are Physically Well and To Collect Important Evidence in The Event You May Later Wish to Take Legal Action.
4. Contact the Department of Campus Police & Security Services (Follow Procedures Outlined in This Booklet).
5. Talk with A Counselor Who Will Maintain Confidentiality, Help Explain Your Options, Give Your Information, And Provide Emotional Support.
6. Contact Someone you trust to be with you and support you.

**Past Abuse**

Many individuals experience sexual assault and never tell anyone about it at the time of the incident. If you were victimized weeks or years ago, assistance is still available to you. Talking with someone now may help you cope better with abuse from the past, whether it was rape, child sexual abuse, incest, or sexual harassment.

**Medical Treatment**

A special exam should be conducted as soon as possible following an assault to make sure of your physical well-being and to collect evidence that may be useful in criminal proceedings. Even if you have not been physically hurt, this special exam is strongly recommended to maintain all your legal options. After the evidence is collected, it is stored in the event you decide to press criminal charges. The exam is performed by an emergency department physician or gynecologist. A nurse is present throughout the procedure, and a support person of your choice may also be present. Physical evidence should be collected immediately, ideally within the first 24 hours. It may be collected later than this, but the quality and quantity of the evidence may be diminished.

**Transportation**

The Department of Campus Police & Security Services provides transportation to the hospital 24 hours a day and may be reached by calling ext. 4911 or 216-987-4325.

**Counseling and Emotional Support**

Counseling can be arranged through the Office of the Dean of Student Affairs at each campus facility. See contact numbers below:

• Metropolitan Campus – 216-987-4240 • Eastern Campus/CCE – 216-987-2202 •  
Western/Brunswick – 216-987-5027 • CCW/Westshore – 216-987-5892

### **Police Services**

- Department of Campus Police & Security Services – 216-987-4325
- Brunswick Police Department – 330-225-9111
- Cleveland Police Department – 216-621-1234
- Euclid Police Department – 216-731-1234
- Highland Hills Police Department – 216-591-1234
- Parma Police Department – 440-885-1234
- Parma Heights Police Department – 440-884-1234
- Warrensville Heights Police Department – 216-581-1234
- Westlake Police Department – 440-871-3311

### **Reporting to The Department of Campus Police & Security Services**

This can be done immediately by following the procedures addressed on page 10 of this booklet. If you choose to report the incident, a campus police officer will take a statement from you regarding what happened. The officer will ask you to describe the assailant(s) and may ask questions about the scene of the crime, any witnesses, and what happened before and after the incident. You may have a support person with you during the interview. The reasons for reporting to the Department of Campus Police & Security Services are:

1. To take action that may prevent further victimization, including issuing a crime alert to warn the campus community of an impending threat to their safety.
2. To apprehend the assailant.
3. To seek justice for the crime committed.
4. To have the incident recorded for purposes of reporting statistics about incidents that occurred on campus.

### **24 Hour Crisis Services**

- Rape Crisis Center Confidential Hotline – 216-619-6192
- Family Violence Hotline – 216-229-8800
- Battered Women Hotline – 216-391-HELP
- Kids Hotline/ Child Abuse – 216-696-KIDS
- Elderly Abuse Hotline – 216-420-6700
- Victim of Crimes Compensation – 800-582-2877
- Ohio Domestic Violence Network – 800-934-9840

**BRUNSWICK CAMPUS  
CLERY REPORTABLE CRIMES**

Offense	Year	Geographic Location	
		On-Campus Property	Public Property
Murder/ Non-Negligent Manslaughter	2020	~	~
	2019	0	0
	2018	0	0
Manslaughter by Negligence	2020	~	~
	2019	0	0
	2018	0	0
Sexual offenses – Sexual assault with object, rape, sodomy or fondling	2020	~	~
	2019	0	0
	2018	0	0
Fondling	2020	~	~
	2019	0	0
	2018	0	0
Incest	2020	~	~
	2019	0	0
	2018	0	0
Statutory Rape	2020	~	~
	2019	0	0
	2018	0	0
Robbery	2020	~	~
	2019	0	0
	2018	0	0
Aggravated Assault	2020	~	~
	2019	0	0
	2018	0	0
Burglary	2020	~	~
	2019	0	0
	2018	0	0
Motor Vehicle Theft	2020	~	~
	2019	0	0
	2018	0	0
Arson	2020	~	~
	2019	0	0
	2018	0	0

~Stats requested, not received

**VAWA OFFENSES**

Offense	Year	Geographic Location	
		On-Campus Property	Public Property
Domestic Violence	2020	~	~
	2019	0	0
	2018	0	0
Dating Violence	2020	~	~
	2019	0	0
	2018	0	0
Stalking	2020	~	~
	2019	0	0
	2018	0	0

~Stats requested, not received



**ARREST AND REFERRALS**

Offense	Year	Geographic Location	
		On-Campus Property	Public Property
Arrests: Weapons	2020	~	~
	2019	0	0
	2018	0	0
Disciplinary Referrals: Weapons	2020	~	~
	2019	0	0
	2018	~	0
Arrests: Drug Violations	2020	~	~
	2019	0	0
	2018	0	0
Disciplinary Referrals: Drug Violation	2020	~	~
	2019	0	0
	2018	~	0
Arrests: Liquor Law Violations	2020	~	~
	2019	0	0
	2018	0	0
Disciplinary Referrals: Liquor Law Violation	2020	~	~
	2019	0	0
	2018	~	0

~Stats requested, not received

**UNFOUNDED CRIMES**

2018: No unfounded crimes.  
 2019: Information requested but not provided  
 2020: Information requested but not provided

**HATE CRIMES**

Cuyahoga Community College – Brunswick Campus had no reported hate crimes in 2018. 2019 and 2020 was requested but not provided.

**METRO CAMPUS  
CLERY REPORTABLE CRIMES**

Offense	Year	Geographic Location	
		On-Campus Property	Public Property
Murder/ Non-Negligent Manslaughter	2020	~	~
	2019	0	0
	2018	0	0
Manslaughter by Negligence	2020	~	~
	2019	0	0
	2018	0	0
Sexual offenses – Sexual assault with object, rape, sodomy or fondling	2020	~	~
	2019	0	0
	2018	0	0
Fondling	2020	~	~
	2019	0	0
	2018	0	0
Statutory Rape and Incest	2020	~	~
	2019	0	0
	2018	0	0
Robbery	2020	~	~
	2019	1	0
	2018	0	0
Aggravated Assault	2020	~	~
	2019	0	0
	2018	2	0
Burglary	2020	~	~
	2019	0	~
	2018	1	0
Motor Vehicle Theft	2020	~	~
	2019	0	0
	2018	1	0
Arson	2020	~	~
	2019	0	0
	2018	0	0
Hate Crimes	2020	~	~
	2019	0	0
	2018	0	0

~Stats requested, not received.

**VAWA OFFENSES**

Offense	Year	Geographic Location	
		On-Campus Property	Public Property
Domestic Violence	2020	~	~
	2019	1	0
	2018	1	0
Dating Violence	2020	~	~
	2019	0	0
	2018	1	0
Stalking	2020	~	~
	2019	0	0
	2018	2	0

~Stats requested, not received

**ARREST AND REFERRALS**

Offense	Year	Geographic Location	
		On-Campus Property	Public Property
Arrests: Weapons	2020	~	~
	2019	0	0
	2018	0	0
Disciplinary Referrals: Weapons	2020	~	~
	2019	0	0
	2018	0	0
Arrests: Drug Violations	2020	~	~
	2019	0	0
	2018	1	0
Disciplinary Referrals: Drug Violation	2020	~	~
	2019	0	0
	2018	2	0
Arrests: Liquor Law Violations	2020	~	~
	2019	0	0
	2018	0	0
Disciplinary Referrals: Liquor Law Violation	2020	~	~
	2019	0	0
	2018	0	0

~Stats requested, not received

**UNFOUNDED CRIMES**

2018: Information requested but not provided  
 2019: Information requested but not provided  
 2020: Information requested but not provided

**HATE CRIMES**

Cuyahoga Community College – Metro Campus had no reported hate crimes in 2018, 2019, and 2020.

## Appendix B

### OWENS COMMUNITY COLLEGE – TOLEDO CAMPUS

This appendix identifies the policy statements and crime statistics that are unique to this campus. For any topic not addressed in this appendix, refer to the main body of the Annual Campus Safety, Security, and Fire Safety Report which includes statements of policy that pertain to all campuses, unless otherwise indicated.

#### Enforcement Authority of Campus Security Personnel

The Toledo-area Campus Department of Public Safety operates 24 hours, seven days each week. The staff includes full time Police Officers and full time Dispatchers. Each officer receives specialized training (ASP Tactical Baton, Non-Violent Crisis Intervention (CPI), defensive tactics, and aerosols) to assist in completion of their duties and all officers are trained in CPR and First Aid. Additionally, Police Officers must qualify with their firearm annually.

#### Arrest Authority of Campus Security Personnel

Owens Community College Police Officers are certified, trained and sworn through the Ohio Peace Officer Training Council with full law enforcement authority.

#### Jurisdiction of Campus Security Personnel

Owens State Community College police officers are responsible for taking and investigating reports for any criminal or traffic problem. The officers enforce criminal laws and College rules and regulations which include unauthorized use of alcohol, use of controlled substances, weapons violations and any other instances requiring police assistance.

Department of Public Safety personnel control college traffic; patrol all campus parking areas, buildings and grounds; respond to reports of criminal and suspicious activity, emergency medical and fire situations; recover lost and found articles; provide assistance with vehicle jump-starts, lockouts and minor mechanical failures.

The Department of Public Safety also works closely with all local area fire and emergency personnel.

Toledo Area:



## **Working Relationship of Campus Security Personnel with Local Law Enforcement Agencies**

Owens State Community College police officers work closely with area police agencies to insure a safer and more secure atmosphere through the sharing of information and cooperative enforcement efforts.

### **Agreements with Local Law Enforcement Agencies Regarding the Investigation of Alleged Criminal Offenses**

There is a mutual aid agreement between Owens State Community College and other Wood County police agencies to include Perrysburg Township Police, Northwood Police, Walbridge Police and Lake Township Police. Violations of law are referred to the appropriate criminal court and/or the College judicial system.

### **Reporting Criminal Actions or Other Emergencies**

The Department of Public Safety is accessible 24 hours a day, seven days a week, including all holidays and is located in Alumni Hall on the Toledo-area Campus.

Criminal activity or emergencies may be reported to the Department of Public Safety by picking up any of the red emergency phones located throughout each building. Additionally, the Department of Public Safety can be reached by dialing 7575 from any campus phone or dialing (567) 661-7575 from any non-campus phone, regardless of your campus or learning center.

In addition, any criminal activity or emergencies taking place near the Toledo-area Campus can be reported 24 hours a day, seven days a week by contacting the Perrysburg Township Police Department at (419) 874-3551, or the Northwood Police Department at (419) 691-5053; or just dial 911. Criminal activity near the learning centers can be reported by dialing 911.

The Department of Public Safety strongly encourages the prompt and accurate reporting of all criminal activity to the Owens Police Division or the appropriate law enforcement agency, if the activity is occurring off campus.

### **Silent Witness reports**

Please note that victims and witnesses may report a crime on a voluntary and confidential basis by filing a Silent Witness report. Silent Witness allows for the anonymous submission of suspected criminal activity that occurs on College property. A Silent Witness report may be filed online at: <https://www.owens.edu/dps/silent.html>

### **Victims of Crimes of Violence**

The College will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

### **Timely Warning**

Timely Warnings are a valuable tool in heightening safety awareness and obtaining information which may lead to an arrest and conviction of a perpetrator. In the event that a situation occurs, either on- or off- campus that in the judgment of the Department of Public Safety or adjoining law enforcement agency, constitutes an immediate threat to the health or safety of the College community, a campus wide "Timely Warning" will be issued, generally via the Owens Alert

System (which would include at least one of the following: voice messaging, text messaging, and email).

The decision to issue a timely warning will be made on a case-by-case basis in light of all the facts surrounding the crime, including factors such as the date and time of the crime or incident versus the date it was reported to a Owens Community College official, the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts. Timely Warnings may typically be issued for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) crime classifications: Criminal Homicide, including Murder and Non-negligent Manslaughter, and Manslaughter by Negligence; Sexual Assault, including Rape, Fondling, Incest and Statutory Rape; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson.

As the purpose of a Timely Warning is to alert the community of a crime or crimes that have occurred and offer the community advice and guidance on protecting itself, certain information may be temporarily withheld to protect a victim or maintain the integrity of a criminal investigation. The Department of Public Safety will be primarily responsible for carrying out mandates of the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. However, Timely Warnings to members of the campus community regarding occurrences of Clery Act crimes will be issued by an alert that is distributed by email and can also be found at the Owens State Community College Department of Public Safety website.

Depending on the type of emergency, especially in all situations that could pose an immediate threat to the community and individuals, the Department of Public Safety may also post signs on campus or alert occupants in buildings on foot. In an emergency or dangerous situation, warnings include procedures for both response and evacuation. These are notifications that are sent to the campus community advising of event(s) that have occurred on the campus property or advising of event(s) occurring near the campus. Timely Warnings are meant to provide information to make the College community aware of an ongoing threat or risk, aid in the prevention of similar crimes, and provide safety tips. These notifications usually occur as an all-campus email and should be issued as soon as the pertinent information is available.

System to use	Primary Message Creator	Backup Message Creator	Authority for approving & sending messages	Primary Message Sender	Backup Message Sender
Primary Owens Alert System (Email, text messaging, voice messaging)	Chief of Police	Supervisor of Security Services	Chief of Police	Dispatcher	Chief of Police/ Lieutenant
Posting throughout the various campus buildings	Chief of Police	Supervisor of Security Services	Chief of Police	Dispatcher	Chief of Police/ Lieutenant
Secondary					

Owens Alert System (Email, text messaging, voice messaging)	Dispatcher	Dispatcher	Dispatcher	Dispatcher	Dispatcher
Posting throughout the various campus buildings	Dispatcher	Dispatcher	Dispatcher	Dispatcher	Dispatcher

**Emergency Response and Evacuation Procedures**

Owens State Community College emergency communications will be utilized in response to a crucial incident or other emergency that may affect or has affected the health, safety or welfare of students, faculty, staff or campus visitors. Critical incidents require a timely and effective communications response and include situations that:

- Result or may result in death, injury, health or safety threats to our students, employees or the public
- Result or may result in significant damage to facilities
- Significantly disrupt operations

The following initial procedures are utilized when the College’s Department of Public Safety is notified about a potential life safety situation that affects any Owens campus and/or its constituents off campus.

- The Owens police dispatcher receives notification of a potential life safety emergency.
- The dispatcher immediately sends police officers to verify the situation.
- The responding police officer(s) or other sworn personnel monitoring the situation shall determine a need for a notification to the campus community. A dispatcher may make a notification assessment prior to the arrival of sworn personnel if the situation dictates.
- The responding officers determine whether the situation requires consultation with other officials such as public health experts or other emergency services personnel.
  - If the responding officers deem immediate notification should be disseminated to the campus community, a message is sent by the following means:
    - Owens Alert text message and voice telephone calls
    - Email to student, faculty, and staff
    - The College’s Twitter Feed
- Once the initial information has been shared with the campus community, updates will be provided by the dispatcher as necessary when information becomes available
- The Owens police dispatcher will send an “All Clear” message when the situation is over.

The above procedures will be acted upon without delay when a life safety issue is reported. Police officers will be immediately dispatched to the scene of the life safety situation in order to verify the situation and gather further information. Sworn personnel from the Department of Public Safety (Police Officers, Sergeants, Lieutenants, or the Chief of Police) are responsible for initiating the notification to the campus community in a potential life safety situation. The content of follow up messages sent to the campus community will be determined by the Owens Department of Public Safety in consultation with the Office of Marketing and Communications and other College officials as appropriate. Further, the Owens Department of Public Safety is responsible for determining which component(s) of the campus community will be notified of the potential life safety situation (ex. Toledo-area campus, Findlay-area campus or both).



Information will not be shared with the campus community when the Owens Department of Public Safety determines that doing so would compromise the efforts of assisting those in peril.

Information will be shared with the Perrysburg Township Police, Findlay Police, the Ohio State Highway Patrol, the Wood County Sheriff’s Office, or the Hancock County Sheriff’s Office when necessary so they may assist in handling the situation and share information with the wider community. These agencies receive notification via phone, police radio contact and the Owens alert messaging system.

Additional means of providing on-going information concerning a potential life safety situation and its resolution may include:

- Blast emails to campus
- Text messages and phone calls sent via Owens Alert
- The College’s home page, Facebook, and Twitter feeds.
- Communication with Owens police officers in patrol cars
- Marketing and Communications will provide information to local media as it becomes available.
- To better prepare the campus in the event of an emergency situation, Owens Community College conducts unannounced tests of the emergency notification process on both campuses at least once during each academic year with the entire campus community. The Department of Public Safety documents these tests and revises emergency plans as necessary based on the assessment and evaluation that occurs with each test.
- Once the initial information has been shared with the campus community, updates will be provided by the dispatcher as necessary when information becomes available
- The Owens police dispatcher will send an “All Clear” message when the situation is over.

To better prepare the campus in the event of an emergency situation, Owens Community College conducts unannounced tests of the emergency notification process on both campuses at least once during each academic year with the entire campus community. The Department of Public Safety documents these tests and revises emergency plans as necessary based on the assessment and evaluation that occurs with each test.

System to use	Primary Message Creator	Backup Message Creator	Authority for approving & sending messages	Primary Message Sender	Backup Message Sender
Primary Owens Alert System (Email, text messaging, voice messaging)	Chief of Police	Supervisor of Security Services	Chief of Police	Dispatcher	Chief of Police/ Lieutenant
Posting throughout the various campus buildings	Chief of Police	Supervisor of Security Services	Chief of Police	Dispatcher	Chief of Police/ Lieutenant
Secondary Owens Alert System (Email, text)	Dispatcher	Dispatcher	Dispatcher	Dispatcher	Dispatcher

messaging,  
voice  
messaging)

Posting throughout the various campus buildings	Dispatcher	Dispatcher	Dispatcher	Dispatcher	Dispatcher
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## **Evacuation**

### **Purpose**

In rare and extreme circumstances, an emergency may require the evacuation of the campus. In the event an evacuation is necessary, the campus population will be notified through our fire alarm system, and/or the Owens Alert System (including voice messaging, text messaging, and email) depending on what the emergency or evacuation situation mandates. The purpose of evacuation is to remove all persons not engaged in life safety duties as quickly as possible from an impending threat at the campus to protect lives. This is accomplished by directing vehicular and pedestrian traffic to predesignated egress routes according to their physical location on campus and proximity to the routes. Evacuation is distinguished from closure of the campus in that it requires prompt implementation with little or no advance notice.

### **Cooperation and Mutual Assistance**

Evacuation places an extraordinary demand on limited police resources under emergency conditions and requires extraordinary sacrifice, patience and cooperation on the part of the students, faculty, staff and visitors being evacuated. Individuals may need to assist others not able to care for themselves, personal property may need to be left behind, personal vehicles may be inaccessible, individuals and groups may become separated, and persons may be required to egress by routes not of their choosing. Persons evacuating by vehicle are encouraged to provide transportation to as many others as possible. Above all, persons will be called upon to remain calm under tumultuous conditions and to cooperate with and follow directions given by police and others assisting with traffic control.

### **Campus Evacuation Plan**

The Department of Public Safety has developed a comprehensive plan for the evacuation of the campus. This plan identifies critical traffic control intersections with preferred direction of egress toward primary evacuation routes and utilizes police and non-police traffic controllers as well as illuminated traffic control devices accordingly.

### **Primary Evacuation Routes (Toledo-area Campus)**

An emergency of the magnitude and seriousness requiring the evacuation of the campus will likely and similarly affect surrounding communities. When the emergency is confined to the local community, evacuation to neighboring communities and routes leaving the immediate area are used. When an emergency is regional or larger scale, evacuation routes direct traffic to interstate highways for mass evacuation and relocation. A person evacuated from the campus may have few options regarding the direction of travel. A particularly difficult challenge is the fact that routes west, north and east of the campus are few in number, mostly two-lane, and are likely to be congested and gridlocked leaving the option of egress in those directions undesirable.

Therefore, Interstate I-75 located west of the Toledo-area Campus has been identified as the major traffic artery toward which evacuating traffic will be directed. From there, evacuees can be integrated into the larger regional evacuation plan if necessary.

### Building Evacuation Procedure

At the sound of a fire alarm, or other notification to evacuate, all persons are required to leave the building immediately. Unless conditions prevent it, the best evacuation route is the nearest stairway leading to the nearest exit. Elevators should not be used as they become inoperable during a loss of electrical power and can increase the risk of smoke inhalation during a fire. Firefighters routinely check stairways for persons needing assistance.

Actions will be taken to ensure persons remain at least two hundred feet from the building to be clear of any danger and to avoid impeding the movement of emergency responders and equipment. This distance may be increased by police, security or firefighters according to the circumstances of the emergency. Persons should not return to the building unless specific approval to do so has been given by police, security or firefighters.

Persons needing additional assistance evacuating any building during an emergency should contact emergency services (911) immediately.

Anyone with information warranting an emergency response or evacuation may report the circumstances to the Department of Public Safety by either calling 567-661-7575 or by coming into the Department of Public Safety.

### Continuous Improvement Efforts

Owens Community College strives to continuously improve the safety of the campus community in the event that an evacuation becomes necessary. Ongoing efforts include creation and distribution of evacuation maps; review of policies regarding how notification is achieved; develop consistent schedule for testing of notification systems; and, seeking training opportunities for personnel in the Department of Public Safety, Facilities and Operations.

### **Emergency Notifications**

An emergency notification is different than a timely warning or crime alert. Emergency notifications will be issued immediately upon confirmation that any significant emergency or dangerous situation exists that involves the immediate threat to the health or safety of students, employees, guests or visitors on campus.

An emergency notification will be issued via an Owens Alert text message, telephone call, mass email, and post to Twitter. Emergency notifications are typically more immediate, shorter, and contain less information than timely warnings due to the fast-evolving nature of emergency situations. Updates or follow-ups to emergency notifications will be given as necessary when information becomes available. In some situations, an emergency notification may also serve as a timely warning depending on the circumstances and the information available.

### **Access to Campus Facilities**

During business hours, the College will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all College facilities is by key, if issued, or by admittance via the Department of Public Safety. In the case of periods of extended closing, the College will admit only those with prior approval to all facilities.

### **Security of Campus Facilities**

Owens is an open College serving not only students but also the general public. Many of the facilities and services are available for public use throughout the weeks during normal operating hours. During business hours, the College is open to students, employees, contractors, guests, and the general public. During non-business hours, access to all College facilities is by key, swipe

card (if issued), or admittance by Department of Public Safety personnel. In case of periods of extended closing, the College will admit only those with prior written approval to the facilities.

Some facilities have individual hours which may vary at different times of the year. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

### **Considerations in the Maintenance of Campus Facilities**

Owens State Community College is committed to maintaining a safe environment. A safe environment is one which is free from accidents, injuries and work-related illnesses. Everyone must work together to create and maintain a safe environment for all employees, students and visitors.

With several buildings located on two campuses and learning centers, continuous preventative maintenance regularly locates and repairs items that are broken or in need of safety checks. Instances can range from lights that are inoperable in a parking lot to overgrown shrubbery near a building entrance. Items in need of repair should immediately be reported to Facilities Services by calling (567) 661-7577.

### **Monitoring and Recording of Criminal Activity by Students at Non-campus Locations**

Technology plays a major role in our protective services and allows constant monitoring of key areas of both campuses and our learning center, inside and outside. Overt video surveillance offers another tool in our proactive approach to providing the safest campus possible.

### **Drug and Alcohol Policies and Enforcement**

The Drug-Free Schools and Communities Act amendments of 1989 (PL 101-226) require that as a condition of receiving funds, or any other form of financial assistance under any federal program, Owens Community College and sites must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Owens Community College is unequivocally opposed to the misuse of lawful drugs, the possession and use of unlawful drugs and the abuse of alcohol. At a minimum, an institution of higher education must annually distribute the following in writing to all students and employees:

- A written statement about its standards of conduct that prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees;
- A written description of legal sanctions imposed under Federal, state, and local laws and ordinances for unlawful possession or distribution of illicit drugs and alcohol;
- A description of the health risks associated with the use of illicit drugs and alcohol abuse;
- A description of any drug or alcohol counseling, treatment, and rehabilitation/re-entry programs that are available to students and employees; and
- A statement that the institution of higher education will impose disciplinary sanctions on students and employees for violations of the institution's codes of conduct and a description of such sanctions.

#### **D) Standards of Conduct**

Owens Community College adopted a smoke-free and tobacco-free policy effective January 1, 2016 which prohibits the use of smoke and tobacco products on college property owned or controlled by the college. This policy applies to all campuses, employees, students, visitors, and contractors on its property or as part of any of its activities.

3358:11 – 4 – 22 Smoke-free and tobacco-free college policy

[https://www.owens.edu/trustees/board\\_policies/11-4-22.pdf](https://www.owens.edu/trustees/board_policies/11-4-22.pdf)

#### A) Employees

Owens Community College is a drug free workplace. Accordingly, unlawful activities are prohibited, which include but are not limited to the possession, use, manufacture, distribution, and/or dispensation of a controlled substance on college-owned or college-controlled property. If any employee of the college engages in any activities prohibited by this act, that employee will be subject to disciplinary action by the college, which may include termination of employment, and/or referral for prosecution. The College recognizes employee's rights to privacy and other constitutionally guaranteed rights. The Board of Trustees approved policy is available here:

3358:11 – 5- 12 Drug-free workplace and alcohol prevention policy

[https://www.owens.edu/trustees/board\\_policies/11-5-12.pdf](https://www.owens.edu/trustees/board_policies/11-5-12.pdf)

#### B) Students

Owens Community College is a drug free institution. Students who unlawfully possess, use, manufacture, distribute, and/or dispenses a controlled substance on college-owned or college-controlled property will have appropriate sanctions imposed. This may include disciplinary or remedial action, expulsion and/or referral for prosecution under applicable local, state, or federal laws. The Board of Trustees approved policy is available here:

3358:11 – 3 – 01 Drug free school and alcohol prevention policy

[https://www.owens.edu/trustees/board\\_policies/11-3-01.pdf](https://www.owens.edu/trustees/board_policies/11-3-01.pdf)

The Student Code of Conduct is in the College Catalog and the College Website. The Code updated bi-annually, is available to all new and returning students electronically.

3358:11 – 3 – 11 Student conduct policy and Student Code of Conduct Handbook

[https://www.owens.edu/trustees/board\\_policies/11-3-11.pdf](https://www.owens.edu/trustees/board_policies/11-3-11.pdf)

<https://www.owens.edu/conduct/code.pdf>

## II) Health Risks

The below facts on drugs and alcohol were gathered from:

<https://www.drugabuse.gov/drugs-abuse>

#### A) Tobacco and Nicotine

- 1) Smokers are more likely than nonsmokers to contract heart disease
- 2) 30% of cancer deaths are linked to smoking
- 3) Chronic obstructive lung diseases, like emphysema and chronic bronchitis, are 10 times more likely to occur among smokers than among nonsmokers

#### B) Alcohol

Researchers estimate that every year:

- 1) 1,825 college students between the ages of 18 and 24 die from alcohol-related unintentional injuries, including motor-vehicle crashes
- 2) 696,000 students between the ages of 18 and 24 are assaulted by another student who has been drinking
- 3) Roughly 20 percent of college students meet the criteria for Alcohol Use Disorder
- 4) About 1 in 4 college students report academic consequences from drinking, including missing class, falling behind in class, doing poorly on exams or papers, and receiving lower grades overall
- 5) Long term or heavy drinking can cause stroke, high blood pressure, alcoholic hepatitis, cirrhosis, and can weaken your immune system

#### C) Cannabis (Marijuana)

- 1) Short-term effects: altered senses, changes in mood, impaired body movement, difficulty thinking or problem-solving, and impaired memory
  - 2) Physical effects include increased heart rate, bloodshot eyes, dry mouth and throat, and increased appetite
  - 3) Long-term effects: lung damage, severe nausea, vomiting, and dehydration
- D) Inhalants
- 1) Products frequently used as inhalants include solvents, aerosols, gases and nitrites
  - 2) Short-term effects: slurred or distorted speech, a lack of coordination, euphoria, and dizziness
  - 3) Long-term effects: liver and kidney damage, hearing loss, delayed behavioral development, and brain damage due to cutting off oxygen flow to the brain
  - 4) With repeated usage, inhalants can cause hallucinations or delusions, making users feel less self-conscious and less in control
- E) Cocaine (Crack)
- 1) Physical effects of cocaine use include dilated pupils, nausea, raised body temperature and blood pressure, a faster heartbeat, tremors, and restlessness
  - 2) Short-term effects: extreme happiness and energy, mental alertness, hypersensitivity to sight, sound, and touch, irritability, and paranoia in the form of extreme and unreasonable distrust of others
  - 3) Long-term effects: loss of sense of smell, nosebleeds, problems swallowing, bowel decay from reduced blood flow, and a higher risk for contracting HIV, hepatitis C, and other blood borne diseases
  - 4) The use of cocaine can cause death by cardiac arrest or respiratory failure
- F) Stimulants (Amphetamines, Methamphetamines)
- 1) Short-term effects: increased wakefulness and physical activity, decreased appetite, faster breathing, a rapid or irregular heartbeat, and increased blood pressure and body temperature
  - 2) Long term-effects: extreme weight loss, severe dental problems, intense itching, anxiety, confusion, sleeping problems, and violent behavior
  - 3) Long-term use can cause amphetamine psychosis that includes hallucinations, delusions, and paranoia
- G) Depressants (Barbiturates, Tranquilizers, Methaqualone)
- 1) Small amounts will produce calmness and relaxed muscles, but larger doses cause slurred speech and altered perception, respiratory depression, coma, or death
  - 2) Combining depressants and alcohol can multiply the effects of both drugs, thereby multiplying the risks
- H) Hallucinogens (PCP, LSD, Mescaline, Peyote, Psilocybin)
- 1) Hallucinogens alter perception, thoughts, and feelings and can cause hallucinations
  - 2) Short-term effects: increased heart rate, nausea, intensified feelings and sensory experiences and changes in sense of time
  - 3) It is possible for users to also experience dry mouth, loss of appetite, sleep problems, uncoordinated movements, excessive sweating, and panic
  - 4) Long-term effects: speech problems, memory loss, anxiety, depression or suicidal thoughts, as well as persistent psychosis and flashbacks
- I) Narcotics (Heroin, Methadone, Codeine, Morphine, Opium)
- 1) Short-term effects: feeling a rush of euphoria followed by symptoms like dry mouth, warm flushing of the skin, nausea or vomiting, severe itching, and impaired mental functioning
  - 2) Long-term effects: insomnia, collapsed veins, constipation and stomach cramping, liver and kidney disease, lung complications, sexual dysfunction for men and irregular menstrual cycles for women
- J) Designer Drugs (MDMA, Ecstasy)

- 1) Many designer drugs are related to amphetamine and depressants and have mild stimulant and depressant properties. Use can produce severe neurochemical damage to the brain
  - 2) Designer drugs can cause nausea, muscle cramping, involuntary teeth clenching, blurred vision, chills, and sweating
  - 3) Narcotic analogs can cause symptoms such as those seen in Parkinson's disease: uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage
- K) Anabolic steroids
- 1) Short-term effects: feelings of extreme and unreasonably paranoia, jealousy and irritability, delusions, and impaired judgment
  - 2) Long-term effects: kidney problems or failure, liver damage, and stunted growth.
    - (a) Long-term use in men: shrinking testicles, decreased sperm count, baldness, development of breasts, and increased risk for prostate cancer.
    - (b) Long-term use in women: growth of facial hair, male-pattern baldness, changes in or stopping of the menstrual cycle, enlarged clitoris, or a deepened voice
  - 3) In some cases, anabolic steroids cause mood swings which can range from angry feelings to behaviors that may lead to violence

### III) Drug and Alcohol Programs

#### A) Employees

The College offers employee assistance services to regular full-time and part-time Employees, including Adjunct Faculty, and their eligible dependents through LifeWorks, the College's Employee Assistance Program, administered by Unum. Services include, but are not limited to, child and elder care, financial counseling, assistance working through complex, sensitive issues such as; personal or work relationships, depression or grief, or issues surrounding substance abuse, legal consultation, and guidance for work-related conflicts.

For employees enrolled in the College's medical plan, treatment options, including prescription coverage, may be available.

#### B) Students

The College's Counseling Services provides free consultation, mental health assessment, counseling, crisis support, education, prevention, outreach, and linkage to community resources to Owens students. Assistance is offered to students experiencing personal, educational, interpersonal/relationship, family, social, or psychological difficulties. Counseling Services at the College are confidential as determined by Federal and State Laws, as well as professional codes of ethics.

If it is determined that a student's needs require resources or competencies beyond which Counseling Services can provide, staff will assist student(s) with locating appropriate on or off campus resources. The following resources represent some of the external partners that the counselor may use for referral purposes:

- 1) 211 – Lucas, Wood, Hancock Counties – Referral help for a variety of social services (mental health, drug/alcohol, homelessness, disabilities, employment, and more)
- 2) Rescue Mental Health and Addiction Services – Lucas County – (419) 255- 3125
- 3) Arrowhead Behavioral Health – Northwest Ohio – (419) 891-9333
- 4) Zepf Center – Lucas and Wood Counties – (419) 373-6560
- 5) Century Health – Hancock County – (419) 425-5050
- 6) Alcoholics Anonymous – (419) 380-9862
- 7) Narcotics Anonymous – (888) 667-0854

### IV) Legal Sanctions

Specific Local, State, and Federal laws and sanctions are available below:

Local:

Toledo:

[http://library.amlegal.com/nxt/gateway.dll/Ohio/toledo/toledomunicipalcode?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:toledo\\_oh](http://library.amlegal.com/nxt/gateway.dll/Ohio/toledo/toledomunicipalcode?f=templates$fn=default.htm$3.0$vid=amlegal:toledo_oh)

State

Chapter 2925: Drug Offenses <http://codes.ohio.gov/orc/2925>

Chapter 3719: Controlled Substances <http://codes.ohio.gov/orc/3719>

Chapter 4301 Liquor Control Laws <http://codes.ohio.gov/orc/4301>

Federal

<https://www.deadiversion.usdoj.gov/21cfr/21usc/index.html>

Legal sanctions that are in violation of local, state, or federal law can include probation, fines, driver's license suspension, participation in substance abuse programs, community service hours, ineligibility to possess a firearm, potential ineligibility to receive federal benefits such as student loans and grants, and/or incarceration. Please refer to the links provided above this section for any updates to this information. Any legislative updates or revisions to these statutory or regulatory legal sanctions are outside of the College's control.

- (a) Underage consumption, purchasing or possession of alcohol  
The legal drinking age in Ohio for consumption of an alcoholic beverage is 21. Purchasing, possessing or consuming alcohol under the age of 21 is a first-degree misdemeanor. The maximum penalties associated with this offense are six months imprisonment or a \$1,000 fine or both. Any student under the age of 21, therefore, risks being imprisoned and fined when he/she decides to drink alcohol on or off campus.
- (b) Providing alcohol to an underage person  
A person who furnishes alcohol to an underage person is guilty of a first-degree misdemeanor. The maximum penalties associated with this offense are six months imprisonment or \$1,000 fine or both. A social host, therefore, risks being fined and imprisoned when he/she furnishes alcohol to a person he/she knows or should know is not 21 years of age.
- (c) Fake ID  
Possession or display of a fictitious operator's license is a first-degree misdemeanor. The offense includes mere possession of a fictitious license or display of someone else's valid operator's license. The maximum penalties for this offense are six months imprisonment or a \$1,000 fine or both. Moreover, if the fictitious operator's license is utilized to purchase alcohol or enter an establishment that serves alcohol, the minimum fine must be at least \$250 and the person displaying the fictitious operator's license may have his/her valid operator's license suspended for three years.
- (d) Operating a Vehicle Under the Influence of Alcohol or Drugs (OVI)  
In Ohio, a person may not operate a motor vehicle if he/she is impaired by alcohol and/or drugs. The maximum penalty for operating a vehicle while under the influence is six months imprisonment (mandatory at least three days in jail) or a \$1,000 fine (a mandatory minimum fine of \$250) or both. In addition, the operator must forfeit his/her driving privileges for six months.
- (e) Open container  
It is illegal to possess, in public, an open container of an alcoholic beverage. Conviction of this offense carries a maximum penalty of a \$100 fine. Consumption of alcohol in a motor vehicle is a fourth-degree misdemeanor with maximum penalties of 30 days imprisonment or a \$250 fine or both.
- (f) Disorderly conduct



Disorderly conduct while intoxicated is a minor misdemeanor and carries a maximum penalty of a \$100 fine. Disorderly conduct occurs when one recklessly causes inconvenience, annoyance or alarm to another due to offensive conduct.

- (g) Federal and State Penalties for Sale and Possession of Illegal Drugs:  
The federal government decides if and how a drug should be controlled. Psychoactive (mind- altering) chemicals are categorized according to Schedule I-V. This schedule designates whether the drug can be prescribed by a physician and under what conditions. Factors considered in this categorization include a drug's known and potential medical value, its potential for physical or psychological dependence, and risk, if any, to public health. Penalties for the illegal sale or distribution of a drug are established using the designation of Schedule I-V. If you have knowledge of a drug-related felony you must report it to a law enforcement official.
- (h) The following are Federal Trafficking Penalties as of January 1, 1997:
- (a) Schedule I drugs have a high potential for abuse with no medical use. Production of these drugs is controlled. Examples include heroin, methaqualone, all hallucinogens (phencyclidine analogs can be I or II), marijuana and hashish. Tetrahydrocannabinol (THC), depending on its form, can also be a Schedule II drug.
- (b) Schedule II drugs have a high potential for abuse and have some medical uses with severe restrictions. Production of these drugs is controlled. Examples include opium, morphine, codeine, some other narcotics, barbiturates, cocaine, amphetamine/methamphetamine and phencyclidine (PCP).  
Federal and State of Ohio penalties for selling Schedule I and II drugs vary with the quantity of the drug. Additionally, if death or serious injury is associated with the sale and/or if it is a second offense, penalties are more severe. When establishing penalties for sale of marijuana, hashish and hashish oil, the quantity and/or if it is a second offense are considered. The federal penalties for marijuana less than 50 kg mixture, hashish 10 kg or more, and hashish oil 1 kg or more are similar to those set for Schedule III drugs. Marijuana quantities above 50 kg mixture or 50 plants are penalized according to quantity, number of offenses, and/ or if serious injury or death has occurred. These penalties are similar to those listed for Schedule I and II. The federal penalty for first offense sale of small amounts of Schedule I and II drugs is not less than five years/not more than 40 years; if death or serious injury, not less than 20 years or more than life; fine of not more than \$2 million individual/\$5 million other than individual.
- (c) Schedule III, IV, and V drugs include those that most citizens would categorize as "prescription drugs." Schedule III drugs have some potential for abuse, but less than Schedule I and II. The potential for abuse of Schedule IV drugs is less than Schedule III, and Schedule V is less than IV. All Schedule III-V drugs have accepted medical uses and production is not controlled. Examples of these drugs include anabolic steroids (Schedule III), some narcotics, some barbiturates and other depressants, which are not classified as Schedule I or II.  
The federal penalty for first-offense sale of a Schedule III drug is "Not more than five years; fine of not more than \$25,000 individual/\$1 million not individual." The federal penalty for first offense sale of Schedule IV drugs is "not more than three years." The fine is the same as for Schedule III drugs. The federal penalty for first-offense sale of Schedule V drugs is "not more

than one year, fine of not more than \$100,000 individual/\$250,000 not individual.”

Sale of some Schedule III drugs is a felony and has a state of Ohio penalty of “up to seven years; or a fine up to \$5,000; or both.” The state of Ohio penalty for sale of Schedule IV drugs is a felony and has a penalty of “up to four years; or a fine up to \$2,000, or both. Sale of Schedule V drugs in the state of Ohio is also a felony and has a state penalty of “up to two years, or a fine up to \$2,000, or both.”

#### V) Discipline Sanctions

Owens Community College prohibits:

- A) The unlawful possession, use, manufacture, distribution and/or dispensation of a controlled substance or possession of drug paraphernalia containing illegal drug residue on college-owned or college-controlled property by students and employees
- B) Smoking and the use of tobacco products are not permitted in any college building, college vehicle, bus, or on college grounds/property owned or controlled by the college. When a student or employee is found responsible for violating the Drug-Free and Alcohol policies and/or the College’s Smoke-Free and Tobacco-Free policy, any of the following sanctions may be imposed. When one or more of these policies has been violated, the student or employee may be subject to employee/student sanctions, legal sanctions, or both.

#### C) Employee Sanctions

Pursuant to the Drug-Free Workplace Act of 1988, Owens Community College is a drug free workplace. Accordingly, unlawful activities are prohibited, which include but are not limited to the possession, use, manufacture, distribution, and/ or dispensation of a controlled substance on college-owned or college-controlled property. If any employee of the college engages in any activities prohibited by this act, that employee will be subject to disciplinary action by the college, which may include termination of employment, and/or referral for prosecution.

In addition, and/or depending on the severity of the infraction, the employee may also be referred to the College sponsored Employee Assistance Program through LifeWorks at (800) 854-1446, administered by Unum. Information can also be located on the Human Resources/Benefits webpage at <https://intranet.owens.edu/hr/benefits.html>.

For employees enrolled in the College’s medical plan, treatment options, including prescription coverage, may be available.

#### D) Student Sanctions

The College reserves the right to initiate disciplinary procedures using the Student Code of Conduct. The following sanctions may be imposed upon any student found to have violated the Student Code of Conduct:

- 1) Conversation – A conversation with the student regarding the violation and steps to prevent a violation from occurring again.
- 2) Warning – A notice in writing to the student that the student is violating or has violated institutional regulations.
- 3) Probation – A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of progressively more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during or after the probationary period.
- 4) Loss of Privileges – Denial of specified privileges for a designated period of time.
- 5) Restitution – Compensations for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- 6) Discretionary Sanctions – Work assignments, essays, service to the College, or other related discretionary assignments.

- 7) College Suspension – Separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
  - (a) Following a suspension, students may request, in writing, re-admission to Owens Community College. The written request must be submitted to the Director of Student Conduct and Student Life. To be eligible for re-admission, all sanctions and conditions related to the suspension must be completed. After the written request is received, a committee will review the request and meet with the student. As a condition of re-admission, a readmission plan may be made. The student will be notified of the decision in writing.
- 8) College Expulsion – Permanent separation of the student from the College.
- 9) Revocation of Admission and/or Degree – Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violations of College standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- 10) Withholding Degree – The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code of Conduct, including the completion of all sanctions imposed, if any.

VI) Annual Notification of the DAAPP and Biennial Report Employee Notification

Notification of the information contained in the DAAPP will be distributed on at least an annual basis to all employees of the college via email on or before March 1. The DAAPP will also be maintained in the e-Handbook and is readily available to all employees. The notification is also provided to all employees upon hire via the e-Handbook, new hire employment paperwork, and materials included in the Owens New Employee orientation.

A) Student Notification

Notification of the information contained in the DAAPP will be distributed on at least an annual basis to all students of the college, taking one or more classes, via email by March 1. The notification is provided to students who enroll after the annual distribution, via the College's 14th day notification.

B) Biennial Report

Owens Community College conducts a biennial review of the DAAPP in all even years. The review is conducted to determine its effectiveness and implement changes to the program if they are needed and to ensure that the disciplinary sanctions are consistently enforced. The review is certified by the President and includes the results of the review, a description of the methods and analysis tools that were used to conduct the review, and a list of the responsible departments who conducted the review. Any interested party may request a hard copy of the Biennial Review by contacting the Vice President of Enrollment Management and Student Services.

VII) Biennial Review

A Biennial Review is conducted with the intention of determining our DAAPP's effectiveness, ensuring disciplinary sanctions are consistently enforced, and recommending any necessary changes to be implemented. Owens Community College's biennial review report is available to students, employees, and the general public via the institution's Consumer Information page. Any interested party may request a hard copy of the Biennial Review by contacting the Vice President of Enrollment Management and Student Services.

VIII) Oversight Responsibility

The Vice President of Enrollment Management and Student Services and the Vice President of Administration shall have main oversight responsibility of the DAAPP including, but not limited to: updates, coordination of information required in the DAAPP, coordination of the annual notification to employees and students, and the biennial review. A DAAPP Oversight Committee has been established to assist with the aforementioned responsibilities.

### **Crime Prevention and Security Awareness Programs**

The Department of Public Safety has employees to assist with and answer questions regarding crime prevention issues and safety initiatives on both campuses and learning centers. To inquire about such programs, contact the Chief of Police at (567) 661-7575. The following programs are designed to inform students and employees about campus safety procedures and practices and include:

- New Student Orientation – Overview of the Department of Public Safety (offered prior to each semester)
- New Employee Orientation – Overview of the Department of Public Safety; Workplace Safety Training (offered each month or otherwise based on hiring)  
Additional educational programming is offered throughout the year including but not limited to the following:
  - Alert, Lockdown, Inform, Counter, Evacuate (A.L.I.C.E.)
    - Offered annually at Professional Development Days (description below)
  - Ladder Safety
    - Offered upon request of supervisors
  - First Aid/CPR
    - Offered upon request
  - Fire Extinguisher Deployment
    - Offered upon request

Additional training may also be requested by contacting the Chief of Police at (567) 661-7575. As a reminder, if you require training in an area not mentioned, the Department of Public Safety can facilitate other training sessions with their own staff or by requesting outside assistance.

### **General Safety Tips**

The following guidance has been designed to inform the campus community about the prevention of crimes on campus and can be found at [https://www.owens.edu/dps/crime\\_prevention.html](https://www.owens.edu/dps/crime_prevention.html)

- Do not leave personal items unattended.
- Use the Buddy System when leaving classes late in the evening.
- Check the Lost and Found (Department of Public Safety) periodically for lost items.
- Report all thefts immediately to the Department of Public Safety.

### **Wallet or purse stolen**

- (A) Call your bank or financial institution. Have your account numbers ready. Report the date and time you discovered your checks missing, as well as the number of the checks that were stolen.
- (B) File a report with your local police department. If the theft occurs while at Owens, contact the Department of Public Safety to file the report. You may be asked to provide copies of this report to merchants who have been paid by your stolen checks. Your bank may also require this report.
- (C) If your credit cards are also missing, you should immediately alert your credit card companies. Keep a list of your credit card account numbers in a safe place; you'll need the numbers to file reports.
- (D) Call the Secretary of State's Office. If your driver's license is missing, you must reapply for a new license.

### **Parking Lot Safety Tips**

1. Remember where you park your car
2. Lock your car
3. Roll up windows tightly before you leave your car
4. Don't leave packages in plain view in your car
5. Do not leave children unattended in your vehicle.
6. Keep purse/backpack closed and close to your body when walking in the parking lot.

7. Park in heavily traveled and well-lit areas
8. Keep keys in hand when returning to your car
9. Be conscious of your surroundings

Look around you. If you feel uncomfortable, return to the nearest building entrance and call the Department of Public Safety so they can escort you out to your car. Toledo-area Campus (567) 661-7575.

### **Sex Offender Information**

Federal law requires convicted sex offenders to register for the purpose of community notification. In addition, these laws provide for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education. The law requires sex offenders, already required to register in a specific state, to provide notice of each institution of higher education at which that person is employed or enrolled as a student. This registration is to be made available to law enforcement agencies with jurisdiction where the institution of higher education is located.

Institutions of higher education are required to issue a statement advising the campus community where law enforcement agency information concerning registered sex offenders may be obtained. Information on registered sex offenders can be found at the links below:

- Wood County Sheriff's Office <http://www.woodcountysheriff.com>
- Lucas County Sheriff Sex Offender Registration <http://oh-lucascounty.civicplus.com/542/Sex-Offenders-List>

### **VAWA Education Policies and Programs**

#### **Prevention and Education**

The College provides educational programs to promote the awareness of sexual assault, domestic violence, and stalking, which include primary prevention and awareness programs for incoming students and new employees, as well as ongoing prevention and awareness programs for students and faculty. The programming will include information regarding the college's prohibition of those offenses, its current policy and procedures, a definition of offenses, and a definition of consent. Safe and positive options for bystander intervention will also be presented as well as recognition of signs of abusive behavior and steps to minimize individual risk. The college will continue its prevention and awareness campaign by offering ongoing programs to students, faculty and staff regarding the above-mentioned information. Student ongoing education will be offered at various times throughout the fall and spring semesters. Faculty and staff ongoing education will be provided during professional development programming. Ongoing education will also focus on Title IX obligations including reporting responsibility and procedure.

The Violence Against Women Reauthorization Act of 2013 amended section 485(f) of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

VAWA amended the Clery Act to require institutions to compile statistics for incidents of dating violence, domestic violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports.

#### **Bystander Intervention**

Bystander intervention is a sexual assault prevention strategy that encourages witnesses to take safe action when they see a situation that might lead to sexual assault, and to support victims after an incident. Being an active bystander does not require that you risk your own safety or the well-being of others. The goal is to aid in the prevention of violence without causing further threat, harm, or damage. There is a range of responses you can use that are appropriate, depending on the situation. However, if you or someone else is in immediate danger, calling 911 is the best action a bystander can take.

Research on the causes of sexual violence and evaluation of prevention efforts indicates that bystanders (also referred to as witnesses or defenders) are a key piece of preventing sexual violence. Owens wants to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. Bystanders may not always know what to do, even if they want to help. Common Components of Bystander Intervention are:

- Awareness: Be aware of situations that could lead to sexual violence.
- Responsibility: You are a part of a campus community that supports and helps each other.
- Commitment: Make a commitment to help maintain a safe environment to learn and work and report threats to the safety of students and employees of Owens.
- Confidence: Be confident in your ability to take effective action to prevent sexual violence. Trust your intuition and don't hesitate to call for help.
- Intervention: Intervene in ways that protect your own safety and are truly supportive to victims.
- Resources: Bystanders also need safety nets for themselves -- you can call upon resources and community policies that support intervention.

Techniques to Help the Community:

- Don't participate in sexist conversation. Don't laugh at rape jokes.
- Change the subject when you hear sexist or rape-supportive comments.
- Address it. Tell your friends that sexist or rape-supportive comments are not OK.
- Watch for signs of predatory behavior. Intervene to prevent a sexual assault from taking place. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt. Additional resources can be found at <https://www.owens.edu/itsonus/bystander.html>.

### **Risk Reduction Strategies**

Risk Reduction Strategies are options designed to decrease perpetration and bystander inaction; increase empowerment for victims in order to promote safety; and help individuals and communities address conditions that facilitate violence. With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one's risk of sexual assault or harassment:

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don't know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Make sure your cell phone is with you and charged.
- Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).

- Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
- Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
- If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S). Be explicit with doctors so they can give you the correct tests.
- If you need to get out of an uncomfortable or scary situation here are some things that you can try:
  - Remember that being in this situation is not your fault. You did not do anything wrong; it is the person who is making you uncomfortable that is to blame.
  - Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feel right to you and what you are comfortable with.
  - Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
  - Lie. If you don't want to hurt the person's feelings, it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
- Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

### **Sexual Assault Prevention, Risk Reduction and Bystander Intervention Programs**

The College makes available and distributes to its students and employees, information on sexual assault awareness and prevention including programs designed to provide sexual assault awareness prevention, risk reduction and bystander intervention to students and employees throughout the year.

Awareness, prevention, risk reduction and bystander intervention programs

- Not Anymore online training for all incoming students each semester. The training for incoming students helps participants better understand how to recognize and help, prevent, and respond to sexual assault, dating/domestic violence, and stalking.
  - Training male and female athletes during August orientation in collaboration with the YWCA HOPE Center on topics of sexual misconduct prevention, risk reduction and bystander intervention.
- Ongoing Prevention and Awareness Campaigns
- Website presence at <https://www.owens.edu/itsonus/> that features resources for students and employees, definitions, reporting information, bystander intervention tips, and College procedures.
  - Distribution of the College's Stop Sexual Misconduct: It's on us! pamphlet to all students and employees that contains information on reporting, resources, and bystander intervention.

- “It’s On Us” campaign focusing on sexual awareness and prevention on college campuses. The Campaign aims to shift the way we think about sexual assault by inspiring everyone to see it as their responsibility to do something, big or small, to prevent it. There is a commitment to creating an environment where sexual assault is unacceptable, and survivors are supported. Additional information regarding this Campaign and taking The Pledge can be found at <https://www.owens.edu/itsonus/>.

### **Definition of Consent**

Permissible sexual conduct requires consent. An individual cannot consent who is substantially impaired by any drug or intoxicant; or who has been compelled by force, threat of force, or deception; or if the responding party substantially impairs the victim/survivor’s judgment or control by administering any drug, intoxicant or controlled substance to the other person surreptitiously or by force, threat of force, or deception; or who is unaware that the act is being committed; or whose ability to consent is impaired because of a mental or physical condition; or who is coerced by supervisory or disciplinary authority. Consent may be drawn at any time. Prior sexual activity or relationship does not, in and of itself, constitute consent.

### **Procedures for Institutional Disciplinary Action in Cases of Dating Violence, Domestic Violence, Sexual Assault, and Stalking**

#### (A) Introduction

Owens Community College (the College) is committed to providing safe and dignified learning environments that are free from sexual misconduct, sexual harassment, and sexual assault and its harmful effects. The College prohibits all forms of sexual harassment (including sexual violence) and sex-based discrimination in its operations as stated in College’s Anti-discrimination and Harassment Policy ([https://www.owens.edu/trustees/board\\_policies/11-4-17.pdf](https://www.owens.edu/trustees/board_policies/11-4-17.pdf)) and further specified in this procedure.

The College strictly prohibits and will not tolerate harassment, discrimination, intimidation, or hostile/offensive working or learning environments (which includes educational programs and activities locally, or during College-sponsored events or travel away from the College). Any person, regardless of gender, can be a target of sexual misconduct.

The College seeks to educate students, faculty, and staff about these issues and provide a means of recourse for those who believe they have experienced such behavior. The College reserves the right to respond with whatever measures it deems appropriate to prevent sexual misconduct and preserve the safety and well-being of its students and employees.

#### (B) Scope

The college’s prohibition against sexual misconduct encompasses a wide range of behaviors including, but not limited to, sexual harassment, sexual assault, domestic violence, dating violence, and stalking. In addition, the College prohibits any discrimination based on sex, including biological sex, pregnancy related conditions and failure to conform to gender/sex stereotypes. The policy applies to all students, employees, and third-party vendors on campus i.e., Toledo-area campus, Findlay campus, Downtown Learning Center including visitors or guests on campus to the extent that there is an allegation of harassment or discrimination made by them against College students or employees.

Such prohibition extends to off campus conduct or the online/virtual environment if the conduct is in connection with College operations or a College-sponsored program and poses an obvious and serious threat of harm to students and employees or may have the effect of creating a hostile work and/or educational environment.

#### (C) Definitions

- (1) Incapacitation – a mental state in which an individual cannot make rational decisions because they lack the capacity to give knowing consent. Such incapacitation may be



caused by alcohol or other drug use, sleep or unconsciousness, or physical or mental impairment.

(2) Responsible Employee – An employee of the College who has been appropriately trained and has the authority to take action to redress sexual violence; who has been given the duty of reporting incidents of sexual violence or other misconduct by students to the Title IX coordinator or other appropriate designee; or whom a student could reasonably believe has this authority or duty. The Director of Student Life and Student Conduct/Title IX Coordinator, Offices within the Department of Public Safety and all Vice Presidents, Associate Vice Presidents, Deans, Chairs, Directors, Department Heads, student Organization Advisors, and Athletic Coaches have been designated as “Responsible Employees.”

(3) Clery Act/Campus Security Authorities – Campus Security Authorities are individuals identified on campus that are required to report certain criminal offenses (murder/non-negligent manslaughter, sex offenses- both forcible and non-forcible, robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, hate crimes, drug violations, illegal weapons possession, domestic violence, dating violence and/or stalking)

to the Department of Public safety when made aware. These statistics are published in the Owens Annual Security Report. The Clery Act defines a Campus Security Authority (CSA) as “an official of an institution who has significant responsibility for student and campus activities, including to but not limited to, student discipline, and campus judicial proceedings. Primary CSAs at Owens are defined as employees within the Department of Public Safety (police offices, dispatchers, Chief, etc.) Manager of Human Resources Information, Director of Student Conduct and Student Life/Title IX Coordinator, Athletic Director, Downtown Learning Center Director, and the Findlay-area campus Executive Director.

(D) Title IX Coordinator

The College has an appropriately trained Title IX Coordinator and Deputy Title IX Coordinator who is responsible for the prompt, impartial and unbiased investigation of reports and allegations of sexual misconduct by students and employees. The Title IX Coordinator/ Deputy Title IX Coordinator is free from any conflict of interest and will conduct a fact-finding process and effectuate steps to reasonable end any sexual misconduct, discrimination, or violence in accordance with this procedure and the College’s Anti-discrimination and Harassment Policy: 3358:11-4-17

Title IX Coordinator

Danielle Filipchuk Director, Student Conduct and Student Life/Title IX Coordinator Toledo Campus, Room 158, College Hall, (567) 661-7790

danielle\_filipchuk@owens.edu

Deputy Title IX Coordinator

James Katzner

Manager, Career Services and Student Activities/Deputy Title IX Coordinator Findlay Campus, 112Q, Education Center, (567) 429-3029

james\_katzner@owens.edu

(E) Employee Expectations

Ohio law requires all employees with knowledge of a felony to report it to law enforcement. All college personnel shall report conduct prohibited by the College’s Anti-Discrimination and Harassment Policy and this Title IX/Sexual Misconduct procedure to the Title IX Coordinator or other Responsible Employee.

(F) Assistance following an Incident of Sexual Misconduct

The following resources are available to any victim of sexual misconduct that occurs both on- or off-campus.

(1) Immediate Danger - In the event a student or employee is in immediate danger, call:

- (a) 9-1-1, or
- (b) Department of Public Safety:
  - (i) Toledo campus (Alumni Hall)- (567) 661-7575
- (c) Local police departments:
  - (i) Toledo campus- Perrysburg Township Police (419) 874-3551
- (2) Medical treatment and Evidence Preservation - students and employees seeking medical treatment should go to the nearest hospital. For the preservation of evidence in the event of a sexual assault, the following guidelines are recommended:
  - (a) Do not destroy the physical evidence that may be found in the vicinity of the crime. If the crime occurred in the victim's home, the victim should not clean until the police have had an opportunity to collect evidence.
  - (b) Tell someone all details remembered about the assault. Write down all details remembered as soon as possible.
  - (c) Do not bathe or douche. Do not urinate, if possible.
  - (d) Do not eat, drink liquids, smoke or brush teeth if oral contact took place.
  - (e) Keep the clothes worn during the offense. If clothes are changed, place clothes in a paper bag (evidence deteriorates in plastic).
  - (f) Get prompt medical attention at a local hospital.
  - (g) Crisis Management Resources.
- (3) Counseling Services - Services are available to all students and can be accessed by calling (567) 661-7168. Counseling Services provides:
  - (a) Crisis support
  - (b) Confidential student consultation, mental health assessment, counseling, education, prevention, outreach, and linkage to community resources
  - (c) Referrals to community agencies for support and guidance depending on the student's desire for additional help, staff capacity, and health insurance available for the student
- (4) YWCA Representative - Services from our on-campus community partner, the YWCA is available to all students, faculty and staff. The YWCA representative can be reached by phone (567) 395-5576 or by email at [jwlosowicz@ywcanwo.org](mailto:jwlosowicz@ywcanwo.org). The representative has limited hours but will accommodate any needs. The YWCA Representative provides:
  - (a) Crisis support
  - (b) Confidential advising to services, support, and processes both at the College
  - (c) and in the community.
  - (d) Assistance with the legal options, the College's Title IX process and/or the discipline process which may include preparations, attendance during interviews or, etc.
- (5) Employee Assistance Program (EAP) - Services are available to all full-time employees and can be accessed through the intranet by going to "Human Resources" and then "Benefits," or by calling (800) 854-1446 or (800) 999-3004 TTY/TDD. The EAP provides:
  - (a) Confidential online resources
  - (b) Confidential online and in-person counseling sessions (related to life, family,
  - (c) and health crises involving stress and depression)
  - (d) Advice and counseling from nurses and other medical professionals
- (6) Community Crisis Resources
  - (a) Sexual Violence Program of the Cocoon- (419) 352-1545 (Wood County)
  - (b) YWCA H.O.P.E. Center- (866) 557-7273 (Lucas County)
  - (c) Open Arms Crisis Center- (419) 422-4766 (Hancock County)
  - (d) National Sexual Assault Hotline- (800) 656-HOPE (4763)
- (7) Visa and Immigration Status - To assist a student with visa and immigration status, please contact International Student Services at (567) 661-7510.

- (8) Student Account - For questions regarding your student account, which includes financial aid, please contact Oserve at (567) 661-7378.
  - (9) Distressed Person Response Guide - To assist a person in distress, please refer to the Distressed Person Response Guide which can be accessed at: <https://www.owens.edu/conduct/distress.html>
  - (10) Legal Assistance - Legal Aid of Western Ohio, Inc. provides legal services to those recovering from domestic violence, sexual assault, and stalking. Legal Aid of Western Ohio, Inc. can be reached at (419) 724-0460 (Lucas County); (419) 425-5745 (Hancock County); toll-free at (888) 534-1432; or online at [www.legalaidline.org](http://www.legalaidline.org)
  - (11) Protection Orders - Owens Department of Public Safety, 911 (emergency) or (567) 661-7575, Legal Aid of Western Ohio, (888) 534-1432 and the Title IX Coordinator are all available to assist students or employees in obtaining a College no contact order, court-issued restraining order or other lawful protection.
- (G) Confidentiality and Amnesty
- (1) Confidentially – The College will strive to protect a reporting party’s confidentiality if requested, however, the College cannot guarantee confidentiality. To the extent possible, information will be treated as confidential except when the information is necessary to conduct an appropriate investigation, to provide assistance and resources, to perform necessary College functions, or when the College is required to provide information under the law. Confidentiality may impact the College’s ability to fully respond or in pursuing disciplinary action against the responding party.
  - (2) Amnesty – The Office of Student Conduct grants amnesty to students who may have violated alcohol and/or drug provisions of the College’s student Code of Conduct at the same time of the incident when he or she became a victim of sexual assault. Therefore, no alcohol or drug charges are applied to a student who reports that he or she was under the influence of alcohol or drugs at the time of a sexual assault.
- (H) Assessment/Investigation
- (1) The Title IX Coordinator will assess allegations to determine appropriate next steps. Possible outcomes may include informal resolution or full investigation into the claim. Informal resolutions are not an option in complaints regarding sexual violence.
  - (2) Upon receipt of the complaint, before action is taken, the Title IX Coordinator will meet with the reporting party prior to initiating an investigation to explain options and rights.
  - (3) If an investigation is deemed appropriate, the Title IX Coordinator is responsible for the prompt and impartial investigation of allegations of sexual misconduct. The Title IX Coordinator identifies and addresses any patterns or systemic problems that are identified during the review of such complaints.
  - (4) Upon a complaint being filed, the College will work to complete its investigation in a timely matter. The investigation and resolution (including appeal) of all complaints or reports will generally be completed within 60 days. In the event that the investigation is to exceed sixty (60) days, the investigator will contact the parties to inform them of the delay.
  - (5) The following steps will normally be taken in an investigation:
    - (a) Notice will be provided to the reporting party and responding party that an investigation is in progress.
    - (b) Interim measures to prevent continued discrimination or harassment will be considered and implemented during the investigation period, as deemed appropriate.
    - (c) Relevant witnesses, including reporting party, responding party, and all first-hand witnesses will be identified and separately interviewed. Timely notice will be provided to the parties involved of the interviews including the date, time, and location of the interview. The parties (reporting party or responding party) will have the opportunity to provide names of witnesses. No questioning regarding the

reporting party's prior sexual conduct with anyone other than the responding party will be allowed.

- (d) Parties will be permitted to bring a support person, but the support person will not be able to participate directly in the investigation.
  - (e) Parties will be permitted to present relevant evidence to the investigator. It is the expectation of the investigator that parties are truthful or forthright with providing information and will not withhold or omit information.
  - (f) Confidentiality concerns and the College's prohibition on retaliation will be discussed with the reporting party, responding party, and all witnesses.
  - (g) The reporting party, the responding party, and all witnesses will be asked to put their statements in writing.
- (6) For the purpose of review, evidence provided (i.e., copies of emails, social media printouts, audio recordings, video recordings, etc., if supplied) will remain with the working notes in the Title IX Coordinator's office. The documents will be in a secure location and will be maintained as required by the Records Retention Procedures.
  - (7) The Title IX Coordinator is a neutral party who examines the facts as presented as a part of the investigatory process. No illegal bias will occur in the evaluation of information. All parties and witnesses are obligated to timely provide the investigator with all of the information and documentation available, to help the College in conducting the investigations. Failure to comply honestly when providing information or to omit information will be addressed through appropriate discipline.
  - (8) Findings of fact will be made by the Title IX Coordinator. The Title IX Coordinator will complete a written report with a summary of the investigation and findings of fact based on the preponderance of the evidence. Specific recommendations may be provided as necessary. The summary of the findings will be provided to both parties.
- (I) Adjudication
- (1) The written summary of factual findings by the Title IX Coordinator will be forwarded to the appropriate department for further adjudication based on the preponderance of the evidence.
  - (2) For findings regarding a responding party student, the Office of Student Conduct will review the Title IX Coordinator's findings and if a preponderance of evidence is found to support the Complaint, the findings will be adjudicated through the Student Code of Conduct. The responding party, the victim, and any other appropriate officials will be provided equal and timely access to the information that will be used during the proceedings. Evidence will be provided in advance to the responding party and the victim and procedures will be followed as outlined in the Student Code of Conduct handbook. Timely notice will be provided to involved parties of the proceedings including date, time, and location of the proceeding. During the proceedings, the responding party, victim or other relevant parties maybe present and reasonable accommodations to protect the safety and/or confidentiality will be provided.
  - (3) For findings regarding an accused employee, Human Resources or designee will review the Title IX Coordinator's findings and if a preponderance of evidence is found to support the Complaint, a pre-disciplinary meeting will be scheduled; where the responding party and their supervisor (if applicable) will have the opportunity to provide any additional information. The responding party, the victim, and any other appropriate officials will be provided equal and timely access to the information that will be used during the proceedings. Timely notice will be provided to involved parties of the proceedings including date, time, and location of the proceeding. During the proceedings, the responding party, victim or other relevant parties maybe present and reasonable accommodations to protect the safety and/or confidentiality will be provided.
  - (4) For findings regarding an accused vendor, contractor, subcontractor, or others doing business with the College, the Executive Director for Operations will review in
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accordance with the third-party contract and all applicable College policies and procedures to determine whether the conduct is actionable and/or an appropriate sanction is warranted. The responding party, the victim, and any other appropriate officials will be provided equal and timely access to the information that will be used during the proceedings. Timely notice will be provided to involved parties of the proceedings including date, time, and location of the proceeding. During the proceedings, the responding party, victim or other relevant parties maybe present and reasonable accommodations to protect the safety and/or confidentiality will be provided.

(J) Sanctions

- (1) Student sanctions- Sanctions for violations of the College's Anti-discrimination and Harassment Policy and the associated sexual misconduct procedure by a student will be imposed in accordance with the College's Student Code of Conduct. If during a student conduct hearing, the alleged student is found responsible, the extent of sanctions will be determined by the student Conduct Hearing Board.
- (2) Employee Sanctions - Sanctions for sexual misconduct by an employee will be imposed in accordance with the College's Standards of Conduct/Disciplinary Process policy and/or disciplinary provisions of the applicable collective bargaining agreement. Whether sanctions will be imposed, and to what extent, will be considered by Human Resources and the direct supervisor.
- (3) Potential Types of sanctions - Sanctions that could be imposed for a violation of the College's Anti-discrimination and Harassment Policy and this associated sexual misconduct procedure include, but are not limited to, probation, loss of privileges, written warning, suspension (employment or academic), and expulsion (academic) or termination (employment/third party contract).
- (4) Remedies/accommodations for the reporting party may include, but are not limited to:
  - (a) Ensuring the reporting party and responding party do not attend the same classes.
  - (b) Moving the reporting party or responding party to another section/course.
  - (c) Providing an escort for moving between classes/activities.
  - (d) Counseling and/or medical services.
  - (e) Academic support services, such as tutoring.
- (5) Additional remedies for the campus community to remedy the effects of sexual misconduct may include, but are not limited to:
  - (a) Counseling or other victim services to all students affected by sexual misconduct or violence.
  - (b) Enhanced prevention-based programming.
  - (c) Focused training sessions.
  - (d) Developing and distributing materials on sexual misconduct and violence.
  - (e) Ensuring communication between Title IX Coordinator and campus police.
  - (f) Conducting campus climate assessments to assess effectiveness of efforts.

(K) Notification

- (1) If, based on a preponderance of the evidence, it is found that a violation of the College's Anti-discrimination and Harassment Policy and this associated sexual misconduct procedure has occurred, the parties will be immediately and simultaneously notified of the finding in writing.
- (2) Notification of the determination can be expected within sixty (60) calendar days of the report. If circumstances require more time for completion of the investigation and review, the parties will be notified of the reason for the delay and advised of subsequent timeframes for completion of the investigation and review.
- (3) The simultaneous written notice to both parties of the outcome of the complaint will include a notice of and option to appeal.

(L) Rights of All Parties

- (1) The reporting party and the responding party shall be afforded, where applicable:

- (a) The right to impartial investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to institutional administrators;
- (b) The right to be treated with respect by institutional officials;
- (c) The right of both reporting party and responding party to have the same opportunity to have an advisor (support person) present during the campus adjudication process;
- (d) The right to be informed by institutional officials of options to notify appropriate law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying such authorities, if the student so chooses. This also includes the right not to report, if that is the desire;
- (e) The right not to be discouraged by institutional officials from reporting an assault to both on-campus and off-campus authorities;
- (f) The right to be provided, if requested, written notification as to the standard of evidence used during institutional conduct proceedings;
- (g) The right to timely notification, in writing, of the outcome of any administrative or student conduct board hearing decision and any sanction(s) that may be applied;
- (h) The right to be granted, if reasonable available, a change in academic arrangement, or other steps necessary to prevent unnecessary or unwanted contact;
- (i) The right to appeal the decision of a hearing or conference;
- (j) The right not to have any complaint of sexual assault mediated (as opposed to adjudicated);
- (k) The right to make a victim-impact statement at the campus conduct proceeding (following a finding of “responsible” for violation of the Policy) and to have that statement considered by the board in determining its sanction;
- (l) The right to a campus restraining order against another student who has engaged in or threatens to engage in stalking, threatening or harassing or other improper behavior;
- (m) The right to have complaints of sexual misconduct responded to expeditiously and with sensitivity by campus law enforcement;
- (n) The right to review all documentary evidence available regarding the complaint, at least 48 hours prior to the hearing;
- (o) The right to be informed of the names of all witnesses who will be called to give testimony, within 48 hours of the hearing, except in cases where a witness’ identity will not be revealed to the responding party student for compelling safety reasons (this does not include the name of the alleged victim/ complainant);
- (p) The right to preservation of confidentiality, to the extent possible and allowed by law;
- (q) The right to a hearing closed to the public;
- (r) The right to petition that any member of the conduct body be removed on the basis of demonstrated bias;
- (s) The right to bring a victim advocate or advisor to all phases of the investigation and disciplinary campus conduct proceeding;
- (t) The right to give testimony in a campus hearing by means other than being in the same room with the responding party student (closed circuit live audio/video is the recommended method);
- (u) The right to be fully informed of campus conduct rules and procedures as well as the nature and extent of all alleged violations contained within the complaint;
- (v) The right to have the institution compel the presence of student, faculty and staff witnesses, and the right to ask questions, directly or indirectly, of witnesses (including the responding party), and the right to challenge documentary evidence;
- (w) The right to be present for all testimony given and evidence presented before the conduct body;
- (x) The right to have complaints heard by conduct officers who have received annual sexual misconduct adjudication training;

- (y) The right to have a conduct panel comprised of representatives of both genders;
  - (z) The right to have institutional policies and procedures followed without material deviation;
  - (aa) The right to be informed in advance of any public release of information regarding the complaint;
  - (bb) The right not to have released to the public any personal information about the complainant, without his or her consent, consistent with legal requirements;
  - (cc) The right to report retaliation or harassment as a result of reporting acts of sexual misconduct.
- (M) Appeal Procedures
- (1) Students (Reporting party or Responding party) - Any student who has reasonable basis as outlined in the Student Code of Conduct to appeal the determination, may exercise rights under the Student Code of Conduct.
  - (2) Employees (Reporting party or Responding party)
    - (a) Non-bargaining unit employees - Any employee reporting party who has reasonable basis as outlined in the College's Employee Grievance policy to appeal the determination may exercise rights under the aforementioned policy.
    - (b) Bargaining unit member employees - Any employee who has reasonable basis as outlined in the applicable collective bargaining agreement to file a grievance as to the determination may exercise rights in accordance with the applicable collective bargaining agreement.

### **Procedures a Victim Should Follow in Cases of Dating Violence, Domestic Violence, Sexual Assault, and Stalking**

Any person who believes they have been a victim of sexual misconduct is strongly encouraged to seek relief by reporting the complaint through any of the following reporting or alternative options. Third party witnesses are also strongly encouraged to utilize any of the following options. There are no time limitations in which a complaint can be filed. In response to a report of sexual misconduct, the College will make every effort to protect the privacy of all parties involved. Information relating to the report of sexual misconduct will be shared only as required by law or under College policy.

- (A) College Complaint - The College reserves the right to investigate circumstances that may involve sexual harassment or sexual misconduct in situations where no complaint; formal or informal, is filed.

Actions reported through the College complaint process will be reviewed to identify violations of Anti-discrimination and Harassment Policy and this associated sexual misconduct procedure as well as potential violations of other College policies and procedures (Student Code of Conduct, Workplace Violence, etc.). The College will not delay its investigation pending an outcome of any criminal investigation. Students and employees may initiate a College complaint with or without pursuing criminal charges. The reporting party/reporting party may request that an investigation not be initiated; the College will strive to honor this request unless it is determined that the allegations may pose a possible threat to the safety of the college community.

All College proceedings are conducted in accordance with the requirements of Title IX, the Clery Act, the Violence Against Women act, Family Educational Rights and Privacy Act (FERPA), state and local law, and College policy. No information, including the identity of the parties will be released from such proceedings except as required or permitted by law or College policy.

- (1) To Initiate a College Complaint:
  - (a) Complete and submit an online Incident Reporting Form at <https://publicdocs.maxient.com/incidentreport.php?OwensCC> (Available 24 hours a day).
  - OR

- (b) Report to a designated Responsible Employee: All Responsible Employees are identified by a round teal Responsible Employee sticker on his/her office door  
 Director, Student Life and Student Conduct/Title IX Coordinator  
 (Room 158, College Hall) - (567) 661-7970  
 danielle\_filipchuk@owens.edu  
 Officers within the Department of Public Safety - (567) 661-7575 Any Vice President, Associate Vice President, Dean, Chair, Director, Department Head, Student Organization Advisor, or Athletic Coaches.
- (B) Criminal Complaint - Actions reported in a criminal complaint process will be reviewed to identify violations of the Ohio Revised Code and follow the process of the applicable jurisdiction with regard to determination and investigation of criminal charges. The Title IX Coordinator reviews the public crime log from the Department of Public Safety on a regular basis for possible violations of Title IX. Note: reporting to law enforcement does not require that criminal charges be pursued.
- In some circumstances there is a duty to report allegations of criminal conduct to law enforcement authorities. Section 2921.22 of the Ohio Revised Code requires any individual who knows that a felony has been or is being committed, to report it to law enforcement authorities. If the complaint contains sufficient detailed information about conduct that may constitute a crime, the matter will be reported to the Owens Police Department of Public Safety.
- (1) To Initiate a Criminal Complaint:
- (a) Call 9-1-1,
  - OR
  - (b) Report to the College Department of Public Safety
  - (c) Toledo campus (Alumni Hall)- (567) 661-7575
  - (d) Findlay campus (Public Safety Building)- (567) 429-3586
- Note: If incident did not occur on College-controlled property or at College-sponsored event, report to local law enforcement. If the reporting party files a report with off-campus law enforcement and the incident creates an impact on campus, a College Complaint should be initiated.
- (C) Confidential alternatives to Criminal or College Complaint - A confidential report will not result in a report to law enforcement or a College investigation.
- (1) Counseling Services - Information can be shared confidentially with licensed counselors- (567) 661-7168.
  - (2) Employee Assistance Program (EAP) - Information can be shared through the EAP by calling 1(800) 854-1446.
  - (3) YWCA Representative - Information can be shared confidentially. The Representative can be reached by email at [jwlosowicz@ywcanow.org](mailto:jwlosowicz@ywcanow.org).
  - (4) Anonymous Reporting/Silent Witness Option - Victims or witnesses can report crimes confidentially using the Silent Witness Form at: <https://www.owens.edu/dps/silent/html>. Victims or witnesses can report non-criminal complaints (involving a violation of the College Title IX/Sexual Misconduct Procedures and Guidelines) confidentially (by not providing any identifying information) using the Incident Reporting Form at: <https://publicdocs.maxitem.com/incidentreport.php?OwensCC> Such reports can be helpful in initiating remedial measures for the campus community at-large even in the absence of an investigation. Additionally, if enough information is given to determine a crime has occurred, such crime(s) will be reported as an occurrence within the publicly distributed Annual Crime Statistics for the College.

**Procedures the Institution Will Follow When a Crime of Dating Violence, Domestic Violence, Sexual Assault, and Stalking is Reported**



Upon receipt of a report or complaint of sexual harassment or sexual misconduct, the College will provide interim support and reasonable protective measures to the involved parties to prevent further acts of misconduct, and to provide a safe educational and/or work environment, regardless as to whether the alleged sexual misconduct occurred on- or off-campus or regardless as to whether or not the allegations have been reported criminally. The College will determine the necessity and scope of any interim measures. Even when an involved party does not specifically request that protective action be taken, the College may choose to impose interim measures at its discretion to ensure the safety of any individual, the broader College community, or the integrity of the process. A student, faculty or staff member seeking such assistance or interim measures should contact the Title IX Coordinator, who will coordinate requests.

The College may impose any remedy that can be tailored to the involved parties to achieve goals of this policy, even if not listed here.

The range of interim measures may include:

- (A) No Contact Order – An involved party may request, or the College may impose, communication and contact restrictions to prevent further potentially harmful interaction. These communication and contact restrictions generally preclude any individual, telephone, electronic or third-party communications. The College may also limit an individual access to certain College facilities or activities as part of the order.
- (B) Academic and/or Employment Modifications - An involved party may request an academic or employment accommodation after a report of sexual misconduct. An individual who requests assistance in changing their academic or employment situation after an incident of sexual misconduct will receive appropriate and reasonable available accommodations. These may include:
  - (1) Academic accommodations, including a change in class schedule, taking an incomplete, an administrative drop from a course, attending a class via electronic, remote or other alternative means, providing an academic tutor, or extending deadlines for assignments;
  - (2) Change in work assignment or schedule;
  - (3) Providing an escort to ensure safe movement between classes and activities.
  - (4) Emotional Support – The College will assist in providing referral to on- or off- campus agencies or providers. Such support is available to any member of the College community.
  - (5) Interim Separation/Administrative Leave – When a report of sexual misconduct indicates that there may be an ongoing risk of harm to the safety or well-being of an individual or members of the campus community, the College may place an individual on interim suspension or impose leave for an employee. Pending resolution of the complaint, the individual may be denied access to campus. When interim suspension or leave is imposed, the College will make reasonable efforts to complete the investigation and resolution within an expedited time frame.

**CLERY REPORTABLE CRIMES**

Offense	Year	Geographic Location		
		On-Campus Property	Non-Campus Property	Public Property
Murder/ Non-Negligent Manslaughter	2020	~	~	~
	2019	0	0	0
	2018	0	0	0
Manslaughter by Negligence	2020	~	~	~
	2019	0	0	0
	2018	0	0	0
Rape	2020	~	~	~
	2019	1	0	0
	2018	0	0	0
Fondling	2020	~	~	~
	2019	0	0	0
	2018	0	0	0
Incest	2020	~	~	~
	2019	0	0	0
	2018	0	0	0
Statutory Rape	2020	~	~	~
	2019	0	0	0
	2018	0	0	0
Robbery	2020	~	~	~
	2019	0	0	0
	2018	0	0	0
Aggravated Assault	2020	~	~	~
	2019	0	0	0
	2018	0	0	0
Burglary	2020	~	~	~
	2019	0	0	0
	2018	0	0	0
Motor Vehicle Theft	2020	~	~	~
	2019	0	0	0
	2018	0	0	0
Arson	2020	~	~	~
	2019	0	0	0
	2018	0	0	0

~Stats not Received

### VAWA OFFENSES

Offense	Year	Geographic Location		
		On-Campus Property	Non-Campus Property	Public Property
Domestic Violence	2020	~	~	~
	2019	0	0	0
	2018	0	0	0
Dating Violence	2020	~	~	~
	2019	0	0	0
	2018	1	0	0
Stalking	2020	~	~	~
	2019	1	0	0
	2018	2	0	0

~Stats requested, not received

### ARREST AND REFERRALS

Offense	Year	Geographic Location		
		On-Campus Property	Non-Campus Property	Public Property
Arrests: Weapons	2020	~	~	~
	2019	0	0	0
	2018	0	0	0
Disciplinary Referrals: Weapons	2020	~	~	~
	2019	0	0	0
	2018	0	0	0
Arrests: Drug Violations	2020	~	~	~
	2019	1	0	0
	2018	4	0	0
Disciplinary Referrals: Drug Violation	2020	~	~	~
	2019	1	0	0
	2018	1	0	0
Arrests: Liquor Law Violations	2020	~	~	~
	2019	0	0	0
	2018	0	0	0
Disciplinary Referrals: Liquor Law Violation	2020	~	~	~
	2019	1	0	0
	2018	0	0	0

~Stats requested, not received

### **UNFOUNDED CRIMES**

2018: No unfounded crimes.

2019: No unfounded crimes.

2020: Information requested but not provided

### **HATE CRIMES**

Owens Community College had no reported hate crimes in 2018 or 2019. 2020 information was requested but not provided.

## Appendix C

### TERRA STATE COMMUNITY COLLEGE

This appendix identifies the policy statements and crime statistics that are unique to this campus. For any topic not addressed in this appendix, refer to the main body of the Annual Campus Safety, Security, and Fire Safety Report which includes statements of policy that pertain to all campuses, unless otherwise indicated.

#### Enforcement Authority of Campus Security Personnel

The Campus Safety Department is a support service, charged with enforcing Terra State Community College policies and regulations while maintaining a safe and secure environment for the campus community. The department is staffed with a full time Campus Safety Manager, Lead Campus Safety Responder, and part time Campus Safety Responders.

The Campus Safety Office is located in the first floor of the Engineering Building office E- 104. Campus Safety Department is staffed during normal business hours.

Campus Safety Responders are not police officers and do not maintain legal authority to arrest individuals. They do maintain the authority to detain any individual if the need arises. The College encourages anyone who believes a crime or violation of the college policy has occurred to report it to either the Fremont Police Department at 419-332-6464, or Campus Safety Department, at 419-559-2253 or extension 2253.

The Campus Safety Department's responsibilities include, but are not limited to:

1. Securing campus buildings and facilities
2. Responding to any emergency on campus
3. Responding to and investigate any campus fire alarms
4. Providing student, faculty/staff escorts on campus
5. Reporting and responding to campus maintenance situations
6. Enforcement of the Terra State Community College policies and regulations
7. Maintaining a safe and secure environment for the campus community

#### Arrest Authority of Campus Security Personnel

This location does not security personnel on site with arrest authority. All arrest authority for this location is held by the Fremont Police Department

#### Mutual Aid and Public Safety Partnerships

The Terra State Community College Campus Safety Department maintains partnerships with local, state and federal public agencies. By virtue of concurrent jurisdictions and in some cases shared jurisdictions a close working relationship is in place with the Fremont, Ohio Police Department, the Sandusky County Sheriff's Office, and the Ohio State Highway Patrol.

#### Additional services provided by Campus Safety Department

Motor Vehicle Battery Jump Starts

- Campus Safety will provide motor vehicle jump starts should someone require this service.
- The individual must provide proper identification.
- The request can be made in person at the Campus Safety office room B-106, Or by calling 419-559-2253.

Web Check Fingerprint Background Checks

- Fingerprinting for background checks can be done by Campus Safety Department.

- Appropriate identification, such as a state driver's license or other state or government issued ID, must be provided as well as other pertinent information.
- Fingerprinting may be done Monday through Friday when the Safety Department are available.

#### Key Control

Terra State Community College Campus Safety Department is assigned the key control of the College.

- Assignment of keys requires a written request via our School Dude software program.
- Request will include the individual's name, who the key is to be issued to and the room number said key is needed for providing access.

#### Lost and Found

Lost and found items can be recovered at the Campus Safety office. A log of all lost or found property is maintained as well. Items not claimed after 30 days will be disposed of in the proper manner. If you have lost any items, call Campus Safety Department at 419-559-2253.

#### Emergency Response

Terra State Community College Campus Safety Department Responders respond to all reported emergencies. All Responders are certified in CPR and use of the AED defibrillator equipment.

### **Emergencies on Campus**

Terra State Community College is proud to offer a state-of-the-art mass notification system that is called ***Terra Alert***. The alert sends messages instantly and simultaneously to all registered users with text capable cell phones, PDA's, pagers, smartphones and satellite phones. The system can also send messages via email.

Students, faculty and staff are strongly encouraged to register for this free service. Once you register, Terra Alert can quickly send critical campus safety information directly to you. This information includes school closing and other safety threats.

#### **Family Emergency**

In the event of an emergency, family members can call Campus Safety Department at 419-559-2253 during normal business hours. They may also call the main campus number toll free at 866-288-3772 and follow the voice prompts if it is after hours.

#### **Emergency Phones**

There are emergency telephones throughout Terra State Community College's Campus. The telephones are located in common hallways outside of classrooms, and in all buildings on campus.

### **Reporting Crimes on Campus**

Crimes, suspicious activity, safety hazards or campus emergencies (including medical and fire emergencies) should be reported promptly to Terra State Community College Campus Safety Department using any emergency hallway phone by just picking up the handset and dialing 2253 for Campus Safety Dept. All students, faculty and staff of Terra State Community College may also call 911 to connect with all outside emergency services. The Fremont, Ohio Police Department can be contacted 24/7 at 419-332-6464 to report any incident, crime, or emergency on campus.

#### **Confidentiality**

Ohio's public records law (Ohio Revised Code 149.43) does not permit the College to promise confidentiality to those who report crimes to anyone except counselors at the College, or under certain circumstances, to a physician or nurse at a hospital. Some off-campus reports also may be legally confidential - e.g. report to clergy or health care professionals.

To protect privileged relationships, reports to persons operating in the role of a professional counselor, medical professional, or pastoral counselor remain confidential in all but legally recognized exceptions and therefore are not included in the annual crime report.

False reporting to a police department is a criminal offense and a very serious matter. False reports unnecessarily create alarm in the community and direct police resources in inefficient ways, costing untold man hours.

### **Reporting to a Campus Security Authority (CSA)**

Terra State Community College Campus Safety is the primary department accepting information about criminal activity. In some circumstances, a person may prefer to report a crime to other college officials. The college has designated employees who have significant responsibility for students and crime activities as Campus Security Authorities (CSA). The list of designated CSAs can be found here and include but are not limited to: Jennifer Kin, Campus Safety Manager, Garien Hudson, Vice President of Student and Enrollment Services, and Dr. Ronald Schumacher, President.

### **Missing Student Reporting**

The College takes the report of a missing person seriously. All missing persons including all students, shall be reported to Terra State Community College Campus Safety Department. An investigation will immediately be initiated. If the student is determined to be missing from a location not within the jurisdiction of Terra State Community College, the reporting person will be directed to file a missing person police report with the agency of jurisdiction with the assistance of a Terra State Community College Campus Safety Responder. The law enforcement agency that has jurisdiction is the Fremont, Ohio Police Department. They can be reached at 419-332-6464, or the Sandusky County Sheriff's Office, 419-332-2613.

Students will have the opportunity to register an emergency contact person. The student may designate a confidential emergency contact person. In the event of a missing student, that confidential contact can be contacted by authorized campus officials and law enforcement only.

### **The Daily Crime Logs**

The Daily Crime Log is maintained by the Terra State Community College Campus Safety Department in an effort to provide members of the campus community a record of all criminal incidents.

This log provides for both the most recent incidents as well as an archive listing of past incidents. The daily crime log is updated according to occurrence of criminal incidents and must have the most recent crime statistics from the last 60 days on the log. Each entry in the log must contain the nature, date, time and general location of each crime and disposition of the complaint, if known. Information in the log older than 60 days must be made available within 2 business days.

Current crime logs as well as the logs from the last three years may be viewed on the campus web site or a copy may be obtained at the Terra State Community College Campus Safety office located in room E-104 of the Engineering Technologies Building.

### **Emergency Plans**

In the event of various types of emergencies, the College has set forth various plans of action including fire, tornado, hazardous material spill, hostage or active shooter situations, etc. These plans are available to view on the Terra State Community College website <http://www.terra.edu/StudentLife/CampusSafety.html>

### **Closed Circuit Television Cameras (CCTV)**

The College deploys closed circuit television cameras in parking lots, buildings and other public areas. Cameras serve as a crime deterrent and provide an extra layer of security. Areas with cameras can be monitored quickly, providing valuable information to emergency responders. Video is also helpful during police investigations.

### **Education and Prevention**

Terra State Community College is committed to creating an environment free from violence. One of the concerns on every campus is violence and the response to such an event. The college offers training in being alert for such indicators, communicating to authorities and various responses that may be needed in such an event. The presentation of “Shots Fired on Campus” is a tool utilized in these training opportunities.

Other related educational materials available to Terra State Community College students are the Student Code of Conduct, and the Terra State Community College website. The College also offers support services at our Physical Support Services Counseling and Disability Center. The College is also in the process of improving current education programs related to sexual misconduct and alcohol abuse.

### **Sex Offenders**

The State of Ohio has a Sexual Offender Registry that contains the names of all persons convicted of Sex Offenses in the State of Ohio. The college recognizes that sex offender registries reflect convicted sex offenders, which are only a small percentage of actual sex offenders, and that most sex offenders commit assaults against people they know, rather than strangers. To locate an offender, click on the links below.

- [Sexual Offender Registration and Notification](#)
- [Sandusky County Sheriff](#)
- [Ottawa County Sheriff](#)
- [Seneca County Sex Offender List](#)
- <http://www.drc.ohio.gov/offenders/Search>

### **Violence against Women's Act - Sexual Misconduct, Domestic Violence, Dating Violence and Stalking.**

In 2013, President Obama signed into law the Violence Against Women Reauthorization Act imposing new obligations for colleges and universities as it relates to the reporting, education, services, and procedures in incidents of sexual assault, domestic violence, dating violence and stalking. At Terra State Community College, sexual misconduct and relational violence of any kind is not tolerated and many resources exist for the survivor should an incident occur. The College collects any reported incidents of dating violence, domestic violence, sexual assault, and stalking occurring within the College’s Clery geography and reported to a Campus Security Authority (CSA).

### **Education and Programs**

All members of the College community play a role in preventing sexual misconduct and relational violence. The College is committed to delivering annual sexual misconduct and



relational violence primary prevention and awareness training to all new students and employees to:

- Promote healthy and respectful behavior
- Increase awareness of what constitutes sexual misconduct and relational violence
- Prevent circumstances that may lead to sexual misconduct or relational violence and empower bystanders to intervene in potential situations when safe to do so
- Create an environment that promotes reporting and instills confidence in the community that the College will provide a supportive, consistent and fair response to reports
- Promote bystander intervention in sexual misconduct and relational violence situations

Terra State Community College will not tolerate sexual misconduct and relational violence of any kind. The College has resources for the survivor should any such incident occur.

Additional services are domestic violence shelter, community education, teacher in-service training, prevention programming, victim advocacy and Family Justice Centers. They can be contacted at:

- Sandusky County Department of Family Services 419-334-3819
- Mental Health Hotline 1-800-826-1306 Firelands Counseling and Recovery
- National Domestic Violence Hot Line 1-800-799-7233
- Dating Abuse Hotline 1-866-331-9474
- Pro Medica Fremont, Ohio Center for Mental Health and Well Being 419-334-6619

### **Zero Tolerance**

The following activities and/or uses of computers will not be tolerated by the college in any form:

- Accessing, transmitting or otherwise making use of pornographic materials of any kind
- Any form of harassment activity, including but not limited to email transmissions
- Accessing, transmitting or otherwise making use of Hate-group or materials of any kind available over the Internet that may cause discomfort to any racial or ethnic group
- Illegal duplication or transmission of protected software
- Destruction or theft of computer equipment or software

### **Drug and Alcohol Policy**

By resolution of the Board of Trustees on May 23rd, 1989, Terra State Community College supports the Drug free Workplace Act of 1988. Therefore, the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited at Terra State Community College. To access additional information regarding these policies please log onto Terra State Community College's website under Terra College Policies and Procedures.

<http://www.terra.edu/StudentLife/CampusSafety/computerpolicies.html>

This notice is required under Section 1213 of the Higher Education Act of 1965 and contains the drug-free campuses requirements added by Section 22 of the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226).

Terra State Community College does not permit the possession, use, or sale on campus of alcoholic beverages or illegal drugs.

### **All Terra State Community College Students must abide by this statement:**

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in or at Terra State Community College.

If a student engages in any of the above-prohibited activities, that student will be subject to disciplinary action. This action will include the filing of criminal charges and may include

dismissal from the college. Terra State Community College reserves the right to warn, reprimand, suspend or dismiss any student or employee who violates the college conduct and discipline policy or the law. The college's response will depend on the severity of the offense, number of previous offenses and extenuating circumstances. For students, all college judicial and appeal procedures will be followed except in rare cases when the possibility of imminent danger exists. For employees, due process will be followed.

If a student is convicted of a criminal drug violation, the student must notify the college. By law, the college, within 30 days of such notification must:

- 1) Take appropriate action against such student, up to and including dismissal, or
- 2) Require such student to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purpose by a federal, state or local health, law enforcement or other appropriate agency.

### **Drug Abuse Prevention Program**

Terra State Community College provides referral counseling and conducts a drug abuse prevention program for all students and employees. Community resources for counseling and treatment of drug abuse problems are updated annually and liaison contacts maintained throughout the year. Periodic on-campus educational and information workshops are conducted for students, staff and the community. By resolution of the Board of Trustees (May 23, 1989), Terra State Community College supports the intent of the Drug-Free Workplace Act of 1988.

### **State Drug Laws**

Ohio law prohibits illicit selling, cultivating, manufacturing or otherwise trafficking in controlled substances, including cocaine, heroin, amphetamines and marijuana; knowingly or recklessly furnishing them to a minor and administering them to any person by force, threat or deception with intent to cause serious harm or if serious harm results. These offenses are felonies.

The law also prohibits knowingly obtaining, possession of using a controlled substance and permitting drug abuse on one's premises or in one's vehicle. These offenses may be either felonies or misdemeanors. The law further prohibits obtaining, possessing or using hypodermics for unlawful administration of drugs, and the sale to juveniles of paraphernalia for use with marijuana. These offenses are misdemeanors. A felony conviction may lead to imprisonment or imprisonment and fine. The maximum prison term is 25 years. A misdemeanor conviction may lead to imprisonment for up to six months and/or fine of up to \$1,000.00.

### **State Alcohol Laws**

With regard to beer and intoxicating liquor, Ohio law provides that a person under 21 years of age who orders, pays for, attempts to purchase, possesses or consumes beer or liquor or furnishes false information in order to affect a purchase commits a misdemeanor. Ohio law prohibits the possession of beer or liquor which was not lawfully purchased, and a court may order that any place where beer or liquor is unlawfully sold not be occupied for one year, or that the owner or occupant of the premises be required to furnish a surety bond of \$1,000 to \$5,000.00.

Federal law forbids the illegal possession of, or any trafficking in, controlled substances. A person convicted for the first time of possessing a controlled substance, other than crack cocaine, may be sentenced to up to one year in prison and fined between \$1,000 and \$100,000. A second conviction carries a prison term of up to two years and a fine of up to \$250,000. Subsequent convictions carry prison terms of up to three years and fines of up to \$250,000. Imprisonment for five to 20 years and fines of up to \$250,000 apply to persons possessing more than five grams of crack cocaine on the first conviction, three grams on the second and one gram on subsequent convictions.

In addition, a person convicted of possessing a controlled substance may be punished by forfeiture of property used to possess or facilitate possession if the offense is punishable by more than one year in prison, forfeiture of any conveyance used to transport or conceal a controlled substance, denial of federal benefits, such as student loans for up to five years, ineligibility to receive or purchase a firearm and a civil penalty of up to \$10,000.

#### **Definitions:**

**Awareness Programs:** Information dissemination through the use of programs, training and professional development.

**Bystander Intervention:** Intervention conducted by a witness to assist another person.

**Consent:** Voluntary positive agreement to engage in sexual activity; past consent does not imply present or future consent; someone who is incapacitated cannot consent; according to Ohio law, consent cannot be provided by someone whose ability to consent is substantially impaired; the responsibility for obtaining consent lies with the person initiating or escalating sexual activity in an atmosphere free from coercion; consent should be obtained verbally throughout sexual interaction; silence does not constitute consent; consent may be withdrawn at any point during sexual activity.

**Dating Violence:** Committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- 1) The existence of such a relationship shall be determined based on the reporting party's statement and by the victim with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- 2) For the purpose of this definition:
  - a) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
  - b) Dating violence does not include acts covered under the definition of domestic violence.

**Domestic Violence:** Ohio law that indicates "no person shall knowingly cause or attempt to cause physical harm to a family or household member. No person shall recklessly cause serious physical harm to a family or household member. No person, by threat of force, shall knowingly cause a family or household member to believe that the offender will cause imminent physical harm to the family or household member "[abbreviated]. The penalty for domestic violence is based on a several factors and can range from a 4th degree misdemeanor to a 3rd degree felony with mandatory prison sentence.

**Ongoing Prevention and Awareness Campaigns:** Repeated attempts to disseminate information to a group of people through the use of programs, training and professional development opportunities.

**Primary Prevention Programs:** Educational initiative aimed at preventing events or circumstances before they occur.

**Risk Reduction:** A systematic approach to identifying, assessing and reducing risks.

**Proceeding:** The process of appearing before a College Hearing Committee so a decision can be made regarding an argument or claim.

**Rape:** Defined by the Ohio Revised Code, as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This definition includes any gender of victim or perpetrator. This definition also includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the victim to demonstrate lack of consent.

In Ohio, rape is a felony of the first degree and is punishable from 5 years to life imprisonment.

**Relational Violence:** Umbrella term that includes domestic violence, dating violence and stalking.

**Result:** The outcome of a formal or informal process.

**Sexual Misconduct:** Umbrella term for a spectrum of unwanted or unwelcomed conduct of a sexual nature that may include sexual harassment, sexual assault or other forms of nonconsensual sexual activity, or criminal forms of non-forcible sex offenses such as incest or statutory rape.

**Sexual Assault:** Umbrella term for actual or attempted sexual activity perpetrated upon a person without the consent of that person and against that person's will.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

### **Reporting Sexual Misconduct, Relational Violence and Stalking**

Terra State Community College strongly encourages any person with knowledge of a sexual misconduct or relational violence incident to immediately report the incident. In some cases, bulletins or alerts may be issued however the names of victims are not included.

Compliance Protection: Compliance with these provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

### **Disciplinary Proceedings for Dating/Domestic Violence, Sexual Assault, Stalking**

In cases of alleged dating violence, domestic violence, sexual assault or stalking:

- Officials are properly trained and do not have a conflict of interest or bias for or against the accuser or the accused
- The accuser and the accused have equal opportunities to have others present, including an advisor of their choice
- The accuser and accused receive simultaneous notification, in writing, of the proceeding results and any available appeal procedure
- The proceeding is completed in a prompt time frame
- Accuser and accused are given timely notice of meetings
- Accuser and Accused are given timely and equal access to information that will be used during informal and formal disciplinary meetings and hearings
- Additional information may be found in the Student Code of Conduct.

### **Student Code of Conduct**

Terra State Community College expects students to maintain standards of personal integrity that are in harmony with the educational goals of the institution and to assume responsibility for their

actions; to observe national, state, and local laws and College regulations; and to respect the rights, privileges and property of other people.

A student assumes the personal responsibility for upholding standards imposed by Terra State Community College relevant to its missions, processes and functions. Foundational principles of academic integrity, personal honesty, tolerance, and respect for diversity, civility, and freedom from violence are examples of these standards.

The College view the student conduct process as a learning experience which can result in growth, behavioral changes, and personal understanding of one's responsibilities and privileges within the College environment. To this end, the student conduct process attempts to balance an understanding and knowledge of students and their needs and rights with the needs and expectations of the College and larger community. Students are treated with care, fairness, tolerance and respect with decisions made relative to the needs and circumstances of all concerned. The student Code of Conduct is as follows:

This Student Code of Conduct is promulgated under the provisions of the Ohio Revised Code section 111.15, amplifies Chapter 3346.21 and modifies Ohio Administrative Rules 3367:4- 1-98 and 3357:4-52 as they apply to student behavior and conduct. The Student Code of Conduct is adapted from the Journal of College and University Law published by the National Association of College and University Attorneys and the Notre Dame Law School.

#### **ARTICLE A: DEFINITIONS**

The term "COLLEGE" means Terra State Community College.

The term "STUDENT" includes all persons taking courses at the College both full-time and parttime, pursuing undergraduate, or non-credit studies and those who attend post- secondary educational institutions other than Terra State Community College. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the College are considered "students."

The term "FACULTY MEMBER" means any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty.

The term "COLLEGE OFFICIAL" includes any person employed by the College performing assigned administrative or professional responsibilities.

The term "MEMBER OF THE COLLEGE COMMUNITY" includes any person who is a student, faculty member, College official or any other person employed by the College. A person's status in a particular situation shall be determined by the Associate Dean of Students.

The term "COLLEGE PREMISES" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College including adjacent streets and sidewalks.

The term "ORGANIZATION" means any number of persons who have complied with the formal requirements for College recognition of sanctions.

The term "SHALL" is used in the imperative sense.

The term "MAY" is used in the permissive sense.

The term “STUDENT DISCIPLINE COMMITTEE” means any person or persons authorized by the Associate Dean of Students to determine whether a student has violated the Student Code and to recommend sanctions that may be imposed when a violation has been committed.

The term “STUDENT CONDUCT OFFICER” means a College official authorized on a case-by-case basis by the Associate Dean of Students to impose sanctions upon a student who has violated the Student Code. The Vice President of Student and Enrollment Services may authorize a Student Conduct Officer to serve simultaneously as a Student Conduct Officer, the sole member, or one of the members of the Student Discipline Committee. The Associate Dean of Students may authorize the same Student Conduct Officer to impose sanctions in all cases.

The term “DISCIPLINE APPEALS COMMITTEE” means any person or persons authorized, by the Vice President of Student and Enrollment Services, to consider an appeal from a Student Discipline Committee’s determination as to whether a student has violated the Student Code.

The term “POLICY” is defined as the written regulations of the College as found in, but not limited to, the College catalog, student handbook, College web pages and computer use policy.

“LEVEL I” infractions of the Student Code are those for which the sanctions may be a warning, disciplinary probation, special restriction, loss of privileges, fines, restitution, imposed reassignment of course section, or assignments of discretionary sanctions. Level I violations will generally be heard by a Student Conduct Officer.

“LEVEL II” infractions of the Student Code are those for which the sanctions may be, in addition to those listed in Level I, suspension, expulsion from the College, revocation, or withholding of a degree. Level II violations will generally be heard by the Student Discipline Committee.

The term “CHEATING” includes, but is not limited to (1) use of any unauthorized assistance in taking quizzes or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff.

The term “PLAGIARISM” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment.

Examples include: the submission of an assignment purporting to be the student’s original work which has been wholly or partly created by another person; the presentation as one’s own, another person’s ideas, organization, or wording without acknowledgment of sources; knowingly permitting one’s own work to be submitted by another student as if it were the student’s own; and the use of material from the World Wide Web, Internet, videos, encyclopedias, books, magazines, student papers, and copyrighted material without indicating where the material was found. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

The term “SEXUAL HARASSMENT” is defined as unwelcome sexual advances, requests for sexual favors, or other physical or verbal conduct of a sexual nature that is unwelcome and which, because of its severity and/ or persistence, interferes significantly with an individual’s or a group’s work or education, or adversely affects an individual or group’s living conditions.

The term “SEXUAL EXPLOITATION” is defined as taking non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, such as prostituting another student, non-consensual video or audio-taping of sexual activity, going beyond boundaries of consent, voyeurism, or knowingly transmitting an STI or HIV to another student.

The term “NON-CONSENSUAL INTIMATE TOUCHING” is defined as one person engaging in the intimate touching of another person, against such other person’s consent, or after such other person has withdrawn their consent, except that such intimate touching does not include oral, anal, or vaginal penetration or the fondling or manipulation thereof. This includes nonconsensual kissing, or stroking, or fondling of a non-sexual body part, in an intimate way.

The term “NON-CONSENSUAL SEXUAL CONTACT” is defined as the intentional touching, manipulation or fondling either of the victim by the perpetrator or when the victim is forced to touch directly or through clothing another person’s groin, genitals, breasts, thighs or buttocks or when a person is compelled to touch the above named parts of their own bodies for the sexual gratification of another, against another person’s consent or after such other person has withdrawn their consent.

The term “NON-CONSENSUAL SEXUAL INTERCOURSE” is defined as any form of sexual intercourse with a person, without his or her consent, or after consent is withdrawn. This includes non-consensual anal, oral, or vaginal penetration, whether by a finger, tongue, penis, or an inanimate object, as well as compelling an unwilling person to perform any of the above-named acts.

The term “INTIMATE PARTNER VIOLENCE” (domestic violence and dating violence) is defined as violence by a current or former spouse, cohabitant, significant other, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

The term “STALKING” is defined as the repeated following of or communicating with another person with the intent to kill, injure, harass, or intimidate in a manner causing that person to be under emotional duress and/or in reasonable fear of death or injury to his/herself.

The term “COMPLAINANT” means any person who submits a charge alleging that a violation of this Student Code. When a person believes that she/he has been a victim of another student’s misconduct, the student who believes she/he has been a victim will have the same rights under this Student Code as are provided to the Complainant, even if another member of the College community submitted the charge itself.

The term “ACCUSED STUDENT” means any student accused of violating this Student Code.

#### **ARTICLE B: STUDENT CODE AUTHORITY**

The Vice President of Student and Enrollment Services shall determine the composition of the Student Discipline Committee and Discipline Appeals Committee and determine which Student Discipline Committee, Student Conduct Officer, and Discipline Appeals Committee shall be authorized to hear each case.

The Vice President of Student and Enrollment Services is that person designated by the College President to be responsible for the administration of the Student Code. The Associate Dean of Students shall develop procedures for the administration of the student conduct system and rules for the conduct of hearings, which are not inconsistent with provisions of the Student Code.

Decisions made by the Student Discipline Committee and/or a Student Conduct Officer designated by the Vice President of Student and Enrollment Services, shall be final, pending the normal appeal process.

A Student Discipline Committee may be designated as arbiter of disputes within the student community in cases, which do not involve a violation of the Student Code. All parties must agree to arbitration, and to be bound by the decision with no right of appeal.

### **ARTICLE C: CONDUCT RULES AND REGULATIONS**

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article F:

Acts of dishonesty, including but not limited to the following:

- Cheating, plagiarism, or other forms of academic dishonesty, furnishing false information to any College official, faculty member or office.
- Forgery, alteration, or misuse of any College document, record, or instrument of identification.
- Helping or attempting to help another student commit an act of dishonesty.
- Any form of academically unethical behavior involving misuse of College computers.
- Tampering with the election of any College recognized student organization.

Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public-service functions on or off campus, or other authorized non-college activities, when the act occurs on college premises.

Physical abuse, verbal abuse, threats, intimidation, bullying, harassment, coercion, stalking and/or other conduct that has the purpose or effect of unreasonably interfering with an individual's work, academic performance, or creates an intimidating, hostile, or offensive working or educational environment. This includes the utilization of technology as a vehicle to exhibit the above-mentioned behaviors.

Acts of sexual misconduct, including but not limited to the following: sexual harassment, sexual exploitation, non- consensual intimate touching, non- consensual sexual contact, domestic violence, dating violence, stalking and non-consensual sexual intercourse.

Attempted or actual theft of and/or damage to property of the College, property of a member of the College community, or other personal or public property.

Hazing, defined as an act, which endangers the mental or physical health or safety of a student, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.

Failure to comply with directions of college officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

Unauthorized possession, duplication, use of keys to any College premises, or unauthorized entry to or use of College premises.

Violation of any College policy, rule, or regulation published in hard copy, posted on campus or available electronically on the College's website.



Violation of federal, state, or local law on College premises or at College- sponsored or supervised activities.

Distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law; use or possession of drugs or drug paraphernalia.

Use, possession, or distribution of alcoholic beverages except as expressly permitted by the law and College regulations, or public intoxication. Alcoholic beverages may not, in any circumstances, be used by, possessed by, or distributed to any person under 21 years of age.

Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College premises, or any object by its intended or actual use may be used to threaten or harm people, or damage or destroy property.

Participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community to the extent that participation in such a demonstration is not protected by applicable law; leading or inciting others to disrupt scheduled and/ or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular on campus.

Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at College sponsored or supervised functions.

Conduct which is disorderly, lewd, or indecent breach of peace, aiding, abetting, or procuring another person to breach the peace on College premises or social media platforms, functions sponsored by, or participated in by the College or members of the academic community.

Disorderly conduct includes but is not limited to: any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises or social media platforms without his/her knowledge, or without his/her effective consent when such recording is likely to cause injury or distress. This includes but is not limited to surreptitiously taking pictures of another person in a gym, locker room, or restroom, public urination, and streaking.

Theft or other abuse of computer time, including but not limited to:

- Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
- Unauthorized transfer of a file.
- Unauthorized use of another individual's identification and password.
- Use of computing facilities to interfere with the work of another student, faculty member or college official.
- Use of computing facilities to send obscene or abusive messages.
- Use of computing facilities to interfere with normal operation of the college computing system.
- Tampering with any telecommunication service, including but not limited to: telephone, cable television, and/or voice mail; providing unauthorized service to another room or suite by any means through unauthorized installation of wiring jacks or extensions.

Abuse of the Student Conduct System, including but not limited to:

- Failure to obey the summons of a Student Discipline Committee, Discipline Appeals Committee, Student Conduct Officer, or College official to appear for a meeting or hearing as part of the Student Conduct System.
- Falsification, distortion, or misrepresentation of information before a Student Discipline Committee, or Student Conduct Officer.
- Disruption or interference with the orderly conduct of a proceeding.
- Attempting to discourage an individual's proper participation in, or use of, the Student Conduct System.
- Attempting to influence the impartiality of a member of a Student Discipline Committee or Discipline Appeals Committee prior to, and/or during, and/ or after a student conduct proceeding.
- Harassment (verbal or physical), and/ or intimidation of a member of a student conduct body prior to, during and/or after a student conduct proceeding.
- Failure to comply with the sanction(s) imposed under the Student Code.
- Influencing or attempting to influence another person to commit an abuse of the Student Conduct System.

Actions that endanger the student, the College or local community, or the academic process, or cause harm to self or others.

#### **ARTICLE D: JURISDICTION OF THE TERRA STATE COMMUNITY COLLEGE STUDENT CODE**

The Terra State Community College Student Code shall apply to conduct that occurs on College premises, at College-sponsored activities, and to off-campus conduct that adversely affects the College community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct and conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded.) The Student Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

The Student Code of Conduct applies to guests of community members, whose student hosts may be held accountable for the misconduct of their guests. Visitors and guests of Terra State Community College are also protected by the Student Code of Conduct and may initiate a grievance.

The Vice President of Student and Enrollment Services shall decide whether the Student Code shall be applied to conduct occurring off campus, on a case-by- case basis, in his/ her sole discretion.

#### **ARTICLE E: VIOLATION OF LAW AND COLLEGE DISCIPLINE**

College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Vice President of Student and Enrollment Services. Determinations made or sanctions imposed under this Student Code shall not be subject to change because criminal charges arising out of the same facts that gave rise to violation of College rules or regulations were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code, the College may advise off-campus authorities of the existence of the Student Code and of how much matters are typically handled within the College community. The College will cooperate with law enforcement or other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with applicable law). Individual students and other members of the College community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

If a student is charged with an off-campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken by the College and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the College community. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (e.g., “no contest” or nolo contendere”).

#### **ARTICLE F: STUDENT CODE OF CONDUCT PROCEDURES**

All suspected violations of the Code will be reviewed in accordance with the procedures outlined below.

##### **Disciplinary Correspondence**

All disciplinary correspondence will be sent to the student’s official Terra State Community College e-mail address listed with the Office of Student Records. The College reserves the right to use other reasonable means to notify students.

##### **Filing Complaints**

Any member of the College community may file charges against any student for misconduct. Charges shall be prepared in writing and directed to the Vice President of Student and Enrollment Services. Any charge should be submitted as soon as possible after the event takes place, preferably within forty-eight hours. The Vice President of Student and Enrollment Services will designate himself/herself or a Student Conduct Officer. In cases of academic dishonesty and plagiarism, the Student Conduct Officer designated may be an academic official such as an academic dean.

While action on a complaint of violating a College rule or regulation is pending, the status of the student shall not be altered except for reasons outlined in Section J.

##### **Presumption of Non-Violation**

Any student charged with a violation under this Code shall be presumed not responsible until it is proven that, more likely than not, the violation of the rule or regulation occurred.

##### **Preliminary Investigation**

When a Dean or designee receives information, a student has allegedly violated College rules, regulations, local, state, or federal law, the Dean or designee shall investigate the alleged violation and determine whether further action is necessary. After completing a preliminary investigation, the Dean or designee may:

- Find no basis for the complaint and dismiss the allegation as unfounded
- Contact the student for a discussion and either:
  - Dismiss the allegation.

- Identify if the alleged violation(s) is equated to a Level I infraction and assign the case to a Student Conduct Officer to conduct a student conduct meeting with the student(s).
- Identify if the alleged violation(s) is equated to a Level II infraction and schedule a hearing with the Student Discipline Committee.

#### Summoning a Student for a Student Conduct Meeting

A student conduct meeting is a meeting between a student(s) involved in an alleged violation of the Code and a Student Conduct Officer and may include sanctions. In some cases, the meeting may resolve the matter.

The Student Conduct Officer shall provide the student with:

- Written notice of the charge(s) and an outline of rights.
- Review of all available information, documents, exhibits, and a list of witnesses that may testify against the student.

Following receipt of the notice of charges, a student:

- May elect not to contest the charges and to accept responsibility for them. If this election is made, the student must sign a waiver of the right to a hearing and must accept the sanction imposed by the Student Conduct Officer. The decision to waive a hearing and accept the sanction is final and not appealable.
- May contest the charges and elect to proceed to a hearing. The hearing shall be scheduled not less than five (5) and no more than 15 calendar days from the student conduct meeting.

### **ARTICLE G: HEARING PROCESS**

Hearings provide the forum where parties to an allegation are afforded the opportunity to present information for review by a Student Discipline Committee presided over by the chair of the Committee and moderated by the Vice President of Student and Enrollment Services. The Vice President of Student and Enrollment Services is an ex-officio member of the committee. A time shall be set for a Student Discipline Committee hearing, not less than five (5) nor more than 15 business days after the student has been notified. The maximum time limit for scheduling of hearings may be extended at the discretion of the Vice President of Student and Enrollment Services or designee.

Hearings shall be conducted by the Student Discipline Committee according to the following guidelines, except as provided by article J below:

In cases in which the Student Discipline Committee has been authorized by the Vice President of Student and Enrollment Services to conduct a hearing, the recommendations of the members of the Student Discipline Committee shall be considered in an advisory capacity by the Vice President of Student and Enrollment Services in determining and imposing sanctions.

**Composition:** The Student Discipline Committee is composed of six members, including two faculty appointed by the Vice President of Student and Enrollment Services, one staff member and one administrator appointed by the Director of Human Resources, and two students appointed by the Student Government.

**Term of service:** Members shall serve for one academic year and may continue to serve at the discretion of the Vice President of Student and Enrollment Services.

**Student eligibility:** All students, full- or part- time, shall be eligible for recommendation to the Student Discipline Committee provided they have maintained a 2.50 cumulative grade point

average, are not currently on disciplinary probation, and have not been suspended from the College.

**Training:** All members of the Student Discipline Committee, upon receiving notice of appointment, shall be given all necessary information about their responsibilities and the means for carrying them out.

Three members from the Student Discipline Committee will be chosen by the Vice President of Student and Enrollment Services to hear a proceeding. The hearing panel should consist of a faculty member, administrator or staff, and a student.

Hearings normally shall be conducted in private.

The complainant, the accused student, and their advisors, if any, shall be allowed to attend the entire portion of the Student Discipline Committee hearing at which information is received (excluding deliberations). Admission of any other person to the hearing shall be at the discretion of the Student Discipline Committee and/or the Associate Dean of Students, or designee.

In the case of Student Discipline Committee hearings involving more than one accused student, the Vice President of Student and Enrollment Services or designee, at his/ her discretion may permit the Student Discipline Committee hearings concerning each student to be conducted either separately or jointly.

The complainant and the accused student have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or the accused are responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any hearings before the Student Discipline Committee. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Discipline Committee because delays will not normally be allowed due to the scheduling conflicts of an advisor.

The complainant, the accused student, and the Student Discipline Committee may arrange for witnesses to present information to the Student Discipline Committee. The College will try to arrange the attendance of possible witnesses who are members of the College community, if reasonably possible, and who are identified by the complainant and/or accused student at least two (2) business days prior to the Student Discipline Committee hearing. Witnesses will provide information to and answer questions from the Student Discipline Committee. Questions may be suggested by the accused student and/ or Complainant to be answered by each other or by other witnesses, with such questions directed to the chairperson, rather than to the witnesses directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved at the discretion of the chairperson of the Student Discipline Committee, in consultation with the Vice President of Student and Enrollment Services or designee.

Pertinent records, exhibits, and written statements (including Student Impact Statements) may be accepted as information for consideration by the Student Discipline Committee, at the discretion of the Vice President of Student and Enrollment Services.

All procedural questions are subject to the final decision of the Dean of Students.

After the portion of the Student Discipline Committee hearing concludes in which all pertinent information has been received, the Student Discipline Committee shall determine by majority

vote whether the accused student has violated each section of the Student Code that the student is charged with violating.

The Student Discipline Committee's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code.

Formal rules of process, procedure, and/ or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Code proceedings.

There shall be a single verbatim record, such as a transcription or tape recording, of all hearings before a Student Discipline Committee (not including deliberations). Deliberations shall not be recorded. Transcriptions and/or tapes made during Student Discipline Committee hearings shall be the property of the College. These materials are confidential. They are made available in case of appeal and, upon request, to the Discipline Appeals Committee hearing the appeal.

If the Accused Student, with notices, does not appear before a Student Discipline Committee hearing, the information in support of the charges shall be presented and considered even if the accused student is not present. If the accused student fails to attend the hearing, it shall be deemed that he or she denies all allegations. When appropriate, a sanction will be determined, and both accused student and complainant be notified in writing.

The Student Discipline Committee may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, audio tape, written statement, or other means, where and as determined in the sole judgment of the Dean of Students to be appropriate.

#### **ARTICLE H: SANCTIONS**

The following sanctions may be imposed upon any student found to have violated the Student Code:

**WARNING**—a notice in writing to the student that the student is violating or has violated institutional regulations.

**PROBATION**—a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanction if the student is found to be violating any institutional regulation(s) during the probationary period.

**LOSS OF PRIVILEGES**—denial of specified privileges for a designated period of time.

**LOSS OF ACADEMIC CREDIT**—forfeiture or reduction in the grade assigned for an assignment, project, quiz, test, or course due to academic dishonesty.

**FINES**—previously established and published fines may be imposed.

**RESTITUTION**—compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

**DISCRETIONARY SANCTIONS**—work assignments, service to the College or other related discretionary assignments (such assignment must have the prior approval of the Student Conduct Officer.)

COLLEGE SUSPENSION—separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

COLLEGE EXPULSION—is permanent separation of the student from the College.

REVOCATION OF ADMISSION AND/ OR DEGREE—Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the degree, or for other serious violation committed by a student prior to graduation.

WITHHOLDING DEGREE—The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code of Conduct, including the completion of all sanctions imposed, if any. More than one of the sanctions listed above may be imposed for any single violation.

Sanctions imposed for acts of academic dishonesty typically will follow a three-step progression. The sanctions for the first offense will include loss of academic credit for the assignment or loss of academic credit for the course and a warning. The sanctions for the second offense will include loss of academic credit for the assignment or loss of academic credit for the course and probation status for the duration of the student's enrollment at the College. The sanction for the third offense is college expulsion. The instructor of record for the course in which the academic dishonesty took place may recommend to the hearing officer whether a loss of academic credit for the assignment or course should be sanctioned. The Vice President of Student and Enrollment Services maintains records of code of conduct offenses.

Terra State Community Colleges reserves the right to notify parents or guardians of any conduct situation when alcohol and or narcotic/ substance/inhalant abuse or violations are suspected. The College may contact parents/ guardians of dependents or non-dependent students who are under the age of 21. Terra State may also contact parents/guardians to inform them of situations in which there is an imminent health and/or safety risk.

Other than College suspension, expulsion, or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record but shall become part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions other than, College suspension or College expulsion, upon application to the Vice President of Student and Enrollment Services. Cases involving the imposition of sanctions other than College suspension, College expulsion, or revocation or withholding of a degree shall be expunged from the student's disciplinary record three (3) years after the student completes all requirements for graduation.

In situations involving both an accused student(s) (or group or organization) and student(s) claiming to be the victim of another student's conduct, the records of the process and the sanctions imposed, if any, shall be considered to be the education records of both the accused student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.

The following sanctions, in addition to those listed above, may be imposed upon groups or student organizations: community service including service to the College, loss of selected rights and privileges for a specified period of time, and/or deactivation/ loss of all privileges, including College recognition, for a specified period of time.

In each case in which a Student Conduct Officer determines a student has violated the Student Code, the recommendation of the Student Conduct Officer shall be considered by the Vice President of Student and Enrollment Services in determining and imposing sanctions. In cases in which the Student Discipline Committee has been authorized to determine a student has violated the Student Code, the recommendation of all members of the Student Discipline Committee shall be considered by the Vice President of Student and Enrollment Services in determining and imposing sanctions. The Vice President of Student and Enrollment Services is not limited to sanctions recommended by members of the Student Discipline Committee.

Following the Student Discipline Committee hearing, the Vice President of Student and Enrollment Services shall simultaneously advise the accused student(s), group and/or organization (and complaining student who believes she/he was the victim of another student's conduct) in writing of its determination and/or the sanction(s) imposed, if any, and how to appeal. A copy of the notification will be retained in the student's disciplinary record. Cases involving suspension or expulsion or revocation or withholding of a degree will also be filed in the student's academic record.

### **ARTICLE I: APPEALS**

A decision reached by the Student Discipline Committee or a sanction imposed may be appealed by the accused student(s) or complainant(s) to the Discipline Appeals Committee within five school days of the decision. Such appeals shall be in writing and shall be delivered to the Vice President of Student and Enrollment Services.

Composition: The Discipline Appeals Committee is composed of three members: (a) the president of the Terra Faculty Association; (b) an administrator appointed by the President; and (c) the president of the Student Government.

Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim records of the Student Discipline Committee hearing and supporting documents for one or more of the following purposes:

- To determine whether the Student Discipline Committee hearing was conducted fairly in light of the charges and evidences presented, and in conformity with prescribed procedures, giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code was violated, and giving the Accused Student a reasonable opportunity to prepare and to present a rebuttal of these allegations.
- To determine whether the decision reached regarding the Accused Student was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code occurred.
- To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code, which the student was found to have committed.
- To consider new evidence, sufficient to alter a decision, or other relevant facts because such evidence and/ or facts were not known and could not have been known to the person appealing at the time of the original hearing.

If the Discipline Appeals Committee upholds an appeal, the matter may be returned to the original Student Discipline Committee for reopening of the Student Discipline Committee hearing to allow reconsideration of the original determination and/or sanction(s).

In cases involving appeals by students accused of violating the Student Code, the Discipline Appeals Committee may, upon review of the case, reduce but not increase the sanctions imposed by the Student Discipline Committee.



In cases involving appeals by persons other than student(s) accused of violating the Student Code, the Discipline Appeals Committee may, upon review of the case, reduce or increase the sanctions imposed by the Student Discipline Committee.

Following the appeal, the Vice President of Student and Enrollment Services shall simultaneously advise the Accused Student(s), group and/or organization (and complaining student who believes she/he was the victim of another student's conduct) in writing.

## **ARTICLE J: EXCEPTIONAL PROCEDURES**

### **Interim Suspension**

In certain circumstances, the Vice President of Student and Enrollment Services or designee may impose a College suspension prior to a student conduct meeting or a hearing before the Student Discipline Committee. Interim suspension is an action requiring a student immediately leave the campus and College property.

Interim suspension may be imposed only: a) to ensure the safety and well-being of members of the College community or preservation of College property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses an ongoing threat of disruption of or interference with the normal operations of the College.

During the interim suspension, the student shall be denied access to the campus (including classes) and/ or all other College activities or privileges for which the student might otherwise be eligible, as the Vice President of Student and Enrollment Services or designee may determine to be appropriate.

### **Voluntary Withdraw Agreement**

In certain cases where a student's behavior and continued enrollment may adversely affect his or her well-being or the College, the Vice President of Student and Enrollment Services or designee and the student may agree to discontinue his or her attendance at Terra State for a specified period of time and agree to conditions for readmittance to the College. In such instances, the Vice President of Student and Enrollment Services or designee and the student will sign a written withdrawal agreement.

### **Temporary Restriction from Personal Contact**

The Vice President of Student and Enrollment Services or designee may temporarily restrict a student from any personal, verbal, written, telephone, electronic, and third-party contact with another person pending an investigation and/or hearing whenever the contact could constitute a danger to the person or to the safety of the person or property, or the seriousness of the allegations warrants such action. Any student so restricted may obtain an explanation of the basis for such restriction upon request.

### **Withdrawal Prior to Student Conduct Proceedings**

The student who withdraws or fails to return to the College while disciplinary action is pending will be ineligible for readmission until the outstanding matter is resolved. The College reserves the right to formally restrict individual(s) from the campus grounds while such action is pending.

## **ARTICLE K: INTERPRETATION AND REVIEW**

Any question of interpretation regarding the Student Code shall be referred to the Vice President of Student and Enrollment Services for final determination.

The Student Code will be reviewed every three years under the direction of the Vice President of Student and Enrollment Services.

## Written Explanation of Reporter's Rights and Options

Scope: All employees and students of the College

Policy Statement: It is the policy of Terra State Community College to provide a positive, discrimination-free educational and working environment. We are committed to a policy of nondiscrimination on the basis of sex, race, color, national origin, sexual orientation, marital status, disability, religion, or age in admission and access to, or treatment, or employment in our programs or activities as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VI and VII of the Civil Rights Act of 1964, the Age Discrimination Act and their implementing regulations. Harassment, sexual harassment, and/or sexual misconduct of students, employees, or others working or visiting in the employment or academic setting will not be tolerated.

To help ensure that employees and students are not subjected to illegal harassment/bullying, and in order to create a comfortable work and learning environment, the college strongly opposes and prohibits any offensive physical, written, spoken, or non-verbal conduct as defined and otherwise prohibited by state and federal law.

Sexual misconduct in the work or academic setting will not be tolerated. The college seeks to provide and maintain a professional learning and working environment and considers consensual sexual relationships in which one individual has direct responsibility for the evaluation of the other, or has responsibility for supervising, advising, or counseling the other in the course of carrying out his/her job responsibilities, to be unprofessional.

Offenders will be subject to appropriate college adjudication processes and the full range of disciplinary action provided by college policy, up to and including discharge, dismissal, or expulsion. This policy and its procedures shall be the only internal college forum of resolution for harassment, sexual harassment, and/or sexual misconduct complaints.

College community members or others who feel that they have been victims of harassment, sexual harassment, and/or sexual misconduct in the workplace or academic setting will be provided with appropriate support from the college. Members of the college community shall include all Terra State Community College students, members of the Board of Trustees, faculty, staff, and administrators, whether full- or part-time.

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**CLERY REPORTABLE CRIMES**

Offense	Year	Geographic Location			
		On-Campus Property	On-Campus Student Housing	Non-Campus Property	Public Property
Murder/ Non-Negligent Manslaughter	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Manslaughter by Negligence	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Rape	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Fondling	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Incest	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Statutory Rape	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Robbery	2020	0	0	0	0
	2019	0	0	0	0
	2018	1	0	0	0
Aggravated Assault	2020	0	0	0	0
	2019	0	0	0	0
	2018	1	0	0	0
Burglary	2020	0	0	0	0
	2019	2	2	0	0
	2018	0	0	0	0
Motor Vehicle Theft	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Arson	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0

~Stats requested but not reported

**VAWA OFFENSES**

Offense	Year	Geographic Location			
		On-Campus Property	On-Campus Student Housing	Non-Campus Property	Public Property
Domestic Violence	2020	1	1	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Dating Violence	2020	2	2	0	0
	2019	2	2	0	0
	2018	0	0	0	0
Stalking	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0

~Stats requested but not reported

## ARREST AND REFERRALS

Offense	Year	Geographic Location			
		On-Campus Property	On-Campus Student Housing	Non-Campus Property	Public Property
Arrests: Weapons	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Disciplinary Referrals: Weapons	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Arrests: Drug Violations	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
Disciplinary Referrals: Drug Violation	2020	12	12	0	0
	2019	8	7	0	0
	2018	1	1	0	0
Arrests: Liquor Law Violations	2020	0	0	0	0
	2019	1	1	0	0
	2018	1	1	0	0
Disciplinary Referrals: Liquor Law Violation	2020	9	9	0	0
	2019	1	0	0	0
	2018	0	0	0	0

~Stats requested but not reported

## UNFOUNDED CRIMES

2018: No unfounded crimes.  
 2019: No unfounded crimes.  
 2020: No unfounded crimes.

## HATE CRIMES

Terra State Community College had no reported hate crimes in 2018, 2019, and 2020

## Fire Statistics

### **Fire Safety Systems in the Campus Housing Facility**

The Landings is a fully alarmed Residence Hall. The Fire Alarm system is equipped with individual room detectors. There are fire extinguishers and pull stations located on every floor at the Landing. The pull stations direct connect to the alarm company which will then notify the Fire Department. The ADA (Americans with Disabilities Act) compliant rooms are directly connected to the main operating system which is directly connected to the notification system for the City of Fremont. In the event of a fire in these facilities, as soon as an alarm is sounded, the local fire department is notified. The estimated time of their arrival is between 3-4 minutes. The residential unit falling under this system include the following:

	Physical Location	Special Notes
The Landings	3070 Terra Way, Fremont, Ohio 43420	Sprinkler Units: Room/Floor

The City of Fremont Fire Department conducts yearly walk-through inspections during the Fall Semester.

#### **Plan for Improvement to Fire Safety**

The College does not have any planned improvements in fire safety at this time.

#### **Fire Safety Education and Training Programs Provided to Students and Employees**

The College takes fire safety seriously and has established fire safety programs for students living in on-campus residence halls. Fire drills are to be conducted twice each fall and spring semester on the on-campus residence hall. In addition to the fire drills, fire safety policy and procedures are given to all on-campus students and an overview is presented for all students living in an on-campus residence hall. The College also has specific fire safety programs that target employees working on campus such as fire extinguisher training, smoke simulation, and various types of fires.

#### **Titles of Each Person or Organization to Whom Students and Employees Should Report That a Fire Occurred**

Per federal law, Terra State Community College is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Listed below are the nonemergency numbers to call to report fires that have already been extinguished in on-campus student housing. These are fires for which you are unsure whether the Terra Safety Department may already be aware. If you find evidence of such a fire or if you hear about such a fire, please contact one of the following:

- Terra State Community College Safety Department (419) 559-2253 (office) or (419) 307-1087 (cell)
- Terra State Community College Facilities Office (419) 559-2100

When calling, please provide as much information as possible about the location, date, time and cause of the fire.

#### **Fire Log**

The crime and fire logs are the daily records of all crimes and fires that have been reported to Terra State Community College Safety Department. They are organized chronologically and are updated on a daily basis. Paper copies of both the crime and the fire logs are available upon request from Terra State Community College Safety Department. Requests can be made in person at the Safety Office located in the Engineering Technologies Building E-104 during normal business hours.

Each year, Terra State Community College Safety Department files its annual safety and security report. While crime logs provide a daily breakdown and detailed information about each crime that is reported to Campus Safety, the annual report provides a final count of all of the incidents of crime and fire that were reported to Campus Safety each year as well as a highlight of the measures that the Terra State Community College Safety Department takes in order to keep the Terra community safe and secure.

## **FIRE SAFETY STANDARDS**

1. Fire doors in halls and stairwells must be kept closed at all times. Do not prop door open.
2. In case of fire, the alarm should be activated and the building evacuated, and the Fire Department called.
3. If you are in a room where a fire starts, leave immediately. Close the door to confine the blaze to that one room.
4. Always close the door to your room when you go to bed. Many people have died in their sleep by rising heat and toxic gases before they knew there was a fire.
5. If you wake up in the middle of the night and smell smoke, do not open your door until you feel it with your hand. If it is hot, leave it closed. This is a sign that you cannot live in the corridor long enough to get down the stairs. In that case, go to the window, and call for help unless you can get out through other rooms that do not lead into the corridor.
6. Know the location of all fire exits, fire alarms, and fire extinguishers.
7. Use only metal wastebaskets. You should empty your basket frequently.
8. Multiple outlet extension cords are not permitted. Do not string wires or extension cords under rugs, over hooks, or in any place where these may be subjected to wear or mechanical damage. All electrical cords should be checked periodically for wear and damage.
9. The purpose of fire extinguishers is to save lives in the event of fire. Damaged equipment may result in death. It is **ILLEGAL** to use fire extinguishers for other than firefighting purposes. Under section 2909.07 Ohio Revised Code, unauthorized use is a malicious destruction of property and is punishable up to a \$500 fine or 60 days in jail or both.
10. In case of an accident, illness, or other emergency, notify the RA or any other staff member, who will arrange assistance.
11. Fire alarm pull stations are designed to save lives in case of fire. It is illegal to sound a false alarm. It is considered criminal mischief which is a misdemeanor of the third degree.
12. Candles (used or unused), incense burners, Scents Burners, potpourri burners, any objects with open flames or open heating elements (i.e. hotplates) are not permitted in any residence.

## HEALTH AND SAFETY INSPECTIONS

The Department of Residence Life performs Residence Hall health and safety inspections several times a year usually along with academic break room checks. The inspections are primarily designed to find and eliminate safety violations. Students are required to read and comply with the Student Handbook, which includes all rule and regulations for residential buildings. The inspections include, but not limited to, a visual examination of electrical cords, sprinkler heads, smoke detectors, fire extinguishers and other life safety systems.

In addition, each room will be examined for the presence of prohibited items (source of open flames, such as candles; non-surge protected extension cords; halogen lamps; portable cooking appliances, etc.) or prohibited activity (smoking in the room; tampering with life safety equipment; possession of pets, etc.). This inspection will also include a general assessment of food and waste storage and cleanliness of the room. Prohibited items will be immediately be confiscated. There is a list of prohibited item found within the student handbook.

### SUMMARY OF FIRES ON-CAMPUS: 2018-2020

Facility	Address	2018	2019	2020
The Landings	3070 Terra Way, Fremont, Ohio 43420	0	0	~

~requested but not provided

### IMPORTANT CONTACTS AND EMERGENCY NUMBERS

Ambulance.....	911 or 419-332-4131
Fire.....	911 or 419-332-4131
Highway Patrol .....	419-625-6565
ProMedica Memorial Hospital.....	419-332-7321
Fremont Police Department.....	911 or 419-332-6464
Sheriff .....	419-354-9001
Dean of Students Office.....	419-559-2360
24 Hour Emergency Hotline. ....	1-800-613-4456
Campus Safety Phone .....	419-559-2253
Campus Safety Manager .....	419-559-2388
Firelands Counseling and Recovery .....	419-332-5524
Wood County Victim’s Advocate.....	419-354-9250
Title IX Coordinator .....	419-559-2360
Director of Facilities.....	419-559-2393

### STATISTICS & RELATED INFORMATION REGARDING FIRES IN RESIDENTIAL FACILITIES

Residential Facility	Address	Total Fires in Each Building			Fire Number	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
		2018	2019	2020					
The Landings	3070 Terra Way, Fremont Ohio 43420	N/A	0	~	0	N/A	0	0	0

~requested but not provided



**Total Number of Fire Drills Held In Each Residential Facility**

Facility	Address	Total Fire Drills in Each Building		
		2018	2019	2020
The Landings	3070 Terra Way, Fremont, Ohio 43420	1	3	~

~requested but not provided

**EMERGENCY MASS NOTIFICATION SYSTEMS**

In the event of an incident that requires mass notification to the campus community, the following modes of mass communication will be utilized. The Coordinator of Campus Safety Department or his designee will determine the notification level after considering factors such as type of incident (weather, criminal, accident etc.), speed of incident, effect on and /or proximity of incident to the College.

Type of Mass Notification System (s) TSCC will utilize a combination of the following notification systems as appropriate for the determined level of crisis and the specific incident: Campus Terra Alert Mass Notification System, WENS, Web site (Terra State Community College homepage, College email, (student portal), social media (Facebook), mass media (Radio/TV). Campus Safety Department will notify the Sandusky County offices through the Wens Notification system and direct radio communications via Campus Safety radios. Each building has designated building coordinators assigned that will be wearing neon safety vests and direct all personnel to the designate areas for the emergency at hand.

**EVACUATIONS FOR FIRE**

In the event of fire in any of the buildings on campus please move outside to the designated yellow rally point signs in each parking lot. Building coordinators will give the all clear from Campus Safety Responder when The Fremont Fire Department has given the approval to reenter the building.

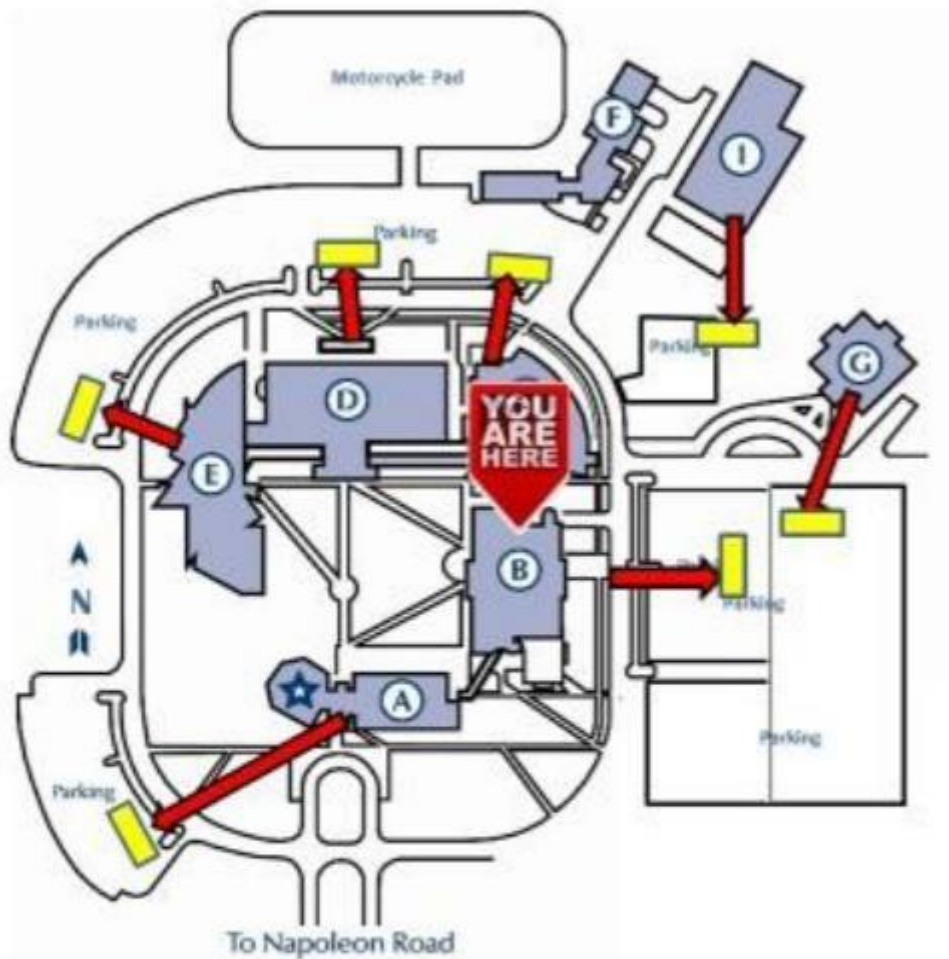
(A) If a fire alarm sounds, all persons should gather their belongings, use the nearest stairway and proceed to leave the building. All persons shall exit the building in an orderly fashion, according to the procedures followed during a routine fire drill.

(B) When exiting building proceed to designated yellow rally points. (SEE MAP BELOW.)

(C) Elevators should never be used during a fire alarm.

(D) Persons with mobility issues should wait at the stairwell until emergency personnel will assist them to the ground floor. An attempt should be made to notify Campus Safety of their location. In cases of imminent danger, others should immediately assist mobility-impaired people to reach safety.

(E) Possible fire emergency(s) shall be reported to Campus Safety Department. Campus Safety Department will investigate and take charge of the situation until the fire department arrives. The same evacuation procedures apply for Explosions, Environmental explosions, Hazardous spills, Natural disasters, Mechanical failures, bomb threats, weapons of mass destruction and plane crashes.



**Designated Evacuation Rally Point For Each Building**

**DURING EVACUATION – LEAVE BUILDING THE NEAREST EXIT  
ONCE OUTSIDE, REPORT TO THE DESIGNATED RALLY POINT**

 **Evacuation Rally Point**

### **BUILDING EVACUATIONS TO ANOTHER BUILDING**

All building evacuations will occur when an audible alarm goes off with a warning that is issued via voice and over the phone text with the Terra Alert/Alert System (WENS campus emergency notification system) upon notification by Campus Safety Responder or College Personnel. Individuals are asked to take all personal items with them when they leave.

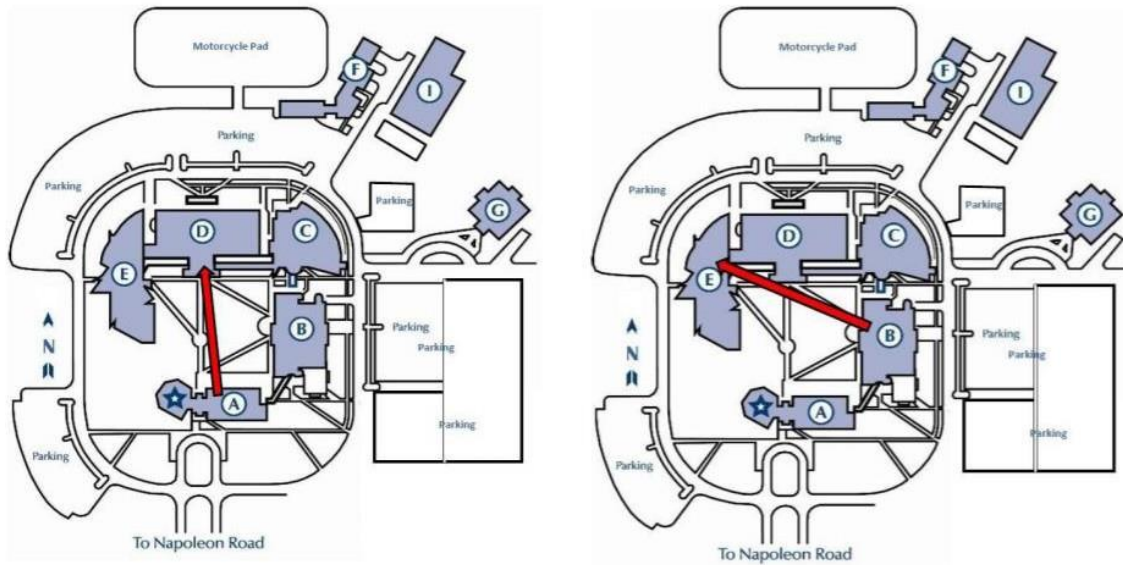
When a building evacuation occurs, leave by the nearest marked exit and alert others to do the same. The last one out of a room should close the door (except for bomb threats). Do not lock it. If you work in a building with multiple stories, a stairway will be your primary escape route if you are not on the first floor. Do not panic, descend stairs slowly and carefully. Once in a stairwell, proceed down to the first floor; never go up.

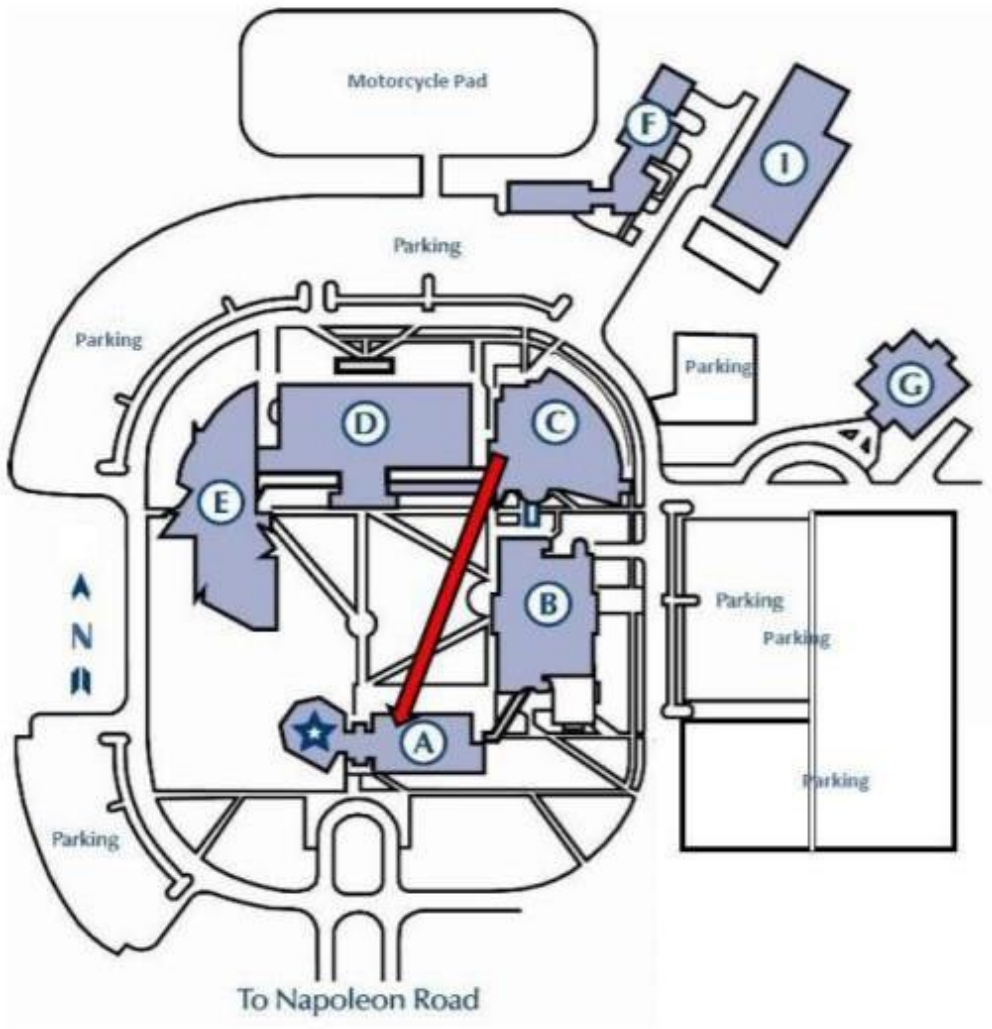
Assist persons with disabilities in exiting the building. If you are unable to assist, notify Campus Safety Department immediately and identify the person and their location. Campus Safety Responders will facilitate their evacuation if necessary.

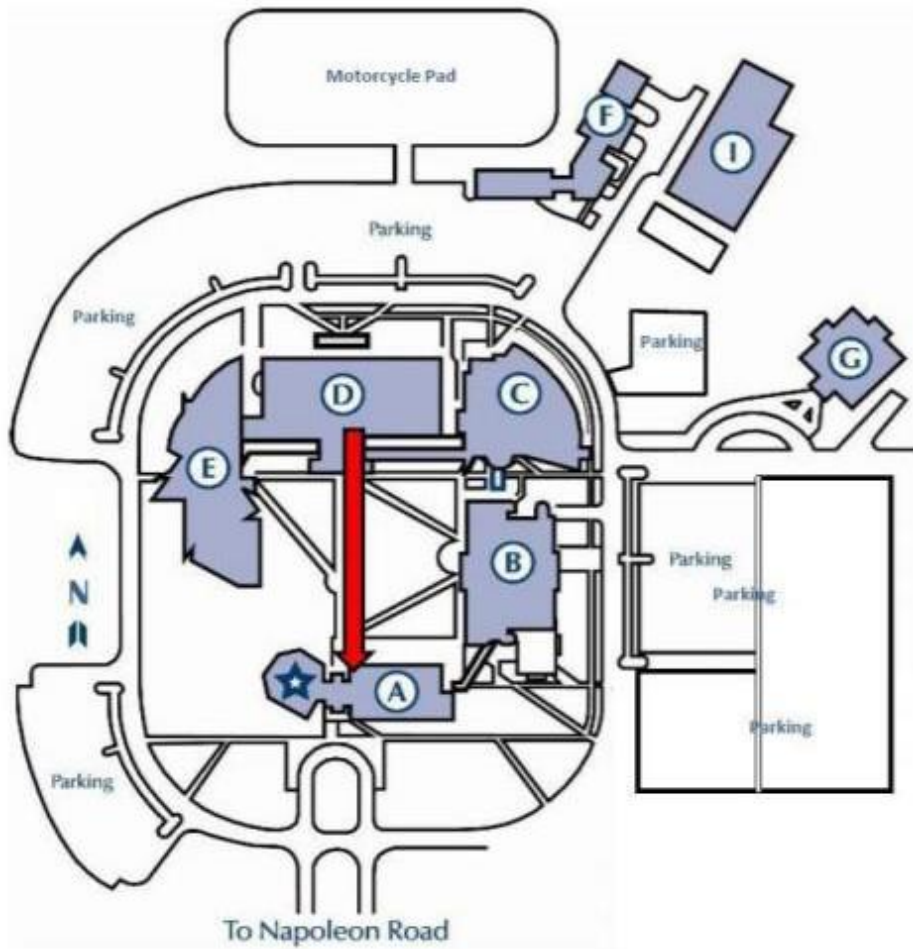
Faculty members and staff supervisors should be the last persons to leave a room. Report any persons not evacuating and their location to Campus Safety Department.

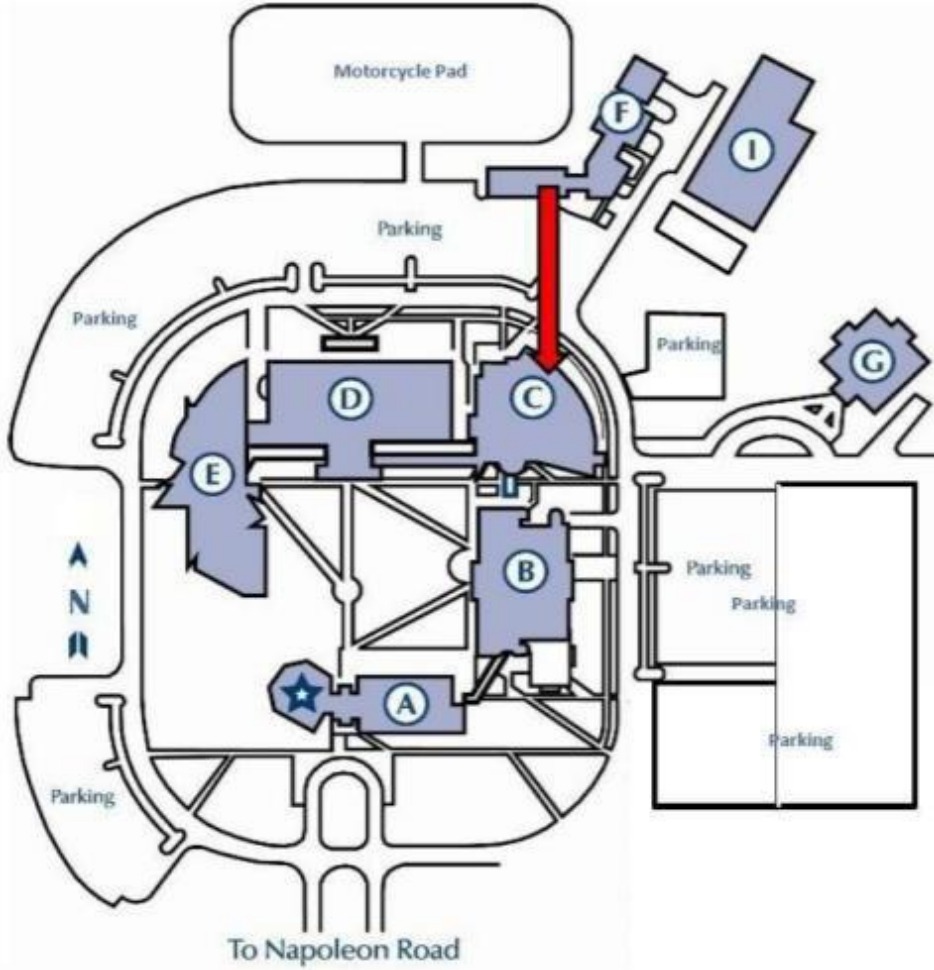
Once outside, proceed to the designated evacuation area. (SEE MAPS FOLLOWING PARAGRAPH (F) OF THIS SECTION.)

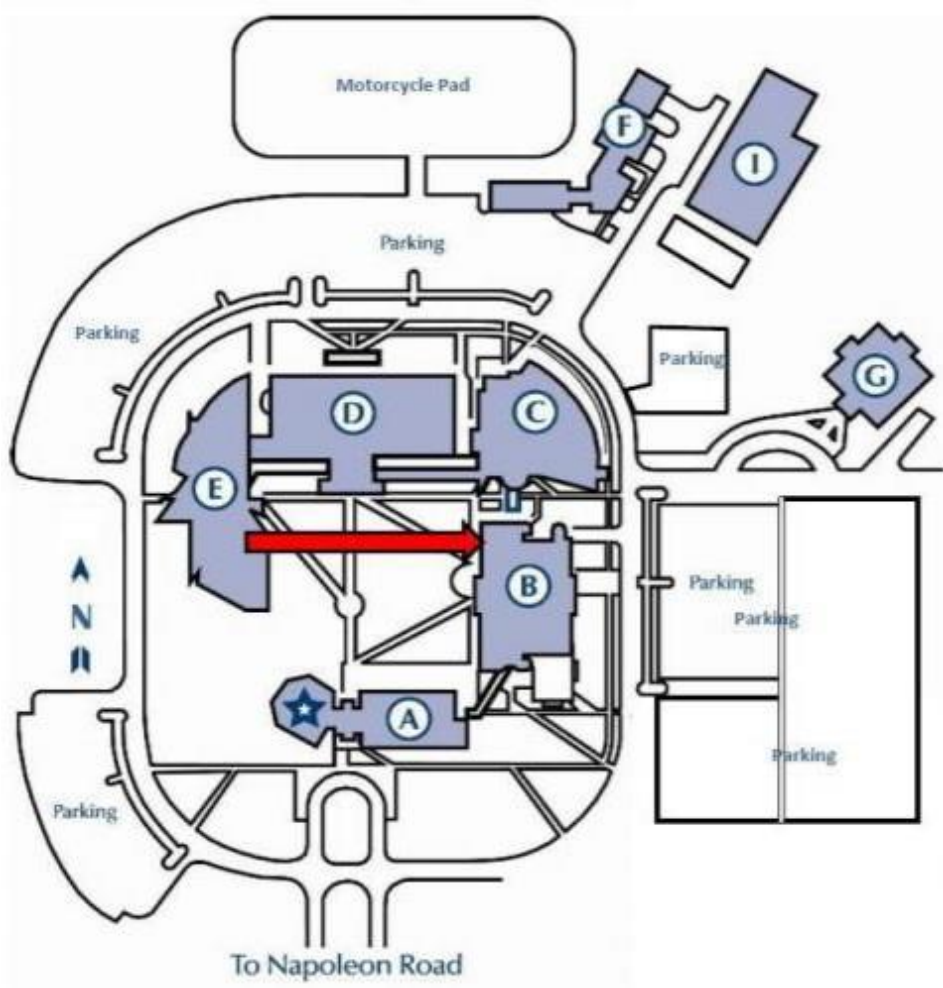
DO NOT return to an evacuated building until you are notified that the building is reopened.

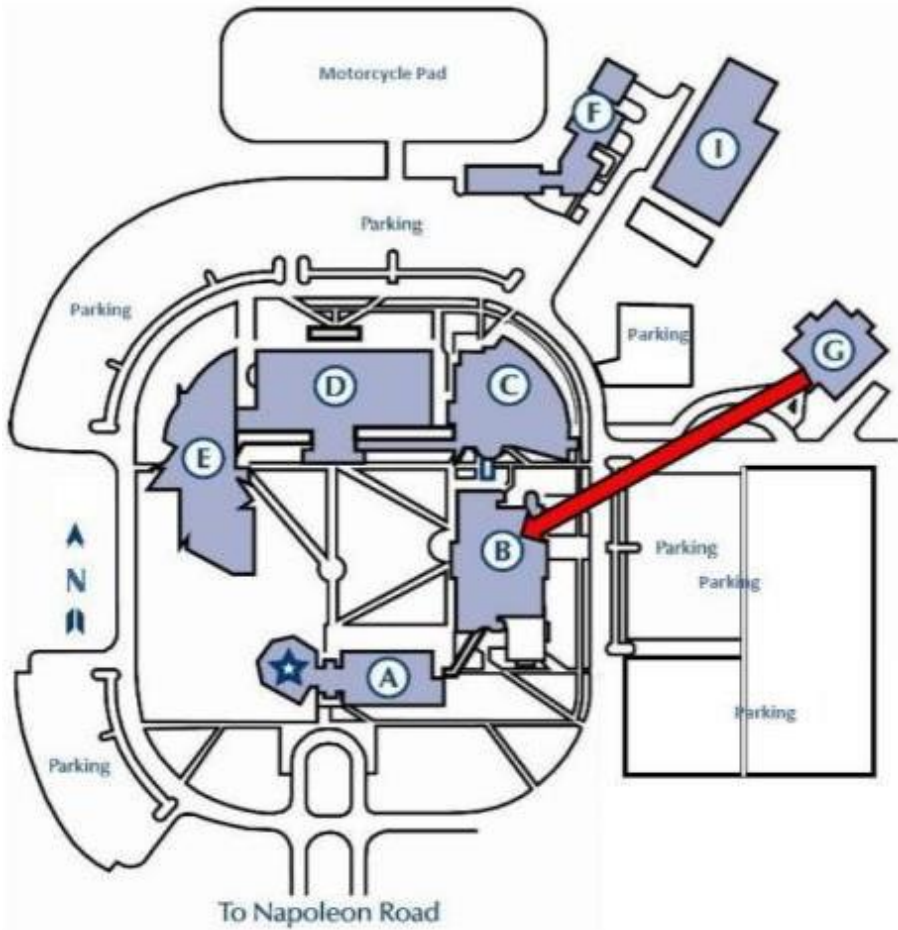




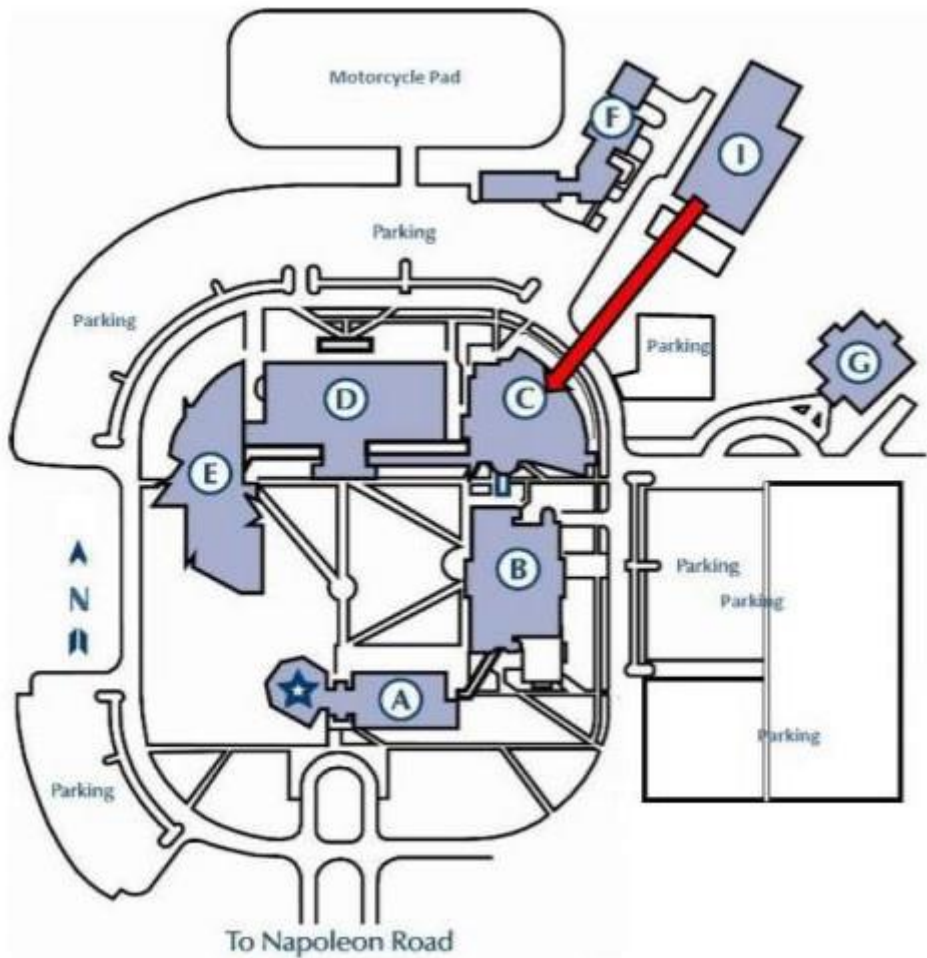












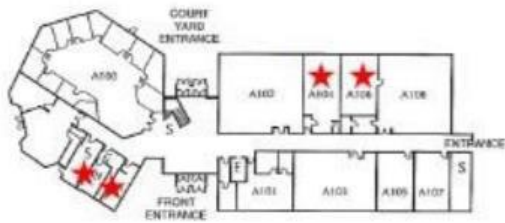
### EVACUATIONS FOR TORNADO WARNINGS

- (A) If a tornado drill is issued by authorities or if tornado warning sirens are sounded, all people will be advised to move quickly to a designated tornado shelters on campus.
- (B) Campus notification will be completed by the TerraAlert/Alertus (WENS emergency notification system) or by personal notification by Campus Security.
- (C) If appropriate tornado shelters are not available people should use protected stairwells or sit in the first-floor hallways with their backs against the wall away from all glass.
- (D) Areas with glass windows or skylights should be avoided. Flying glass is responsible for many of the injuries resulting from tornado strikes on buildings.
- (E) People should remain in their shelters until the all clear is given by Campus Safety Department Campus Safety Responders will go through the buildings to make sure everyone is informed of the all clear.

**SEE FOLLOWING PAGE FOR STORM SHELTER LOCATIONS ACROSS CAMPUS.**

## STORM SHELTER LOCATIONS ACROSS CAMPUS.

Locations marked with a ★



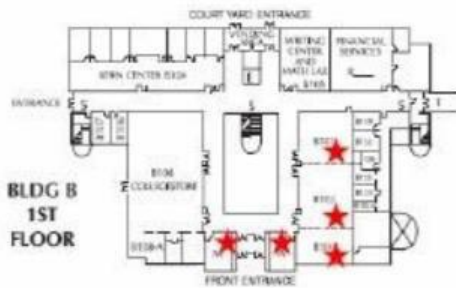
**A-Building**

- Room 104
- Room 106
- Restrooms (First Floor Only)



**D-Building**

- Room 102    Room 104
- Room 106    Restrooms (First Floor Only)

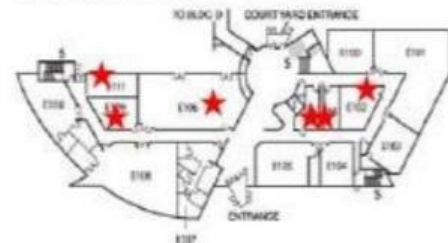


**BLDG B  
1ST  
FLOOR**

**B-Building**

- Room 101    Room 102
- Room 103    Restrooms (First Floor Only)

**BLDG E-1ST FLOOR**



**E-Building**

- Room 102    Room 106
- Room 109    Room 111
- Restrooms (First Floor Only)

**BUILDING C, Student Activities Building (SAC)  
Bldg C-1st Floor**



- C-E .....
- Restrooms (First Floor Only)
  - Room C-114



**I-Building**

- Room 103
- Restrooms



- F-Building**
- Restrooms

## **WEATHER EMERGENCIES**

- (A) The College President will make the determination on closing campus for weather emergencies.
- (B) An emergency call list will be prepared, maintained, and utilized for the determination and notification of closings. Notification through the TerraAlert/Alertus (WENS emergency notification system) will be utilized to notify the faculty, staff and students who have signed up to receive these message alerts.
- (C) The College President will cause notifications to be made to the public through the media (television, radio, and newspaper) as well as the college web site.
- (D) In case of snow emergencies, the Director of Facilities and the Campus Safety Manager will coordinate for snow removal.
- (E) In cases where a snow emergency requires closing the school after the day has begun, the college will try to make the decision to close the college before roads become dangerous.
- (F) Plans will be established for caring for people trapped on campus by snow emergencies. These plans will include feeding and sleeping shelter arrangements on campus.

## **CAMPUS ARMED INTRUDER RESPONSE**

If you witness any armed individual on campus (other than Police or Campus Safety Responders), or if an individual is acting in a hostile or belligerent manner, immediately contact Terra State Community College Campus Safety Department at extension 2253 from any campus telephone, or 419-559-2253 from a cell phone. Fremont Police Department can be called by dialing “9-911” from a Campus telephone or “911 [Send]” from a cell phone. Try to talk calmly and slowly and give as much detail as you can. Campus Safety will notify the Fremont Police Department as well. Terra State Community College Campus Safety Dept. will help the police as much as possible, but the police will dictate the response.

What to Report:

- Has anyone been hurt or killed?
- Is the shooting still going on?
- Have you heard any gunshots?
- Have you heard any explosions separate from gunshots?
- Specific location of shooter (s)
- Do you recognize the shooter?
- What’s his or her name?
- Your location
- Number of assailant (s)
- Race and Gender of assailant (s)
- Their clothing color and style
- Their physical features – height, weight, facial hair, glasses
- Type of weapons being used or carried (rifle/shotgun, handgun)
- Are they carrying a Backpack?

If the subject begins shooting you must take action quickly. Almost every active shooter situation in America has lasted less than 10 minutes. In almost every case, the killing was over before the first police officer arrived.

YOU will have to take immediate action to save yourself or others. You must quickly assess your options and act.

**Your Options?**

**Remember one word: OUT!**

**Get Out Evacuate (Run)**

If there is a reasonably safe escape route. Your best option may be to run, get out, and get away. Think in advance about how you'd get out, including the possibility of breaking out windows and jumping.

**Keep Out (Lock down)**

If locking the room is practical and evacuating is not safe. If you can't get out, then lock or barricade the door. Make sure the barricade stays in place, holding it from a safe position if necessary.

**Hide Out (Play Dead)**

If you're not able to get out, find a safe place to hide. If there's no way to get out or hide, playing dead could save your life. If you are hiding when the police come, realize that they will not know if you're a victim or a shooter. Identify yourself and follow their instructions.

**Take Out (Attack the Attacker!)**

Blind-side him/her, use an aggressive attack using anything within your reach as a weapon. Hit him/her hard and fast and hit until he stops being a threat. Don't worry about hurting him/her.

Fight or Flight? Running, getting out, may be your preferred option, but if flight is removed as an option, your only choice may be to fight back, and to try to stop the shooter.

Attacking the shooter may be your only option. Use whatever you can to hit him/her. Hit him/her hard, fast, and until he stops moving and stops being a threat.

**Call Out (Take care of your safety first.)**

Run first, hide first, barricade or lock the door first, then call 911. If it's safe, stay on the line and give the police the best continuing information you can.

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**Armed Intruder on the Campus**

When a person(s) is shooting people or threatening to shoot people, the following procedures are recommended:

(A) When a person(s) is shooting people or threatening to shoot people, the following procedures are recommended:

(B) Instructors need to try to remain as calm as possible and guide their students to a proper response. Establish a "rally point", a safe place outside where the class can meet and account for everybody if an evacuation is necessary. Bear in mind that the responding police officers may take control of your actions and you might not all be able to get to your rally point.

(C) If possible, Campus Safety Responders will attempt to notify all people on campus and evacuate or lock down the areas. They will coordinate a response with the Fremont Police Department.

(D) Run away from the threat if you can do so safely, leading others if possible.

(E) If it is obvious that the armed individual is a safe distance away you may decide to leave the building in the opposite direction. Move quickly, ducking low as you run. Do not run in a straight line but "zigzag" back and forth periodically (harder target to hit). Try to get large objects (trees, light poles, cars) between you and the suspect for more protection. Run with your body low and your hands open, fingers spread apart, and at about head level. If police officers see you running towards them, it will be obvious that you do not have a weapon in your hand and do not pose a threat to them. Don't do anything the police might interpret as threatening.

(F) As soon as you are clear and in a safe location, call for help and warn others. Call 911 and Campus Safety. You can call the Fremont Police Department by dialing 9-911 on any campus

phone or “911 [Send]” on your cell phone. Practice this (with your phone off) so you can do it under stress. You can call the Campus Safety Office by dialing “2253” on any campus phone. If you are using a cell phone call 419-559-2253. If Campus Safety are not in their office the calls will be automatically forwarded to their cell phone.

(G) If getting out is not a safe option, the instructors should place everyone in the nearest safe classroom, lock the door, or barricade the door. Many doors open out into the hall and cannot be barricaded from inside. Most Terra State Community College classrooms can't be locked without a key and without going into the hallway so you will need to find an alternative way to keep the door closed or prevent entry. You can pile desks, tables, chairs, etc. in front of the door opening. Use any available large or heavy items to barricade or block the doorway. If entry is too difficult the intruder may give up and move on to easier targets.

(H) Turn off all lights.

(I) Turn off all audio and video equipment and silence all cell phones. Be as quiet as possible. Try to calm and re-assure panicky students.

(J) Get everyone on the floor and out of the line of sight and the line of fire. Stay away from windows and doors. If the subject is outside the building, sit with your back against the wall on the side below the windows so you will not be visible from the outside. If the subject is inside your building, sit with your back against the wall along the hallway side of the building so that you are not visible through door windows. Placing something over the doorway window leading into the hallway will prevent him/her from seeing inside as well.

(K) Cards are placed in each classroom's windows, facing the outside, indicating the room number (ex. “A-316”) so emergency personnel can locate your room easily from the outside.

(L) Do not sound the fire alarm. A fire alarm will result in people leaving their classrooms and offices, causing them to enter the danger zones instead of escaping them. It may place others in further danger from the shooter. It will also cause more confusion when the Police do come in to stop the violence.

(M) If you are caught in an open area such as a hallway or atrium area, you must decide what action to take. One option is to run away as explained above. You can try to hide, but make sure you pick a well-hidden space, or you may be found if the intruder moves through the building searching for victims.

(N) Use common sense. If hiding or fleeing is impossible, one option is to try to be as inconspicuous as possible. Do not draw attention to yourself. If the person(s) is causing death or serious physical injury to people around you and you cannot hide or flee you may want to “play dead” if other victims are on the ground around you. The subject might not go back if he thinks you are already dead. Some victims have saved their lives this way, and others have been killed anyway. There are no guarantees.

(O) If people are being shot and killed around you, your only option to survive might be to attack him/her. When they get close enough hit them hard, hit them fast, and keep hitting them until they stop being a threat. This is a dangerous chance to take but it might be your only chance to live. Remember that waiting for rescue may be waiting your turn to die. Do not be concerned about hurting them. You are fighting to survive!

(P) If you have decided to “**shelter in place**”, do not leave your secure area until notified by Campus Safety or the Police Department. If people are injured you may have to cover the wounds with a cloth and hold pressure on them to slow the bleeding.

(Q) Once the Police arrive, obey all their commands and let them know what you observed. You may be searched or even handcuffed until the Police figure out what is going on. For your safety in this very tense and dangerous situation do not resist or argue with the Police. Do not make any moves towards the arriving Police that they might interpret as threatening. Remember they are under a lot of stress also, and at this point they don't know who the “good guys” or the “bad guys” are.

### **Police Response**

- (A) When the Police come in they will be moving to stop the shooter. That has to be their first priority. The police will probably pass you by if the shooting is still going on. It may seem like they're ignoring your injuries or your need to find safety. Until the threat is stopped they cannot stop to treat the injured or begin your evacuation. They are not ignoring you. They are stopping the shooter. You may need to explain this to others in an attempt to calm them.
- (B) Do exactly what you are told by the Police. Don't argue! Don't do anything threatening. Try to breathe slowly and deeply to help calm yourself and lower your heart rate.
- (C) Once the shooter has been stopped, officers will begin treatment and evacuation. Safety corridors will be established. This may be time consuming, but they will help you as soon as they possibly can.
- (D) Remain in secure areas until instructed otherwise.
- (E) Be careful not to make any unnecessary changes to the scene of the incident since law enforcement authorities will investigate the area later as a crime scene.
- (F) You may be instructed by police to keep your hands on your head or up in the air. Don't argue or make any moves that might seem threatening. They don't know who is yet. As far as they know, you might be a "bad guy". Remember, they are in a very stressful situation as well.
- (G) You may be searched and handcuffed.
- (H) You will be escorted out of the building by law enforcement personnel.
- (I) You will probably be questioned as to what you saw. At first you may not remember everything but tell them what you can. You will probably remember more details after calming down, getting some rest and some sleep. This is a natural phenomenon. As you begin to remember more don't be afraid to correct or add to what you first told the Police. Any information you can give will help their investigation.

### **Be responsible for your own safety and that of those around you.**

- (A) Always be aware of threats, verbal or otherwise. Take any threats seriously!
- (B) Be aware of your surroundings and anybody who seems to be following you or stalking you. Never be afraid or embarrassed to ask Campus Safety or other students or staff to walk you to your car, day or night.
- (C) Pass along your fears or concerns to those in authority. Problems off campus could follow you to campus as well.
- (D) If the worst happens, do whatever is necessary to survive.
- (E) Once it is over, and you have survived physically, seek counseling from mental health professionals so you can recover emotionally as well. Terra State Community College will try to provide mental health counseling, and "crisis debriefing" sessions. Take advantage of them. You have survived physically; make sure you survive emotionally as well.

### **Warning Signs**

If you come into contact with any person(s) on campus that causes you alarm or fear, please do not hesitate to contact the Campus Safety Department, or any staff or Instructor for assistance. Terra State Community College has instituted a "Behavioral Intervention Team" (BIT) program to identify possible threats and handle them before any violence occurs.

Some warning signs (certainly not an all-inclusive list) might be:

- (A) Someone who threatens harm or talks about killing or hurting other students, faculty, or staff. These could be overt or veiled threats. These threats could show up in reports and papers submitted to the instructors. Don't assume they are harmless.
- (B) Someone who starts or participates in fights or who tries to physically or verbally intimidate others.
- (C) Someone who loses temper and self-control easily
- (D) Inappropriate language or actions.
- (E) Someone who swears or uses vulgar language most of the time, especially in an intimidating situation.
- (F) Someone who possesses or draws artwork that depicts graphic images of death or violence or

reports and writings of a similar nature.

- (G) Someone who assaults others constantly physically or verbally, including their family members.
- (H) Someone who illegally possesses weapons on campus (firearms or edged weapons) or someone who has an unusual preoccupation with them.
- (I) Someone who becomes frustrated easily and converts frustration into uncontrollable physical violence or verbal outbursts.
- (J) Someone who seems extraordinarily preoccupied with violent music, entertainment or violent video games. (Of course, very few people who play violent video games will ever become violent but most of our active shooters and school murderers have been active “gamers” and “acted out” their games on campus to achieve a higher “body count” than the last one to hit the news.)
- (K) Someone who wears a long, heavy trench coat type outer garment when the temperature does not require it. Someone who refuses to take off a long coat when it not needed might be concealing weapons.
- (L) These warning signs are certainly not a sure indicator that someone may cause a violent incident on campus, but it might be a warning that such a threat is possible. So, do not be afraid to bring it to the attention of the Campus Safety Department, or any staff or Instructor. They will take it from there.

### **BOMB THREAT**

- 1) If a bomb threat is received by telephone, alert the nearest administrator in some way, **BUT TRY TO KEEP THE CALLER ON THE LINE** until such time as information is gathered to assist the appropriate administrator in determining the extent and location of the threat. The majority of bomb threats are received by telephone. This places a great importance on the first and possibly the only contact that will be had with the bomber. It is imperative that the person receiving the call obtain as much information as possible.
- 2) Never disregard any call relative to a bomb scare. A threat is often used to disrupt normal activities, but the danger involved is too great to discount any threat.
- 3) Attempt to record details of the conversation using the attached check list (Appendix A), especially if the caller is willing to reveal the placement and type of bomb. Use responses such as “I’m sorry, there is some noise behind me. Would you repeat your message?”
- 4) In addition to the conversation, listen for background noises that might provide a clue as to the origin of the call.
- 5) If possible, listen to the caller’s voice for quality, accents, speech impediments and any other indicators of the caller’s identity.
- 6) Persons receiving a phone call bomb threat should remain calm and ask the caller:
  - When is the bomb going to explode?
  - Where is the bomb located?
  - What does it look like?
  - What kind of bomb is it?
  - What will cause it to explode?
  - Did you place the bomb?
  - Why did you place the bomb?
  - Where are you calling from?
  - What is your name?
  - What is your address?
- 7) The more detailed and specific a threat is the more likely the threat is real.
- 8) Keep talking to the caller as long as possible and try to ascertain and record the following:
  - Exact Time of call.
  - Age and sex of caller.
  - Speech pattern, accent, possible nationality, etc.
  - Emotional state of the caller.
  - ~~Background noise.~~

- If you have caller ID, record the displayed number.
- Exact wording of the threat

### **Post Bomb Threat Phone Call Procedures**

Hang up only after the caller hangs up.

Immediately notify the Campus Safety Office by dialing "2253".

Remain at your reported location until the arrival of Campus Safety.

Make note of the caller's exact words and other observations.

Follow the Building/Campus bomb threat procedure.

- 1) A person receiving a bomb threat call should immediately inform the nearest administrator and Campus Safety and give them the notes jotted down regarding the threat.
- 2) The administrator and/or Campus Safety Department will evaluate the threat and inform the President of the situation. If there is even the slightest possibility that a bomb exists the President or designee shall direct Security to :
  - Call the Police, and /or Fire Department (calling 911 will notify both)
  - Conduct an orderly evacuation if needed.
- 3) The President will cause notifications to be made to Department Heads and Building
- 4) Coordinators.
- 5) Depending on the nature of the threat the decision will be made by the College President or her designee as to the appropriate response after consulting with emergency personnel (Police and Fire).
- 6) Some options are: Occupant team search: perform a low key "covert" search using campus personnel assisting the trained emergency responders. Doing a search with campus personnel has the advantage of the fact that they are familiar with which items should and should not be present. Suspicious items may be apparent to Terra State Community College Personnel where they might not be to Police and Fire. Designated College officials shall be available to provide assistance as requested. Campus Safety personnel shall provide needed items to searchers such as a two-way radio, and pass keys. Keep in mind that two-way radios could possibly set off an explosive device. If the caller indicates a detonation time, the search will be called off 30 minutes prior to that time and all personnel evacuated.  
or
- 7) Conduct an immediate evacuation by activating the Terra Alert (WENS emergency notification system.) Instruct evacuees to take all personal items with them when leaving the building. Be aware of the fact that if an actual explosive device is being used that that odds of a secondary device in the parking lot is great. Open areas would be safer than the cars in the parking lots. People should be directed to stay at least 400-600 feet from the building (beyond the parking lots).
- 8) If a bomb or suspicious item is discovered **DO NOT TOUCH IT OR ATTEMPT TO MOVE IT UNDER ANY CIRCUMSTANCES!** At that point all personnel will be evacuated, and the Police will request an Explosive Disposal Unit to handle it.
- 9) Notify those persons who are attempting to enter the target facility of the threat. No one other than emergency personnel should enter. See notification form to be posted on all entrances. If possible secure and lock all entrances to prevent anyone from entering.
- 10) Once evacuations are made, no one shall be allowed to re-enter the buildings unless instructed to do so by a college, Fire, or Police Official. After the all clear is given, building re-entry will be approved by the President or her designee.
- 11) Terra State Community College Campus Safety and other personnel will assist the Fremont Police to investigate thoroughly all incidents of actual or attempted bombing incidents and/or terroristic threats
- 12) In the case of a bomb threat employees are requested to make a cursory inspection (brief look around) of their area for suspicious objects and to report the location to Campus Safety. **DO NOT**



### **TOUCH ANY SUSPICIOUS OBJECT!**

- 13) Do not close doors to offices or classrooms! If there is an actual explosive device, leaving doors and windows open will minimize the damage due to blast overpressure waves. They should not open drawers, cabinets unless these are areas under their sole control, and they know for a fact that there is nothing out of the ordinary in them. If so, leaving them open will facilitate the search procedure. Do not turn lights on or off, leave them as they are.
- 14) Campus Safety Department will forward a report to the President once the incident is resolved.

### **CRIMINAL OFFENSES OR MEDICAL EMERGENCIES**

- 1) Report all crimes or emergencies to the Campus Safety Department at ext. 2253
- 2) If you observe a crime in progress, a suspicious person on campus, a medical emergency or any other emergency immediately notify Campus Safety Department.
- 3) Campus Safety Responders will respond to the scene and investigate. They will render whatever assistance is needed. If necessary they will notify the following in the order in which they appear:
  - Fremont Police Department or Sandusky County EMS if appropriate
  - The Coordinator of Campus Safety
  - Assistant Vice President for Student and Enrollment Services, ext. 2350, or designee. This person will contact the President.

In the event of a serious incident, the first responding Campus Safety Responders may immediately call Fremont Police for assistance prior to the above notifications. Any incidents requiring an official police report must be reported to the Fremont Police Department.

Reports will be completed for all campus emergencies using the forms provided by the College. Copies will be maintained in the Security Dept. Copies of incident or medical reports will be forwarded to the Vice President for Student and Enrollment Services, Associate Dean of Students, Director of Human Resources and Director of Campus Operations.

### **Injuries and Medical Emergencies**

- 1) Employees will follow universal precautions for blood borne pathogens when responding to injuries /illnesses on campus.
- 2) In the event an employee, student or visitor is injured on College property, Campus Safety personnel shall be called at once. If on campus, the Campus Safety Manager shall be called. If he/she is unavailable, the nearest Administrator shall be summoned.
- 3) First aid kits and Automatic Electronic Defibrillators (AEDs) shall be placed in strategic areas of the College. The employee shall be familiar with the locations of the first aid kits nearest to his/her work area.
- 4) If further medical attention is needed, the injured party must obtain it through his/her personal physician, or at the nearest hospital.
- 5) If the injury or illness is severe and requires emergency care or cardiopulmonary resuscitation (CPR), it shall be administered only by a person who is trained and qualified in first aid and/or CPR.
- 6) Employees who are trained and qualified to administer immediate first aid and/or CPR, and their work schedule and or location shall be registered with Campus Safety Manager.
- 7) In case the injury or illness is severe, an ambulance (Sandusky County EMS) shall be contacted to administer treatment or transfer the person to the nearest hospital emergency room.
- 8) An Incident Report form must be completed and signed by the injured person at the time of the accident. If the injured person is unable to complete the report, a Campus Safety Responders or the nearest College employee may do so, with both the injured party and the employee signing the report form. The completed form shall be given to the Campus Safety Manager.
- 9) Incident Report forms are available in the main office, on Terra State Community College's intranet web site and from the Coordinator of Campus Safety.

**Emergency Telephone Numbers:**

- 9-911
- Campus Safety Dept. Dial 2253 (campus phone) or 419-559-2253 (any cell phone)
- Fremont Police Communications 9-911 or 9-419-332-6464

**Timely Warning Procedure**

Campus Safety Dept. will prepare a campus crime alert whenever a report is received of a violent crime against a person or a substantial crime against property on campus that represents a serious or on-going threat to the safety of students, faculty and staff. Alerts provide details of the crime, a description of the suspect if known and information on whom to contact with information, and safety tips.

Campus crime alerts will be sent via the TerraAlert notifications system as quickly as possible to faculty, staff and students, distributed throughout the campus, and posted on the College website.

Whenever the Fremont, Ohio Police Department issues a news release about an off-campus crime that represents a serious or on-going threat to the safety of students, faculty, and staff, the College will assist in publicizing the crime on campus.

Timely warnings are usually issued for the following classifications of crimes:

- Arson
- Burglary
- Robbery
- Aggravated assault
- Criminal homicide
- Motor vehicle theft
- Sex offenses
- Any other crimes deemed necessary

## **Appendix D**

### **TIFFIN UNIVERSITY – ROMANIA CAMPUS**

This appendix identifies the policy statements and crime statistics that are unique to this campus. For any topic not addressed in this appendix, refer to the main body of the Annual Campus Safety, Security, and Fire Safety Report which includes statements of policy that pertain to all campuses, unless otherwise indicated.

#### **Campus Security Personnel**

This location has no police or security personnel on site.

#### **Working Relationship of Campus Security Personnel with Local Law Enforcement Agencies**

This location has no police or security personnel on site.

#### **Agreements with Local Law Enforcement Agencies Regarding the Investigation of Alleged Criminal Offenses**

There are no written agreements or memorandums of understanding regarding any topics, including the investigation of criminal incidents, between the institution and the local police department.

#### **Access to Campus Facilities**

All access to this campus is provided by a third-party agreement between Fundatia “Ioan Mihailescu” c/o Mihailescu Marius dba, Fundatia “Ioan Mihailescu”. Contact Mihailescu at located on 6 Zorileni Street, Bucharest, Romania or via email: [marius@tiffinmba.ro](mailto:marius@tiffinmba.ro).

#### **Monitoring and Recording of Criminal Activity by Students at Non-campus Locations**

The campus does not have student organizations with noncampers locations at this site.

**CLERY REPORTABLE CRIMES**

Offense	Year	Geographic Location	
		On-Campus Property	Non-Campus Property
Murder/ Non-Negligent Manslaughter	2020	**	**
	2019	**	**
	2018	**	**
Manslaughter by Negligence	2020	**	**
	2019	**	**
	2018	**	**
Rape	2020	**	**
	2019	**	**
	2018	**	**
Fondling	2020	**	**
	2019	**	**
	2018	**	**
incest	2020	**	**
	2019	**	**
	2018	**	**
Statutory Rape	2020	**	**
	2019	**	**
	2018	**	**
Robbery	2020	**	**
	2019	**	**
	2018	**	**
Aggravated Assault	2020	**	**
	2019	**	**
	2018	**	**
Burglary	2020	**	**
	2019	**	**
	2018	**	**
Motor Vehicle Theft	2020	**	**
	2019	**	**
	2018	**	**
Arson	2020	**	**
	2019	**	**
	2018	**	**

\*\*Stats not provided

### VAWA OFFENSES

Offense	Year	Geographic Location	
		On-Campus Property	Non-Campus Property
Domestic Violence	2020	**	**
	2019	**	**
	2018	**	**
Dating Violence	2020	**	**
	2019	**	**
	2018	**	**
Stalking	2020	**	**
	2019	**	**
	2018	**	**

\*\*Stats not provided

### ARREST AND REFERRALS

Offense	Year	Geographic Location	
		On-Campus Property	Non-Campus Property
Arrests: Weapons	2020	**	**
	2019	**	**
	2018	**	**
Disciplinary Referrals: Weapons	2020	**	**
	2019	**	**
	2018	**	**
Arrests: Drug Violations	2020	**	**
	2019	**	**
	2018	**	**
Disciplinary Referrals: Drug Violation	2020	**	**
	2019	**	**
	2018	**	**
Arrests: Liquor Law Violations	2020	**	**
	2019	**	**
	2018	**	**
Disciplinary Referrals: Liquor Law Violation	2020	**	**
	2019	**	**
	2018	**	**

\*\*Stats not provided

### **UNFOUNDED CRIMES**

2018: Information requested but not provided

2019: Information requested but not provided

2020: Information requested but not provided

### **HATE CRIMES**

TIFFIN UNIVERSITY – ROMANIA CAMPUS did not provide hate crime statistics in 2018, 2019, and 2020.

## **Appendix E**

### **TIFFIN UNIVERSITY – TIFFIN CAMPUS COVID-19**

#### **Definitions**

**Isolation:** Separates sick people with a contagious disease from people who are not sick.

**Quarantine:** Separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

**Self-health Assessment:** A self-health assessment is an evaluation of one's own physical well being based on the health screen questionnaire taken prior to coming onto campus.

**Hybrid Teaching Initiative:** A comprehensive training and support program provided by the Center for Online and Extended Learning (COEL) to assist faculty in the creation of agile Hybrid instruction (Split-Session Hybrid and

Virtual Hybrid courses) to comply with anticipated CDC guidelines, maximize instructional continuity, and minimize disruptions related to transitioning to and from remote learning.

**Split-Session Hybrid:** When students are on campus, courses will be delivered as Split-Session Hybrids where seated course enrollment is split across two identical class sessions, maintaining social distancing protocols. The instructors will “teach” the same class twice in a week, with half of the enrolled students attending each of the sessions. Asynchronous activities, delivered via the TEC Companion Shell, will replace the missing instructional “seat time.”

**Virtual Hybrid:** When instruction is required to be delivered remotely, the Virtual Hybrid course sections, which combine required real-time participation via web conferencing technologies with online-delivered teaching and learning activities, will be employed. The Virtual Hybrid mode, which is again delivered via the TEC Companion Shell, allows for distance delivery of coursework while retaining the direct instruction and interaction with faculty that our seated students have come to expect.

**TEC Companion Shells:** All non-online course sections feature a TEC Companion course shell in the Learning Management System (Moodle). The new TEC shell includes refinements and integrated structures that facilitate the seamless transition from in-person to remote instruction, while retaining inherent flexibilities that allow for different pedagogies and instructional approaches.

**Social Distancing:** Keeping a safe space between yourself and other people who are not from your household. To practice social or physical distancing, stay at least six feet (about two arms’ length) from other people who are not from your household in both indoor and outdoor spaces.

**Possible COVID-19 Exposure:** All individuals, other than those with a known risk to exposure.

**Probable COVID-19 Exposure:** Individuals who have had close contact (less than six feet) for more than 15 minutes to an individual with COVID-19 symptoms or an individual who has tested positive for COVID-19.

**COVID-19 Positive:** When an individual’s test results are positive for the COVID-19 virus.

**BasiCare Plus:** Private and confidential, unlimited 24/7 ZERO copay physician access on the nation's largest telehealth network, Tiffin University Restart Plan for Fall 2020 During COVID-19 Pandemic

**MDLIVE® (by phone or video) - family members included!** Provides ZERO copay for more than 90% of the generic medications prescribed by telemedicine. Provides savings on many other generic and name brand prescriptions at over 65,000 locations nationwide.

Nationwide Rx Access - Over 65,000 locations for your free and discounted medications; CVS, Walgreens, Walmart, Costco, Rite Aid, Discount Drug Mart, Albertsons, Kroger, Kmart and many more!

COVID-19 Testing: When an individual is instructed to go to a healthcare facility to get tested for COVID-19 by a healthcare worker.

Administrator On Call (AOC): The AOC is a full time staff member who is available to students, faculty, and staff to provide support in crisis situations 24 hours a day, 7 days a week. This staff member has been training on handling specific issues related to COVID-19 including providing support, access to resources, access to food, etc. for students placed in quarantine or isolation housing. Campus Points of Contact:

- Overall Campus Response - Sean Durocher
- Academics - Dr. Peter J. Holbrook
- Athletics - Lonny Allen
- Health Services - Fran Ford, CNP
- Human Resources - Deidre Hassinger
- Student Life - Jacob Simon
- Tiffin Arts - Brad Rees

### **Health and Safety Practices for Dragon Nation**

Introduction: Tiffin University will follow CDC, State and Local guidelines to promote a safe campus.

#### Employees

- All employees will complete a self-health assessment in the TU Mobile App through READY prior to reporting to work. If an employee shows symptoms of COVID-19, they should not report to work and contact their supervisor.
- Employees must properly wear a facial covering unless the employee works alone in an assigned area, facial coverings are not advisable for health reasons, and/or there is a functional (practical) reason for an employee not to wear a facial covering in the workplace.
- Reasonable accommodations will be considered for employees who have a documented medical condition to continue remote work.
  - Must fill out the COVID-19 Reasonable Accommodations form and return it to the Office of Human Resources.  
<https://mytu.tiffin.edu/employeeinformation/humanresources/Pages/default.aspx>.
- Employees will be expected to take personal responsibility when travelling outside the State of Ohio.
- Employees will limit face-to-face meetings.
- Employees will actively practice social distancing of six feet or more.
- Employees are expected to clean their own offices when it comes to wiping down desks, keyboards, mice, phones, etc. Cleaning agents, paper towels, and gloves will be provided in centralized locations for employees to retrieve necessary cleaning supplies.

#### Office Guidelines

- Walk-in appointments are not permitted. Students should contact an office they wish to meet with prior to visiting the office.
- Departments will be expected to create and maintain protocol for managing student traffic in their office.
- As much as possible, virtual meetings should be implemented.
- Departments will be responsible for following the University's guidelines when hosting events.



## Residential Students

- All campus residential halls and rooms have been sanitized prior to student arrival.
- All shared spaces in housing will continue to be cleaned and sanitized daily. Students will be responsible for cleaning their own rooms and will be provided a welcome preparedness package.
- Move-in schedules will be designed to adhere to social distancing of six feet or more.
- Information on Welcome Weekend can be found at [tiffin.edu/campuslife/first-year-experience](http://tiffin.edu/campuslife/first-year-experience)
- TU will provide access to hand soap, hand sanitizer, sanitizing supplies for students to use inside residence halls and houses, when requested.
- Facial coverings will be required in all residential halls except for in residential rooms, in the restrooms and when wearing a facial covering is not feasible.
- Students will be asked to actively practice social distancing of six feet or more in the residential halls and houses.
- A plan for isolation and quarantine housing will be implemented utilizing campus spaces separate from other housing units to provide housing to students identified as testing with probable or positive COVID-19.
- No room changes will be permitted except for emergency situations.
- Students will be expected to take personal responsibility when travelling outside the State of Ohio.
- Additional guidelines and expectations can be found in the Student Affairs COVID-19 Guidelines.
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## Dining Facilities

- Cole Dining Hall will open August 2, 2020 for dinner at 5 p.m.
- There will be a dedicated entrance and exit with appropriate signage before entering.
- There will be floor markings for designated waiting areas with six feet spacing.
- Students will have assigned lunch hours for an eating time, based on class schedule and availability. Lunch hours will be implemented to maintain capacity and social distancing of six feet or more.
- Seating in Cole Dining Hall will be reduced by 50%, to a maximum occupancy limit of 180.
  - Tables will be spaced six feet apart.
  - Osceola will be used as overflow seating with approximate seating capacity of 60.
  - There will be a possibility of using picnic tables on the lawn outside of Gillmor (weather permitting).
- • Most buffet-style and self-serve food stations will be eliminated.
- Pre-made salads, breakfast items like yogurt, ect., will be offered instead.
  - All stations will be served by an AVI team member.
  - Self-serve beverage stations will require single use cups, and no personal cups or beverage containers will be allowed.
  - No refills will be allowed. A new cup must be obtained.
- A disposable system for all customer plates, utensils and cups will be adopted for the fall semester.
  - Salt and pepper shakers will be removed from tables.
  - Napkin dispensers will be removed from tables.
- Meal Times:
  - Meal times will be as follows (Cole Dining Hall will be closed between meals):
    - Breakfast: Monday through Friday 7 to 9:30 a.m.
    - Lunch: Monday through Friday 11 a.m. to 3 p.m. (Entree and Fusion to close at 2 p.m.)
    - Dinner: Monday through Thursday 4:30 to 8 p.m. (Entrée and Fusion to close at 7:30 p.m.)
    - Dinner: Friday 4:30 to 7 p.m. (These times can be adjusted if needed.)
  - Saturday and Sunday
    - Brunch: 11:00 a.m. to 1:00 p.m. (These times can be adjusted if needed.)
    - Dinner: 4:30 to 7:00 p.m. (These times can be adjusted if needed.)
- All dining areas will be sanitized daily and in between dining services.

### Classroom Instruction

- Prior to coming on to campus every day, students are required to complete a self-health assessment via the TU Mobile App. If they show symptoms of COVID-19, they should not attend class and notify their instructor. Instructors will notify their Dean.
- Students must wear a facial covering, unless facial coverings are not advisable for health reasons and/or there is a functional (practical) reason for a student not to wear a facial covering in the classroom. ○ Students who need accommodations must contact the Office of Disability Services at [tiffin.edu/student-services/disability-services](http://tiffin.edu/student-services/disability-services)
- Tiffin University will be implementing social distancing requirements of six feet or more.
- Hybrid course delivery will be implemented for certain courses and sections where social distancing of six feet or more cannot be obtained to maintain a safe and healthy teaching environment.
- Students and faculty will be responsible to disinfect their own work space before and after class.
- Students who refuse to wear a facial covering will be asked to leave the classroom and building.
- Students wishing to complete internships during this time are to work closely with the internship coordinator for their school.
- For registration, class schedule, or online enrollment questions, please contact [academicadvising@tiffin.edu](mailto:academicadvising@tiffin.edu).
- Guidance for specialized programs can be found below:
  - Art Studio Procedures Fall 2020
  - Digital Media and Design Procedures Fall 2020
  - Science Lab Procedures Fall 2020
  - TiffinArts Procedures Fall 2020

### Co-Curricular Life

- Student gatherings will actively practice social distancing requirements of six feet or more.
- Continue technological gatherings and virtual meetings.
- Provide and consistently reinforce messaging on good hygiene.
- Facial coverings will be required for all in-person activities.
- Additional guidelines and expectations can be found in the Student Affairs COVID-19 Guidelines.

### Visitors and Vendors

- Will complete a self-health assessment via READY prior to coming on campus. If a visitor shows symptoms of COVID-19, they should not come to campus.
- Visitors must wear a facial covering unless facial coverings are not advisable for health reasons, and/or there is a functional (practical) reason for a visitor not to wear a facial covering on campus.
- Will actively practice social distancing requirements of six feet or more.
- No visitors will be allowed in residential halls and Cole Dining Hall.
- University requires any vendors coming to campus to be screened by their company prior to their shift.
- The University reserves the right to not permit an individual(s) onto campus who may be showing symptoms of COVID-19 or develop symptoms while on campus.

### Athletics

- The Athletics department will continue to follow guidelines from the NCAA, G-MAC, federal, state and local agencies.
  - For more information, please go to Athletics information Education and Training All returning students, faculty and staff will complete a COVID-19 training and education program prior to the start of classes. It includes both a universal video component for all members of the TU community and web-based materials. Topics covered will include the following:
    - Facts about coronavirus and COVID-19
    - Protect yourself and others
    - Navigating the new normal
    - The Dragon Pledge
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## **GUIDELINES ON COVID-19 EXPOSURE**

### **Probable COVID-19 Cases**

- Students who report COVID-19 symptoms on the health assessment or who have had contact with an individual who tests positive for COVID-19 will be required to call BasiCare Plus.
- Students will be required to stay in their on-campus residential hall or off-campus home and/or return to their on-campus residential hall or off-campus home until further instruction has been given from a BasiCare Plus MDLIVE worker.
  - Students should contact their professor(s) if they will be missing classes.
  - Students should contact their coach if they are going to miss practice.
  - Students who need accommodations for courses must contact the Office of Disability Services at [tiffin.edu/student-services/disability-services](http://tiffin.edu/student-services/disability-services)
- • Employees who report COVID-19 symptoms on the health assessment or who have had contact with an individual who tested positive for COVID-19 will be required to stay at home and contact their family physician or Teladoc for further instructions.
  - Employees should contact their supervisor if they are going to be absent from work.
  - Employees must work with the Office of Human Resources for accommodations.

### **Positive COVID-19 Cases**

- Tiffin University has designated a point of contact for communication about COVID-19 procedures with the campus, relevant state and local departments and agencies.
- If a student or employee of Tiffin University tests positive for COVID-19, a RAVE alert will be sent out to the campus community with further information. All HIPAA, ADA and FERPA regulations will be followed.
- Students who test positive for COVID-19 will be placed in isolation housing.
  - A sanitizing of the student's room will be conducted after the area has been closed off for 24 hours.
  - If possible, students will be required to go home if they test positive.
  - Students can return to campus if they are:
    - Ten days from first symptoms, three days without fever without taking fever reducing medicine and an improvement in symptoms OR
    - Three days without fever without taking fever reducing medicine, an improvement in symptoms and two negative tests for COVID-19 done at least 24 hours apart.
    - Students who need accommodations with classwork must contact the Office of Disability Services. [tiffin.edu/student-services/disability-services](http://tiffin.edu/student-services/disability-services)
- • Employees who test positive for COVID-19 will be isolated for 14 days.
  - Employees who are exposed in the workplace will be sent home and asked to telework for 14 days.
  - The workspace used by infected individuals will be sanitized after the area has been closed off for 24 hours.
  - Employees can return to work if they are:
    - Ten days from first symptoms, three days without fever without taking fever reducing medicine and an improvement in symptoms OR
    - Three days without fever without taking fever reducing medicine, an improvement in symptoms and two negative tests for COVID-19 done at least 24 hours apart.
    - Employees must work with Human Resources for accommodations.

### **Equity, Access & Opportunity - Office for Disability Services**

#### **Tiffin University's Commitment to Equal Access and Diversity**

Tiffin University ("TU" or the "University") is committed in policy and practice to providing an educational experience and environment that is equally accessible for all, including those with a documented disability, so that individuals with disabilities have equal access and opportunity to learn and achieve based on their innate abilities and are not inhibited by barriers created by the interaction between their disability and the institutional environment and/or academic requirements.

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TU's Office for Disability Services (ODS) supports this institutional commitment to diversity by providing educational opportunities for qualified individuals with disabilities through accessible programs and services in compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act (ADA) of 1990, as amended by the ADA Amendments Act of 2008, and other applicable federal and state regulations that prohibit discrimination on the basis of disability. In addition, the Office serves as a resource to the University community by providing consultation and advocacy services related to compliance.

TU is committed to ensuring equal access for students with disabilities during the COVID-19 pandemic. Students who need accommodations and services to support healthy and safe engagement in learning and campus life are encouraged to follow the same process as established by the University for requesting reasonable accommodations.

TU will provide a wide range of COVID-19 related accommodations and services including:

- Coordination of remote instruction for students with underlying conditions.
- Housing accommodations (i.e. single room, air purifier).

Students are encouraged to submit requests in advance of the need for accommodations. Individuals must submit disability verification that meets disability documentation guidelines and includes an explicit recommendation for COVID-19 accommodations and why they are medically necessary to facilitate access to the classroom and/or campus life.

For additional information and to begin the registration process, you may go to [tiffin.edu/student-services/disability-services](https://tiffin.edu/student-services/disability-services)

Because of the evolving, fluid situation and regulations, Tiffin University will continue to make a best faith effort to protect all faculty, staff and students.