



**2022**

**ANNUAL SECURITY AND FIRE  
SAFETY REPORT**

## Table of Contents

	<u>Page</u>
INTRODUCTION .....	11
THE CAMPUS .....	11
SEPARATE CAMPUSES .....	12
CRIME INFORMATION AND STATISTICS .....	13
SEX CRIMES PREVENTION/REGISTRY .....	14
CHARTS OF CRIME STATISTICS .....	14
CLERY REPORTABLE CATEGORY DEFINITIONS .....	15
CLERY ACT HATE CRIMES .....	17
Hate Crimes .....	17
CLERY ACT VAWA OFFENSES .....	17
CLERY GEOGRAPHY .....	18
UNFOUNDED CRIMES .....	20
HATE CRIMES .....	20
MISSION OF CAMPUS SAFETY AND SECURITY .....	20
EMERGENCY RESPONSE & EVACUATION PROCEDURES .....	22
EMERGENCY NOTIFICATION POLICY .....	24
Steps to manage your contact information for Rave Mobile: .....	24
NOTIFICATION OF MISSING STUDENTS .....	24
MISSING STUDENT NOTIFICATION PROCEDURES .....	25
MISSING NOTIFICATION FOR INTERNATIONAL STUDENTS .....	26
BEHAVIORAL THREAT ASSESSMENT TEAM .....	26
REPORTING CRIMES, FIRES, MEDICAL OR OTHER EMERGENCIES .....	27
TIMELY WARNING POLICY.....	28
TIMELY WARNING PROCEDURE .....	29
DAILY CRIME LOG .....	30
STUDENT CONDUCT PROCESS .....	31
CAMPUS SECURITY AND ACCESS .....	31
RESIDENCE HALLS .....	31
SECURITY MAINTENANCE .....	31
CRIME PREVENTION PROGRAMS FOR FACULTY AND STAFF .....	32
CRIME PREVENTION PROGRAMS FOR STUDENTS .....	32
CRIME PREVENTION AND SAFETY AWARENESS .....	33
OFF-CAMPUS CRIME AND COORDINATION WITH OTHER LAW ENFORCEMENT AGENCIES .....	35

POLICY STATEMENT ON PROHIBITING DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, & STALKING .....	35
<i>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. ....</i>	<i>44</i>
Domestic Violence: .....	44
Stalking: .....	45
BYSTANDER INTERVENTION: TIFFIN STEPS IN .....	45
Passive Vs Active Bystanders .....	46
POLICY ON RETALIATION AND FALSE REPORTS .....	46
Deputy Coordinators .....	47
ANONYMOUS AND CONFIDENTIAL REPORTING .....	49
Amnesty for Involved Parties .....	50
PROCEDURES THE UNIVERSITY WILL FOLLOW WHEN A CRIME OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND STALKING IS REPORTED ..	51
CONFIDENTIAL RESOURCES .....	51
ON AND OFF CAMPUS SERVICES .....	52
Legal Aid Programs .....	53
Statewide Legal Services Program .....	53
OFFICE FOR EQUITY, ACCESS, & OPPORTUNITY / TIFFIN UNIVERSITY WIDE DISCIPLINARY PROCESS.....	53
SUPPORTIVE MEASURES .....	53
EQUITY RESOLUTION PROCESS OVERVIEW .....	54
Notice / Complaint .....	55
Initial Assessment .....	55
Resolution Process .....	56
Informal Resolution .....	56
Formal Grievance Process .....	56
PRIVACY .....	58
CONFIDENTIALITY .....	59
SANCTIONS.....	59
STUDENT SANCTIONS .....	60
EMPLOYEE SANCTIONS .....	61
WRITTEN EXPLANATION OF RIGHTS & OPTIONS .....	62
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 .....	64
IF YOU EXPERIENCE SEXUAL MISCONDUCT/ASSAULT, INTIMATE PARTNER VIOLENCE (DATING VIOLENCE AND DOMESTIC VIOLENCE) AND/OR STALKING .....	64
Preservation of Evidence .....	66
How to File a Report .....	66

Mandated Reporting .....	66
Confidential Reporting .....	67
Law Enforcement & Campus Authority Involvement .....	67
CONFIDENTIALITY AND PRIVACY .....	68
EDUCATIONAL PROGRAMS TO PREVENT DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND STALKING .....	70
INSTITUTIONAL DEFINITION OF CONSENT .....	71
HOEA NOTIFICATION TO VICTIMS OF CRIMES OF VIOLENCE .....	72
ALCOHOLIC BEVERAGE POLICY .....	72
ALCOHOL POLICY .....	72
DISCIPLINARY ACTIONS .....	74
PHILOSOPHY STATEMENT ON DRUG ABUSE PREVENTION .....	75
DRUG POLICY .....	76
DRUG TESTING POLICY .....	76
REASONABLE SUSPICION TESTING .....	76
TESTING AND DISCIPLINARY ACTION .....	76
ALCOHOL AND OTHER DRUGS.....	76
Federal, State, and Local Penalties Legal Requirements .....	77
DRUG FREE SCHOOLS AND COMMUNITIES ACT .....	80
HEALTH RISKS .....	80
ALCOHOL POISONING .....	81
ALCOHOL AND DRUG RESOURCES .....	81
FIREARMS AND WEAPONS POLICIES .....	82
<i>ANNUAL FIRE SAFETY REPORT 2021</i> .....	83
Fire Safety Systems in Campus Housing Facilities .....	83
PLAN FOR IMPROVEMENT TO FIRE SAFETY .....	84
FIRE SAFETY EDUCATION AND TRAINING PROGRAMS PROVIDED TO STUDENTS AND EMPLOYEES .....	84
USING A FIRE EXTINGUISHER .....	84
TITLES OF EACH PERSON OR ORGANIZATION TO WHOM STUDENTS AND EMPLOYEES SHOULD REPORT THAT A FIRE OCCURRED .....	84
FIRE LOG .....	85
FIRE SAFETY STANDARDS .....	85
FIRE EVACUATION PROCEDURES .....	86
FIRE SAFETY TIPS: PROCEDURES STUDENTS AND EMPLOYEES SHOULD FOLLOW IN CASE OF A FIRE ..	87
HEALTH AND SAFETY INSPECTIONS .....	88
Summary of Fires On-Campus: 2019 / 2020 / 2021 .....	88

<i>Appendix A</i> .....	94
OWENS COMMUNITY COLLEGE – TOLEDO CAMPUS .....	94
Enforcement Authority of Campus Security Personnel .....	95
Arrest Authority of Campus Security Personnel .....	95
Jurisdiction of Campus Security Personnel .....	95
Working Relationship of Campus Security Personnel with Local Law Enforcement Agencies.....	95
Agreements with Local Law Enforcement Agencies Regarding the Investigation of Alleged Criminal .....	96
Criminal Offenses .....	96
Reporting Criminal Actions or Other Emergencies .....	96
Silent Witness reports .....	96
Victims of Crimes of Violence .....	96
Timely Warning .....	96
Emergency Response and Evacuation Procedures .....	98
Emergency Notifications .....	102
Access to Campus Facilities .....	102
Security of Campus Facilities .....	102
Drug and Alcohol Policies and Enforcement .....	103
Crime Prevention and Security Awareness Programs .....	111
General Safety Tips .....	112
Wallet or purse stolen .....	112
Parking Lot Safety Tips .....	112
Sex Offender Information .....	113
VAWA Education Policies and Programs Prevention and Education .....	113
Bystander Intervention .....	113
Risk Reduction Strategies .....	114
Sexual Assault Prevention, Risk Reduction and Bystander Intervention Programs .....	115
Definition of Consent .....	116
Procedures for Institutional Disciplinary Action in Cases of Dating Violence, Domestic Violence, Sexual Assault, and Stalking .....	116
Procedures a Victim Should Follow in Cases of Dating Violence, Domestic Violence, Sexual Assault, and Stalking .....	124
Procedures the Institution Will Follow When a Crime of Dating Violence, Domestic Violence, Sexual Assault, and Stalking is Reported .....	126
CLERY REPORTABLE CRIMES .....	127
VAWA OFFENSES .....	128
ARREST AND REFERRALS .....	128

<i>UNFOUNDED CRIMES</i> .....	129
<i>HATE CRIMES</i> .....	129
<i>Appendix B</i> .....	130
<i>TERRA STATE COMMUNITY COLLEGE</i> .....	130
Terra State notice of nondiscrimination, equal opportunity and affirmative action: .....	131
Policy: Clery Act Compliance and Reporting: .....	132
Disclosure of Crime Statistics .....	133
Clery Reportable Crime Definitions: .....	133
Clery-reportable Hate Crime bias categories include the following: .....	135
Terra State Campus Safety and Security .....	136
Mission Statement .....	137
Jurisdiction of Campus Safety and Security Personnel .....	137
Legally Mandated Authority and Responsibility .....	137
Mutual Aid and Public Safety Partnerships .....	138
Additional services provided by Campus Safety Department .....	138
Emergencies on Campus .....	138
Family Emergency .....	138
Emergency Phones .....	138
Reporting Crimes on Campus .....	139
Confidentiality .....	139
Reporting to a Campus Security Authority (CSA) .....	139
Missing Student Reporting .....	139
The Daily Crime Logs .....	140
Emergency Plans .....	140
Closed Circuit Television Cameras (CCTV) .....	140
Education and Prevention .....	140
Sex Offenders .....	141
Reporting Procedures .....	141
Notification Policies .....	143
Timely Warning Policy and Procedure .....	143
Immediate Notification Policy .....	145

Emergency Response and Evacuation Procedures .....	148
Declaration of Campus State of Emergency .....	148
Campus Evacuations To Parking Lots .....	149
Building Evacuations to Another Building .....	150
2021 BUILDING/DEPARTMENT COORDINATORS .....	155
EVACUATIONS FOR TORNADO WARNINGS .....	159
WEATHER EMERGENCIES .....	160
EMERGENCY PROCEDURE FOR STUDENTS WITH DISABILITIES .....	160
Sources of Assistance On Campus During Emergencies .....	163
Community Resources .....	164
Monitoring and Recording of Criminal Activity by Students at Non-Campus locations of Recognized Student Organizations .....	169
Security and Access to Campus Facilities .....	169
Security of Campus Facilities .....	170
Security of the Landings .....	170
Considerations in the Maintenance of Campus Facilities .....	170
Education Programs .....	170
Crime Prevention Programs for Faculty and Staff .....	170
Crime Prevention Programs for Students .....	171
Crime Prevention and Safety Awareness .....	171
When in any public place, keep these general safety tips in mind. ....	172
In the residence halls: .....	172
Living off-campus: .....	173
Drug and Alcohol Policy .....	173
Drug Abuse Prevention Program .....	174
2022 Biennial Review Recommendations .....	174
State Drug Laws .....	175
State Alcohol Laws .....	175

ALCOHOL AND OTHER DRUGS .....	176
Federal, State, and Local Penalties / Legal Requirements .....	176
Health Risks .....	179
Drug Free Schools and Communities Act .....	181
MISSING STUDENTS .....	181
Notification of Missing Students .....	181
For International Students .....	182
Active Status International Student: .....	183
Reporting Sexual Misconduct, Relational Violence and Stalking .....	183
Disciplinary Proceedings for Dating/Domestic Violence, Sexual Assault, Stalking .....	183
Student Code of Conduct: .....	184
ARTICLE A: DEFINITIONS .....	184
ARTICLE B: STUDENT CODE AUTHORITY ..	187
ARTICLE C: CONDUCT RULES AND REGULATIONS.....	187
ARTICLE D: JURISDICTION OF THE TERRA STATE COMMUNITY COLLEGE STUDENT CODE .....	190
ARTICLE E: VIOLATION OF LAW AND COLLEGE DISCIPLINE .....	190
ARTICLE F: STUDENT CODE OF CONDUCT PROCEDURES .....	191
ARTICLE G: HEARING PROCESS .....	192
ARTICLE H: SANCTIONS .....	195
ARTICLE I: APPEALS .....	197
ARTICLE J: EXCEPTIONAL PROCEDURES .....	198
ARTICLE K: INTERPRETATION AND REVIEW .....	199
<i>CLERY REPORTABLE CRIMES</i> .....	201
<i>VAWA OFFENSES</i> .....	202
<i>ARREST AND REFERRALS</i> .....	203
<i>UNFOUNDED CRIMES</i> .....	203
<i>HATE CRIMES</i> .....	203
<i>Fire Statistics Fire Safety Systems in the Campus Housing Facility</i> .....	204
FIRE SAFETY STANDARDS .....	205
HEALTH AND SAFETY INSPECTIONS .....	206



SUMMARY OF FIRES ON-CAMPUS: 2019-2021 .....	206
IMPORTANT CONTACTS AND EMERGENCY NUMBERS .....	206
STATISTICS & RELATED INFORMATION REGARDING FIRES IN RESIDENTIAL FACILITIES .....	207
EMERGENCY MASS NOTIFICATION SYSTEMS .....	207
EVACUATIONS FOR FIRE .....	207
CAMPUS ARMED INTRUDER RESPONSE .....	209
BOMB THREAT .....	213
CRIMINAL OFFENSES OR MEDICAL EMERGENCIES .....	215
Emergency Telephone Numbers: .....	216
Timely Warning Procedure .....	216
<i>Appendix C</i> .....	217
<i>TIFFIN UNIVERSITY – ROMANIA CAMPUS</i> .....	217
Campus Security Personnel.....	217
Working Relationship of Campus Security Personnel with Local Law Enforcement Agencies	217
Agreements with Local Law Enforcement Agencies Regarding the Investigation of Alleged Criminal Offenses .....	217
Access to Campus Facilities .....	217
Monitoring and Recording of Criminal Activity by Students at Non-campus Locations .....	217
<i>CLERY REPORTABLE CRIMES</i> .....	218
<i>VAWA OFFENSES</i> .....	219
<i>ARREST AND REFERRALS</i> .....	219
<i>UNFOUNDED CRIMES</i> .....	220
<i>HATE CRIMES</i> .....	220



## 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 striving 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 and 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 working adult 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

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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."

decrease in high school graduates, Tiffin has begun to strategically diversify the Tiffin campus student population 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 2021 - 2022](#) 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 is 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:

Tiffin University - Romanian Campus  
Dr. Teresa Shafer 419-448-3309 [tshafer@tiffin.edu](mailto:tshafer@tiffin.edu)

Terra State Community College ASR  
Acacia Hall 419-559-2389 [ahull01@terra.edu](mailto:ahull01@terra.edu)  
<http://www.terra.edu/StudentLife/CampusSafety/cleryact.html>  
Campus Security  
<http://www.terra.edu/StudentLife/CampusSafety.html>

Owens Community College-Toledo ASR  
Steven Harrison 567-661-7575 [steven\\_harrison@owens.edu](mailto:steven_harrison@owens.edu)  
<https://www.owens.edu/dps/clery.pdf> <https://www.owens.edu/dps/timely.html>  
Department of Public Security  
<https://www.owens.edu/dps/>

## **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; Jacob Simon at [simonja@tiffin.edu](mailto:simonja@tiffin.edu), Stephen Sanney at [sanneysn@tiffin.edu](mailto:sanneysn@tiffin.edu), or Jason Dennis at [dennisja@tiffin.edu](mailto:dennisja@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:

Mr. Jacob Simon, Assistant Vice President for InterculTural and Community Engagement and Dean of Students (co-chair)  
Mr. Jason Dennis, Director of Campus Safety & Security (co-chair)  
Mr. Stephen Sanney Assistant Dean of Student Life  
Mr. Lonny Allen, Vice President of Athletes  
Ms. Kelsey Kuzma, Director of Prevention Education & Deputy Title IX Coordinator  
Ms. Juli Huston, Victims Advocate & Coordinator of Disability Services  
Mrs. Nadia Lewis, Vice President for Human Resources and The Center for InterculTural Excellence  
Ms. Frances Ford, Director of Student Wellness  
Mr. John Wank, Facilities Management

Should you have any questions or concerns regarding the content of this annual report, please feel free to contact the Co-Chairs 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 to 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 2019, 2020, and 2021. 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 and Owens 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. It is the responsibility but not limited to the Clery Committee, The Dean of Students and the Director of Campus Safety and Security to oversee the ASR/FSR process to ensure the information is accurate, up to date, and released on time. 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 if 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 victim; (2) a person with whom the victim shares a child in common; (3) a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (4) 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 (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.

*Crimes Reported*

	<b>On-campus Property</b>	<b>On-Campus Residential Facilities</b>	<b>Non-Campus Building/Property</b>	<b>Public Property</b>
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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.

<b>Year</b>	2019	2020	2021	2019	2020	2021	2019	2020	2021	2019	2020	2021
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Rape	1	2	4	1	2	4	0	0	0	0	0	0
Fondling	0	1	3	0	1	3	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	2	1	0	2	1	0	0	0	0	0	0	0
Burglary	1	0	0	1	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	6	2	4	6	2	3	0	0	1	0	0	0
Stalking	5	3	3	5	3	3	0	0	0	0	0	0

*Liquor, Drug and Weapons Law Violations*

	<b>On-campus Property</b>			<b>On-Campus Residential Facilities</b>			<b>Non-Campus Building/Property</b>			<b>Public Property</b>		
<b>Year</b>	2019	2020	2021	2019	2020	2021	2019	2020	2021	2019	2020	2021
Illegal Weapons Possession Arrests Weapons	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Disciplinary Referrals	1	0	0	1	0	0	0	0	0	0	0	0
Liquor Law Arrests	23	16	0	22	16	0	0	0	1	0	0	0
Liquid Law Disciplinary Referrals	11	5	35	11	5	35	0	0	0	0	0	0

Drug Law Arrests	12	7	1	10	7	1	0	0	0	0	0	0
Drug Law Disciplinary Referrals	7	0	27	7	0	27	0	0	0	0	0	0

**UNFOUNDED CRIMES**

2019: No unfounded crimes.

2020: No unfounded crimes.

2021: No unfounded crimes.

**HATE CRIMES**

Tiffin University strives to foster a safe and healthy learning environment that embodies diversity and inclusion of all members 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 is 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 requires 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 assaults 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 2019, 2020 and 2021.

**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 unlocks).
- 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

The 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 FairGrounds.

Information will be made available to the public through WTTF 1600 AM radio. 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 website, 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 addresses 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) 934-0721 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 it 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 is 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) 934-0721.

#### **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 an 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 composed 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, athletes, 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 represent 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 encourages accurate and prompt reporting of all crimes to the campus police and the appropriate police agencies, when the victim of a crime elects to, or is unable to, make such a report.

### **Who to report to:**

Campus Security (24/7)		419-934-0721
Director of Security	Jason Dennis	419-448-5136
Dean of Student	Jacob Simon	419-448-3421
Asst Dean of Students	Stephen Sanney	567-268-6080
Tiffin Police Department		419-447-2323
All Resident Advisors		
All Staff and Faculty		

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) 934-0721 or extension (5136). Should a criminal action or emergency occur on campus after business hours, students or employees should report details to 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 [simonja@tiffin.edu](mailto:simonja@tiffin.edu) or at (419) 448-3421
- 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 419-934-0721 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 judgment 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 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 emails 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/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**

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 report 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 memorializes 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.

The Tiffin University Security Staff and the Clery committee work in close collaboration with the Tiffin Police Department in monitoring and recording of criminal activity by students at non campus locations of student organizations officially recognized by the institution, including student organizations with non campus housing facilities.

## **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 (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. 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, and 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 )	<p>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</p> <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. 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 a 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
		reasonable person to fear for the person's safety, fear for the safety of others, or suffer substantial emotional distress <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	ORC § 2903.211  Complete definition is available at: <a href="http://codes.ohio.gov/orc/2903.211">http://codes.ohio.gov/orc/2903.211</a>	(A) (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. (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: (a) Violate division (A)(1) of this section: (b) Urge or incite another to commit a violation of division (A)(1) of this section. (3) No person, with a sexual motivation, shall violate division (A)(1) or (2) of this section.
Consent	Policy / Ohio Revised Code	Definition

	<p>University ERP (3;d) ○ The institution's definition of consent AND the purposes for which that definition is used as State definition does exist</p>	<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>
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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.
	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.

#### **BYSTANDER INTERVENTION: TIFFIN STEP IN**

##### **What is a bystander?**

- Bystanders are individuals who witness:
  - Emergencies
  - Criminal events
  - Or situations that could lead to criminal events
- And by their presence may have the opportunity to:
  - Provide assistance (Active Bystander)
  - Do nothing (Passive Bystander)

### **Passive vs. Active Bystanders**

- Passive Bystander - someone who witnesses an emergency/criminal situation but does nothing to stop it, prevent it, or help.
- Active Bystander - someone who takes action to stop, prevent, or help in an emergency/criminal situation.

### **How to be an Active Bystander: Three Types of Intervention Strategies**

1. Direct - Directly interact with the people involved in the given situation.
  - a. Example: Confronting one of the involved people and asking, “are you okay?”
2. Distract - Diverting the attention of those involved in the situation.
  - a. Example: Asking one of the involved people to show you where the restroom is.
3. Delegate - Get someone else to step in and help with the situation.
  - a. Example: Calling the police.

### **Campus Resources to Delegate to:**

- Title IX Coordinator/Deputy Title IX Coordinator: [officeofeao@tiffin.edu](mailto:officeofeao@tiffin.edu)
- Administrator on Call (24/7 Resource) - 419-455-0996
- Victim’s Advocate (Confidential Resource) - [advocacy@tiffin.edu](mailto:advocacy@tiffin.edu)
- Counseling & Wellness (Confidential Resource) - [counseling@tiffin.edu](mailto:counseling@tiffin.edu)
- Health Center (Confidential Resource) - [healthcenter@tiffin.edu](mailto:healthcenter@tiffin.edu)
- Campus Security (24/7 Resource) - 419-934-0721

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

### **Retaliation**

Protected activity under this policy includes reporting an incident that may implicate this policy, participating in the grievance process, supporting a Complainant or Respondent, assisting in providing information relevant to an investigation, and/or acting in good faith to oppose conduct that constitutes a violation of this Policy.

Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. Tiffin University is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

It is prohibited for Tiffin University or any member of University community to take materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy and procedure.

Charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment but arise out of the same facts or circumstances as a report or

complaint of sex discrimination, or a report or complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

The exercise of rights protected under the First Amendment does not constitute retaliation.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy and procedure does not constitute retaliation, provided that a determination regarding responsibility, alone, is not sufficient to conclude that any party has made a materially false statement in bad faith.

### **False Allegations and Evidence**

Deliberately false and/or malicious accusations under this policy, as opposed to allegations which, even if erroneous, are made in good faith, are a serious offense and will be subject to appropriate disciplinary action.

Additionally, witnesses and parties knowingly providing false evidence, tampering with or destroying evidence after being directed to preserve such evidence, or deliberately misleading an official conducting an investigation can be subject to discipline under University policy.

### **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, the report can be completed at [https://publicdocs.maxient.com/reportingform.php?TiffinUniv&layout\\_id=40](https://publicdocs.maxient.com/reportingform.php?TiffinUniv&layout_id=40).

Jacob Simon  
Assistant Vice President for Intercultural and Community Engagement and  
Dean of Students  
155 Miami St. – Friedley Hall  
Tiffin, OH 44883  
(419) 448-3421, [simonja@tiffin.edu](mailto:simonja@tiffin.edu)

Kelsey Kuzma  
Director of Prevention Education & Deputy Title IX Coordinator  
155 Miami St. – Friedley Hall  
Tiffin, OH 44883  
(419) 448 - 3332, [KuzmaK@tiffin.edu](mailto:KuzmaK@tiffin.edu)

### **Deputy Coordinators:**

Mr. Stephen Sanney  
Deputy Coordinator, Student Affairs  
567.268.6080, [Sanneysn@tiffin.edu](mailto:Sanneysn@tiffin.edu)  
Gillmor Center

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

Dr. Sandra Miller  
Deputy Coordinator, Academic Affairs  
419.448.3168, [millersj@tiffin.edu](mailto:millersj@tiffin.edu)  
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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 individual's 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.

Julienne 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)

Upon receipt of a complaint or notice to the Title IX Coordinator of an alleged violation of the Policy, Tiffin University initiates a prompt initial assessment to determine the next steps the University needs to take.

Tiffin University will initiate at least one of three responses:

- Response 1: Offering Supportive Measures
- Response 2: Informal Resolution
- Response 3: Formal Grievance Process

The investigation and grievance process will determine whether or not the Policy has been violated. If so, the University will promptly implement effective remedies designed to ensure that it is not deliberately indifferent to harassment or discrimination, their potential recurrence, or their effects.



## **ANONYMOUS AND CONFIDENTIAL REPORTING**

If a Complainant would like the details of an incident to be kept confidential, the Complainant may speak with:

- On-Campus Resources:
  - Victim's Advocate - [advocacy@tiffin.edu](mailto:advocacy@tiffin.edu)
  - Health & Wellness - [healthcenter@tiffin.edu](mailto:healthcenter@tiffin.edu)
  - Counseling & Wellness - [counseling@tiffin.edu](mailto:counseling@tiffin.edu)
- Off-Campus Resources
  - Firelands Counseling & Recovery - 419-448-9440
  - Seneca County Victim's Assistance - 419-448-5070
  - Employee Assistance Program - 419-251-1444
  - Mercy Hospital - 419-447-3130

All of the above-listed individuals will maintain confidentiality when acting under the scope of their licensure, professional ethics, and/or professional credentials, except in extreme cases of immediacy of threat or danger or abuse of a minor/elder/individual with a disability, or when required to disclose by law or court order.

Tiffin University employees who are confidential will timely submit anonymous statistical information for Clery Act purposes unless they believe it would be harmful to their client, patient, or parishioner.

### **Anonymous Notice to Mandated Reporters**

At the request of a Complainant, notice may be given by a Mandated Reporter to the Title IX Coordinator anonymously, without identification of the Complainant. The Mandated Reporter cannot remain anonymous themselves.

If a Complainant has requested that a Mandated Reporter maintain the Complainant's anonymity, the Mandated Reporter may do so unless it is reasonable to believe that a compelling threat to health or safety could exist. The Mandated Reporter must consult with the Title IX Coordinator on that assessment. Refer to When a Complainant Does Not Wish to Proceed policy.

Anonymous notice will be investigated by Tiffin University to the extent possible, both to assess the underlying allegation(s) and to determine if supportive measures or remedies can be provided. However, anonymous notice typically limits the ability for Tiffin University to investigate, respond, and provide remedies, depending on what information is shared.

Mandated reporters may not be able to maintain requests for anonymity for Complainants who are minors, elderly, and/or disabled, depending on state reporting of abuse requirements.

### **MANDATED REPORTING**

All employees of Tiffin University (including student employees), with the exception of those who are designated as Confidential Resources, are Mandated Reporters and must promptly share with the Title IX Coordinator all known details of a report made to them in the course of their employment.

Employees must also promptly share all details of behaviors under this policy that they observe or have knowledge of, even if not reported to them by a Complainant or third-party.

Complainants may want to carefully consider whether they share personally identifiable details with non-confidential Mandated Reporters, as those details must be shared with the Title IX Coordinator.

Generally, disclosures in climate surveys, classroom writing assignments or discussions, human subjects research, or at events such as “Take Back the Night,” marches ,or speak-outs do not provide notice that must be reported to the Coordinator by employees, unless the Complainant clearly indicates that they desire a report to be made or a seek a specific response from the Tiffin University.

Supportive measures may be offered as the result of such disclosures without formal action.

Failure of a Mandated Reporter, as described above in this section, to report an incident of discrimination, harassment, and/or retaliation, of which they become aware, is a violation of University policy and can be subject to disciplinary action for failure to comply.

When a Mandated Reporter is engaged in discrimination, harassment, and/or retaliation, they still have a duty to report their own misconduct, though the University is technically not on notice when a harasser is also a Mandated Reporter unless the harasser does in fact report themselves.

### **AMNESTY FOR INVOLVED PARTIES**

Tiffin University community encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to report to University officials or participate in grievance processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

It is in the best interests of the University community that Complainants choose to report misconduct to University officials, that witnesses come forward to share what they know, and that all parties be forthcoming during the process.

To encourage reporting and participation in the process, Tiffin University maintains a policy of offering parties and witnesses amnesty from some policy violations – such as underage consumption of alcohol or the use of illicit drugs – related to the incident.

Amnesty does not apply to more serious allegations such as physical abuse of another or illicit drug distribution. The decision not to offer amnesty to a Respondent is based on neither sex nor gender, but on the fact that collateral misconduct is typically addressed for all students within a progressive discipline system, and the rationale for amnesty – the incentive to report serious misconduct – is rarely applicable to Respondent with respect to a Complainant.

- Student Amnesty: Sometimes, students are hesitant to assist others for fear that they may get in trouble themselves (for example, an underage student who has been drinking alcohol or using cannabis might hesitate to help take an individual who has experienced sexual misconduct to Campus Safety & Security).

Tiffin University maintains a policy of amnesty for students who offer help to others in need. While policy violations cannot be overlooked, the University may provide purely educational options with no official disciplinary finding, rather than punitive sanctions, to those who offer their assistance to others in need.

- Employee Amnesty: Sometimes, employees are hesitant to report harassment or discrimination they have experienced for fear that they may get in trouble themselves. 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.

Tiffin University may, at its discretion, offer employee Complainants amnesty from such policy violations (typically more minor policy violations) related to the incident. Amnesty may also be granted to Respondents and 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 reasonably available, regardless of whether the victim chooses to report the crime to Campus Security or local law enforcement. Students and employees should contact:

Julienne Huston, Victims Advocate / Confidential Resource  
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.

If a Complainant would like the details of an incident to be kept confidential, the Complainant may speak with any of the following on-campus confidential resources:

Victim's Advocate - [advocacy@tiffin.edu](mailto:advocacy@tiffin.edu)  
Health & Wellness - [healthcenter@tiffin.edu](mailto:healthcenter@tiffin.edu)  
Counseling & Wellness - [counseling@tiffin.edu](mailto:counseling@tiffin.edu)

The Complainant may also speak with any of the following off-campus/community confidential resources:

Firelands Counseling & Recovery - 419-448-9440  
Employee Assistance Program/Mercy Health Partners - 419-251-1444 or 888-877-2362  
Seneca County Victims Assistance - 419-448-5070  
Mercy Hospital - 419-477-3130

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

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, The Title IX Coordinator works with the Victim's Advocate to reach out to the Complainant to offer supportive measures. These supportive measures include but are not limited to: 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

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  
[advocacy@tiffin.edu](mailto:advocacy@tiffin.edu)

Health & Wellness Center  
Friedley Hall  
[healthcenter@tiffin.edu](mailto:healthcenter@tiffin.edu)

Counseling & Wellness  
*Students only*  
Friedley Hall  
[counseling@tiffin.edu](mailto:counseling@tiffin.edu)

Financial Aid  
Seitz Hall  
(419) 448-3375

#### **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

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

**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**

- 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/>

▪ **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.

**SUPPORTIVE MEASURES**

Tiffin University will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged harassment, discrimination, and/or retaliation.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to the education program or activity, including measures designed to protect the safety of all parties or the educational environment, and/or deter harassment, discrimination, and/or retaliation.

The Title IX Coordinator promptly makes supportive measures available to the parties upon receiving notice and/or a complaint. At the time that supportive measures are offered, Tiffin University will inform the Complainant, in writing, that they may file a formal complaint with the

University either at that time or in the future, if they have not done so already. The Title IX Coordinator works with the Complainant to ensure that their wishes are taken into account with respect to the supportive measures that are planned and implemented.

Tiffin University will maintain the privacy of the supportive measures, provided that privacy does not impair the ability of the University to provide the supportive measures. Tiffin University will act to ensure as minimal an academic impact on the parties as possible. The University will implement measures in a way that does not unreasonably burden the other party. These actions may include, but are not limited to:

- Referral to victims' advocate, counseling, medical, and/or other healthcare services
- Referral to the Employee Assistance Program
- Referral to community-based service providers
- Visa and immigration assistance
- Student financial aid counseling
- Education to the community or community subgroup(s)
- Altering campus housing assignment(s)
- Altering work arrangements for employees or student-employees
- Safety planning
- Providing campus safety escorts
- Providing transportation accommodations
- Implementing contact limitations (no contact orders) between the parties
- Academic support, extensions of deadlines, or other course/program-related adjustments
- Timely warnings
- Class schedule modifications, withdrawals, or leaves of absence
- Increased security and monitoring of certain areas of the campus
- Any other actions deemed appropriate by the Title IX Coordinator

Violations of no contact orders will be referred to appropriate student or employee conduct processes for enforcement. For students – Office for Campus Safety & Security. For employees Office for Human Resources.

## **EQUITY RESOLUTION PROCESS OVERVIEW**

Tiffin University will act on any formal or informal notice/complaint of violation of the policy on Equal Opportunity, Harassment, and Nondiscrimination (“the Policy”) that is received by the Title IX Coordinator or any other Official with Authority by applying these procedures in this manual.

The procedures below apply to all allegations of harassment, discrimination, and/or retaliation on the basis of protected class status involving students, staff, administrators, or faculty members. A set of technical dismissal requirements within the Title IX regulations may apply as described below, but when a technical dismissal under the Title IX allegations is required, any remaining allegations will proceed using these same grievance procedures, clarifying which policies above are applicable. While the effect of the Title IX regulations can be confusing, these grievance procedures apply to all policies above.

## **Notice/Complaint**

Upon receipt of a complaint or notice to the Title IX Coordinator of an alleged violation of the Policy, Tiffin University initiates a prompt initial assessment to determine the next steps the University needs to take.

Tiffin University will initiate at least one of three responses:

- Offering supportive measures because the Complainant does not want to proceed formally; and/or
- An informal resolution; and/or
- A Formal Grievance Process including an investigation and a hearing.

The investigation and grievance process will determine whether or not the Policy has been violated. If so, the University will promptly implement effective remedies designed to ensure that it is not deliberately indifferent to harassment or discrimination, their potential recurrence, or their effects.

## **Initial Assessment**

Following receipt of notice or a complaint of an alleged violation of this Policy, the Title IX Coordinator engages in an initial assessment, which is typically one to five business days in duration. The steps in an initial assessment can include:

- If notice is given, the Title IX Coordinator seeks to determine if the person impacted wishes to make a formal complaint, and will assist them to do so, if desired.
  - If they do not wish to do so, the Title IX Coordinator determines whether to initiate a complaint because a violence risk assessment indicates a compelling threat to health and/or safety.
- If a formal complaint is received, the Title IX Coordinator assesses its sufficiency and works with the Complainant to make sure it is correctly completed.
- The Title IX Coordinator works with the Victim Advocate to reach out to the Complainant to offer supportive measures.
- The Title IX Coordinator works with the Complainant to ensure they are aware of the right to have an Advisor.
- The Title IX Coordinator works with the Complainant to determine whether the Complainant prefers a supportive and remedial response, an informal resolution option, or a formal investigation and grievance process.
- If a supportive and remedial response is preferred, the Title IX Coordinator works with the Victim Advocate to identify the wishes of the Complainant and then seeks to facilitate implementation. No Formal Grievance Process is initiated, though the Complainant can elect to initiate one later, if desired.
- If an informal resolution option is preferred, the Title IX Coordinator assesses whether the complaint is suitable for informal resolution, [which informal mechanism may serve the situation best or is available] and may seek to determine if the Respondent is also willing to engage in informal resolution.
- If a Formal Grievance Process is preferred, the Title IX Coordinator determines if the misconduct alleged falls within the scope of Title IX:
  - If it does, the Title IX Coordinator will initiate the formal investigation and grievance process, directing the investigation to address:
    - an incident, and/or
    - a pattern of alleged misconduct, and/or
    - a culture/climate issue based on the nature of the complaint.
  - If it does not, the Title IX Coordinator determines that Title IX does not apply

(and will “dismiss” that aspect of the complaint, if any), assesses which policies may apply [which resolution process is applicable, and will refer the matter accordingly. Please note that dismissing a complaint under Title IX is just procedural and does not limit the authority of the University to address a complaint with an appropriate process and remedies.

### **Resolution Processes**

Resolution proceedings are private. All persons present at any time during the resolution process are expected to maintain the privacy of the proceedings in accordance with University policy. While there is an expectation of privacy around what Investigators share with parties during interviews, the parties have discretion to share their own knowledge and evidence with others if they so choose. Tiffin University encourages parties to discuss this with their Advisors before doing so.

### **Informal Resolution**

Informal Resolution can include three different approaches:

- When the parties agree to resolve the matter through an alternate resolution mechanism (including mediation, restorative practices, etc.)
- When the Respondent accepts responsibility for violating policy, and desires to accept a sanction and end the resolution process; or
- When the Title IX Coordinator can resolve the matter informally by providing supportive measures to remedy the situation

To initiate Informal Resolution, a Complainant needs to submit a formal complaint, as defined above. If a Respondent wishes to initiate Informal Resolution, they should contact the Title IX Coordinator to so indicate.

It is not necessary to pursue Informal Resolution first in order to pursue a Formal Grievance Process, and any party participating in Informal Resolution can stop the process at any time and begin or resume the Formal Grievance Process.

Prior to implementing Informal Resolution, the 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 the University.

The University will obtain voluntary, written confirmation that all parties wish to resolve the matter through Informal Resolution before proceeding and will not pressure the parties to participate in Informal Resolution.

**For more information on the Informal Resolution Process, view a copy of Tiffin University’s Equal Opportunity, Harassment, and Nondiscrimination Policy & Procedures at: [tiffin.edu/about/title-ix](http://tiffin.edu/about/title-ix)**

### **Formal Grievance Process**

1. Notice of Investigation and Allegations (NOIA)- The Title IX Coordinator will provide written notice of the investigation and allegations (the “NOIA”) to the Respondent upon



commencement of the Formal Grievance Process. This facilitates the Respondent's ability to prepare for the interview and to identify and choose an Advisor to accompany them. The NOIA is also copied to the Complainant, who is to be given advance notice of when the NOIA will be delivered to the Respondent.

2. Appointment of Investigators - Once the decision to commence a formal investigation is made, the Title IX Coordinator appoints Pool members to conduct the investigation (typically using a team of two Investigators), usually within (2-5) business days of determining that an investigation should proceed.

3. Investigation Procedures - All investigations are thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with all relevant parties and witnesses; obtaining available, relevant evidence; and identifying sources of expert information, as necessary.

4. Referral for Hearing - Provided that the complaint is not resolved through Informal Resolution, once the final investigation report is shared with the parties, the Title IX Coordinator will refer the matter for a hearing. The hearing cannot be less than ten (10) business days from the conclusion of the investigation –when the final investigation report is transmitted to the parties and the Decision-maker–unless all parties and the Decision-maker agree to an expedited timeline. The Title IX Coordinator will select an appropriate three-member panel from the Pool.

5. Notice of Hearing - No less than ten (10) business days prior to the hearing, the Title IX Coordinator or the Chair will send notice of the hearing to the parties. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

6. Pre-Hearing Preparation - The Chair, after any necessary consultation with the parties, Investigator(s) and/or Title IX Coordinator, will provide the names of persons who will be participating in the hearing, all pertinent documentary evidence, and the final investigation report to the parties at least ten (10) business days prior to the hearing. During the ten (10) business day period prior to the hearing, the parties have the opportunity for continued review and comment on the final investigation report and available evidence. That review and comment can be shared with the Chair at the pre-hearing meeting or at the hearing and will be exchanged between each party by the Chair.

7. Pre-Hearing Meetings - The Chair may convene a pre-hearing meeting(s) with the parties and/or their Advisors to invite them to submit the questions or topics they (the parties and/or their Advisors) wish to ask or discuss at the hearing, so that the Chair can rule on their relevance ahead of time to avoid any improper evidentiary introduction in the hearing or provide recommendations for more appropriate phrasing. However, this advance review opportunity does not preclude the Advisors from asking at the hearing for a reconsideration based on any new information or testimony offered at the hearing. The Chair must document and share their rationale for any exclusion or inclusion at this pre-hearing meeting.

8. Hearing Procedures - At the hearing, the three-member panel has the authority to hear and make determinations on all allegations of discrimination, harassment, and/or retaliation and may also hear and make determinations on any additional alleged policy violations that have occurred in concert with the discrimination, harassment, and/or retaliation, even though those collateral allegations may not specifically fall within the policy on Equal Opportunity, Harassment, and Nondiscrimination.

9. Deliberation & Decision-making - The three-member panel will deliberate in closed session to determine whether the Respondent is responsible or not responsible for the policy violation(s) in question. A simple majority vote is required to determine the finding for the panel. The

preponderance of the evidence standard of proof is used. The Chair will then prepare a written deliberation statement and deliver it to the Title IX Coordinator, detailing the determination, rationale, the evidence used in support of its determination, the evidence disregarded, credibility assessments, and any sanctions and/or recommendations.

10. Notice of Outcome - Using the deliberation statement, the Title IX Coordinator will work with the Chair to prepare a Notice of Outcome. The Notice of Outcome will then be reviewed by legal counsel. The Title IX Coordinator will then share the letter, including the final determination, rationale, and any applicable sanction(s) with the parties and their Advisors within seven (7) business days of receiving the Decision-maker(s)' deliberation statement.

11. Sanctions/Remedies - The sanctions will be implemented as soon as is feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested.

12. Appeals - Any party may file a request for appeal ("Request for Appeal"), but it must be submitted in writing to the Title IX Coordinator within three (3) business days of the delivery of the Notice of Outcome.

**For more information on the Formal Grievance Process, view a copy of Tiffin University's Equal Opportunity, Harassment, and Nondiscrimination Policy & Procedures at: [tiffin.edu/about/title-ix](http://tiffin.edu/about/title-ix)**

## **PRIVACY**

Every effort is made by Tiffin University to preserve the privacy of reports. Tiffin University will not share the identity of any individual who has made a report or complaint of harassment, discrimination, or retaliation; any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, or any witness, except as permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; FERPA regulations, 34 CFR part 99; or as required by law; or to carry out the purposes of 34 CFR Part 106, including the conducting of any investigation, hearing, or grievance proceeding arising under these policies and procedures.

The University reserves the right to designate which University officials who have a legitimate educational interest in being informed about incidents that fall within this policy, pursuant to the Family Educational Rights and Privacy Act (FERPA).

Only a small group of officials who need to know will typically be told about the complaint, including but not limited to: Office for Equity, Access, & Opportunity, Division of Student Affairs, Campus Safety & Security, and the Sexual Assault Response Team (SART). Information will be shared as necessary with Investigators, Hearing Panel members/Decision-makers, witnesses, and the parties. The circle of people with this knowledge will be kept as tight as possible to preserve each parties' rights and privacy.

Tiffin University may contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk but will usually consult with the student first before doing so.

Resolution proceedings are private. All persons present at any time during the resolution process are expected to maintain the privacy of the proceedings in accordance with University policy. While there is an expectation of privacy around what Investigators share with parties during interviews, the parties have discretion to share their own knowledge and evidence with others if they so choose. Tiffin University encourages parties to discuss this with their Advisors before doing so.

## **CONFIDENTIALITY**

Confidentiality exists in the context of laws that protect certain relationships, including those who provide services related to medical and clinical care, mental health providers, counselors, and ordained clergy. The law creates a privilege between certain health care providers, mental health care providers, attorneys, clergy, spouses, and others, with their patients, clients, parishioners, and spouses.

Tiffin University has designated individuals who have the ability to have privileged communications as Confidential Resources:

- Victim's Advocate - [advocacy@tiffin.edu](mailto:advocacy@tiffin.edu)
- Health & Wellness - [healthcenter@tiffin.edu](mailto:healthcenter@tiffin.edu)
- Counseling & Wellness - [counseling@tiffin.edu](mailto:counseling@tiffin.edu)

When information is shared by a Complainant with a Confidential Resource, the Confidential Resource cannot reveal the information to any third party except when an applicable law or a court order requires or permits disclosure of such information. For example, information may be disclosed when:

- the individual gives written consent for its disclosure;
- there is a concern that the individual will likely cause serious physical harm to self or others; or
- the information concerns conduct involving suspected abuse or neglect of a minor under the age of 18, elders, or individuals with disabilities.

Non-identifiable information may be shared by Confidential Resources for statistical tracking purposes as required by the federal Clery Act. Other information may be shared as required by law.

## **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, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested. The sanctions described in this policy are not exclusive of, and may be in addition to, other actions taken, or sanctions imposed by external 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.

## **WRITTEN EXPLANATION OF RIGHTS & OPTIONS**

### Statement of Rights of the Parties:

- The right to an equitable investigation and resolution of all credible allegations of prohibited harassment or discrimination made in good faith to University officials.
- The right to timely written notice of all alleged violations, including the identity of the parties involved (if known), the precise misconduct being alleged, the date and location of the alleged misconduct (if known), the implicated policies and procedures, and possible sanctions.
- The right to timely written notice of any material adjustments to the allegations (e.g., additional incidents or allegations, additional Complainants, unsubstantiated allegations) and any attendant adjustments needed to clarify potentially implicated policy violations.
- The right to be informed in advance of any public release of information regarding the allegation(s) or underlying incident(s), whenever possible.
- The right not to have any personally identifiable information released to the public without consent provided, except to the extent permitted by law.
- The right to be treated with respect by University officials.
- The right to have University policies and procedures followed without material deviation.
- The right not to be pressured to mediate or otherwise informally resolve any reported misconduct involving violence, including sexual violence.
- The right not to be discouraged by University officials from reporting sexual misconduct or discrimination to both on-campus and off-campus authorities.
- The right to be informed by University officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option(s) to be assisted by University authorities in notifying such authorities, if the party so chooses. This also includes the right not to be pressured to report, as well.
- The right to have allegations of violations of this Policy responded to promptly and with sensitivity by University law enforcement and/or other University officials.
- The right to be informed of available interim actions and supportive measures, such as counseling; advocacy; health care; legal, student financial aid, visa, and immigration assistance; or other services, both on campus and in the community.
- The right to a University-implemented no-contact order [or a no-trespass order against a non-affiliated third party] when a person has engaged in or threatens to engage in stalking, threatening, harassing, or other improper conduct that presents a danger to the welfare of the party or others.
- The right to be informed of available assistance in changing academic, living, and/or

working situations after an alleged incident of discrimination, harassment, and/or retaliation, if such changes are reasonably available. No formal report, or investigation, either campus or criminal, needs to occur before this option is available. Such actions may include, but are not limited to:

- Relocating an on-campus student's housing to a different on-campus location
  - Assistance from University staff in completing the relocation
  - Changing an employee's work environment (e.g., reporting structure, office/workspace relocation)
  - Transportation accommodations
  - Visa/immigration assistance
  - Arranging to dissolve a housing contract and a pro-rated refund
  - Exam, paper, and/or assignment rescheduling or adjustment
  - Receiving an incomplete in, or a withdrawal from, a class (may be retroactive)
  - Transferring class sections
  - Temporary withdrawal/leave of absence (may be retroactive)
  - Campus safety escorts
  - Alternative course completion options.
- The right to have the University maintain such actions for as long as necessary and for supportive measures to remain private, provided privacy does not impair the University's ability to provide the supportive measures.
  - The right to receive sufficiently advanced, written notice of any meeting or interview involving the other party, when possible.
  - The right to ask the Investigator(s) and Decision-maker(s) to identify and question relevant witnesses, including expert witnesses.
  - The right to provide the Investigator(s)/Decision-maker(s) with a list of questions that, if deemed relevant by the Investigator(s)/Chair, may be asked of any party or witness.
  - The right not to have irrelevant prior sexual history or character admitted as evidence.
  - The right to know the relevant and directly related evidence obtained and to respond to that evidence.
  - The right to fair opportunity to provide the Investigator(s) with their account of the alleged misconduct and have that account be on the record.
  - The right to receive a copy of the investigation report, including all factual, policy, and/or credibility analyses performed, and all relevant and directly related evidence available and used to produce the investigation report, subject to the privacy limitations imposed by state and federal law, prior to the hearing, and the right to have at least ten (10) business days to review the report prior to the hearing.
  - The right to respond to the investigation report, including comments providing any additional relevant evidence after the opportunity to review the investigation report, and to have that response on the record.
  - The right to be informed of the names of all witnesses whose information will be used to make a finding, in advance of that finding, when relevant.
  - The right to regular updates on the status of the investigation and/or resolution.
  - The right to have reports of alleged Policy violations addressed by Investigators, Title IX Coordinators, and Decision-maker(s) who have received [at least eight hours of] relevant annual training.
  - The right to a Hearing Panel that is not single sex in its composition, if a panel is used.
  - The right to preservation of privacy, to the extent possible and permitted by law.
  - The right to meetings, interviews, and/or hearings that are closed to the public.
  - The right to petition that any University representative in the process be recused on the basis of disqualifying bias and/or conflict of interest.
  - The right to have an Advisor of their choice to accompany and assist the party in all meetings and/or interviews associated with the resolution process.
  - The right to the use of the appropriate standard of evidence, [preponderance of the

evidence] to make a finding after an objective evaluation of all relevant evidence.

- The right to have an impact statement considered by the Decision-maker(s) following a determination of responsibility for any allegation, but prior to sanctioning.
- The right to be promptly informed in a written Notice of Outcome letter of the finding(s) and sanction(s) of the resolution process and a detailed rationale therefore (including an explanation of how credibility was assessed), delivered simultaneously (without undue delay) to the parties.
- The right to be informed in writing of when a decision by the University is considered final and any changes to the sanction(s) that occur before the decision is finalized.
- The right to be informed of the opportunity to appeal the finding(s) and sanction(s) of the resolution process, and the procedures for doing so in accordance with the standards for appeal established by the University.
- The right to a fundamentally fair resolution as defined in these procedures.

### **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.



- 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 at all 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 a wrapped in a clean sheet. Leave sheets/towels at the scene of the assault. The police will collect them. Typically, the 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.
- Choose how to proceed. You have options and are encouraged to contact the Campus Victim Advocate to discuss your options: 1) Do nothing until you are ready; 2) Pursue resolution by the University; and/or 3) Initiate criminal proceedings; and/or 4) Initiate a civil process. You may pursue a combination of options.
- Contact any of the following for immediate assistance:
  - Tiffin University Campus Safety & Security (24-hour service) - 419-934-0721
  - Tiffin University Administrator On Call (24-hour service) - 419-208-5235
  - Tiffin Police Department (24-hour service) - 911 or 419-447-2323
  - Seneca County Victims Assistance (24-hour service) - 419-448-5070
  - Mercy Hospital (24-hour service) - 419-447-3130
  - National Rape Crisis Center (24-hour service) - 800-656-HOPE (4673)
  - Domestic Violence Agency/First Step (24-hour service) - 800-466-6228
- Contact any of the following on-campus resources for non-immediate assistance during regular business hours (Monday-Friday 9am-5pm):
  - Title IX Coordinator - [simonja@tiffin.edu](mailto:simonja@tiffin.edu)
  - Victim's Advocate - [advocacy@tiffin.edu](mailto:advocacy@tiffin.edu)
  - Health & Wellness - [healthcenter@tiffin.edu](mailto:healthcenter@tiffin.edu)
  - Counseling & Wellness - [counseling@tiffin.edu](mailto:counseling@tiffin.edu)
  - Dean of Students - [simonja@tiffin.edu](mailto:simonja@tiffin.edu)
- Visit any of the following websites for more resources and information:
  - o Intimate Partner Violence/Domestic Violence or Dating Violence - <http://www.loveisrespect.org/is-this-abuse/power-and-control-wheel/>
  - o Stalking - <https://www.victimsofcrime.org/our-programs/stalking-resource-center>
  - o Sexual Assault - <http://www.oaesv.org/rape-crisis-centers-in-ohio/>

## **Preservation of Evidence**

The preservation of evidence in incidents of sexual assault is critical to potential criminal prosecution and to obtaining restraining orders, and particularly time sensitive. The University will inform the Complainant of the importance of preserving evidence by taking the following actions:

- Seek forensic medical assistance at the Mercy Hospital, ideally within 120 hours of the incident (sooner is better)
- Avoid showering, bathing, washing hands or face, or douching, if possible, but evidence may still be collected even if you do.
- Try not to urinate.
- If oral sexual contact took place, refrain from smoking, eating, drinking, or brushing teeth.
- If clothes are changed, place soiled clothes in a paper bag (plastic destroys evidence).
- Seeking medical treatment can be essential even if it is not for the purposes of collecting forensic evidence.

During the initial meeting between the Complainant and the Title IX Coordinator and/or Victims Advocate, the importance of taking these actions will be reiterated, if timely.

## **How to File a Report**

Notice or complaints of discrimination, harassment, and/or retaliation may be made using any of the following options:

- File a complaint with, or notice to, the Title IX Coordinator or deputy in absence of the Title IX Coordinator. Such a report may be made at any time (including during non-business hours).
  - Title IX Coordinator - [simonja@tiffin.edu](mailto:simonja@tiffin.edu)
  - Deputy Title IX Coordinator - [kuzmak@tiffin.edu](mailto:kuzmak@tiffin.edu)
  - Office for Equity, Access, & Opportunity - [officeofeao@tiffin.edu](mailto:officeofeao@tiffin.edu)
- Report online, using the reporting form posted at [https://cm.maxient.com/reportingform.php?TiffinUniv&layout\\_id=40](https://cm.maxient.com/reportingform.php?TiffinUniv&layout_id=40)
- 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 419-934-0721 or visiting the office located in The Gillmor Student Center.

## **Mandated Reporting**

All employees of Tiffin University (including student employees), with the exception of those who are designated as Confidential Resources, are Mandated Reporters and must promptly share with the Title IX Coordinator all known details of a report made to them in the course of their employment.

Employees must also promptly share all details of behaviors under this policy that they observe or have knowledge of, even if not reported to them by a Complainant or third-party.

Complainants may want to carefully consider whether they share personally identifiable details with non-confidential Mandated Reporters, as those details must be shared with the Title IX Coordinator.

Generally, disclosures in climate surveys, classroom writing assignments or discussions, human subjects research, or at events such as “Take Back the Night” marches or speak-outs do not provide notice that must be reported to the Coordinator by employees, unless the Complainant clearly indicates that they desire a report to be made or a seek a specific response from the Tiffin University.

Supportive measures may be offered as the result of such disclosures without formal action.

Failure of a Mandated Reporter, as described above in this section, to report an incident of discrimination, harassment, and/or retaliation of which they become aware is a violation of University policy and can be subject to disciplinary action for failure to comply.

Though this may seem obvious, when a Mandated Reporter is engaged in discrimination, harassment, and/or retaliation, they still have a duty to report their own misconduct, though the University is technically not on notice when a harasser is also a Mandated Reporter unless the harasser does in fact report themselves.

### **Confidential Reporting**

If a Complainant would like the details of an incident to be kept confidential, the Complainant may speak with any of the following on-campus confidential resources:

- Victim’s Advocate - [advocacy@tiffin.edu](mailto:advocacy@tiffin.edu)
- Health & Wellness - [healthcenter@tiffin.edu](mailto:healthcenter@tiffin.edu)
- Counseling & Wellness - [counseling@tiffin.edu](mailto:counseling@tiffin.edu)

The Complainant may also speak with any of the following off-campus/community confidential resources:

- Firelands Counseling & Recovery - 419-448-9440
- Employee Assistance Program/Mercy Health Partners - 419-251-1444 or 888-877-2362
- Seneca County Victims Assistance - 419-448-5070
- Mercy Hospital - 419-477-3130

All of the above-listed individuals will maintain confidentiality when acting under the scope of their licensure, professional ethics, and/or professional credentials, except in extreme cases of immediacy of threat or danger or abuse of a minor/elder/individual with a disability, or when required to disclose by law or court order.

Tiffin University employees who are confidential will timely submit anonymous statistical information for Clery Act purposes unless they believe it would be harmful to their client, patient, or parishioner.

## **Law Enforcement & Campus Authority Involvement**

If the alleged 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.

- Campus Safety and Security - 419-934-0721
- Tiffin Police Department - 911 or 419-447-2323

Additional information about the Tiffin Police Department may be found online at: <http://tiffinohio.gov/tiffinpd/>. The University supports the decision of all members of the campus community to report violations of domestic violence, dating violence, sexual assault, and stalking to law enforcement. It is the choice of the complainant whether or not to make a report and they have the option to decline involvement with law enforcement. Tiffin University will comply with the individual's request for assistance in notifying law enforcement if the individual chooses. The Victim's Advocate will assist the complainant with notifying law enforcement.

- Victim's Advocate - [advocacy@tiffin.edu](mailto:advocacy@tiffin.edu)

### ***Orders of Protection, No Contact Orders, or Similar Lawful Orders Issued By a Criminal/Civil Court or by Tiffin University***

Tiffin University complies with Ohio State law in recognizing civil orders of protection and other civil or criminal court issues 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 Order if deemed appropriate or at the request of the complainant or respondent. Violations of no contact orders will be referred to appropriate student or employee conduct processes for enforcement. For students – Office for Campus Safety & Security. For employees – Office for Human Resources.

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.

## **Confidentiality & Privacy**

**Confidentiality** exists in the context of laws that protect certain relationships, including those who provide services related to medical and clinical care, mental health providers, counselors, and ordained clergy. The law creates a privilege between certain health care providers, mental health care providers, attorneys, clergy, spouses, and others, with their patients, clients, parishioners, and spouses.

Tiffin University has designated the following individuals who have the ability to have privileged communications as Confidential Resources.

- Victim’s Advocate - [advocacy@tiffin.edu](mailto:advocacy@tiffin.edu)
- Health & Wellness - [healthcenter@tiffin.edu](mailto:healthcenter@tiffin.edu)
- Counseling & Wellness - [counseling@tiffin.edu](mailto:counseling@tiffin.edu)

When information is shared by a Complainant with a Confidential Resource, the Confidential Resource cannot reveal the information to any third party except when an applicable law or a court order requires or permits disclosure of such information. For example, information may be disclosed when:

- The individual gives written consent for its disclosure;
- There is a concern that the individual will likely cause serious physical harm to self or others; or
- The information concerns conduct involving suspected abuse or neglect of a minor under the age of 18, elders, or individuals with disabilities.

Non-identifiable information may be shared by Confidential Resources for statistical tracking purposes as required by the federal Clery Act. Other information may be shared as required by law.

**Privacy** means that information related to a complaint will be shared with a limited number of Tiffin University employees who “need to know” in order to assist in the assessment, investigation, and resolution of the report. All employees who are involved in the University’s response to notice under this policy receive specific training and guidance about sharing and safeguarding private information in accordance with state and federal law. The privacy of student education records will be protected in accordance with the Family Educational Rights and Privacy Act (“FERPA”), as outlined in the University’s FERPA policy. The privacy of employee records will be protected in accordance with Human Resources policies.

Every effort is made by Tiffin University to preserve the privacy of reports. Tiffin University will not share the identity of any individual who has made a report or complaint of harassment, discrimination, or retaliation; any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, or any witness, except as permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; FERPA regulations, 34 CFR part 99; or as required by law; or to carry out the purposes of 34 CFR Part 106, including the conducting of any investigation, hearing, or grievance proceeding arising under these policies and procedures.

The University reserves the right to designate which University officials who have a legitimate educational interest in being informed about incidents that fall within this policy, pursuant to the Family Educational Rights and Privacy Act (FERPA).

Only a small group of officials who need to know will typically be told about the complaint, including but not limited to: Office for Equity, Access, & Opportunity, Division of Student Affairs, Campus Safety & Security, and the Behavioral Intervention Team. Information will be shared as necessary with Investigators, Hearing Panel members/Decision-makers, witnesses, and the parties. The circle of people with this knowledge will be kept as tight as possible to preserve each parties’ rights and privacy.

Tiffin University may contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk but will usually consult with the student first before doing so.

### **Privacy of Supportive Measures**

Tiffin University will maintain the privacy of the supportive measures, provided that privacy does not impair the ability of the University to provide the supportive measures. Tiffin University will act to ensure as minimal an academic impact on the parties as possible. The University will implement measures in a way that does not unreasonably burden the other party.

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

In fostering Tiffin University's commitment to providing a safe and equitable educational experience, the Office for Equity, Access, & Opportunity takes a proactive approach to preventing gender-based discrimination and sexual misconduct. Each academic year, the Office for Equity, Access & Opportunity implements various training, workshops and programs to bring awareness to and prevent dating violence, domestic violence, sexual assault, and stalking.

<i>Number of Prevention &amp; Awareness Programs Facilitated</i>			
	Tabling/ Event	Training/ Workshop	Online Module
Bystander Intervention	5	4	1
Domestic Violence/Dating Violence	5	7	1
Sexual Assault	0	7	1
Stalking	0	7	1

**Bystander Intervention Tabling** - Led by our EAO Student Ambassadors, this tabling event helps educate students on how to be an active bystander by using the 3 D's of bystander intervention. Participants strengthen their bystander intervention skills through scenario-based questions.

**Domestic Violence Awareness Month Tabling** - Based on the One Love Foundation's signs of healthy and unhealthy relationships, these tabling events help to bring awareness to dating and domestic violence. Participants are called to pledge to prevent and intervene in situations in which dating and domestic violence occur.

**TU Step-In: Bystander Intervention Training** - In this interactive team-building workshop, participants identify the difference between passive and active bystanders, discuss strategies for intervening as active bystanders, and identify campus resources.

**Title IX Training** - This training highlights key components of Tiffin University's Equal Opportunity, Harassment, & Nondiscrimination Policy & Procedures - including but not limited to definitions of dating violence, sexual assault, and stalking. Based on participant needs, an area of emphasis is often added to help explore the intersectionality of gender-based discrimination and sexual misconduct with areas such as bystander intervention, mandated reporting, and trauma-informed response.

**Title IX Training: With Bystander Intervention Emphasis** - This psychoeducational training incorporates both Title IX basics and bystander intervention techniques to prepare all who attend for identifying and taking action to stop/prevent gender-based discrimination and sexual misconduct.

**Title IX Training: With Mandated Reporting Emphasis** - Geared towards faculty, staff, and student workers, this training covers all the information employees need to know about their mandated reporting obligations through the lens of Title IX.

**Title IX Training: With Trauma-Informed Response Emphasis** - This training incorporates a survivor-centered and trauma-informed approach to responding to and reporting gender-based discrimination and sexual misconduct. Participants will learn about the neuroscience of trauma and discover best practices for supporting someone in a trauma-informed way.

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

New Transitions Counseling LLC  
419-448-4094  
777 S. Washington St Tiffin, OH 44883  
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 2021

## 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
Clay 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 the 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 (comprising 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 are checked annually or at the beginning of semesters.

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

The University has plans for 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) 448-5138
- Housing (419) 448-3264
- 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 stairways must be kept closed at all times. Do not prop the 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 gasses 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 FOR STUDENT HOUSING**

When the alarm sounds or there is an indication of

smoke or fire ▪ Close the windows.

- Raise the shades.
- Leave the lights on.
- Wear a coat and hard-soled shoes.
- Carry a towel and place it over your face in case of smoke.
- The room will be checked after you leave.

- Go, without talking, to your exit in a 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 members 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 rules 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: 2019 - 2021

Facility	Address	2019	2020	2021
Friedley Hall	18 S. Sandusky St.	0	0	0
Craycraft Hall	160 Miami St.	0	0	0
Zahn Hall	173 Jackson St.	0	0	0
Miller Hall	228 W. Perry St.	0	0	0
Huggins Hall	156 Clay St.	0	0	1
Kirk Hall	187 Jackson St.	0	0	0
Clay Hall	194 Clay St.	0	0	0
Apartment	335 Miami St.	0	0	0
Apartment	355 Miami St.	0	0	0
Apartment	95 Adams St.	0	0	0
Apartment	97 Adams St.	0	0	Not Applicable
Apartment	349 Miami St.	0	0	0
Apartment	359 Miami St.	0	0	0
Apartment	106 Benner St.	0	0	0
Apartment	316 Benner St.	0	0	Not Applicable
House Unit	93 Adams St.	0	0	0
House Unit	128 Franklin St.	0	0	Not Applicable
House Unit	139 Franklin St.	0	0	0
House Unit	143 Franklin St.	0	0	0
House Unit	149 Franklin St.	0	0	0
House Unit	281 Miami St.	0	0	0
House Unit	293 Miami St.	0	0	0
House Unit	19 S. Sandusky St.	0	0	0
House Unit	21 S. Sandusky St.	0	0	0
House Unit	88 S. Sandusky St.	0	0	0
House Unit	92 S. Sandusky St.	0	0	0
House Unit	108 S. Sandusky St.	0	0	0
House Unit	120 S. Sandusky St.	0	0	0
House Unit	140 S. Sandusky St.	0	0	0



House Unit	261 Miami St.	0	0	0
House Unit	118 Jackson St.	0	0	0
House Unit	149 Jackson St.	0	0	0
House Unit	193 Jackson St.	0	0	0
House Unit	144 Clay St.	0	0	0
House Unit	146 Clay St.	0	0	0
House Unit	172 Clay St.	0	0	0
House Unit	173 Clay St.	0	0	0
House Unit	212 Clay St.	0	0	0
House Unit	220 Clay St.	0	0	0
House Unit	224 Clay St.	0	0	0
House Unit	230 Clay St.	0	0	0
House Unit	236 Clay St.	0	0	0
House Unit	238 Clay St.	0	0	0
House Unit	246 Clay St.	0	0	0
House Unit	268 Clay St.	0	0	0
House Unit	276 Clay St.	0	0	0
House Unit	282 Clay St.	0	0	0
House Unit	285 Miami	0	0	0
House Unit	292 Clay St.	0	0	0
House Unit	50 Jackson St.	0	0	Not Applicable
House Unit	116 S. Sandusky St.	0	0	0
House Unit	114 S. Sandusky St.	0	0	0
House Unit	114 Jackson St.	0	0	0
House Unit	132 Jackson St.	0	0	0
House Unit	136 Jackson St.	0	0	0
House Unit	142 Jackson St.	0	0	0
House Unit	46 Miami St.	0	0	Not Applicable
Facility	Address	2019	2020	2021
House Unit	46 ½ Miami St.	0	0	Not Applicable
House Unit	44 Miami St.	0	0	Not Applicable
House Unit	402 Miami St.	0	0	0
House Unit	82 Franklin St.	0	0	Not Applicable
House Unit	82 ½ Franklin St.	0	0	Not Applicable
House Unit	114 Benner St.	0	0	Not Applicable
House Unit	47 Franklin St.	0	0	Not Applicable
House Unit	55 Franklin St.	0	0	Not Applicable
House Unit	132 Franklin St.	0	0	0
House Unit	95 Fairfield	0	0	Not Applicable
TOTALS		0	0	1

**\*\* Not Applicable - We no longer have housing at these addresses \*\***

## IMPORTANT CONTACTS and 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 2021	Total Fires 2020	Total Fires 2019	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	0	N/A	0	0	0
Craycraft Hall	160 Miami St.	0	0	0	N/A	0	0	0
Zahn Hall	173 Jackson St.	0	0	0	N/A	0	0	0
Miller Hall	228 W. Perry St.	0	0	0	N/A	0	0	0
Huggins Hall	156 Clay St.	1	0	0	Unintentional Garbage fire / No damage	0	0	0
Kirk Hall	187 Jackson St.	0	0	0	N/A	0	0	0
Clay Hall	194 Clay St.	0	0	0	N/A	0	0	0
Apartment	335 Miami St.	0	0	0	N/A	0	0	0

Apartment	355 Miami St.	0	0	0	N/A	0	0	0
Apartment	95 Adams St.	0	0	0	N/A	0	0	0
Apartment	359 Miami St.	0	0	0	N/A	0	0	0
Apartment	106 Benner St.	0	0	0	N/A	0	0	0
House Unit	93 Adams St.	0	0	0	N/A	0	0	0
House Unit	139 Franklin St.	0	0	0	N/A	0	0	0
House Unit	143 Franklin St.	0	0	0	N/A	0	0	0
House Unit	149 Franklin St.	0	0	0	N/A	0	0	0
House Unit	281 Miami St.	0	0	0	N/A	0	0	0
House Unit	293 Miami St.	0	0	0	N/A	0	0	0

Residential Facilities	Addresses	Total Fires 2021	Total Fires 2020	Total Fires 2019	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	0	N/A	0	0	0
House Unit	21 S. Sandusky St.	0	0	0	N/A	0	0	0
House Unit	108 S. Sandusky St.	0	0	0	N/A	0	0	0
House Unit	146 Clay St.	0	0	0	N/A	0	0	0
House Unit	172 Clay St.	0	0	0	N/A	0	0	0
House Unit	173 Clay St.	0	0	0	N/A	0	0	0
House Unit	212 Clay St.	0	0	0	N/A	0	0	0
House Unit	220 Clay St.	0	0	0	N/A	0	0	0
House Unit	224 Clay St.	0	0	0	N/A	0	0	0
House Unit	230 Clay St.	0	0	0	N/A	0	0	0
House Unit	236 Clay St.	0	0	0	N/A	0	0	0
House Unit	238 Clay St.	0	0	0	N/A	0	0	0
House Unit	246 Clay St.	0	0	0	N/A	0	0	0
House Unit	268 Clay St.	0	0	0	N/A	0	0	0
House Unit	276 Clay St.	0	0	0	N/A	0	0	0
House Unit	282 Clay St.	0	0	0	N/A	0	0	0
House Unit	292 Clay St.	0	0	0	N/A	0	0	0

House Unit	50 Jackson St.	0	0	0	N/A	0	0	0
House Unit	116 S. Sandusky St.	0	0	0	N/A	0	0	0
House Unit	114 S. Sandusky St.	0	0	0	N/A	0	0	0
House Unit	114 Jackson St.	0	0	0	N/A	0	0	0
House Unit	132 Jackson St.	0	0	0	N/A	0	0	0
House Unit	120 S. Sandusky St.	0	0	0	N/A	0	0	0
House Unit	140 S. Sandusky St.	0	0	0	N/A	0	0	0
House Unit	261 Miami St.	0	0	0	N/A	0	0	0
House Unit	285 Miami St.	0	0	0	N/A	0	0	0
House Unit	118 Jackson St.	0	0	0	N/A	0	0	0
House Unit	149 Jackson St.	0	0	0	N/A	0	0	0
House Unit	193 Jackson St.	0	0	0	N/A	0	0	0
House Unit	144 Clay St.	0	0	0	N/A	0	0	0
House Unit	136 Jackson St.	0	0	0	N/A	0	0	0
House Unit	142 Jackson St.	0	0	0	N/A	0	0	0
House Unit	402 Miami St	0	0	0	N/A	0	0	0
House Unit	132 Franklin St.	0	0	0	N/A	0	0	0

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

Residential Facilities	Addresses	Total Fire Drills in Each Building 2021	Total Fire Drills in Each Building 2020	Total Fire Drills in Each Building 2019
Friedley Hall	18 S. Sandusky St.	2	1	3
Craycraft Hall	160 Miami St.	2	1	3
Zahn Hall	173 Jackson St.	2	1	3
Miller Hall	228 W. Perry St.	2	1	3
Huggins Hall	156 Clay St.	2	1	3
Kirk Hall	187 Jackson St.	2	1	3
Clay Hall	194 Clay St.	2	1	3
Apartment 1	335 Miami St.	2	1	3

Apartment 2	355 Miami St.	2	1	3
Apartment	95 Adams St.	2	1	3
Apartment	349 Miami St.	2	1	3
Apartment	359 Miami St.	2	1	3
Apartment	106 Benner St.	2	1	3
House Unit	93 Adams St.	2	1	3
House Unit	139 Franklin St.	2	1	3
House Unit	143 Franklin St.	2	1	3
House Unit	149 Franklin St.	2	1	3
House Unit	281 Miami St.	2	1	3
House Unit	293 Miami St.	2	1	3
House Unit	19 S. Sandusky St.	2	1	3
House Unit	21 S. Sandusky St.	2	1	3

House Unit	108 S. Sandusky St.	2	1	3
House Unit	172 Clay St.	2	1	3
House Unit	173 Clay St.	2	1	3
House Unit	212 Clay St.	2	1	3
House Unit	220 Clay St.	2	1	3
House Unit	224 Clay St.	2	1	3
House Unit	236 Clay St.	2	1	3
House Unit	238 Clay St.	2	1	3
House Unit	246 Clay St.	2	1	3
House Unit	268 Clay St.	2	1	3
House Unit	276 Clay St.	2	1	3
House Unit	282 Clay St.	2	1	3
House Unit	292 Clay St.	2	1	3

House Unit	88 S. Sandusky St	2	1	3
House Unit	92 S. Sandusky St.	2	1	3
House Unit	116 S. Sandusky St.	2	1	3
House Unit	120 S. Sandusky St.	2	1	3
House Unit	140 S. Sandusky St.	2	1	3
House Unit	261 Miami St.	2	1	3
House Unit	118 Jackson St.	2	1	3
House Unit	149 Jackson St.	2	1	3
House Unit	193 Jackson St.	2	1	3
House Unit	144 Clay St.	2	1	3
House Unit	114 S. Sandusky St.	2	1	3
House Unit	114 Jackson St.	2	1	3
House Unit	132 Jackson St.	2	1	3

House Unit	136 Jackson St.	2	1	3
House Unit	142 Jackson St.	2	1	3
House Unit	402 Miami St.	2	1	3
House Unit	402 Miami St.	2	1	3
House Unit	132 Franklin St.	2	1	3

\*\*\* 2020 - University closed in March due to COVID \*\*\*

## Appendix A

### 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	Chief of System Services	Supervisor of Security	Chief of Police/ Police (voice messaging)	Dispatcher (Email, text)	Chief of
Posting throughout the various campus buildings	Chief of Police	Supervisor of Security Services	Chief of Police	Dispatcher	Chief of Police/ Lieutenant
Secondary					

Owens Alert Dispatcher Dispatcher Dispatcher Dispatcher  
 Dispatcher System  
 (Email,  
 text  
 messag  
 ing,  
 voice  
 messag  
 ing)

Posting Dispatcher Dispatcher Dispatcher Dispatcher Dispatcher  
 throughout  
 the various  
 campus  
 buildings

### **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
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Primary

Owens Alert System	Chief of Police	Supervisor of Security	Chief of Police/ (Email, text messaging, voice messaging)	Dispatcher Services	Chief of Police
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Posting throughout the various campus buildings	Chief of Police	Supervisor of Security Services	Chief of Police	Dispatcher	Chief of Police/ Lieutenant
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Secondary

Owens Alert System (Email, text	Dispatcher	Dispatcher	Dispatcher	Dispatcher	Dispatcher
---------------------------------	------------	------------	------------	------------	------------

me ssaging,

voice messagi ng)

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.

#### **I) 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 your 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 reasonable 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 requires 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 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 may be 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](mailto: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.maxient.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	2021	0	0	0
	2020	0	0	0
	2019	0	0	0
Manslaughter by Negligence	2021	0	0	0
	2020	0	0	0
	2019	0	0	0
Rape	2021	0	0	0
	2020	0	0	0
	2019	0	0	0
Fondling	2021	0	0	0
	2020	0	0	0
	2019	1	0	0
Incest	2021	0	0	0
	2020	0	0	0
	2019	0	0	0
Statutory Rape	2021	0	0	0
	2020	0	0	0
	2019	0	0	0
Robbery	2021	0	0	0
	2020	0	0	0

	2019	0	0	0
Aggravated Assault	2021	0	0	0
	2020	0	0	0
	2019	0	0	0
Burglary	2021	0	0	0
	2020	0	0	0
	2019	0	0	0
Motor Vehicle Theft	2021	0	0	0
	2020	0	0	0
	2019	0	0	0
Arson	2021	0	0	0
	2020	0	0	0
	2019	0	0	0

### VAWA OFFENSES

Offense	Year	Geographic Location		
		On-Campus Property	Non-Campus Property	Public Property
Domestic Violence	2021	0	0	0
	2020	0	0	0
	2019	0	0	0
Dating Violence	2021	0	0	0
	2020	0	0	0
	2019	0	0	0
Stalking	2021	0	0	0
	2020	0	0	0
	2019	1	0	0

### ARREST AND REFERRALS

Offense	Year	Geographic Location		
		On-Campus Property	Non-Campus Property	Public Property
Arrests: Weapons	2021	0	0	0
	2020	0	0	0
	2019	0	0	0



Disciplinary Referrals: Weapons	2021	0	0	0
	2020	0	0	0
	2019	0	0	0
Arrests: Drug Violations	2021	0	0	0
	2020	0	0	0
	2019	1	0	1
Disciplinary Referrals: Drug Violation	2021	0	0	0
	2020	0	0	0
	2019	0	0	0
Arrests: Liquor Law Violations	2021	0	0	0
	2020	0	0	0
	2019	0	0	0
Disciplinary Referrals: Liquor Law Violation	2021	0	0	0
	2020	0	0	0
	2019	0	0	0

#### UNFOUNDED CRIMES

2019: No unfounded crimes.  
2020: No unfounded crimes.  
2021: No unfounded crimes.

#### HATE CRIMES

2019: No reported crimes.  
2020: One on-campus characterized by racial bias for Intimidation.  
2021: Two on-campus, one characterized by racial bias for vandalism, one characterized by religious bias for vandalism

#### Hate Crimes Reported - Toledo-area Campus

Category	Year	Race	Gender	Religion	National Origin	Sexual Orientation	Gender Identity	Ethnicity	Disability
Larceny-Theft	2021	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
Simple Assault	2021	0	0	0	0	0	0	0	0

	2020	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
Intimidation	2021	0	0	0	0	0	0	0	0
	2020	1	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
Property	2021	1	0	1	0	0	0	0	0
Damage	2020	0	0	0	0	0	0	0	0
Destruction	2019	0	0	0	0	0	0	0	0
Vandalism									

## Appendix B

### 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.

#### **Terra State Community College Annual Campus Safety, Security, and Fire Safety Report**

It shall be the policy of Terra State's Community College that the Annual Campus Safety, Security, and Fire Safety Report include crime statistics and prevention information to assist students in making decisions which affect their personal safety and that are required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This report also includes policy information for Terra State Community College as required by the Higher Education Opportunity Act of 2008. A copy of the report can also be obtained by contacting the Terra State Community College Campus Safety Department.

Terra State Community College is committed to providing environments that facilitate student learning in all of its forms, as well as promoting responsible decision-making. The vitality of this commitment rests in the education and development of the whole person, including the manner in which students interact with others and the way in which they live out their rights and responsibilities as members of Terra State Community College. As a college, we are dedicated to providing students with the resources they need to be successful members of the community.

This includes the implementation of timely and appropriate intervention strategies and programs when students do not follow college policies. To this end, the Office of the Dean of Students and the Campus Safety Department collaboratively work together to

hold students accountable for their behavior and provide education regarding decision-making and personal responsibility.

Terra State Community College is dedicated to modeling responsibility, character development and values education. Through the integration of new learning and reflection on one's behavior, students at Terra State Community College learn what it means to be a responsible and respectful citizen in a community.

This Report is completed annually by the Campus Safety and Security Office. We urge members of the TSCC community to use this report as a guide for safe practices on and off campus. The college generates an email to every enrolled student and current employee on an annual basis notifying them that the report is available to be viewed. For prospective students, members of the community, and others, the Annual Campus Safety, Security, and Fire Safety Report is available online at [Annual Campus Safety, Security, and Fire Safety Report](#) . Copies of the report can also be obtained from the Terra State Safety Office at 2830 Napoleon Road, Fremont, Ohio 43420. You may request to have a copy mailed to you by calling (419) 559-2253.

Due to the ongoing COVID-19 pandemic health emergency, some of the resources listed in this document may not be operating as they normally would. For more information about how the pandemic may be affecting campus operations, please visit: <http://www.terra.edu/covid19/index.php>

The Office of Campus Safety and Security aims to provide a safe and secure campus for all members of the Terra State community. This mission is achieved through active participation of all college members and partnerships with local law enforcement and the community.

The Office of Campus Safety and Security annually presents the college's campus crime statistics and security information based on information reported and received during the previous calendar year. Terra State's 2021 Annual Campus Safety, Security, and Fire Safety Report is provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, also known as the Clery Act, and the Higher Education Opportunity Act.

The 2021 report provides safety, security and fire information for the Terra State campus. Also included is information on the Safety and Security Office; policies and procedures for reporting crime; prevention and protection programs; fire safety; and other resources designed to assist in maintaining a safe campus community. If you want to learn more about this report, your personal safety, or emergency preparedness, please visit [Campus Safety and Security](#).

Sincerely,

Acacia Hull MSCJA  
Campus Safety Manager  
Office of Campus Safety and Security

**Terra State notice of nondiscrimination, equal opportunity and affirmative action:**

Terra State Community College does not discriminate on the basis of race, color, religion, national origin, ethnicity, age, sex, gender identity, genetic information

(including family medical history), gender expression, sexual orientation, marital status, disability, pregnancy, military status, or special disabled or Vietnam-era veteran status in provision of educational programs and services or employment opportunities and benefits pursuant to the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act of 1990, the Age Discrimination Act of 1976, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, and Chapter 4112 of the Ohio Revised Code.

All members of the faculty, staff, administration, student body, and volunteers to campus have the right to be free from discrimination. All members of the above-mentioned groups are expected to conduct themselves in a manner that does not infringe upon the rights of others. The policies listed below have been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. The policies serve as a measure for the College to determine, after the fact, if behaviors have violated policy.

Any person who believes he or she has been a victim of discrimination is strongly encouraged to report the discriminatory behavior directly to the **human resources department**, under the federal statutes of the Titles VI, VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Vocational Rehabilitation Act of 1973.

#### **Policy: Clery Act Compliance and Reporting:**

It shall be the Policy of Terra State Community College to commit to promoting the safety and security of the campus community and provide an open, accessible environment conducive for living, learning and working for our students, faculty, staff and guests. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Clery Act, is a federal law applicable to all universities and colleges in the country that sets forth certain expectations and requirements for promoting safety on campuses; collecting and reporting data about certain crimes that occur on or within certain defined areas on or nearby Terra State Community College campus or off campus locations used for certain educational activities. The purpose of the following policy is to provide guidance to the College community about certain duties, rights and responsibilities they may have in connection with the Clery Act.

The Campus Safety Manager shall oversee and review the collection of data for the Annual Campus Safety, Security, and Fire Safety Report, (ASFR). Once reviewed and approved by the President, the Campus Safety Manager shall complete the preparation, publishing, and distribution of the Annual Security Report to meet all Federal Regulations of the Clery Act.

The Annual Campus Safety, Security, and Fire Safety Report will be published by the Campus Safety Department annually. The Daily Crime Log will be maintained in the Campus Safety Office. The ASFR will be published on the Terra State Community College's website annually, as well as published on the Terra State Community College email network to all students, faculty, and staff. Notification of the report's availability will be published on the Terra State Community College website, email network to all faculty, and staff, on the Campus Safety Pamphlet updated annually, and at student orientation.

## **Disclosure of Crime Statistics**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC §1092(f)) requires higher-education institutions across the United States to disclose information about crimes that occurred on Clery-reportable geography. The annual crime statistics contained herein are obtained from the TSCC Campus Safety and Security Office, other local law-enforcement agencies, TSCC Office of Student Affairs, and other designated college campus security authorities (as defined by federal law).

For purposes of the Clery Act, the crime statistics disclosed within the respective tables throughout this report occurred on or within the following Clery defined geographic categories: (1) On Campus (Defined as property that TSCC owned or controlled, to include a subset of statistics for incidents that occurred in residential facilities); (2) Non-campus (Defined as buildings or property owned or controlled by TSCC that is not reasonably contiguous to the main campus, which is used in direct relation to or support of the college's educational purposes and is frequented by students; or property owned or controlled by a student organization that is officially recognized by TSCC); and (3) Public (Defined as property within, or immediately adjacent to, and accessible from a TSCC campus).

### **Clery Reportable Crime Definitions:**

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

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

**Rape:** 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:** The touching of the private body 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:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent.

**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.

**Aggravated Assault:** An unlawful attack by one person upon 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.)

**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.

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

**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.

**Liquor Law Violations:** The violation of state or local laws or ordinances prohibiting: the manufacture, sale, purchase, transportation, furnishing, possession 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.)

**Drug Abuse Violations:** The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use: includes the unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. These statistics include arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

**Weapons Law Violations:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, furnishing, possession, concealment or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

**Referred for campus disciplinary action (Liquor Laws, Drug Abuse, and Weapons Violations):** The referral of any person to any campus official who initiates a disciplinary action for which a record is maintained and may result in the imposition of a sanction.

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

**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.

**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. "Substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. "Reasonable person" means a reasonable person under similar circumstances and with similar identities to the victim.

**Hate Crimes:** A crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purposes of this section, the categories of bias include the victims actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin and/or disability. The crimes of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property are also reported under Clery Act requirements if it is determined the victim was intentionally selected because of the perpetrator's bias against the victim.

**Clery-reportable Hate Crime bias categories include the following:**

**Race:** A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.

**Religion:** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.

**Sexual Orientation:** A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person's physical, romantic and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual and heterosexual (straight) individuals.

**Gender:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.

**Gender Identity:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.

**Ethnicity:** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.

**National Origin:** A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.

**Disability:** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

**The following crimes are included within the Clery Act requirements for Hate Crime reporting if it is determined that the victim was intentionally selected because of the perpetrator's bias against the victim:**

**Larceny-Theft (Except Motor Vehicle Theft):** The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another, including attempted larcenies. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

**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 actual physical attack.

**Destruction/Damage/ Vandalism of Property:** 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.

### **Terra State Campus Safety and Security**

The mission of Terra State Campus Safety and Security (TSCSS) is to provide a safe and secure learning, living and working environment for the students, faculty, staff and visitors of TSCC. This mission is accomplished through the development of various community-based crime prevention strategies and initiatives, in conjunction with traditional safety and security practices.

The department is staffed with a full time Campus Safety Manager and part time Campus Safety Responders.

The Campus Safety Office is located on the first floor of the Engineering Building office E-104. The Campus Safety Department is staffed 24 hours, seven days a week.



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 on campus buildings, and the Terra Village Landings
2. Responding to any emergency on campus and Terra Village landings such as fire alarms, maintenance situations, panic buttons, and elevator alarms
3. Providing student, faculty/staff escorts on campus
4. Providing background checks for incoming or graduating nursing, HIT, Medical assisting, PTA, Phlebotomy, and felony application students
5. Enforcement of the Terra State Community College policies and regulations
6. Traffic control for Terra State Community College events, or community events if deemed necessary
7. Maintaining a safe and secure environment for the campus community

### **Mission Statement**

The Campus Safety and Security Department at Terra State Community College provides a safe and secure environment for all members of the Terra State family, including students, faculty, staff and campus visitors. The Office of Campus Safety supports student learning by ensuring a safe and secure environment on campus by enforcing the policies and regulations set by the college. The Campus Safety and Security Department is located on the first floor of the Engineering Technologies Building, E104 and is staffed 24 hours a day, seven days a week.

### **Jurisdiction of Campus Safety and Security Personnel**

Campus Safety and Security have jurisdiction on property owned and/or leased by Terra State Community College only.

### **Legally Mandated Authority and Responsibility**

Employees of Terra State Community College are mandated reports set forth by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Under the Clery Act, members of Campus Security are Campus Security Authorities. A Campus Security Authority is any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses, individuals with significant responsibility for student and campus activities Campus Security Authorities hold the primary

responsibility to report allegations made in good faith to the reporting structure established by the institution.

### **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. At this time, Terra State Community College does not have and written agreements with the local or extended police departments regarding the investigation of alleged criminal investigations.

### **Additional Services provided by Campus Safety and Security**

#### **Web Check Fingerprint Background Checks**

Fingerprinting for background checks can be done by Campus Safety Department for students entering or graduating programs for nursing, health information technology, medical assisting, physical therapy, and potential student felony applications. 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 can be done Monday – Friday by appointment only. Call 419-559-2253 to schedule your appointment.

#### **Background Check Price(s)**

- BCI/FBI - \$60
- BCI - \$35
- FBI - \$35

#### **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.

#### **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. These phones can dial out to 911 by pressing 9111, or any on campus extension.

## **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 Department. 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: Acacia Hull, Campus Safety Manager, Cory Stine, Vice President of Strategic Planning and Innovation, 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.

### **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/life\\_at\\_terra\\_state/student\\_services/campus\\_safety/index.php](http://www.terra.edu/life_at_terra_state/student_services/campus_safety/index.php) click on and open hyperlink.

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

The College deploys closed circuit television cameras in all buildings, terra village landings 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. “Safe 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 Academic Service 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 Department](#)
- [Seneca County Sheriff Office](#)
- <http://www.drc.ohio.gov/offenders/Search>

## **Reporting Procedures**

### **General Procedures**

It is imperative that all crime and suspicious activity be reported to either the Terra State Campus Safety and Security Office or the Fremont Police Department. There are no current written agreements with the local police department regarding the investigation of alleged criminal investigations; however, by working together, the College community and the police can reduce crimes on campus. Members of the college community may report criminal activities or other emergencies in several different ways. While we encourage all campus community members to promptly report all crimes and other emergencies directly to campus safety and security or the Fremont Police Department, we recognize that some may prefer to report to other individuals or college offices. A list of titles of each person or organization to whom students and employees should report criminal offenses described in the law for the purpose of making timely warning reports and the annual statistical disclosure is included in the resources section.

All incident reports involving students are forwarded to either the Student Conduct Administrator or the Title IX Coordinator for review. Investigators will investigate a report when it is deemed appropriate.

### **Confidential Reporting**

If you are witnessing a crime in progress, you should call 911 or Fremont Police at 419-334-6464. If you see crime or suspicious activity occurring on campus and you would like to anonymously report it, please call 419-559-2253 or email [Security@terra.edu](mailto:Security@terra.edu).

If you are the victim of a crime and do not want to pursue action within the college system or the criminal justice system. You may want to consider making a confidential report. The purpose of a confidential report is to maintain confidentiality, while taking the steps to ensure the future safety of yourself and others. With such information, the college can keep an accurate record of the number of incidents involving students, employees, and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; alert the campus community of potential dangers. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution, and when they involve allegations of sexual harassment (including sexual violence) are made available to the College's Title IX Coordinator. Please use this to [Report a concern](#).

### **Pastoral and Professional Counselors**

Campus "Pastoral Counselors" and "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. As a matter of policy, the professional counselors at Terra State 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 CSAs.

#### **Pastoral Counselor**

An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

#### **Professional Counselor**

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community, and who is functioning within the scope of his or her license or certification.

Please note that reports of sexual violence and other violations that may be sex- or gender-based will be reported to the Title IX Coordinator and cannot be held in confidence.

As a result, the College does not have any procedures to encourage pastoral or professional counselors to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

## Notification Policies

### Timely Warning Policy and Procedure

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 Terra State Community College to present a serious or continuing threat to students and/or employees.

Terra State Community College Administrators are responsible for preparing Timely Warnings when a crime is reported to or brought to the attention of Terra State Community College Administrators and that crime represents a **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 after a determination is made that the crime(s) represents a 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 College Administrators. The College 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, College 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 College 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 Terra State Community College Clery Geography (On Campus, Public Property, and Non-campus property) that

in the judgment of the administrators of Terra State Community College 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 Campus Safety Manager, Terra State Community College 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 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 and 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 Terra State Community College Campus Safety and Security office or their designee will develop timely warning notices for the College 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 College community. Timely Warning Notices are usually distributed for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: arson, criminal homicide, and robbery. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by the Terra State Community College Campus Safety and Security office. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other College 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 Campus Safety and Security Manager or his or her designee in his or her absence.

Information included in Timely Warnings:

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



The College 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 College Administrators.

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

Please note that Timely Warnings are a separate and distinct process from the emergency notification text messaging alerts provided by the TSCC Alert System. For more information about the TSCC Alert text messaging system, please visit [http://www.terra.edu/life\\_at\\_terra\\_state/student\\_services/campus\\_safety/alert\\_notification\\_system.php](http://www.terra.edu/life_at_terra_state/student_services/campus_safety/alert_notification_system.php).

### **Immediate Notification 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”).

Included among Terra State’s efforts to maintain a safe campus environment are the following procedures designed to provide the campus community with immediate notification of significant campus health and safety emergencies, and timely warnings of crimes on or near the campus that may pose an ongoing or continuing threat.

In the event of an emergency, Terra State will initiate and provide, without delay, immediate notifications to the appropriate segment(s) of the College community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employee and visitors.

The Campus Safety and Security staff is responsible for confirming an emergency in conjunction with campus administrators, local first responders and/or the national weather center.

In the event of a significant emergency or dangerous situation occurring on campus, Terra State Administrators shall, without delay, make an initial determination as whether the situation presents an **immediate** threat to the health or safety of students and employees. If the administrators conclude that such a threat exists, they shall immediately notify the appropriate segments of the College community, unless issuing an immediate

notification would, in the professional judgment of the College or other City, County or State entity, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The designated administrator shall also promptly consult with other senior College officials regarding any significant emergency or dangerous situation to determine what follow-up information the campus community may need and how best to disseminate follow-up notices.

The Terra State Campus Safety and Security Office and the Office of Media Relations will collaborate to determine the content of the message and will use some or all of the systems described below to communicate the threat to the Terra State Community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

Terra State will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to: Campus Safety and Security, Fremont Police Department, and/or the Fremont Fire and Emergency Medical Services), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Notification will be made by using some or all of the following methods depending on the type of emergency: Terra State Alert System (which contains email, cell phone text, voice message alert); fire alarm (where available), public address systems (where available), social media, digital signage (where available), local media, webpage and/or in person communication. If any these systems fail or the College deems it appropriate, in person communication may be used to communicate an emergency.

<b>System to use</b>	<b>Primary Message Creator</b>	<b>Backup Message Creator</b>	<b>Authority for approving &amp; sending messages</b>	<b>Primary Message Sender/Distributor</b>	<b>Backup Message Sender/Distributor</b>
<b>PRIMARY WENS</b>	Campus Safety and Security Manager or designee	Campus Safety and Security or designee	President of the College or their designee	Campus Safety and Security Manager or designee	Campus Safety and Security or designee

<b>SECONDARY Email</b>	Campus Safety and Security Manager or designee	Campus Safety and Security or designee	President of the College or their designee	Campus Safety and Security Manager or designee	Campus Safety and Security or designee
<b>Social Media</b>	Marketing Manager or designee	Marketing Manager or designee	President of the College or their designee	Marketing Manager or designee	Marketing Manager or designee
<b>Local Media</b>	Marketing Manager or designee	Marketing Manager or designee	President of the College or their designee	Marketing Manager or designee	Marketing Manager or designee

Follow-up information will be distributed using some or all of the identified communication systems (except fire alarm).

The local news media may be utilized to disseminate emergency information to members of the larger community, including neighbors, parents and other interested parties. The larger community can also access emergency information via the Terra State homepage and/or social media.

Examples of the types of crimes or emergencies may include the following: A crime against person, i.e. murder; robbery; aggravated assault; sexual assault; OR any emergency situation that may cause a threat to the health and safety of your community, such as an active shooter on campus, hostage/barricade situation, a riot, a suspicious package with confirmation of a device, a tornado, a fire/explosion, suspicious death, structural damage to a College owned or controlled facility, biological threat (anthrax, etc.), significant flooding, a gas leak, hazardous materials spill, etc.

Emergency notices shall describe the emergency or dangerous situation, outline immediate steps to be taken (including, if necessary, shelter and evacuation procedures), and indicate where additional information may be found. Emergency updates and further information will be provided by text or voice messages, postings to the listed social medial sites, and/or emails to the Terra State community and other methods as needed. If

the situation requires evacuation, the College will provide members of the community with evacuation instructions. In the event that an extended evacuation is necessary, people will be directed to other buildings/areas on campus for support (information, food, shelter, medical attention, etc.). Specific details about the sites will be included in the Immediate Notification.

Terra State maintains a comprehensive emergency management plan (“CEMP”) that describes in more detail the College’s emergency protocols, including the College’s shelter and evacuation procedures.

Depending on the incident and nature of the threat, the College will use mass notification methods to provide immediate emergency notifications to the campus community. These methods can include:

- Emails to terra.edu accounts;
- Text alerts to cell phones;
- Voice alerts to mobile and home phones registered; and
- Other methods as appropriate (media, handouts, phone calls, etc.).

To ensure receipt of the College’s immediate emergency notifications, all members of the College community are encouraged to provide the College with up-to-date contact information, including a cell phone number, through the College’s website portal (Banner). Terra State operates on an opt-in system where Students, Faculty, and Staff and there is submitted to be uploaded into the Wireless Emergency Notification (WENS) System.

Terra State will work with the Media Relations to ensure that emergency information is timely shared with local first responders and the local community as appropriate.

The Campus Safety and Security Manager will oversee regular tests of the College’s emergency notification system and evacuation procedures (at least annually). In conjunction with other emergency agencies, the College conducts emergency response drills and exercises each year, such as table top exercises, field exercises, and tests of the emergency notification systems on campus. These tests, which may be announced or unannounced, are designed to assess and evaluate the emergency plans and capabilities of the institution.

The Campus Safety and Security Manager will publicize the College’s emergency response and evacuation procedures in conjunction with at least one test per calendar year. The Manager of Safety and Security shall document each test, including a description of the exercise, the date and time, and whether the test was announced or unannounced.

## **Emergency Response and Evacuation Procedures**

### **Declaration of Campus State of Emergency**

The authority to declare a campus state of emergency rests with the College President (or his/her designee) as follows:

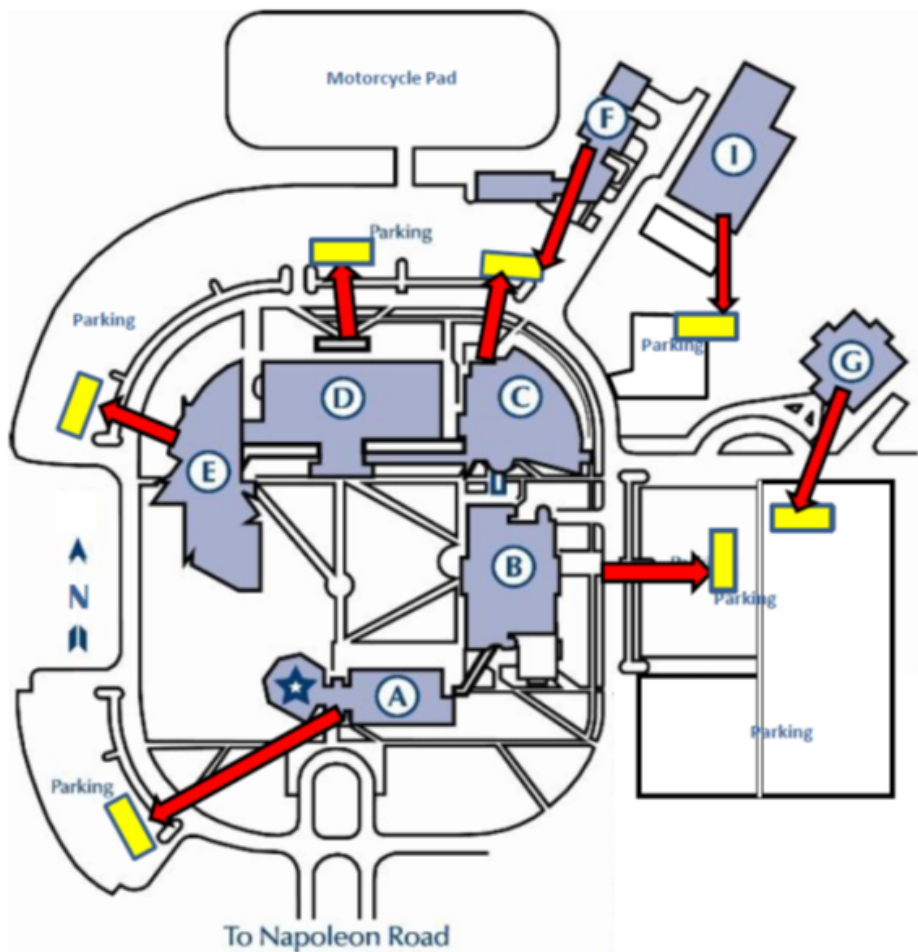
- During the period of any campus major emergency, Campus Safety, as needed, shall place into immediate effect the appropriate procedures necessary to meet the emergency, safeguard persons, property, and maintain educational facilities.
- The Campus Safety and Security Manager will immediately consult with the College President regarding the situation and the possible need for a declaration of a campus state of emergency. If the President is not available, the Campus Safety and Security Manager will notify the Executive Director for Terra Foundation.
- When this declaration is made, only registered students, faculty, staff and affiliates are authorized to be present on campus. Those who cannot present proper identification (employee/student ID card or other ID) showing their legitimate business on campus, will be asked to leave. Unauthorized persons refusing to leave may be subject to arrest by law enforcement authorities.

### **Campus Evacuations To Parking Lots**

**(A)** 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 WEN System or TerraAlert (campus emergency notification system) upon notification by campus security officers or college personnel. Individuals are asked to take all personnel items with them when they leave.

**(B)** In the event of a campus-wide evacuation, all individuals, with the exception of those who are a part of the Chain of Command, will be directed to designated rally points.

**(C)** See evacuation rally points located on this map:



### **Building Evacuations to Another Building**

**(A)** 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 WEN System or TerraAlert (campus emergency notification system) upon notification by Campus Security Officers or College Personnel. Individuals are asked to take all personal items with them when they leave.

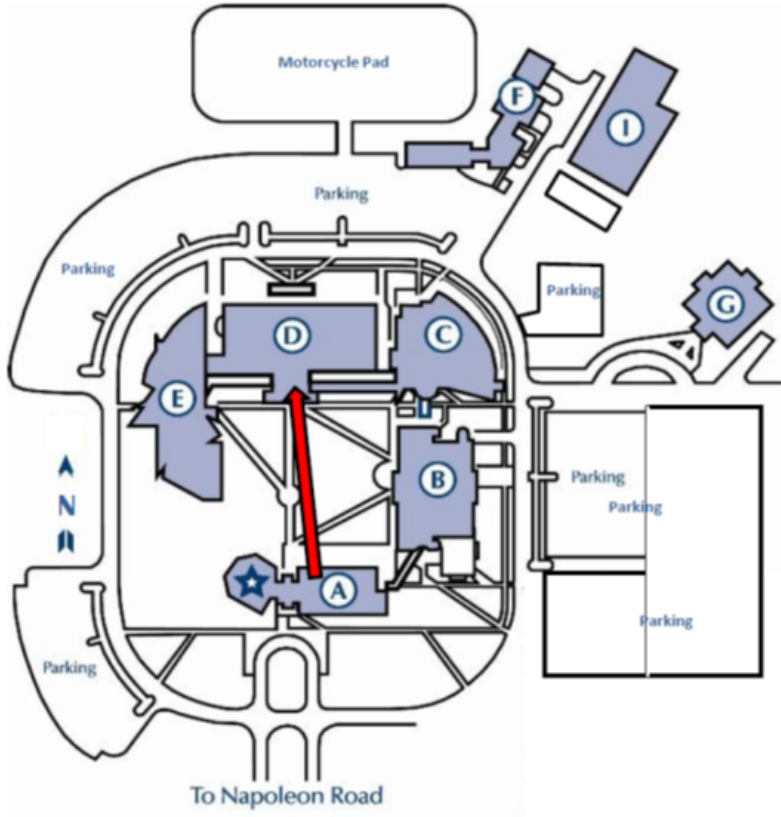
**(B)** When a building evacuation occurs, leave by the nearest marked exit and alert others to do the same. The last one out of a room should close the door (except for bomb threats). Do not lock it. If you work in a building with multiple stories, a stairway will be your primary escape route if you 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.

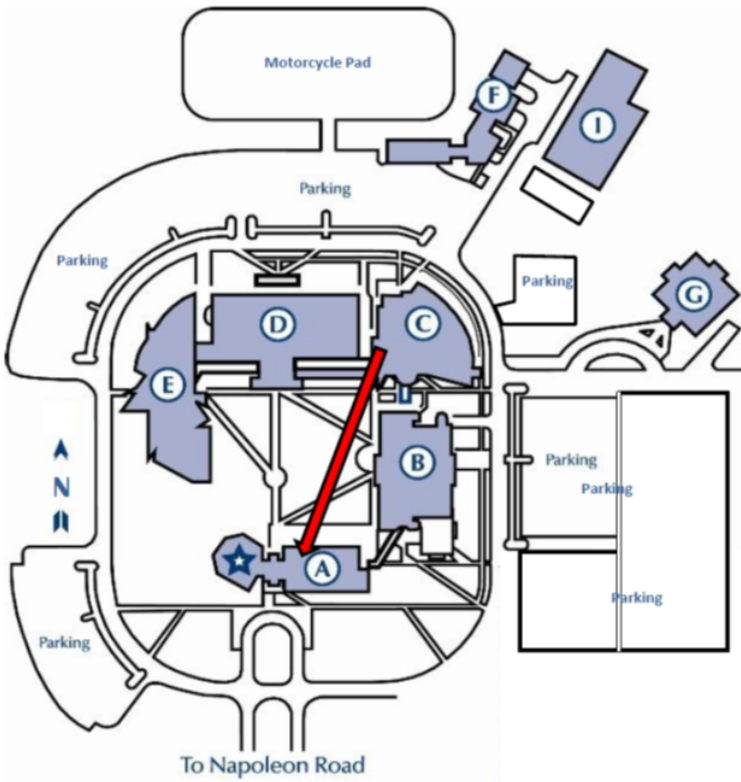
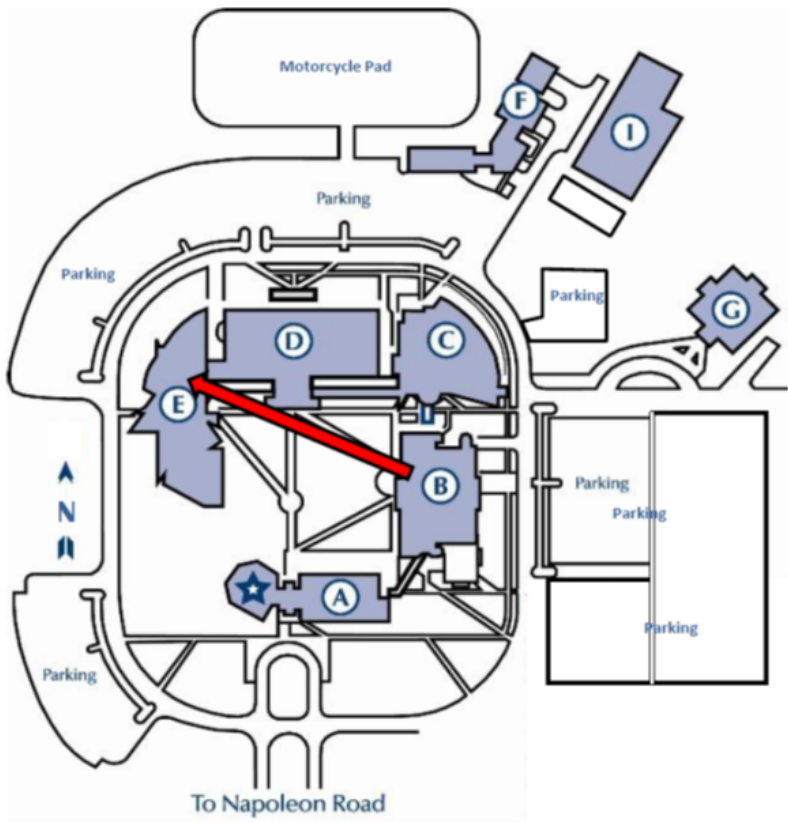
**(C)** Assist persons with disabilities in exiting the building. If you are unable to assist, notify Campus Security immediately and identify the person and their location. Campus Security will facilitate their evacuation if necessary.

**(D)** Faculty members and staff supervisors should be the last persons to leave a room. Report any persons not evacuating and their location to Campus Security.

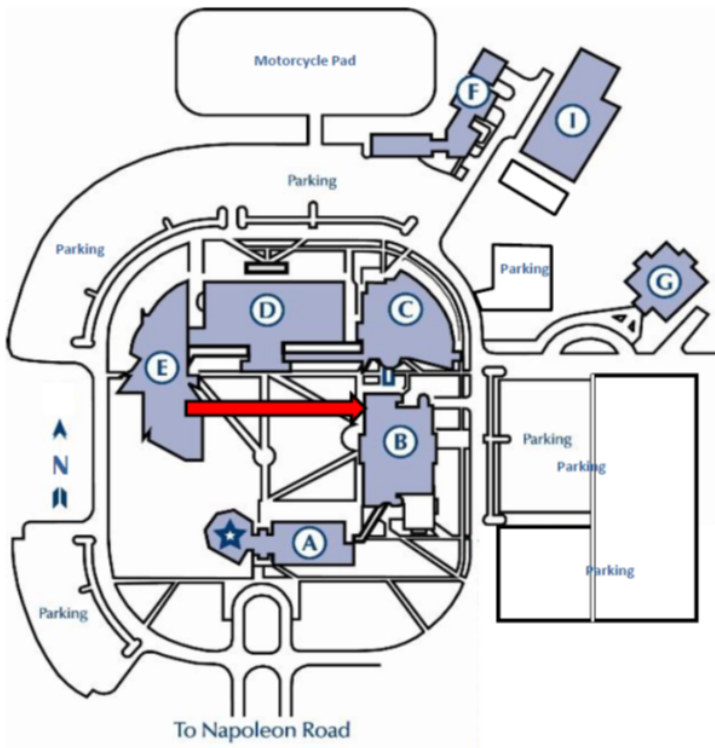
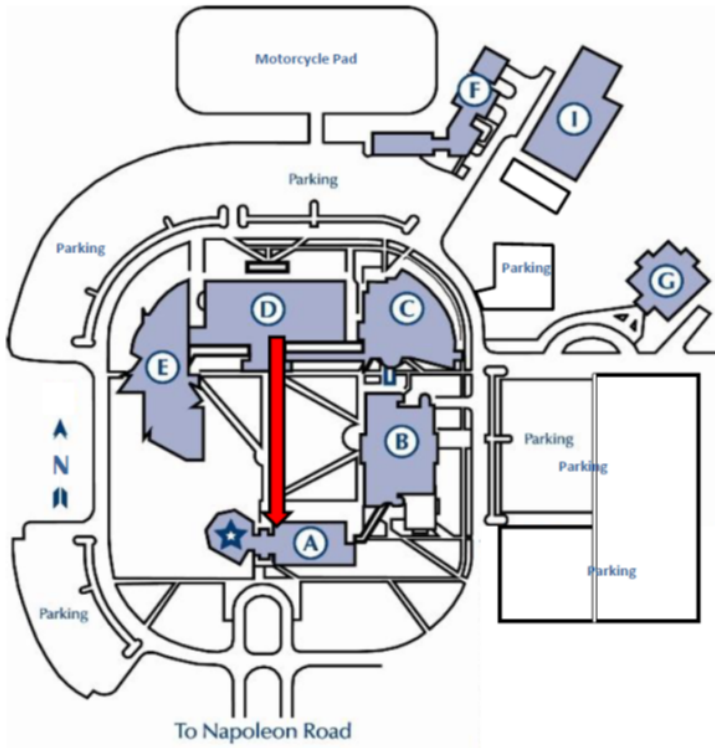
**(E)** Once outside, proceed to the designated evacuation area. **(see maps following paragraph (f) of this section.)**

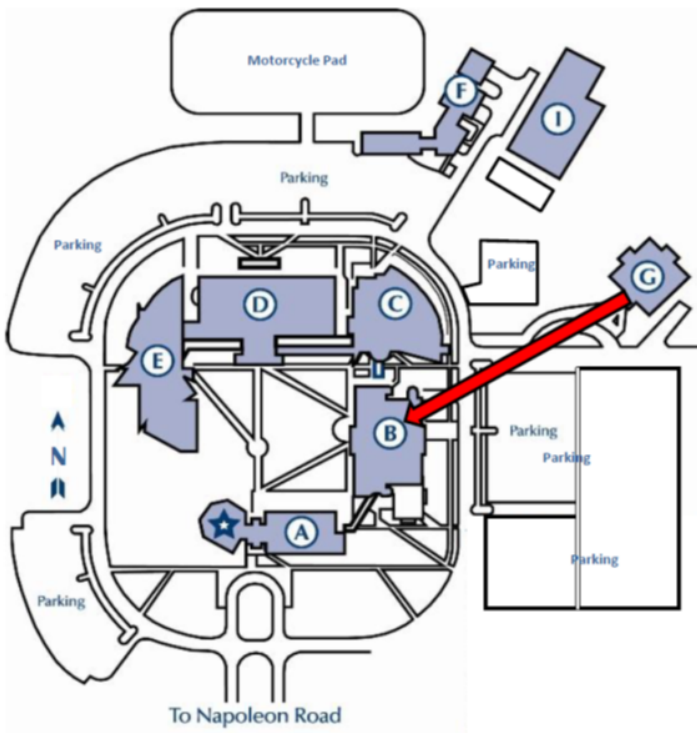
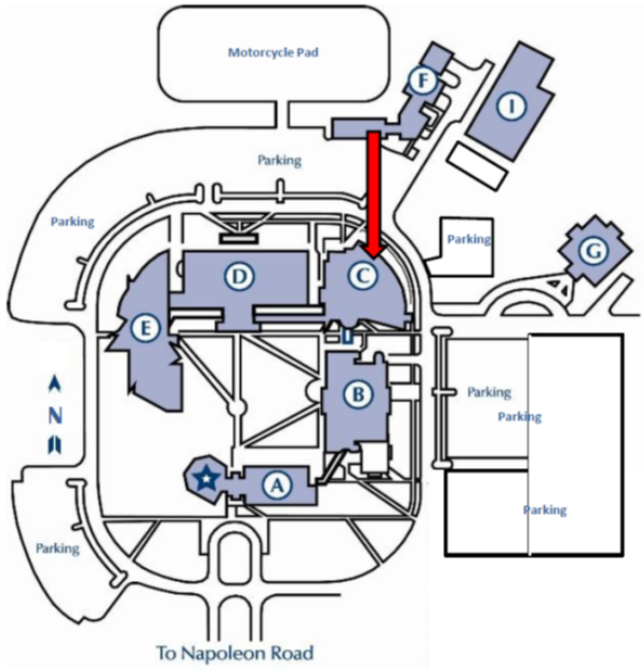
**(F)** DO NOT return to an evacuated building until you are notified that the building is reopened.

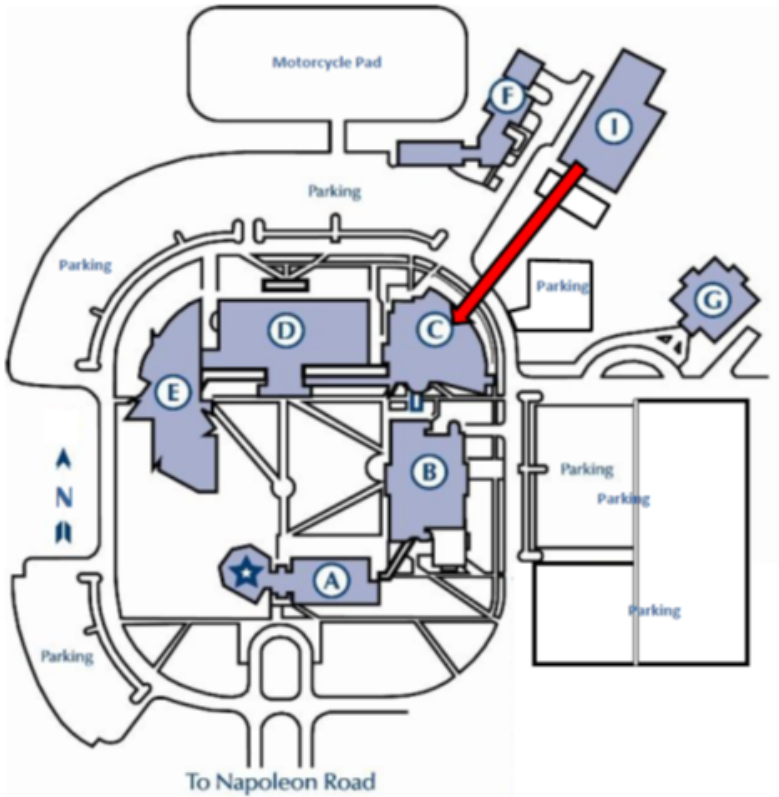












**2021 BUILDING/DEPARTMENT COORDINATORS**

The following is a list of coordinators (individual names) who will be contacted by Campus Safety in a situation such as power failure, sewer backup, water leak, fire or other emergency affecting their areas. Notify Campus Security at extension 2253 if any incidents occur.

<b>Bldg A:</b>			
<b>Name:</b>	<b>Cell Phone</b>	<b>Day Time</b>	<b>Night Time</b>
<b>Garien Hudson</b>	<b>260-413-4819</b>	<b>x</b>	
<b>Larry Cunningham</b>	<b>419-680-3980</b>	<b>x</b>	

<b>Laurie Fisher</b>	<b>419-334-9831</b>		<b>x</b>
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<b>Bldg B:</b>			
<b>Name:</b>	<b>Cell Phone</b>	<b>Day Time</b>	<b>Night Time</b>
<b>Wayne Yerdon</b>	<b>419-239-3002</b>	<b>x</b>	
<b>Scott Kneeskern</b>	<b>419-934-0057</b>	<b>x</b>	
<b>Ben Haubert</b>	<b>419-308-7040</b>		<b>x</b>

<b>Bldg C:</b>			
<b>Name:</b>	<b>Cell Phone</b>	<b>Day Time</b>	<b>Night Time</b>
<b>Todd Long</b>	<b>704-301-0930</b>	<b>x</b>	
<b>Della Smith</b>	<b>419-680-3797</b>		<b>x</b>

<b>Bldg D:</b>			
<b>Name:</b>	<b>Cell Phone</b>	<b>Day Time</b>	<b>Night Time</b>
Amy Anway	419-307-9901	x	
Ann Sergent	419-350-7604	x	
Heather Powell	216-534-2774		x

<b>Bldg E:</b>			
<b>Name:</b>	<b>Cell Phone</b>	<b>Day Time</b>	<b>Night Time</b>
Mike Holewinski	419-307-7638	x	
Jill Rose	419-334-9831		x

<b>Bldg F:</b>			
<b>Name:</b>	<b>Cell Phone</b>	<b>Day Time</b>	<b>Night Time</b>
Tina Taylor	419-307-1099	x	

Duane Kimmert	419-366-3614	x	
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<b>NEELEY CENTER:</b>			
<b>Name:</b>	<b>Cell Phone</b>	<b>Day Time</b>	<b>Night Time</b>
Emily Riehle	419-618-2611	x	x

<b>Bldg I:</b>			
<b>Name:</b>	<b>Cell Phone</b>	<b>Day Time</b>	<b>Night Time</b>
Steve Bender	419-656-8791	x	
Tim Roth	419-239-5038	x	

**Landings – Dorms A**

<b>Name:</b>	<b>Cell Phone</b>	<b>Day Time</b>	<b>Night Time</b>
Justin Rader	304-880-0983	x	

Admin on Call	567-314-9173		x
RA on Call	567-314-9209		x

**Landings – Dorms B**

<b>Name:</b>	<b>Cell Phone</b>	<b>Day Time</b>	<b>Night Time</b>
Justin Rader	304-880-0983	x	
Admin on Call	567-314-9173		x
RA on Call	567-314-9209		x

**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 WEN System (campus 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 Security. Security personnel will go through the buildings to make sure everyone is informed of the all clear.

**SEE FOLLOWING PAGE FOR STORM SHELTER LOCATIONS ACROSS CAMPUS.**

**WEATHER EMERGENCIES**

- (A) The College President or designee 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 WEN System (campus 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, Duane Kimmet Manager of Facilities 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.

**EMERGENCY PROCEDURE FOR STUDENTS WITH DISABILITIES**

As a student with a disability, it is important to take responsibility for your own safety. In order to ensure your safety, develop an emergency plan or strategy in advance. How you and others respond to the emergency will depend on:

- The type of emergency
- The student's specific disability
- The location of the class

As always, for any emergency and for students with any type of disability, the first step is to contact 911. When reporting the emergency to the 911 operators, it is important to identify your evacuation needs.

**Students with Mobility Impairments**

Elevators provide access for students with mobility impairments to classrooms throughout campus. However, during an emergency such as a fire or tornado, elevators can be dangerous and often cease operating. As a result, it is unlikely that a student with mobility impairment will be able to evacuate without the assistance of others. The evacuation of a person who uses a wheelchair is best left to emergency personnel. Asking untrained individuals to assist in evacuation could lead to personal injury or injury to the person who is assisting.

**The following steps can be taken to ensure your safety in an emergency:**



- For every building in which you have a class, locate an area where you will await rescue during a fire. This could include a stairway landing or adjacent room with fire-rated doors and walls.
- A stairway landing must be large enough for you to sit without obstructing the flow of traffic as people exit the building via the stairway.
- If using a stairway landing is not feasible, locate a room that is in close proximity to the stairway and has fire-rated doors and walls. Also, note any difficulty you may have opening the door and ask for assistance if necessary.
- In the case of a tornado, you should locate an interior room or hallway without windows to wait for assistance.
- Inform others of your plan. In most cases this should be your class instructor.
- This person should be responsible for the following:
  - Ensuring that you reach and access the area of refuge that you have identified earlier and alerting emergency personnel of your whereabouts in the building in addition to making them aware of the nature of your disability.
  - Information such as whether or not you use a powered wheelchair is crucial.
  - When an elevator becomes inoperable, students with mobility impairments should alert an employee of Terra State Community College to the situation.

### **Students with Visual Impairments**

As a student with a visual impairment, you should develop a plan of action for emergency situations as well. An ideal time to do this is at the start of each term as you work with the Director of Academic Service Center

- Identify the emergency exit that is closest to your classroom.
- Determine if you will need assistance in the event of an emergency. If you will require assistance, discuss your specific needs with your instructor.

### **Students with Seizure Disorders**

If you have a seizure disorder that is not controlled by medication and have seizures often, it is wise to alert your instructor of your conditions and how you wish for them to respond if you have a seizure in the classroom. Specifically, it is important to define under what conditions an ambulance should be called.

### **Individuals who have mobility impairments or use a wheelchair**

- Relocate the student to the nearest safe stairwell exit. Be sure that the student is not situated in a way to impede the evacuation of those using the stairs.
- The stairwells are fire-rated. Therefore, doors leading to the stairway at each floor should be closed.
- Request that a student, staff or faculty member notify emergency personnel of your location.
- Remain with the student until emergency personnel arrive to assist with evacuation.
- Due to medical ramifications, it is not recommended that individuals be removed from wheelchairs and carried without the appropriate training. Emergency personnel are trained in specific carrying techniques and will assess the situation upon arrival.

**If immediate evacuation is necessary, ask the person if she/he wants to be lifted from the chair and carried out or moved in the chair as a unit. Preferences vary as to:**

- Ability to be physically removed from the wheelchair. Inquire about physical ramifications of being removed from the wheelchair.
- Ability to extend or move their extremities when lifting due to pain, catheter, and leg bags, spasticity, braces, respirators, etc.
- The number of people necessary to assist.
- Points on the wheelchair where the rescue person should hold onto for lifting.
- Whether the seat cushion or pad should be brought along with them if removed from the chair.
- Best position for being carried.
- How to proceed with after-care if removed from the wheelchair, which may require paramedic involvement.

**Below is a list of approved procedures for evacuation of wheelchair users who desire to be evacuated in their wheelchair**

1. If a power chair is involved, remove the batteries before attempting to push or lift the unit. Make sure the footrest is locked and the motor is off.
2. Before movement or transportation begins, ask the person if a seatbelt is available to secure him or her to the chair.
3. Two-person carry is better than one person; a three-person carry is best.
4. Three-person carry utilizing one person at the head to guide or steer the chair and two persons at the base (foot) to control speed of descent is the recommended manner for evacuation.

**Generally, more equipment or weight requires more persons to help in the evacuation. Get a fellow employee to help you with the movement**

#### **Persons Otherwise Not Ambulatory**

Persons using braces, crutches, canes or walkers should be treated as injured for evacuation procedures. Lifting options include the following:

- Two-man lock arm position.
- Transferring person to a sturdy office-type chair, preferably with arms.
- If carrying a person more than three flights, a relay team arrangement.

**Types of evacuation methods to be used for an individual who is non-ambulatory or requires removal from his/her wheelchair:**

1. *Two-person carry:* Assistants stand facing each other and link arms to form a backrest and grip wrists to form a seat.

2. *Saddleback carry*: Individual with a disability should place both arms over shoulders and grasp hands just below assistant's neck. Assistant should lean forward to carry the weight.
3. One assistant should stand behind the individual and wrap his/her arms around the chest and under the arms of the individual needing assistance. The other assistant should stand facing away from the individual requiring assistance and between his/her legs and lift at the knees.

### **Individuals who are vision impaired**

Offer to become a sighted guide

1. Ask if he/she would like help and respect his/her wish to decline or accept your offer.
2. If your help is accepted, offer the person your arm by tapping the back of your hand against his/her hand. The person should grab your arm directly above the elbow. Never grab the person's arm or try to direct him/her by pushing or pulling.
3. Relax and walk at a comfortable pace. Stay one step ahead of the person you are guiding. At the top and bottom of stairs and at cross streets, pause and stand alongside the person. Always pause when you change directions and step up or down.
4. It is helpful to tell the person you are guiding when he/she is approaching changes in terrain, stairs, narrow spaces, elevators, escalators, etc.
5. Never leave the person in "free space". When walking, always be sure that person has a firm grasp on your arm.
6. Make modifications as necessary due to other disabilities or requests. If you have to be separated briefly, be sure the person is in contact with the wall, railing, or some other stable object until you return.

### **Individuals who are hearing impaired**

- Get person's attention by switching the light on and off, tapping him/her on the shoulder, etc.
- If the nature of the emergency cannot be communicated nonverbally, write down the nature of the emergency and the nearest evacuation route
- Offer to escort the person as he/she may not be able to follow oral commands if they are being given.

### **Sources of Assistance On Campus During Emergencies**

**In the event of an emergency, contact the Campus Safety Office:**

- Dialing from ON-CAMPUS telephones – dial 2253.
- Campus Safety Officers are on duty: 24/7

### **For Any Mechanical, Utility or Structural Problem**

**Plant & Facilities Operations** - The Director of Facilities and Plant Operations can be contacted at 419-559-2393 (work) or 419-366-3614 (cell) at any time.

Plant Operations has an On-Call List for any problems that may occur during “non-operating hours” which are Monday through Thursday from 5:00 p.m. to 6:30 a.m. and after 4:30 p.m. on Friday until 6:30 a.m. on Monday morning.

Campus Security and Housekeeping are notified routinely of the On-Call list. They are advised to contact the Maintenance Employee on call for any **mechanical, utility or structural problem** or other concerns.

### **Power Outages**

The Chief Information Officer of IT Wayne Yerdon, **must** be notified immediately of any **power outage** also. Contact numbers are: 419-654-0632

The **Receiving, Facilities and Housekeeping Department** is located in Building F.

### **Utility emergency shutdown procedure**

**NOTE:** In the event of a natural disaster, in which major structural damage is sustained, it is advisable to turn off hazardous utilities, such as electricity, natural gas and water. Facilities and Plant Operations will contact the local utility companies and apprise them of the incident.

### **Community Resources (Dial 9 + number)**

<b>Police - Fire - EMS</b>		
Fremont Police Department	1141 W State St., Fremont, OH 43420	419-332-6464
Fremont Fire Department	1145 W State St., Fremont, OH 43420	419-332-4131
Ohio State Highway Patrol	Sandusky County	419-332-8246
Sandusky County E.M.S./E9-1-1 (Business Office)	2100 Countryside Place, Fremont, OH 43420	419-332-7313

Sandusky Co. Emergency Management Agency/E9-1-1	2323 Countryside Dr. St. B, Fremont, OH 43420	419-334-8933
<b>Additional Emergency Numbers:</b>		
Poison Control Center		800-222-1222
National Suicide Prevention Lifeline		800-273-8255
<b>Hospitals</b>		
Promedica Memorial Hospital	715 South Taft Ave, Fremont, OH 43420	419-332-7321
The Bellevue Hospital	1400 West Main St., Bellevue, OH 44811	419-483-4040 or 419-639-2065
Magruder Hospital	615 Fulton St., Port Clinton, OH 43452	419-734-3131
<b>Non-Emergency Support Numbers:</b>		
Sandusky County Highway Department		419-334-9731
State Highway Department	ODOT	419-332-1585
Sandusky Co. Health Department	2000 Countryside Dr., Fremont, OH 43420	419-334-6377
Liberty Center of Sandusky County	1421 East State St., Fremont, OH 43420	419-332-8777

Heartbeat Pregnancy Support Center Heartbeat Hotline/Crisis	118 North Arch St., Fremont, OH 43420	419-334-9079 800-395-HELP (4357)
The American Red Cross	1247 Napoleon St., Fremont, OH 43420	419-332-5574
Salvation Army	Central Territory	847-294-2000
Local Army Reserves		419-635-4021
Ohio National Guard	Dept 1 Co B 612 Engineering Bn	419-332-9244
National Weather Service	Cleveland	216-265-2370
Ohio Environmental Protection Agency	NW District -- Bowling Green	419-352-8461 or 800-686-6930
The Federal Emergency Management Agency (FEMA)		312-408-5515
<b>Utility Companies:</b>		
City of Fremont Utility Office (water/sewer)	Front St., Fremont, OH 43420	419-334-8966
Toledo Edison—Electric Power		888-544-4877 or 800-447-3333

Columbia Gas—Transmission		800-344-4077 or 419-427-3200
Verizon Wireless		800-922-0204 or *611
Buckeye TeleSystem		419-724-9898
Direct TV	Account #: 020304125	888-388-4249
<b>Schools:</b>		
Fremont City School Administration Building	Fremont, OH 43420	419-332-6454
Fremont Ross High School	1100 North St., Fremont, OH 43420	419-332-8221
Fremont Middle School	501 Croghan St., Fremont, OH 43420	419-332-5569

## College Resources

<b>2021 Emergency Operations Team</b>				
Name	Title	Ext.	Cell Phone	Office Location

Ronald Schumacher	President	2327	260-241-091 9	B207
Lisa Shuey	Executive Assistant to the President	2342	419-334-707 0	B207
Cory Stine	Executive Director of Terra Foundation	2355	419-341-314 6	B208
William Taylor	Vice President for Academic Affairs	2266	419-307-361 0	B207
Jacque Foos	Vice President for Financial Affairs	2370	419-765-706 8	B208
Garien Hudson	Vice President for Student Affairs and Enrollment Management	2525	260-413-481 9	A100
Duane Kimmet	Director of Facilities and Plant Operations	2393	419-366-361 4	F101
Tina Taylor	Coordinator of Facilities & Plant Operations	2390	419-307-109 9	F102
Jennifer Kin	Manager of Campus Safety	2388	419-563-561 1	B207
Todd Long	Associate Dean of Students	2360	704-301-093 0	B105



Justin Rader	Director of Residence Life	2161	304-880-0983	Landings
Wayne Yerdon	Manager, Technology Infrastructure	2341	419-239-3002	B308
Mike Metzger	Manager of Marketing	2357	419-215-3105	A301-C
Emily Riehle	Director of Event Services	2263	419-618-2611	Neely Center
Elik Coleman	Chef Director	2323	567-218-8102	Tree Tops
Scott Kneeskern	Human Resources Manager	2165	419-934-0057	B208

**Monitoring and Recording of Criminal Activity by Students at Non-Campus locations of Recognized Student Organizations**

Terra State does not have an officially recognized student organization(s) that own or control housing facilities outside of the TSCC Core campus. Therefore, Fremont Police is not used to monitor and record criminal activity since there are no non-campus locations of student organizations.

**Security and 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 by admittance via the Campus Safety and Security Officer. In the case of periods of extended closing, the College will admit only those with prior approval to all facilities. Technology plays a major role in our protective services and allows constant monitoring of key areas of both campuses and our residence hall, inside and limited outside. Overt video surveillance offers another tool in our proactive approach to providing the safest campus possible.

## **Security of Campus Facilities**

TSCC 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 (if issued), swipe card (if issued), or admittance by Campus 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.

## **Security of the Landings**

Access to the Landings at Terra is by access control and issues only to the residents of the Landings and key-fobs issued to approved personnel. Access to the residences inside the residence hall is restricted to only the residents of each unit. Each resident is issued a key to their door and bedroom (if applicable).

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

Terra 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 (419) 559-2390.

## **Education Programs**

### **Crime Prevention Programs for Faculty and Staff**

During the first several weeks of school, the College 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 College 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.

Terra State, the Fremont Police Department and the Sandusky 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
- Opt into the Terra State Alert System (WENS)
- 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 College's Campus Security into your cell phone: **419-559-2253.** 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 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 Terra State to inform students of good crime prevention and security practices.

Terra State offered 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 and employees 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 Terra State Campus Security to report suspicious behavior. For additional questions regarding crime prevention, contact the Campus Safety and Security Office directly at (419) 559-2253.

### **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 students, up to and including dismissal, or 2. Require such students to participate satisfactorily in drug abuse assistance or rehabilitation programs 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.

### **2022 Biennial Review Recommendations**

**Based on our review of the DAAPP in place at Terra State Community College during the academic years of 2020-2021 and 2021-2022 we recommend the following:**

- The College should continue efforts to clearly define its DAAPP including identify all related activities and services and well as goals and targets.
- A Safety committee will be formed to look at the DAAPP program to ensure that the educational programs and assessments offered being utilized to their full advantage and successful.
- On an annual basis the Campus Safety Manager and safety committee team will ensure that program sponsors are meeting the achievement of the program goals, as well as the strengths and weaknesses associated with those goals and any recommendations for improvement.
- Ensure housing, faculty, staff, students, any member of the college understand the proper protocol for reporting incidents.
- Work with student conduct to ensure student conduct cases are being completed in a timely manner by identifying any discrepancies in the process and suggestions for improvements and creating a consistent, fair, and equitable conduct process for all.

## **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.

## 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 Ohio State tailgating events.

#### 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.

#### **V. Disorderly Conduct**

- A. 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.

#### **VI. 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.

#### **VII. 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.

#### **VIII. 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 an 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.

## **IX. 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.

## **X. 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. Terra State's Code of Student Conduct and The Landing Residential 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 Terra State's Code of Student Conduct and the Landings policies and rules and could result in college sanctions. It should also be noted that the college's expectations for appropriate behavior are higher than those under the law.

## **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.

## **Drug Free Schools and Communities Act**

In compliance with the Drug Free Schools and Communities Act, Terra State Community College publishes information regarding the College’s educational programs related to drug and alcohol abuse prevention; sanctions for violations of federal, state, and local laws and College policy; a description of health risks associated with alcohol and other drug use; and a description of available treatment programs for Terra State students and employees. A complete description of these topics, as provided in the College’s annual notification to students and employees, is available to pick up in the Campus Safety and Security Office.

## **MISSING STUDENTS**

### **Notification of Missing Students**

In compliance with The Higher Education Opportunity Act (HEOA), Terra State 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 419-559-2253. 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 Campus Safety and Security Manager and the Associate Dean of Students will also be contacted by the appropriate staff members.

Any student living in an on-campus housing facility has the option to register a confidential 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 it 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 Residence Life Office.

All students should be advised that even if they have not registered a contact person in the Residence Life Office, 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 is 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 Terra State Campus Safety and Security Office.

- 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 Associate Dean of Students or the Campus Safety and Security Manager.
- 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 Public Affairs and the Senior Vice President of Innovation and Strategic Planning.
- The Associate 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.

### **For International Students**

An international student attending Terra State 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 Associate Dean of Students may require 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 Associate Dean of Students.

The Associate Dean of Students or a member of the staff may greet the student at the airport. If the student fails to report to the airport, the Associate Dean of Students 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.

### **Active Status International Student:**

International students are required to supply the Associate Dean of Students 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 college, the Associate Dean of 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.

### **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:

### **Student Code of Conduct**

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 part- time, 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 non-consensual 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.

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, or
- 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 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.

**REVOCAION 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 re-admittance 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.

### **No Contact Order from Personal Contact**

The Vice President of Academic Affairs 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 Reports Rights and Options

Scope: All employees and students of the college

**Policy Statement:** Terra State Community College (the College) is committed to providing a workplace and educational environment that is free from all forms of sexual misconduct. In furtherance of this commitment, the College has developed internal policies and procedures that comply with federal and state laws and regulations, which inform members of the College community about prohibited behavior; provide supportive measures designed to remediate the effects of sexual harassment and other sexual misconduct; and provide a prompt, fair, and impartial process to address alleged violations of this policy.

The College upholds the equal dignity of all members of our community and strives to balance the rights of the parties in the grievance process during what is often a difficult time.

This policy applies to all students, employees, third-party vendors, visitors on campus, or guests to the extent that there is an allegation of sexual misconduct made by them against College students or employees.

The College's prohibition against sexual misconduct encompasses a wide range of behaviors. The College also prohibits discrimination based on sex, including sex stereotyping, program exclusion, pregnancy, and other forms of disparate treatment. For the purposes of this policy, the term sexual misconduct refers to a broad range of prohibited behaviors that are further identified in paragraph 3, Prohibited Conduct.

The expectations for conduct contained within this policy apply to all aspects of the College's operations, locations, and programs, including, but not limited to property owned or controlled by the College; online programs; college-sponsored events, activities and travel; and in buildings owned or controlled by student organizations recognized by the College (collectively referred to as "on-campus").

Sexual misconduct that occurs other than on-campus may be addressed by other College policies and procedures, which may include supportive measures and/or disciplinary action. At times, these procedures can also be applicable to misconduct occurring other than on-campus that effectively deprives someone of access to the College's educational programs or when the Title IX Coordinator determines the misconduct affects a substantial College interest. A substantial interest may include:

a. Any action that constitutes a criminal offense. This includes, but is not limited to single or repeat violations of any local, state or federal law;

- b. Any situation in which it is determined that the respondent poses an immediate threat to the physical health or safety of a student or other individual;
- c. Any situation that significantly infringes upon the rights, property, or achievements of oneself or others or significantly breaches the peace and/or causes social disorder; and/or
- d. Any situation that is detrimental to the educational interests or mission of the College.

The policies of the College are written and interpreted broadly to include online manifestations of any of the behaviors prohibited below, when those behaviors occur in or have an effect on the College's education program and activities or use College networks, technology, or equipment.

Although the College may not control websites, social media, and other venues in which harassing communications are made, when such communications are reported to the College, it will engage in a variety of means to address and mitigate the effects. Any online posting or other electronic communication by students, including cyber-bullying, cyberstalking, cyber-harassment, etc., occurring completely outside of the College's control (e.g., not on College networks, websites, or between College email accounts) will only be subject to this Policy when such online conduct can be shown to cause a substantial in-program disruption or infringement on the rights of others.

Otherwise, such communications are considered speech protected by the First Amendment. Supportive measures for Complainants will be provided, but protected speech cannot legally be subjected to discipline.

Off-campus harassing speech by employees, whether online or in person, may be regulated when such speech negatively impairs or disrupts the Respondent's relationship with the College or the working environment.

Consensual relationships between employees and students are strongly discouraged and more information can be found by reviewing the College's Consensual Relationship Policy.

**Crime Statistics: The information below provides context for the crime statistics reported as part of compliance with the Clery Act.**

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. Terra State 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 College community obtained from the following sources: The Fremont Police Department, Terra State Campus Safety and Security, Sandusky 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.



Terra State’s checklist for data collection provides that the coordinator of Clery Compliance will send a written request to the local police department(s), Sheriff’s Office and State Highway Patrol, requesting crime statistics for the main campus, the public property surrounding the campus and non-campus (by address) associated with the campus.

A written request for statistic information is made on an annual basis to all campus security authorities. A designated campus authority includes, but is not limited to College deans, directors, department heads, residence life staff, and security officers. Statistical information is requested and provided to Campus Safety and Security by the employees at the College Counseling center, even though they are not required by law to provide statistics for the compliance document. In addition, Campus Security works with the College Counseling Center to inform the persons that are being counseled of the procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

**CLERY REPORTABLE CRIMES**

Offense	Year	Geographic Location			
		On-Campus Property	On-Campus Student Housing	Non-Campus Property	Public Property
Murder/ Non-Negligent Manslaughter	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
Manslaughter by Negligence	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
Rape	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
Fondling	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
Incest	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
Statutory Rape	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
Robbery	2019	1	0	0	0
	2020	0	0	0	0

	2021	0	0	0	0
Aggravated Assault	2019	1	0	0	0
	2020	0	0	0	0
	2021	1	1	0	0
Burglary	2019	2	2	0	0
	2020	0	0	0	0
	2021	0	0	0	0
Motor Vehicle Theft	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
Arson	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0

**VAWA  
OFFENSES**

Offense	Year	Geographic Location			
		On-Campus Property	On-Campus Student Housing	Non-Campus Property	Public Property
Domestic Violence	2019	0	0	0	0
	2020	1	1	0	0
	2021	0	0	0	0
Dating Violence	2019	2	2	0	0
	2020	2	2	0	0
	2021	3	3	0	0
Stalking	2019	1	1	1	1
	2020	1	1	1	1
	2021	1	1	1	1

~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	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
Disciplinary Referrals: Weapons	2019	0	0	0	0
	2020	0	0	0	0
	2021	1	1	0	0
Arrests: Drug Violations	2019	0	0	0	0
	2020	0	0	0	0
	2021	0	0	0	0
Disciplinary Referrals: Drug Violation	2019	8	7	0	0
	2020	12	12	0	0
	2021	4	4	0	0
Arrests: Liquor Law Violations	2019	1	1	0	0
	2020	1	1	0	0
	2021	0	0	0	0
Disciplinary Referrals: Liquor Law Violation	2019	1	0	0	0
	2020	9	9	0	0
	2021	2	2	0	0

### UNFOUNDED CRIMES

2019: No unfounded crimes.  
 2020: No unfounded crimes.  
 2021: No unfounded crimes.

### HATE CRIMES

Terra State Community College strives to foster a safe and healthy learning environment that embodies diversity and inclusion of all members of the Terra State 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 is 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 requires 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 assaults 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.

**2019 / 2020 / 2021 - No hate crimes reported.**

### **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 non emergency 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 stairways must be kept closed at all times. Do not prop the 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 gasses 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: 2019-2021**

Facility	Address	2019	2020	2021
The Landings	3070 Terra Way, Fremont, Ohio 43420	0	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
		2019	2020	2021					
The Landings	3070 Terra Way, Fremont Ohio 43420	0	0	0	0	0	0	0	0

**Total Number of Fire Drills Held In Each Residential Facility**

Facility	Address	Total Fire Drills in Each Building		
		2019	2020	2021
The Landings	3070 Terra Way, Fremont, Ohio 43420	3	2	2

**EMERGENCY MASS NOTIFICATION SYSTEMS**

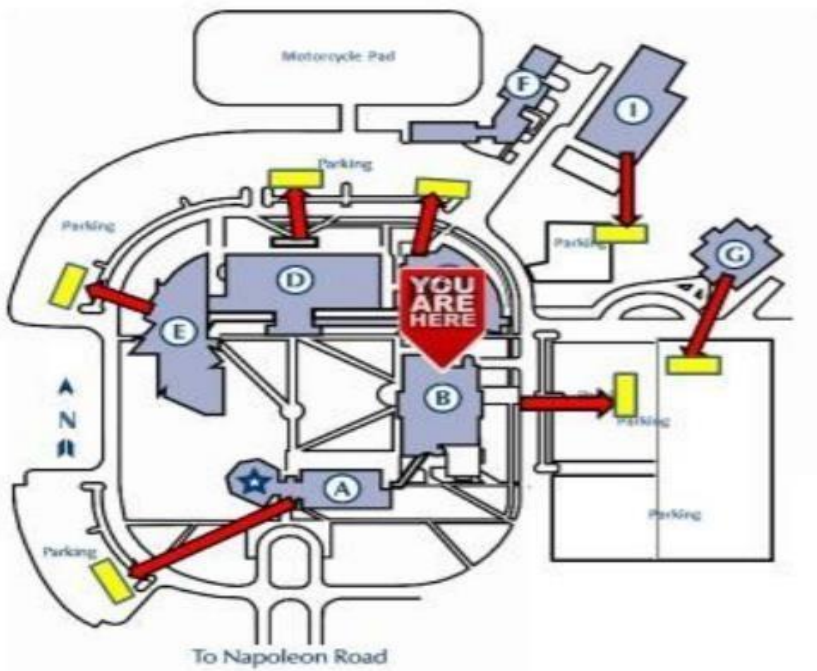
In the event of an incident that requires mass notification to the campus community, the following modes of mass communication will be utilized. The Coordinator of Campus Safety Department or his designee will determine the notification level after considering factors such as type of incident (weather, 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**



## **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. 58

### **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 possessed 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 C** **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	2021	**	**
	2020	**	**
	2019	**	**
Manslaughter by Negligence	2021	**	**
	2020	**	**
	2019	**	**
Rape	2021	**	**
	2020	**	**
	2019	**	**
Fondling	2021	**	**
	2020	**	**
	2019	**	**
incest	2021	**	**
	2020	**	**
	2019	**	**
Statutory Rape	2021	**	**
	2020	**	**
	2019	**	**
Robbery	2021	**	**
	2020	**	**
	2019	**	**
Aggravated Assault	2021	**	**
	2020	**	**
	2019	**	**
Burglary	2021	**	**
	2020	**	**
	2019	**	**
Motor Vehicle Theft	2021	**	**
	2020	**	**
	2019	**	**
Arson	2021	**	**
	2020	**	**
	2019	**	**

\*\*Stats not provided

### VAWA OFFENSES

Offense	Year	Geographic Location	
		On-Campus Property	Non-Campus Property
Domestic Violence	2021	**	**
	2020	**	**
	2019	**	**
Dating Violence	2021	**	**
	2020	**	**
	2019	**	**
Stalking	2021	**	**
	2020	**	**
	2019	**	**

\*\*Stats not provided

### ARREST AND REFERRALS

Offense	Year	Geographic Location	
		On-Campus Property	Non-Campus Property
Arrests: Weapons	2021	**	**
	2020	**	**
	2019	**	**
Disciplinary Referrals: Weapons	2021	**	**
	2020	**	**
	2019	**	**
Arrests: Drug Violations	2021	**	**
	2020	**	**
	2019	**	**
Disciplinary Referrals: Drug Violation	2021	**	**
	2020	**	**
	2019	**	**
Arrests: Liquor Law Violations	2021	**	**
	2020	**	**
	2019	**	**

Disciplinary Referrals: Liquor Law Violation	2021	**	**
	2020	**	**
	2019	**	**

\*\*Stats not provided

**UNFOUNDED CRIMES**

2019: Information requested but not provided

2020: Information requested but not provided

2021: Information requested but not provided

**HATE CRIMES**

TIFFIN UNIVERSITY – ROMANIA CAMPUS did not provide hate crime statistics in 2019, 2020, and 2021.