



# *Columbus State Community College*

## *Department of Public Safety*

### *Annual Security Report*

*2008*

*"Providing an environment which is safe, accessible, and conducive to learning"*

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*<http://www.csc.edu/PublicSafety/index.htm>*

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**Columbus State Community College  
Department of Public Safety  
2008 Annual Report**

**Message from Director John C. Nestor, PhD**

On behalf of the Columbus State Community College Department of Public Safety, it is with pleasure that I am able to present this annual report. The department has expanded on its previous accomplishments and has undertaken a number of new initiatives. The achievement of goals would not have been possible without the support of the Columbus State Community College as a whole.

As public safety is everyone's responsibility, the support our department receives from the campus community is instrumental in maintaining an atmosphere that is conducive for learning. For more information, including Clery Crime Statistics, please visit our website at <http://www.csc.edu/PublicSafety/index.htm>.

## **Fast Facts**

### **Campus Law Enforcement**

- The Department of Public Safety is responsible for campus law enforcement, crime prevention, security, and access to campus facilities.
- In addition to our own campus police, there are additional layers of security that blanket the CSCC campus area, including additional Columbus Police Officers and the Discovery Security District patrol units, due to the college's participation in a unique neighborhood security partnership, The Discovery District Initiative, whose main objective is to maintain and enhance the security of our neighborhoods.

### **Reporting a Crime**

- Criminal acts or other emergencies must be reported to the department at 287-2525 or 911, or in person at Delaware Hall room 047.

### **If You Are The Victim of a Crime**

If you believe you have become the victim of a crime on campus or a campus controlled facility, you are encouraged to take the following steps:

- Immediately report the crime to campus police at 287-2525 (or the local police agency). If at all possible, please don't leave the area until you have talked to a police officer. Running errands or going home before reporting the incident consumes valuable time. Your safety is our primary concern, so if you feel safer leaving the area, then get to safety and call the police as soon as you can.
- Try to get as good a description of the suspect as you can. Pay attention to the sex, race, and clothing they are wearing.
- If the suspect enters a vehicle, try to get a description of the vehicle and license number. Note the direction they left toward.
- Above all else, protect yourself. Do not attempt to get a vehicle description or license number if doing so would expose you to danger.
- Preserve evidence. Do not touch or move anything you don't have to. If the offense is a sex crime (such as rape), do not launder clothing or take a shower if you are the victim. There may be valuable transfer evidence on your clothing or body.

### **Staffing**

- The department is staffed 24/7 by State of Ohio certified Police Officers.

### **Campus Hours**

- General hours for the campus are 6:00 a.m. to 11:00 p.m. Monday through Friday. There are varying class hours on weekends and some holidays.

### **Fire and Arson**

- CSCC has had no loss of life and no building structure fires, and employees receive annual training on fire prevention which includes proper use of a fire extinguisher.
- Columbus State Community College is a non-residential campus.

### **Clery Crime Statistics**

- Clery crime statistics and emergency preparedness, and parking information are available online at <http://csc.edu/PublicSafety/cucr>

### **Preparation of Annual Report**

- This task is assigned to the Project Specialist in the Department of Public Safety, who prepares the report in accordance with the “Jeanne Clery Act.”

### **Student Enrollment**

- Columbus State Community College, a non-residential college, has a student enrollment of about 28,000 students. (no student housing).

### **List of Titles with Significant Responsibility for student and campus activities (Campus Security Authorities)**

- Theresa Gehr – Senior Vice President of Business and Administrative Services
- Dr. Janet Rogers – Dean of Student Life (oversees student disciplinary process)
- Kellie Brennen – Program Coordinator (Student Life)
- Dr. John Nestor – Director of Public Safety
- Sean Asbury – Chief of Police

### **Collective Responsibility** – These programs are designed to provide information concerning personal security, collective responsibility and crime prevention

- Crime Prevention Officer – Sgt. Jeff Dodge
- Rape Aggression Defense (RAD) Instructor – Lt.. Lisa Karas
- Student Behavior Intervention Team (BIT) – Dr. Janet Rogers
- Annual Employee Student Orientation and Safety Training – John Nestor, Sean Asbury, Becky Johnson, and Babette Money

### **Advising the campus about sex offenders (E-Sorn web site)**

- The Department of Public Safety maintains a link to the Ohio Attorney General’s website for sex offenders.
- Electronic Sex Offender Registration Network (E-SORN).

### **MOU disclosure for criminal investigation**

- The Columbus Police Department or other local jurisdiction will assist the College Police with selected investigations, such as sexual assault, homicide, arson related offenses, or other offenses that would require specialized equipment and/or training to properly investigate.

### **Campus Emergency Response and Immediate Warning Disclosure**

- In the event of a critical incident on or near campus, Columbus State Community College utilizes e-mail and mass media to alert students and staff of the situation. By fiscal year 2010, the department goal is to implement both text messaging system and an audible indoor/outdoor public address system for emergency notifications during critical incidents.

**The Department of Public Safety is responsible for:**

- Emergency Preparedness
- Evacuations
- Fire Prevention
- Metal Key and Key Card access to campus buildings
- ID Cards (student and staff/faculty)
- Environmental health and safety compliance
- Security escorts
- Parking and traffic enforcement, issuance of college and State of Ohio citations
- Lost and Found
- Law enforcement campus police services, criminal investigations with full arrest authority as State of Ohio certified Police Officers, collaborating as appropriate with other local, state, and federal law enforcement agencies.

**Counseling Services**

614-287-2668

**<http://www.csc.edu/counselingservices>**

Counseling Services offers academic, career, and personal counseling to currently enrolled students. Counseling services can address such issues as depression, anxiety, alcohol and drug abuse, academic concerns, adjusting to stressors and many other issues. Counselors provide confidential, individual counseling sessions on a short-term basis, crisis intervention, consultation, support groups, and referral to community resources, if needed. Career counseling services are also available to students who are undecided about their major or career path. Services include an assessment of skills and interest, assistance with career decision-making skills and creating a career exploration plan, choosing a college major, redirecting education plans, or planning for a career change.

All personal and career counseling sessions are free and confidential. Counseling services are available by appointment. Please call or stop by to schedule an appointment.

**Clery Timely Warnings**

- Clery warnings are issued for Clery crimes only, at the request of the Director of Public Safety. Approval is obtained from the Vice President of Business and Administrative Services.
- Warnings are issued within a reasonable amount of time once the facts are known.
- In emergency situations where a threat to safety is imminent, prior approval is not required.

**Strategic Goals**

Strategic goals for the Department of Public Safety include, but are not limited to:

1. Expanding community oriented policing
2. Creating crime prevention through environmental design, in collaboration with the Physical Plant Department
3. Reduction of thefts from vehicles
  - In 2006, the number of reported thefts from vehicles was 79

- In 2007, the number of reported thefts from vehicles was 52.
- In 2008, the number of reported thefts from vehicles was 29.

In 2009, our goal is further reduction.

#### 4. Security Integration System Enhancements

- Installed and implemented Central Monitoring, additional Card Access, and the Critical Incident Communications system.

#### 5. Emergency Management Preparedness

- Guide internal Columbus State departments in the development of their internal emergency management protocols, in alignment with the College Emergency Operation Plan by June 2009.\*
- Create and train a Community Emergency Response Team (CERT) by December 31, 2008.\*

\* In process. Will continue into 2010.

### **Department of Public Safety Duties**

#### **Duties:**

- Create and maintain a feeling of respect for and confidence in the Columbus State Community College Department of Public Safety.
- Maximize the development and job satisfaction of the Department employees. This will enable the Department to attract, retain, and secure the commitment of qualified personnel, which are necessary to accomplish the Department's missions and goals.
- Ensure that the Columbus State Community College receives the greatest benefit for the resources expended for public safety services.
- Minimize the occurrence of crime.
- Identify, arrest, and assist in the prosecution of persons who commit criminal offenses on campus property.
- Recover lost and stolen property; identify its rightful owners; and ensure the prompt return or safekeeping of such property until it is disposed of in a manner according to the Ohio Revised Code and departmental procedures.
- Record and analyze crimes, accidents, and incident statistics on a continual basis for the purpose of improved planning, and crime control.
- Assist students, staff, faculty.
- Facilitate the safe and orderly movement of people, traffic, and vehicle parking on campus.

## **Significant Accomplishments**

During the calendar year 2008, the Department of Public Safety continued work on a wide range of programs and changes while continuing with the initiatives that were already in place. Some of these programs and changes were:

- Ongoing review and update of the Department's Procedures Manual,
- All campus police officers completed mandatory training requirements from the Ohio Attorney Generals' Office to maintain their certifications as Police Officers in the State of Ohio.
- Finalized the design of a new Department of Public Safety facility in Delaware Hall, with a projected move in date in fall of 2009.
- Finalized development of an online temporary parking permits for special events. This was a joint effort between Public Safety and Information Technology.
- Purchased, programed, and installed State of Ohio Multi Agency Radio Communications System (MARCS) for the Department of Public Safety, in collaboration with The Ohio State University.
  1. The MARCS radio system enables inter-agency operability with other agencies throughout the State of Ohio.
  2. MARCS enables direct contact with Columbus Police and Columbus Fire in the event of an emergency on campus.
- Finalized a Memorandum of Understanding with The Ohio State University to collaborate on critical incident emergency messaging system to include protocols, training, and installation/set-up.
- Work continued on designing Closed Circuit Television (CCTV) for major surface parking lots, Central Alarm Monitoring wherein alarms are monitored by our Communications Center in real time.
- Work continued on card access to areas with sensitive data and/or equipment, thus creating more security for selected records and files, as well as security for chemical labs.

### **Campus Community Police Services Section**

The uniformed patrol/police section is the largest unit in the Columbus State Community College Department of Public Safety. This section consists of uniformed State of Ohio certified police officers and patrol vehicles. The officers provide response to emergency calls, regular patrol, traffic and parking enforcement, accident investigation and initial reporting and investigation of

crimes occurring within the boundaries of the Columbus State Community College. Enforcement authority is granted under the Ohio Revised Code, Sections 3345.04.

In addition to heavily emphasized foot patrol, the Police section, utilizes both motor vehicles and bicycles to actively patrol the campus. The Department of Public Safety operates on a twenty four hour basis. Officers are assigned to geographic zones, called districts, in which they are responsible for calls and patrol. All officers are expected to work collaboratively with members of the campus community.

A rare occurrence, but should a major crime occur on the campus, it may be investigated by the Columbus Police Division or other law enforcement agencies, with this department's assistance.

The Community Police Services consists of one (1) Chief of Police, four (4) Lieutenants, three (3) Sergeants, and fourteen (14) uniformed police officers.

### **Specialized Refresher Training**

- The department's Emergency Management Coordinator attended an Incident Command System instructor course in 2008. As a result of this training, the National Incident Management System (NIMS) and the required updates are taught in-house.
- Department members successfully completed the prescribed training for American Red Cross basic first aid
- Department personnel successfully completed refresher training in the areas of Blood Borne Pathogens, CPR/AED, Fire Extinguisher, and Hazardous Communications.

### **Crisis Intervention Team (CIT)**

The Department of Public Safety established its Crisis Intervention Team (CIT) in 2004. CIT officers receive 40 hours of training in the area of mental health issues from the Columbus Police Department's CIT unit and Net Care Services. The team primarily lends itself to situations wherein a person is suffering from a personal crisis and is in need of rapid, on scene, assistance by someone who has specialized training in dealing with crisis issues.

### **Selected Department Statistics**

The Communications Center received over 51,800 calls in 2008. Over 13,800 were requests for service, with the majority of these being for building/classroom access requests.

Selected Department Statistics for the calendar year 2008 are as follows:

- 3013 calls to open rooms/labs/etc.
- 950 calls to close/lock a room/lab/etc.
- 188 calls regarding lost and found items
- 663 alarm activations
- 551 calls to "investigate complaint"
- 241 suspicious person complaints

- 341 escort service calls
- 37 emergency messages delivered (instructor messages to class)
- Provided dignitary protection for various dignitaries visiting the main campus
- Conducted 4 Graduation Details

### **Communications Section**

The Communications Section is staffed by non-sworn members of the Department of Public Safety. Some of the duties performed by the Communications Section include, but are not limited to; Central Monitoring of campus alarm systems, customer service, issuance of identification cards for both students and staff, answering telephone calls for service and dispatching appropriate resource(s) to the scene, conduct vehicle registration checks, operator license checks, and wanted persons checks via the Law Enforcement Automated Data System (LEADS) computer, verify active warrants through the Franklin County Municipal Courts and the Franklin County Sheriff's Office Records Section. The Communications Section also enters parking citations into the database and attends to other duties as assigned.

Members of the Communications Section receive advanced training for emergency dispatching and other related courses throughout the year.

### **Safety and Security Section**

The Safety and Security team handles a myriad of functions. Team members provide non-police supplemental patrol of the campus, however they have no arrest authority. Safety and Security consists of four specialty areas, 1) Parking and Special Services and 2) Access Control 3) Life and Property Alarm Systems 4) Environmental Health and Safety and 5) Emergency Management. These specialized areas coordinate with other campus departments as well as organizations in the Discovery District to insure smooth operations and security in the parking lots and buildings on campus.

Members of the Safety and Security team work overlapping hours to supplement the campus police officers.

Some of the duties performed by the Safety and Security Team in 2008 include, but were not be limited to:

- Conducted fire alarm inspections
- Conducted exhaust hood/duct tests
- Maintained all digital parking meters on campus
- Conducted monthly fire sprinkler inspections
- ADT security equipment inspections
- Simplex alarm system inspections
- Fire extinguisher training
- Fingerprints for students in select programs of study
- Fire extinguisher inspections
- Emergency phone inspections (parking lots and buildings)

## **BIO Waste**

- Infectious waste disposal
- Hazardous waste disposal

## **Fire Suppression**

- Coordinate Annual Fire extinguisher inspection
- Coordinate with Columbus Fire Department's Fire Prevention Unit for annual inspection
- Maintain fire alarm and card access panels
- Coordinate monthly inspection of fire pumps, fire hydrants, fire doors, sprinkler systems, water flow tampers etc.
- Maintains documented fire hydrant location
- Maintains documented stand pipe connection

## **General Duties**

- Change batteries in all on campus parking meters semi annually
- Monthly Inspection of CSCC facilities (Fire extinguisher, emergency light, handicap doors & access, Exit signs, Clearance heights in storage areas).
- Assists with fire emergency drills at Child Day Care Center.
- Maintains documented emergency shut offs listing for our buildings
- Maintained room opening schedule for officers in order to stream line operations
- Kids in College - Campus Safety Presentation
- Department Inventory (uniforms, equipment, medical supplies, parking signage)
- Coordinate Parking and security for special events
- Issued and inspected All Hazards radios (weather alert radio)

## **Reporting a Crime**

Crimes occur throughout society, and college campuses are no exception. Columbus State Community College is proud of its safety record and the Department of Public Safety is committed to providing an atmosphere conducive to learning for our students, staff, and visitors. Should an incident occur on campus property, you should report it directly to the Campus Police by dialing 287-2525 (from cell or pay phone on campus) or dialing 2525 directly from any campus telephone, or 9-1-1. You can also use the Emergency Phone network or you can stop in the Public Safety office located in the ground floor of Delaware Hall in room 047.

The Emergency Phone intercoms are located in parking lots and buildings. These phones are activated by pushing a large button that opens up a two way microphone/speaker. It also automatically alerts the Communications Technician as to your location.

Callers may remain anonymous if they so desire. The dispatcher will ask for your name, but you are under no obligation to give it. If you provide your name, due to Public Records laws, confidentiality cannot be guaranteed.

## **Drug and Alcohol Policy**

### **Alcohol Abuse and Drug Use**

Columbus State values the health and safety of its students and employees, and therefore supports local, state, and federal laws concerning illegal drugs. College **Policy No. 7-12**, Student Code of Conduct, states that “the use, distribution, or possession of illegal drugs or alcohol on campus or off campus at college-sponsored events.” Students who unlawfully possess, use, or distribute illegal drugs or alcohol will be in violation of college policy, and will be subject to disciplinary action, as outlined in the Policy and Procedures Manual, **Policy No. 7-12**. Students could also be subject to arrest and prosecution under applicable local, state, or federal laws. Columbus State is committed to providing students and employees with drug and alcohol education, counseling, and referral for treatment rehabilitation. The college’s Coordinator of Mental Health and Drug Prevention Counseling Services, Aquinas Hall 116, 614-287-5416, can provide resources and assistance to individuals who use drugs or alcohol, and to others whose lives are affected by family members or friends who are users. In the Central Ohio area there are numerous agencies that can provide help for you or for someone you know who uses drugs. The drug prevention professionals in Counseling and Advising Services can help you choose a local agency that meets your needs, or can answer specific questions you might have.

### **Sexual Assault and Related Offenses**

Columbus State is committed to providing students and employees with services that support their health, safety and well-being. Policies and procedures for sexual harassment and sexual misconduct are stated in college Policy 3-33, 3-34, and Policy 3-35, respectively. Sexual assault between students is also governed by the Student Code of Conduct, Policy 7-12 and Procedure 7-12 (B).

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC 1092 (f)) defines the following sexual acts within the general category of sexual assault to include forcible rape, sodomy, sexual assault with an object, incest and statutory rape.

In the event of sexual assault, including sexual harassment and sexual misconduct, or other sexual offenses as defined in the Ohio Revised Code (ORC) Ch. 2907, students are strongly encouraged to consult with the college psychologist or college counselors in Counseling Services for help (located in Aquinas Hall 116, 614-287-2668), and/or to report the incident to the Columbus State Police Department for assistance (located on the ground floor of Delaware Hall, 614-287-2525). If off campus or at an off-campus site, dial 911.

Timing is critical. It is very important to preserve all evidence of a sexual assault. If an assault victim requests the assistance of college counselors or Columbus State Police, the victim will be provided support and should follow the step by step procedures listed below when a sex offense has occurred.

Support could include the changing of a victim’s academic situation, if changes are requested and are reasonably available. Students also can call the 24-hour Netcare Crisis Line in Columbus at 1-888-276-2273 for off-campus help and support. Additional resources are listed below.

In emergency cases or after business hours, ensure your safety first, and then call 911 or contact the Columbus State Campus Police Department by calling the 24-hour emergency telephone line

at 614-287-2525, or by activating the outdoor blue emergency phones located throughout campus. If using a campus courtesy telephone, dial 2525.

The Columbus State Police Department also has a working relationship with local, state, and federal law enforcement agencies. Columbus State Police have the law enforcement and arrest authority to assist and investigate all crimes on campus (ORC 3345.21; CSCC Policy/Procedure 11.01). Further information, including information on registered sexual offenders, crime statistics, and crime prevention programs including sexual assault prevention such as the Rape Aggression Defense System (RAD) can be found on the Department of Public Safety/Campus Police website at <http://csc.edu/PublicSafety/index.htm>.

## **Harassment**

Policy No. 3-33

Effective April 15, 1999

(A) To help ensure that employees and students are not subjected to illegal harassment, and in order to create a comfortable work and learning environment, the college strongly opposes and prohibits by this policy any offensive physical, written, spoken, or non-verbal conduct as defined and otherwise prohibited by state and federal law. College community members or others who feel that they have been victims of harassment in the work place or academic setting will be provided with appropriate support from the college. Members of the college community shall include all CSCC students, members of the Board of Trustees, faculty, staff, and administrators, whether full- or part-time.

All administrators have an affirmative duty to maintain a workplace that is free of harassment and intimidation.

(B) Examples of harassment include but are not limited to the following:

(1) Unwelcome written, spoken, or physical conduct regarding race, color, religion, national origin, age, gender, sexual orientation, pregnancy, disability, or as defined by law.

(2) Creating a work environment that is intimidating, hostile, abusive, or offensive because of unwelcome or unwanted conversations, suggestions, requests, demands, attentions, or the display of offensive items that relate to an individual's race, color, religion, national origin, age, gender, sexual orientation, pregnancy, disability, or as defined by law.

(C) For issues related to sexual harassment see Sexual Harassment *Policy No. 3-34*.

(D) It is Columbus State Community College's policy to investigate thoroughly and remedy any known incidents of harassment.

(E) Procedures related to this policy are detailed in the Sexual Harassment/Harassment investigative procedure, *Procedure No. 3-33 (E)*.

## **Sexual Harassment/Harassment**

Procedure No. 3-33 (E)

Effective June 26, 2000

(1) Members of the college community, or others who believe they have been sexually harassed or harassed in the college community, are entitled to an investigation and complaint process as detailed in this procedure.

(2) It is college policy to investigate thoroughly and to resolve any reported incidents of harassment. To accomplish this, harassment must be brought promptly to the attention of the

administration. Except under extraordinary circumstances, in order for the college to take effective action pursuant to the Sexual Harassment or Harassment Policy, any employee, student, or other person who feels harassed has an obligation to communicate his/her problem within 180 days of the incident. It is important that complaints be resolved promptly at each step. Every effort should be made by all parties to expedite the process.

**(3)** The college will make all reasonable efforts to maintain the confidentiality of parties involved in a sexual harassment or harassment investigation. However, confidentiality cannot be guaranteed. Parties involved and individuals cooperating in any investigation, including appearing at a hearing, should treat all information as confidential and not engage in public discussion of the case.

**(4)** Reporting the Harassment - The steps outlined below should be followed when a member of the college community or other person as described above has a complaint of harassment.

**(a)** The offended party should directly inform the person engaging in harassing conduct that such conduct is offensive and must stop.

**(b)** If, for whatever reason, the offended party does not feel capable of communicating directly with the person whose conduct is allegedly offensive, or if the conduct continues, the offended party should immediately contact one of the people listed below:

**(i)** If the offender is a student, the Associate Provost.

**(ii)** The Coordinator of Mental Health and Drug Prevention Counseling Services.

**(iii)** The Equal Employment Opportunity (EEO) Officer of the college.

**(iv)** The Department of Public Safety if the offices above are closed.

**(c)** Any employee who has direct knowledge of an alleged incident of harassment must immediately report that alleged incident to the college's EEO Officer without taking any other action.

**(5)** Informal Process - The college's informal process is intended to resolve the complaint. The EEO Officer and a designee appointed by the President on a continuing basis, who is not the same gender as the EEO Officer, will implement the informal process of the college.

**(a)** The EEO Officer will inform the alleged offender that a complaint has been filed against him/her. If the offender(s) is a student, the Associate Provost will be informed.

**(b)** Depending upon the nature of the complaint and the wishes of the person(s) claiming harassment, informal resolution may involve but is not limited to one or more of the following:

**(i)** Discussion of the complaint and advising the person(s) how to communicate the unwelcome nature of the behavior to the alleged harasser.

**(ii)** Separate discussions with both parties and other appropriate individuals, such as the parties' administrator(s), to work out a resolution.

**(iii)** If both parties agree, arranging and facilitating a meeting between the person(s) claiming harassment and the person(s) accused of harassment to work out a resolution.

**(iv)** Explaining the option of using the formal process described in this procedure.

**(c)** Information about all informal complaints and resolutions will be kept on file in the office of the EEO Officer. Should the formal process be used, the information gathered shall be forwarded to the Investigative Team.

**(6)** The college offers a formal process leading to resolution of a complaint, if informal resolution is not achieved within a reasonable period, and if the specific nature of the complaint warrants it as decided by the EEO Officer.

- (a) The EEO Officer and the President will appoint two (2) trained individuals to serve on a continuing basis as the Investigative Team to investigate and make written recommendations as to whether or not complaints warrant a formal hearing.

**The team members will:**

- (i) Not be of the same gender.
  - (ii) Have no reporting or familial relationship to the parties involved.
  - (iii) Have had no previous involvement in the complaint.
  - (b) If a team member does not satisfy the provisions in (6)(a) for a specific complaint, the EEO Officer and the President will appoint an alternate for that complaint.
- (7) The investigative guidelines followed by the team are outlined below:
- (a) A detailed written statement dated and signed by the complainant(s) must be filed with the Investigative Team. The statement should be as specific as possible including dates, times, locations, a description of the alleged harassing behavior, and the name(s) of the alleged harasser(s). The statement should also identify any person(s) who may have information that would be helpful to the **Investigative Team**.
  - (b) The Investigative Team will contact the respondent(s), provide them with a copy of the written statement, and interview them. The team may request a written response to be submitted within three (3) working days following interview. The response should also identify any person(s) who may have information that would be helpful to the Investigative Team. Within five (5) working days after receiving the respondent's report, the Investigative Team may schedule meetings to discuss the harassment incident(s) with each of the parties and any individuals identified by either party as having information that may be relevant to the investigation.
  - (c) To the extent possible, the Investigative Team will protect the privacy interests of those involved and only provide the information to those designated under this procedure. Therefore, all individuals discussing the complaint with the team will be advised not to comment on their discussions outside of the meeting with the team.
  - (d) Within a reasonable period after completing their investigation, the team shall recommend whether the complaint warrants going to a hearing. The written determination prepared by the team will have supporting logic and reasoning and will be submitted to the EEO Officer.
  - (e) Within five (5) working days of receiving the Investigative Team's recommendation, the EEO Officer will review the team's report and determine if the complaint should go to a formal hearing.
  - (f) The EEO Officer can mutually agree on a solution with the respondent and the complainant.
- (8) If it is determined that no hearing will take place, the EEO Officer will communicate the decision to the complainant(s) and the respondent(s). The complaint will be considered resolved.
- (9) If the EEO Officer determines that the complaint will go to a formal hearing, within five (5) working days the EEO Officer will select three (3) individuals from the college Employee Problem Review Pool described in **Procedure 3-31 (B) (8)** to serve on the Harassment Review Panel.
- (a) If one or both parties in the complaint is a student, one of the three panel members will be chosen from a special pool of six (6) students approved by the Provost from candidates recommended by the Associate Provost. The Associate Provost will make

recommendations from students who are members of honorary organizations on campus, or in some other way have distinguished themselves as being capable to effectively serve on a hearing panel. In addition, these pool member candidates will be trained and must commit to one year of service in the Harassment Review Panel Pool while retaining their classification as a student. The other two panel members will be selected from the college Employee Problem Review Pool described in

## **Sexual Harassment**

Policy 3-34

Effective April 15, 1999

- (A) It is the policy of Columbus State Community College to provide a positive, discrimination free educational and working environment. Sexual harassment of students, employees, or others working or visiting in the employment or academic setting will not be tolerated. Offenders will be subject to appropriate college adjudication processes and the full range of disciplinary action provided by college policy, up to and including discharge or dismissal. This policy and its procedures shall be the only internal college forum of resolution for sexual harassment complaints.

College community members or others who feel that they have been victims of sexual harassment in the work place or academic setting will be provided with appropriate support from the college. Members of the college community shall include all CSCC students, members of the Board of Trustees, faculty, staff, and administrators, whether full- or parttime.

- (B) Sexual harassment is behavior based on gender, sexuality, or sexual identity of persons that prevents or impairs their full realization of educational or occupational opportunities or benefits. What is often at issue is not sexual attention per se, but intimidation, coercion, or abuse of power. Such behavior is especially harmful in situations where the imposition of unwanted sexual attention is accompanied by the promise of academic or employment rewards or the threat of reprisal. The college values and protects academic freedom. Since vigorous, open discussion of controversial issues can cause discomfort, and since vital teaching and learning can itself be the occasion for students, employees, and faculty to face difficult or awkward or painful matters, it is important for all to realize that this policy on sexual harassment is not intended to restrict serious discussion of controversial issues in academic situations.

No matter how carefully worded a definition of sexual harassment might be, unforeseen situations may arise which cannot easily be included in any definition. Thus, sexual harassment is defined to include but is not limited to the following:

(1) "Quid pro quo" sexual harassment occurs when an individual's submission to or rejection of unwelcome sexual conduct is the basis for decisions affecting such individual. This kind of sexual harassment usually involves administrators, faculty, or others in an evaluative position who use the following:

Threats--firing, blocking promotion, transferring, or giving a bad evaluation or grade if a person does not submit to sexual advances; and/or

Rewards--hiring, promoting, or giving a salary increase or grade if a person does submit to sexual advances.

(2) “Hostile environment” sexual harassment covers severe, persistent, or pervasive actions which unreasonably interfere with job performance or create an intimidating, hostile, or offensive work environment even if it leads to no tangible or economic job consequences.

(3) Examples of sexual harassment include but are not limited to the following:

(a) Unwelcome requests or demands for sexual favors. This may include subtle or blatant expectations, pressures, or requests for any type of sexual favor, including repeated unwelcome requests for dates, whether or not accompanied by an implied or stated promise of preferential treatment or negative consequences concerning ones employment or student status.

(b) Unwanted and repeated verbal abuse or kidding that is sexual in nature, such as unwelcome sexual jokes or innuendos, graphic verbal commentaries about an individual’s body, sexually degrading words, or the display of offensive or sexually suggestive items.

(c) Unwelcome or unwanted sexual advances. This may include patting, pinching, hugging, cornering, kissing, fondling, or any other similar physical conduct of a sexual nature.

(C) Sexual assault involving physical contact, sexual battery, and rape are extreme forms of sexual harassment and are felony crimes in the state of Ohio. These crimes and possible penalties are defined in Title 29 of the Ohio Revised Code.

(1) If the accused is prosecuted in a criminal proceeding, the college may defer any internal disciplinary proceeding until after an appropriate decision by the criminal justice system.

(2) In addition to prosecution under Ohio law, a student or an employee convicted of sexual assault, sexual battery, or rape may be disciplined by the college under college policy and procedures. If appropriate, a student would be disciplined under the Student Misconduct Policy No. 7-10 and Procedure No. 7-10 (D), up to and including dismissal from the college. If appropriate, an employee would be disciplined under college Policy No. 3-32 (Disciplinary Action) up to and including termination from employment.

(D) It is the policy of Columbus State Community College to investigate thoroughly and take appropriate action concerning any reported incidents of sexual harassment. The very nature of sexual harassment often makes it difficult to detect unless the offended person registers with the appropriate college representative his or her discontent. If anyone believes that he or she is being subjected to any of the above-mentioned forms of sexual harassment, or is aware of someone who is being subjected to the above-mentioned forms of sexual harassment, he or she is strongly encouraged to bring this to the attention of the appropriate administrators listed in Procedure No. 3-33 (E).

Any person electing to utilize the Sexual Harassment/Harassment Procedure (No. 3-33 (E)), will be treated courteously, and the problem will be handled promptly and as confidentially as practicable. The registering of a complaint will in no way be used against the employee or student, nor will it have an adverse impact on the individual’s employment or student status.

(E) The college reserves the right to use the full range of disciplinary action provided by college policy, up to and including discharge or dismissal, if any member of the college

community brings a false complaint of sexual harassment. No complaint will be considered “false” solely because it cannot be corroborated.

(F) In cases of alleged sexual harassment, whether formal or informal resolution is sought, anonymous complaints will not be brought against any member of the college community.

(G) The college will provide annual educational information for students and employees to promote awareness and prevention of sexual harassment and sexual assault.

(H) Procedures related to this policy are detailed in the Sexual Harassment/Harassment investigative procedure, Procedure No. 3-33 (E).

## **Sexual Misconduct**

### **Policy 3-35**

Effective April 15, 1999

(A) The policies and procedures of Columbus State Community College are designed to establish and preserve the academic mission of the college, and sexual misconduct in the work or academic setting will not be tolerated. Sexual misconduct is a serious violation of college policy and procedures, and offenders will be subject to appropriate college adjudication processes and the full range of disciplinary action contained in college policy, up to and including discharge or dismissal.

(B) The college seeks to provide and maintain a professional learning and working environment and considers consensual sexual relationships in which one individual has direct responsibility for the evaluation of the other, or has responsibility for supervising, advising, or counseling the other in the course of carrying out his/her job responsibilities, to be unprofessional and subject to disciplinary action up to and including discharge or dismissal.

(1) For example, such consensual sexual relationships are prohibited when a student is enrolled in a class taught by the faculty member, is an advisee, or is in some other way subject to the faculty member’s supervision as the faculty member carries out his/her job responsibilities. Also prohibited are consensual sexual relationships between staff or administrative employees and the students or employees they supervise, professionally advise, or counsel in the course of carrying out their job responsibilities.

(2) To avoid being in violation of the sexual misconduct policy, those involved have the responsibility to notify the EEO Officer about their relationship and to seek a reasonable resolution.

(C) The college will provide annual educational information for students and employees to promote awareness and prevention of sexual misconduct.

(D) The registering of a complaint will in no way be used against the employee or student, nor will it have an adverse impact on the individual’s employment or student status. However, any individual knowingly or maliciously making a false or frivolous allegation of sexual misconduct will be subject to disciplinary action up to and including discharge or dismissal.

(E) Procedures related to this policy are detailed in Sexual Misconduct Policy No. 3-35

(E)

## **SEXUAL MISCONDUCT**

Procedure No. 3-35 (E)

Effective June 26, 2000

- (1) Members of the college community alleged to be involved in a consensual sexual relationship, in violation of the Sexual Misconduct Policy No. 3-35, are entitled to an investigative process and, if appropriate, a formal hearing as detailed in this procedure.
- (2) The college will make all reasonable efforts to maintain the confidentiality of parties involved in a sexual misconduct investigation. However, confidentiality cannot be guaranteed. Parties involved and individuals cooperating in any investigation, including appearing at a hearing, should treat all information as confidential and not engage in public discussion of the case.
- (3) When the EEO Officer is made aware of the alleged consensual sexual misconduct and has determined an investigation is warranted, the process listed below will be utilized:
  - (a) The Investigative Team as defined in Procedure No. 3-33 (E) appointed by the EEO Officer and the President to serve on a continuing basis to investigate sexual harassment complaints will conduct the institutional investigation of sexual misconduct and make written recommendations as to whether or not a formal hearing is warranted.
  - (b) It is college policy to investigate thoroughly and to resolve any reported incidents of sexual misconduct. To accomplish this, the alleged misconduct must be brought promptly to the attention of the administration. Except under extraordinary circumstances, in order for the college to take effective action pursuant to the Sexual Misconduct policy, any employee, student, or other person with direct knowledge that someone has violated the policy should communicate the violation within 180 days of the incident. It is important that complaints be resolved promptly at each step. Every effort should be made by all parties to expedite the process.
  - (c) The Investigative Team will be provided with a written summary of the allegation by the EEO Officer and will conduct an investigation into the alleged consensual sexual misconduct. The team will provide the respondents with the opportunity to respond to all appropriate information relating to the alleged consensual sexual misconduct and the opportunity to identify any person(s) who may have information that would be helpful to the Investigative Team.
  - (d) To the extent possible, the Investigative Team will protect the privacy interests of those involved and only provide the information to those designated under this procedure.
  - (e) Promptly after completing their investigation, the team shall recommend whether the alleged misconduct warrants going to a formal hearing. The written report prepared by the team will have supporting logic and reasoning and will be submitted to the EEO Officer.
  - (f) Within five (5) working days of receiving the Investigative Team's recommendation, the EEO Officer will determine if the complaint should go to a formal hearing.
  - (g) If it is determined that no hearing will take place, the EEO Officer will communicate the decision to the parties. The alleged policy violation will be considered resolved.
  - (h) At any point during the process the EEO Officer could reach an agreement with the parties as to an appropriate resolution to the alleged policy violation.

- (4) If the EEO Officer determines that the complaint should go to a formal hearing, within five (5) working days the EEO Officer will select three (3) individuals to serve on the Review Panel.
- (a) The EEO Officer will select three (3) individuals from the Employee Problem Review Panel described in Procedure No. 3-31 (B) (8). If one or both parties in the complaint is a student, one of the three panel members will be chosen from a special pool of six (6) students approved by the Provost from candidates recommended by the Associate Provost. The Associate Provost will make recommendations from students who are members of honorary organizations on campus, or in some other way have distinguished themselves as being capable to effectively serve on a hearing panel.
- (b) Review Panel members will be selected by the EEO Officer according to the following guidelines:
- (i) One panel member will represent the respondent's employment classification.
  - (ii) The panel will represent diversity.
  - (iii) The panel members will have no reporting or familial relationships to the parties involved.
  - (iv) The panel members will not be employed in the same work group or department as any of the parties.
  - (v) The panel members will not have been previously involved in the complaint.
- (5) Within five (5) working days after the panel has been selected, the EEO Officer will schedule an organizational meeting of the Review Panel to accomplish the following items:
- (a) The panel will select a chairperson and a secretary who will produce the panel's report of findings.
  - (b) The EEO Officer will review the hearing process as described in this procedure.
  - (c) The EEO Officer will provide the panel members and the alleged policy violator(s) with copies of documentation generated from the procedure to date.
  - (6) Within a reasonable period after the organizational meeting, the chairperson of the panel will schedule and conduct the hearing according to the following guidelines.
    - (a) To the extent possible the Review Panel will protect the privacy interests of those involved. Therefore, all individuals appearing before the panel will be advised not to comment on their discussions outside the proceedings of the hearing.
    - (b) The complainant(s) and the respondent(s) will be allowed to have an advocate of their choice (as defined in the Employee Problem-Solving Procedure No. 3-31 (B), pages 1 and 2) attend the meeting. Advocates may only consult with their party; they may not address the panel and may not ask questions. All advocates will be bound by the confidential terms of the hearing panel's rules.
    - (c) The EEO Officer will attend the hearing and represent the interests of the college.
    - (d) The panel will consider information it has received in writing from the Investigative Team, as well as the statements and other documents presented to it during the hearing. The panel may request members of the college community and others to appear at the meeting, and if necessary, continue the meeting to a later date.
    - (e) All persons other than the complainant(s), respondent(s), the EEO Officer, advocates of the parties, and the Investigative Team will be permitted to attend only during their own statements and questioning.
    - (f) Persons bringing alleged policy violations will be invited to make a statement for the

hearing panel. Panel members will be permitted to ask questions at the conclusion of these statements.

(g) Persons responding to the alleged policy violations will be invited to make a statement to the hearing panel.

(h) The Investigative Team will be invited to make a statement to the hearing panel members.

(i) At the conclusion of the panel's questioning, the complainant(s), the respondent(s), and the EEO Officer may ask questions of each other, but all such questions must be directed to the chairperson.

(j) Other persons may be asked to appear before the panel to make statements.

(k) At the conclusion of the panel's questioning, each of the parties and the EEO Officer may ask questions of the person providing information, but all such questions must be directed to the chairperson.

(l) After the panel has heard from all other persons invited to appear, the panel members may ask further questions of all parties, the Investigative Team, and the EEO Officer.

(m) The chairperson shall conclude the hearing, and the panel will retire to consider its decision.

(7) Within a reasonable period after the conclusion of the hearing, the hearing panel will issue a written report to the EEO Officer that will contain one of the following findings with supporting rationale:

(a) The college's sexual misconduct policy has not been violated;

(b) The college's sexual misconduct policy has been violated. To issue this finding, the panel must be convinced, in light of all the information presented, that it is more likely than not that the sexual misconduct took place.

(8) The parties will have the option to submit a written response to the report of findings issued by the Review Panel. These responses must be submitted to the EEO Officer within five (5) working days of receiving the report of findings.

(9) Using the report of findings and the responses that have been received, the EEO Officer will consult with the President and Director of Human Resources and make the decision regarding the appropriate action to be taken, which may include disciplinary action up to and including discharge or dismissal.

(10) The EEO Officer will then inform the respondent of the decision and the plans for corrective or disciplinary action, if any, and give the alleged offender an opportunity to respond. If disciplinary action is decided upon, the vice presidential administrator will send complete documentation of the incident to the Director of Human Resources to be placed in the offender's personnel file.

(11) The EEO Officer will inform the complainant concerning the resolution of the complaint.

(12) A record of every report of sexual misconduct received will become a part of a complaint investigation file. This file will be maintained separate from the employee's personnel file by the college EEO Officer. If the offender is found to have violated the policy, a sealed letter will be placed in the personnel file summarizing the complaint incident and its resolution, including any disciplinary action that was taken.

(13) Minor variations from this procedure which do not unreasonably prejudice the parties shall not be grounds to invalidate the process.

(14) There will be no retaliation against an individual bringing forth a good-faith complaint of sexual misconduct.

### **Crime Statistics for the years 2006, 2007 and 2008**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f), is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. The Jeanne Clery Act as its more widely known, was originally enacted by the Congress and signed into law by President George Bush in 1990. The act is named after Jeanne Clery, who was raped and murdered in her dorm room at Lehigh University in PA.

As of the 2008 report, Columbus State reports crime statistics only for those off campus sites meeting all four (4) requirements outlined in The Handbook for Campus Crime Reporting, U. S. Department of Education, Office of Post Secondary Education, 2005 version. Those four criteria are:

1. Owned or controlled by the institution and is located off campus;
2. Owned or controlled by a student organization and is located within the confines of the main campus;
3. Owned or controlled by a student organization and is located off campus; and
4. Owned by the institution, but controlled by a fraternity or sorority, and is located off campus.

Those sites and their addresses are:

- Bolton Field Center 5355 Alkire Rd., Columbus, OH
- Delaware Campus 1610 State Route 521 Delaware, OH (Scheduled to open in fall 2010)
- Dublin Center 6190 Shamrock Ct., Dublin, OH
- Westerville Center 7233 Gateway Dr., Westerville, OH

Columbus State Community College Public Safety crime statistics and crime log can be found on the department's web site at: <http://csc.edu/PublicSafety/cucr>.

### **Columbus State Student Handbook Information**

Student Handbook is online at <http://www.csc.edu/Handbook/index.asp>

#### **1. Counseling Services <http://www.csc.edu/counselingservices>**

Counseling Services offers academic, career, and personal counseling to currently enrolled students. Counseling services can address such issues as depression, anxiety, alcohol and drug abuse, academic concerns, adjusting to stressors and many other issues. Counselors provide confidential, individual counseling sessions on a short-term basis, crisis intervention, consultation, support groups, and referral to community resources, if needed. Career counseling services are also available to students who are undecided about their major or career path. Services include an assessment of skills and interest, assistance with career decision-making skills and creating a career exploration plan, choosing a college major, redirecting education plans, or planning for a career change.

All personal and career counseling sessions are free and confidential. Counseling services are available by appointment. Please call or stop by to schedule an appointment.

**2. Housing**

Student Activities Office

Nestor Hall 116

614-287-3656

The Student Activities Office does not make arrangements or recommendations for student housing. The office supplies information that comes to it from outside sources, including apartment listings from local realtors wanting to solicit students. Free copies of Apartment Finder magazine are available.

Columbus State Community College is a non-residential college.