

2017 Jeanne Clery Annual Security Report

*Columbus Campus
Delaware Campus
Regional Learning Centers*

“Providing an environment which is safe,
accessible, and conducive to learning”

This report was compiled by the Columbus State Community College Clery Compliance Team
Published on September 28, 2017

For more information, go to the Police Department web site at
csc.edu/publicsafety

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Columbus State Police Department
(614) 287-2525 or 911 for Emergency
Columbus Campus, Delaware Hall, Room 047 (24 hours, 7 days a week)
Delaware Campus, Administration Building, Room 133 (During the hours of operation)

Message from the Chief of Police

When one thinks of campus security, many think of our visible and dedicated campus police officers, dispatchers, security, and support personnel. They deserve recognition for their seen, and unseen work. However, in the sense of a campus community, the educational mission, and security interests are a collective responsibility. Every time a student, visitor, or employee calls us noting something "just doesn't look right", campus safety is enhanced, and an incident is prevented. That's community based policing at the grassroots level. The level of support we receive from you is mission critical and ensures successful outcomes. It's our duty to earn your trust.

Collaboration adds to our 24/7/365 crime prevention response capability, with partners such as the Discovery Special Improvement District (SID) security bike patrols, Columbus Police/Fire Department, Franklin County Sheriff's Office, Delaware County Sheriff's Office, Liberty Township Fire Department, Dublin Police/Fire Department, Genoa Township Police/Fire Department, Ohio State University Police, Ohio Highway Patrol, Ohio Office of the Attorney General, Federal Bureau of Investigations, and the United States Secret Service. In addition, safety is enhanced internally by our colleagues on the College Safety Council, Behavior Intervention Team, Threat Assessment Team, Enrollment Review Team, Risk Management Advisory Team, and the environmental health and safety training programs.

The sum of these pieces and parts of campus security results in a Columbus State environment that is safe and conducive for learning, as the statistics demonstrate. We are a reflection of society. Unfortunate things can happen anywhere, and when they do, we will be there for you. Having been a crime victim, I'm driven by my personal motto that "one crime is too many," especially if you were the victim. I hope that you take the time to become familiar with your Police Department, and our community engagement programs. We welcome your input as we travel the path of continuous improvement.

Thank you for the opportunity to serve.

Sean Asbury, CLEE
Chief of Police

POLICE DEPARTMENT VISION:

To Provide Excellent Customer Service While Protecting Our Campus Community.

Reporting Multiple Campuses

The Annual Security Report (ASR) includes campus information, College Policy Statements, and crime statistics for all Campus and Regional Learning Centers. These include:

- Bolton Field Center, 5355 Alkire Rd., Columbus, OH. 43228
- Columbus Campus, 550 E. Spring St., Columbus, OH. 43215
- Delaware Campus, 5100 Cornerstone Dr., Delaware, OH. 43015
- Dublin Center, 6805 Bobcat Way, Dublin, OH. 43016 (08/2015 – Present)
- Electrical Trades Center, 939 Goodale Blvd. Grandview Heights, OH. 43212
- Reynoldsburg Center, 6699 E. Livingston Ave., Reynoldsburg, OH. 43068
- Westerville Center, 7233 and 7207 Northgate Way, Westerville, OH. 43082
- South-Western at Grove City, 4750 Big Run Road South, Grove City, OH 43123

After Hours Access Authorization for Employees

Employees who want to enter a building after hours need a signed After Hours Access Authorization form on file in the Police Department. Any Columbus State Chairperson or Administrator can grant after-hours access to their employees. This form is available by accessing the intranet at the following website: intranet.csc.edu/afterhoursform. If you need help please contact the Police Department at (614) 287-2525 and a dispatcher will help you complete the form. In an effort to protect classrooms and lab equipment, the requesting employee must be present at the room before it will be unlocked.

Animals on Campus

Columbus State Community College Policy 13-03 governs animals on campus. Non-service animals are permitted on campus with the approval of the attending veterinarian in the Veterinary Technology Department. Therefore, to bring a non-service animal on campus a Miscellaneous Animals on Campus form must be completed and can be found online at: csc.edu/resources. Return the completed form and documentation to the Veterinary Technology Department, VT Room 201, at least three (3) weeks prior to the date you want to bring the animal on campus. If approved to bring a non-service animal on campus, the owner/handler must have the form with them whenever on campus.

College Safety Council

In July 2012, Columbus State Community College created the College Safety Council to elevate the importance of campus safety at Columbus State. The Safety Council is represented from Departments across the College. Some of these departments include:

1. Police – Sean Asbury, Chief of Police
2. Veterinary Technology – Vacant
3. Automotive – David Foor, Faculty
4. Biological/Physical Sciences – Karen Rippe, Faculty
5. CSEA Labor Union – John Nedel, Faculty
6. Delaware Campus – Richard Bartlett, Faculty
7. Human Resources – Jacqueline Leisenheimer, H.R. Business Partner
8. Information Technology – Doug Rellick, IT Disaster Recovery
9. Legal Office – Jackie DeGenova, Deputy General Counsel
10. Facilities Management – Vanessa Cummings, Parking and Access Supervisor
11. Regional Learning Centers – Teresa Lister, Site Specialist
12. Facilities Management - Tim Butcher, Safety Coordinator
13. Staff Advisory Council – Kienee Aloysius, Staff

14. Records and Registration – Elisabeth Yount, Assistant Director
15. Academic Advising – Vacant
16. Director of Student Conduct – Terrence Brooks
17. Student Life – Reneè Hill, Dean of Student Life
18. Columbus State Student – Vacant

The Safety Council is co-chaired by the Chief of Police, Sean Asbury, and a Faculty member from the Automotive Program, David Foor. The Council is committed to creating a safe, secure learning and work environment by:

- Understanding the College's safety programs, and each person's responsibility as a member of the College community to advance a safe and secure environment;
- Identifying issues of key concern;
- Providing feedback on programs, policies and procedures related to College safety, including emergency preparedness, crime prevention, education and training, safe and secure computing environment, and communication;
- Serving as a key communicator about College safety within the College community

Campus safety information can be forwarded to the Safety Council by contacting any of the appointed representatives or emailing the safety council at: safetycouncil@cscc.edu.

Risk Management Advisory Team (RMAT)

The Risk Management Advisory Team identifies key risks that face the College; develop plans that prioritize and mitigates risks; conducts ongoing risk monitoring, and evaluates the College risk factors and mitigation efforts. These objectives are accomplished by directly learning from employees that outline the College's most significant areas of exposure and implement controls to mitigate risks. The RMAT include membership from the following areas:

1. Institutional Effectiveness
2. Police Department
3. Information Technology
4. Academic Affairs
5. Legal Office
6. Equity and Compliance
7. Facilities Management
8. Business & Administrative Services
9. Fiscal and Compliance Services
10. Marketing and Communications
11. Enrollment Management and Student Services

Campus Security Authorities - Who Are They?

- Senior Vice President of Administration and General Council
- Vice President Enrollment Management and Student Services
- Dean of Student Life
- Dean of the Delaware Campus
- Director of Student Conduct
- Student Conduct Program Coordinator
- Director of Student Engagement and Leadership
- Assistant Director of Student Engagement and Leadership

- Director of Equity and Compliance/Title IX Coordinator
- Deputy Title IX Coordinators
- Director of Intercollegiate Athletics
- Athletic Team Coaches and Assistant Coaches
- Faculty/Staff Advisors to Student Organizations
- Chief of Police
- Columbus State Police Officers
- Director of Regional Learning Centers

Children on Campus

Columbus State Community College Policy 13-11(c) governs children on campus and states:

- Children 14 years of age and under must be accompanied and attended by an adult while on the campus, unless enrolled or seeking enrollment in a Columbus State Community College program in accordance with Ohio Department of Education regulations. Adults who bring children to campus must control their actions and may be asked to remove them from the campus if they create a disturbance or otherwise impact the operations of the College. Children are not to be taken to classrooms, laboratories, or clinical sessions unless they are to take part in the educational program.
- Children cannot be left unattended while parents are in class, in hallways, computer labs, vehicles, the testing center, or other areas on campus. If children are left unattended, parents will be contacted in class and asked to remove their children from campus. This policy applies to the Columbus Campus, Delaware Campus, and all Regional Learning Centers.

Clery Annual Security Report Preparation

The completion of the Annual Security Report (ASR) is assigned to the Police Department but is completed in collaboration with the College Clery Compliance Team.

The College Clery Compliance Team include the following internal partners: 1) Department of Student Life, 2) Human Resources, 3) Counseling Services, 4) Legal Office, 5) Office of Equity and Compliance, 6) Office of Student Code of Conduct, and 7) Police Department.

The Columbus State Police Department is responsible for preparing and distributing the final report to the Columbus State Campus Community. We encourage our campus to use this report as a guide for safe practices on and off campus.

Since Columbus State operates its own Police Department, all crimes, including Clery, are reported to the U.S Department of Justice and the FBI Uniform Crime Report, through the Ohio Law Enforcement Gateway (OHLEG) Report Management System.

Clery Crime Statistics

Clery crime statistics, annual security report, crime alerts, crime logs, and emergency information, are available online at csc.edu/publicsafety.

However, if you prefer a printed copy of the Annual Security Report, you may obtain one at the Police Department located on the Columbus Campus in Delaware Hall, Room 047, or on the Delaware Campus, in the Administration Building, Room 133.

Clery Emergency Notifications and Timely Warnings

Clery Emergency Notification

The purpose of an emergency notification is to warn the campus community about a significant critical incident that represents a sustained and impending threat to life or property to the campus community. The Police Department's Administration, Communication Technicians, Emergency Preparedness Coordinator, College President, and Senior Vice President of Administration and General Counsel, are authorized to initiate an emergency notifications without an unreasonable delay so the campus can take immediate precautions. Emergency notifications can be issued through the public address (PA) systems, email, media, and the Columbus State RAVE emergency notification system. Students and employees are encouraged to register their cell phones so they can receive text alerts.

Clery Timely Crime Warning

To promote safety and prevent additional crimes, the Police Department will issue a timely warning of crimes that represent a serious and continuing danger to the campus community. These crimes are outlined by the Jeanne Clery Act and include: 1) murder, 2) negligent manslaughter, 3) non-negligent manslaughter 4) forcible rape, 5) forcible sodomy, 6) sexual assault, 7) forcible fondling-with an object, 8) incest, 9) non-forcible statutory rape, 10) domestic violence, 11) dating violence, 12) stalking, 13) robbery, 14) aggravated assault, 15) burglary, 16) motor vehicle theft, 17) arson, and 18) hate crimes.

Issuing timely warnings are decided by the Police Department on a case-by-case basis after considering all the facts surrounding the crime. Some of these considerations include: 1) nature of the crime, 2) continuing danger to the campus community, 3) Clery criteria, and 4) possible risk of compromising a law enforcement investigation. Once the known facts are assessed, a timely warning may be issued through email, texts, media, or other appropriate message systems. The Columbus State RAVE emergency notification system is the primary mode for campus alerts.

Rave Guardian

Columbus State has contracted with Rave Mobile Safety for their Rave Guardian services. These features can be downloaded to your smart phone through the Apple or Android Application store and can be found by searching "Rave Mobile Guardian". This service has several elements that enhance existing safety services to the campus community. These services include:

- **Safety Timer:** This acts like a virtual security escort for students and employees. They can open the Rave Guardian application on their cell phone use a four digit PIN, and set a timer after estimating the time it will take to reach their destination. In addition, a message can be left for the police that describes your starting point, destination, path of travel, and clothing should you need assistance. Once activated, the timer will send reminders as it nears its end. If the timer expires before it is de-activated the Rave Guardian application will send an alarm into the Police Department Communications Center. The communication technician will check the person's profile, call the user for a wellness check, or dispatch a police officer, if needed.
- **Send a Tip:** A text message can be discretely sent to the Columbus State Police Department about suspicious activity or crimes on campus.
- **Call the Police Department:** This feature turns your phone into a panic button because when activated, it calls directly into the Columbus State Police Department.

However, you will only be able to use Rave Guardian if your phone is registered through Rave Mobility and the mobile application has been downloaded. You can register your phone by visiting the Police Department website at: cscs.edu/rave

Collective Responsibility

The following programs are designed to ensure campus and personal safety, collective responsibility, and crime prevention:

- Crime Prevention Officer
- Behavior Intervention Team (BIT)
- Threat Assessment Team (TAT)
- Enrollment Review Team (ERT)
- Risk Management Advisory Team (RMAT)
- Annual Employee Student Orientation
- College Safety Training

Campus Information

Columbus Campus

- The Columbus Campus is located at 550 E. Spring Street, Columbus, Ohio (just east of downtown Columbus)
- Police personnel can be reached by calling (614) 287-2525 or 911 for an emergency.
- Normal campus operating hours for the Columbus Campus are Monday - Friday 6:00 a.m. to 11:00 p.m. Buildings generally close at 6:00 p.m. on weekends except for special events. There are varying class hours on weekends and some holidays.
- Classes may be delayed or canceled so check the College website, e-mail, and local media for any changes due to weather or emergencies.
- The Columbus State Police Department has the authority to arrest and investigate all crimes on campus. In addition, they have excellent collaborative partnerships with local, state, and federal law enforcement agencies. (ORC 3345.21; CSCC Policy/Procedure 11.01).
- Criminal acts, accidents, suspicious behaviors, and emergencies must be reported to the Columbus State Department Police Department at (614) 287-2525. During an emergency, call 911.
- The Columbus State Rave emergency notification system sends text messages as the primary mode for campus alerts.

Delaware Campus

- The Delaware Campus is located at 5100 Cornerstone Boulevard., Delaware, Ohio (south of the City of Delaware).
- Police personnel can be reached by calling (614) 287-2525 or 911 for an emergency.
- Normal campus operating hours for the Delaware Campus are Mon-Thurs 7:00am to 11:00pm, Fri 7:00am-5:00pm, Sat 7:00am-4:00pm, and Sun Closed. There are varying class hours on weekends and some holidays.
- Classes may be delayed or canceled so check the College website, e-mail, and local media for any changes due to weather or emergencies.
- Law enforcement and criminal acts are under the jurisdiction of the Columbus State Police Department and the Delaware County Sheriff's Office.
- Criminal acts, accidents, suspicious behaviors, or emergencies must be reported to the Columbus State Police Department at (614) 287-2525. During an emergency, call 911.

- The Columbus State Rave emergency notification system sends text messages as the primary mode of campus alerts.

Crime Prevention Tips

It is everyone's responsibility to maintain control over their book bags, books, laptops, electronics, and other personal property during leisure and meal times, and in the classroom. Items to consider:

- Take a moment to determine what you actually need throughout the day and limit what you bring to campus.
- If you need to leave an item with someone, make sure you know and trust the person with your property.
- Please record all serial numbers and photograph your belongings to make identification easier if it is stolen.
- To keep yourself and your property safe, always be aware of your surroundings.
- Always feel free to contact the Police Department at (614) 287-2525 if you have any safety concerns.
- Do your part to ensure your college experience is a safe and rewarding venture.
- Secure valuables in your vehicle's trunk so they can't be seen by others.
- For crime prevention and sexual assault prevention presentations, contact Police Officer Megan Hale at (614) 287-2525.

Crime Reporting (Student/Employees) and What to Do If You Are a Victim of Crime **College Policy 13-11 (E) (5)**

For purposes of meeting federal and other reporting requirements, criminal acts and other emergencies must be reported immediately to the Police Department at (614) 287-2525, or in person in Delaware Hall, Room 047. If you've become the victim of a crime on campus or in a campus-controlled facility, please take the following steps:

- Immediately report the crime to the Police Department at (614) 287-2525 (or the local police agency). If possible, don't leave the area until you have spoken with a police officer about the incident; leaving consumes valuable investigative time. Your safety is the primary concern; if you feel safer leaving the area, do so and call the police as soon as you can.
- Try to get a description of the suspect, noting gender, race, and clothing.
- If the suspect enters a vehicle, get a description of the vehicle, license plate number, and direction of travel.
- Preserve evidence; do not touch or move anything. In case of a sexual assault, do not launder clothing or take a shower. There may be valuable transfer evidence on your clothing or body. For more information see "Procedures Victims of Sexual Misconduct are Encouraged to Follow" on p. 25.
- Counseling services are available in Nestor Hall, Room 010, or by phone at (614)-287-2818. (Also see "Counseling – Columbus Campus" on p. 30).

Victims of crime face many setbacks as a result of their experience. The Ohio Attorney General's Crime Victim Section provides funding and services to aid victims, training for professionals who assist them, grants for victim service providers, and crime prevention programs for Ohio communities. For more information, visit the Ohio Attorney General's web page at: ohioattorneygeneral.gov/VictimsCompensation.

The Attorney General also provides a website where you can obtain information about the custody status of an offender 24-hours a day. This web site, called VINELink, is the online version of

VINE (Victim Information and Notification Everyday) and the National Victim Notification Network and can be accessed at: vinelink.com.

Clery Crime Awareness and Campus Security Act

Federal legislation requires Columbus State Community College to maintain statistics on the types and number of certain specified crimes on College property as well as policies dealing with campus security. The Columbus State Police Department is responsible for the Clery Crime Statistics and Information (Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, United States Code 20 U.S.C. 1092 [f]), and the Annual Security Report which is produced in collaboration with a cross-campus College Clery Compliance Team. To access this information, contact the Columbus State Police Department, Delaware Hall 047, or visit our website at: csc.edu/publicsafety

Alcohol and Drugs,

Policies and Sanctions

- **Students - Student Code of Conduct Policy 7-10**

The Columbus State student code of conduct policy can be located at:

csc.edu/studentcodeofconduct. This policy outlines the following behaviors as violations of Columbus State's community values: Use, possession, sale, or distribution of alcoholic beverages; Use, possession, or distribution of a narcotic, inhalant or other controlled substances, as well as drug paraphernalia, except as expressly permitted by law; Abuse or misuse of prescriptions or over-the-counter medications. 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, including possible suspension or expulsion from the College. Students could also be subject to arrest and prosecution under applicable local, state, or federal laws.

- **Employees - College Policy 3-46 – Drug-free Work Place**

The Columbus State policy for a drug free work place is located at: csc.edu/drugfreeworkplace.

The College desires to provide a safe work environment free from the unlawful manufacture, use, dispensing, possession, sale, or distribution of controlled substances and alcohol. As a condition of employment, all employees of Columbus State Community College are required to adhere to this policy. If the drug free work place policy is violated, employees can be subject to College Policy 3-32, Disciplinary Action, which is available at: csc.edu/disciplinaryaction. This policy does not apply to employees whose rights and obligations concerning controlled substances and alcohol are governed by the terms of a collective bargaining agreement with the College.

Treatment Programs

Columbus State Community College offers on-campus alcohol and drug counseling for students. Locally, counseling and referral assistance is available to students and employees who are troubled by alcohol or drug use problems. Services are provided by a variety of providers (e.g. Maryhaven, Netcare Access, Southeast Mental Health, Columbus Area Inc., North Central Mental Health, YWCA Wings Program, YMCA, and Volunteers of America). Staff and faculty who are experiencing symptoms associated with their own or someone else's alcohol or drug use are encouraged to seek help through local community resources or through Matrix, the College's employee assistance provider. Columbus State employees with health insurance benefits also may seek assistance through United Health Care (UHC).

Employee Assistance Program (EAP)

MATRIX provides confidential counseling services to full-time and part-time employees (except adjuncts, temporary employees and work study students) their spouses, and dependent children. Individuals are permitted a certain number of free sessions per condition and additional care may be continued under employees' health care coverage. Issues covered by Matrix include: abuse, alcohol and drug abuse, depression, family and parenting problems, legal problems, stress, financial, and many others. Matrix also provides helpful online resources. Matrix is located at:

MATRIX (Integrated Psychological Services)

2 Easton Oval, Ste. 450

Columbus, OH 43219

(614) 475-9500

www.matrixpsych.com

Information about MATRIX services is provided during new employee orientation, in the employee benefits packet, and brochures are at the front desk in Human Resources. Additionally, a MATRIX representative attends the Spring Wellness Fair, a newsletter is included throughout the year in the College Update, and is posted on Columbus State's website at: matrixpsych.com/EAP.

Emergency Evacuation of People with Disabilities

People with disabilities capable of exiting a building by using the stairs should familiarize themselves with at least two (2) exits from any classroom, building, or facility on campus. Evacuation maps indicating exits are clearly posted in campus buildings. Stairwells are the point of rescue for people with disabilities. They will be assisted in evacuating the building by emergency responders.

At the first indication of a building evacuation, people with disabilities should go to the stairways, and emergency responders will assist with evacuations. DO NOT enter the elevators during an emergency unless assisted by uniformed officers.

Faculty should note the presence of students with disabilities and discuss evacuation procedures:

- During power outages, buildings have evacuation exit lighting with limited backup batteries.
- Be alert for the possibility of fire, smoke, explosions, or other threats. If detected, pull the fire alarm and evacuate the building.
- Exit immediately to the nearest emergency fire exit. If inaccessible, use an alternate emergency exit. Persons needing assistance should proceed to the nearest stairwell and wait for emergency responders to assist you. DO NOT use the elevators unless assisted by emergency responders.
- Notify police personnel of anyone who was unable to evacuate.
- Evacuate a distance of 500 feet away from the building which allows others to exit quickly and provides access for emergency equipment and personnel. Take personal items such as keys, bags, cell phone, and medications with you. DO NOT re-enter the building unless directed to do so by emergency responders. Classes may be delayed or canceled so check the college website, e-mail, and local media for information.

Emergency Management Information

During an emergency, each of us must take responsibility for our own safety and assist those around us, especially helping people with disabilities. For more information, go to the Columbus State Police Department website located at: cscs.edu/publicsafety

The Police Department Emergency Preparedness Coordinator maintains the College Emergency Action Plan (CEAP) and assists other departments with emergency response guidelines and annual drills. The College Emergency Action Plan can be found at: cscs.edu/CEAP. There were four (4) Timely Warnings sent to the Columbus State Campus Community in 2016.

Emergency Preparedness Accomplishments in 2016

- Non-emergency messaging was transitioned to Marketing and Communications in an effort to streamline campus communications. Training to use the Rave messaging system was completed for General Counsel and Administration and Marketing and Communication.
- Speakers and microphones were installed in the Emergency Operations Center (EOC) and the Police Department training center to enhance the emergency communications platform. This will ensure there is an adequate communications network during a campus emergency.
- Microphones were installed in the lobby of the Police Department to provide remote video and audio access during an emergency.

Emergency Phone Locations

Emergency phones are strategically located in buildings and elevators. Building phones are affixed to interior corridor walls. The system notifies our Police Department Communications Center of the location of the activated phone. These Emergency phones serve as a speaker and microphone so the caller can hear and speak directly to the Police Department Communications Technician.

The Delaware Campus has parking lot phones located on the northwest exterior of Moeller Hall and in the center of the parking lot outside of Moeller Hall. These phones have a blue light on top of the phone standard (pole). When the phone is activated, the light will flash and alert the Police Department Communications Center of the emergency and phone location.

Fire Prevention

Extension cords cannot be used for more than twenty-four (24) hours or affixed to structures, extended through walls, ceilings, floors, doors, under carpets, or floor coverings. Extension cords used on campus can be obtained from the Facilities Management Department.

- Space heaters must be electric (non-kerosene) and must have an automatic shut off if tipped over. Heaters cannot be placed within three (3) feet of any combustible materials.
- Coffee pots and hot plates are limited to UL approved commercial grade units that are installed in an approved manner and location.
- The use of a multi-plug adapter is prohibited.
- A 30-inch clearance is to be maintained between all electrical service equipment and storage items.
- The use of open flame or burning candles are prohibited, except as approved by the Campus Safety Coordinator.

- The use of all tobacco products are prohibited on all Columbus State properties including parking lots, garages, and all outside areas.–For more information, refer to the CSCC Employee Safety Manual at: cscce.edu/HazardousMaterialManagement.pdf.

Fire, Arson, Fire Suppression, and Monitoring

- Columbus State’s fire suppression and alarms systems are monitored 24 hours a day, 7 days a week by a third party vendor and the Columbus State Police Department.
- Columbus State Community College is a non-residential college.
- Columbus State Community College has had no loss of life and no major building structure fires.
- All new full-time employees receive fire prevention training through Columbus State, including the proper use of a fire extinguisher. Select employees receive fire extinguisher refresher training.
- Fire suppression systems include:
 - Dry chemical systems used in kitchen areas (class A-B-C-F engineered systems and portable fire extinguishers).
 - Wet systems used in science labs (class A-B-C-or D portable fire extinguishers).
 - Wet systems, Pre Action systems, Anti-freeze loop systems, and Dry systems used in academic buildings (Class A-B-C-D).
 - Clean Agent fire suppression systems are used in computer server rooms (Class ABC, Clean Agent, or Carbon Dioxide portable extinguisher).
- Systems are designed to prevent or lessen the potential loss of life and property and to quicken the response of the Fire Department and first responders.

ID Cards

Employees

Employee ID cards are made in Student Central in the lower-level of Madison Hall, on the Columbus Campus. To obtain an ID card, employees must present a letter from Human Resources confirming employment and a driver license or other government issued photo ID. If an employee ID card is lost or stolen, immediately report it to the Police Department so building access can be terminated and others can’t use the card to gain access with the employee’s privileges. All access that is granted by an ID card is the responsibility of the card holder.

Students

Student ID cards are made in Student Central in the lower-level of Madison Hall as well as in Moeller Hall on the Delaware Campus. To obtain a student ID card, student fees must be paid in full, and the student must have a driver’s license or other government issued photo ID. Replacement ID cards are \$4 and can be paid for in the Cashier’s and Student Accounting Office in Rhodes Hall. When you request your replacement ID you must have your receipt from the Cashiers Office. The Student Central service hours can be found at the following website:

cscce.edu/studentcentral

Lost and Found Items

In accordance with Columbus State Community College Procedure No. 13-11 (E) (I), the collection and disposal of lost and found items of value is the responsibility of the Police Department. An item of value is defined as any item with an estimated value of \$100 or more, including driver’s licenses, personal identification documents, laptops, cell phones, electronics, checkbooks, credit cards, and cash. These items will be placed in the property room for safe

keeping. Other accepted items including backpacks containing valuables, prescription medications, textbooks, and other items deemed appropriate by a supervisor, may be kept in the property room as well. For sanitary reasons, **clothing items, food, and drinks are not accepted** into Lost and Found. Property at the Delaware Campus will remain there for approximately sixty (60) days and will then be brought to the Columbus Campus. The property will be delivered to the Communication Center and added to the Lost and Found inventory and will be retained in accordance with the Ohio Revised Code and departmental procedures. Property not claimed within ninety (90) days will be disposed of in accordance with the Ohio Revised Code and departmental procedures. A current list of Lost and Found items can be found on the Police Department website: cscs.edu/lostandfound

Claiming Lost and Found Items

- Columbus Campus - This property can be claimed in the Police Department, Delaware Hall, Room 047 Sunday - Wednesday between 7:00 a.m. to 4:00 p.m.
- Delaware Campus – This property can be claimed in the Police Department located in the Administration Building, room 133 Monday – Friday between 7:00 am to 4:00 pm. Property not claimed within sixty (60) days will be transferred to the Police Department property room located on the Columbus Campus and disposed of through the court system.
- To claim property, a Cougar ID, driver's license, or government issued ID must be presented to verify the identity of the owner.

Missing Persons

In the event a person should become missing from campus, the Police Department should be notified immediately. A Police Officer will respond, gather information, and relay it to other police personnel. An on-campus search for the missing person will begin and the local police agency will be notified for assistance. If there is reason to believe the missing person was last seen off campus, the case will be referred to the jurisdictional police agency and the missing person's family will be advised to contact that agency as well. The Columbus State Police Department will assist the investigating agency as requested by the agency.

MOU Disclosure for Criminal Investigation

The Columbus Police Department, Delaware County Sheriff's Office, Ohio State Highway Patrol, Ohio Bureau of Criminal Identification and Investigation (BCI), Federal Bureau of Investigation (FBI), or other appropriate agencies will assist our police with selected investigations, such as sexual assaults, homicides, arson related offenses, missing persons, or other offenses that would require specialized equipment or training to properly investigate.

The Columbus State Community College, The Ohio State University, and the Delaware County Sheriff's Office have signed agreements that permit mutual assistance and use of their respective police resources, including personnel and equipment in situations where one department needs and requests the assistance of the other.

Ohio Law Enforcement Gateway (OHLEG) Records Management System

The Ohio Law Enforcement Gateway is a records management system administered by the State of Ohio Office of the Attorney General, and is used by the Columbus State Police Department for reporting crimes, fires, and incidents.

Campus Parking

Parking Permits

- All motor vehicles, (excluding visitor and vendor vehicles parked at campus meters), including motorcycles, parked on property controlled by Columbus State must have a current Columbus State parking permit. Student permits can be purchased online or, by calling the Telephone Information Center (TIC) at 614-287-5353 and paying by credit/debit card (Visa, MasterCard, Discover), or from the Cashiers and Student Accounting Office located on the second the floor of Rhodes Hall on the Columbus Campus.
- To purchase a permit, students must have paid tuition fees. One parking permit is allowed per person. Please update your mailing address and allow two (2) weeks to receive your permit by U.S. Mail.
- Lost or stolen permits will be replaced at a cost.
- Temporary visitor permits are available from Facilities Management at no cost. They are issued to individuals that are not affiliated with the College but need to temporarily park a vehicle on campus. Student temporary permits will be issued once verification of a permit has been purchased for the semester. Employee permits are provided at no charge with verification of active employment.
- Unpaid fines from College parking citations are submitted to the Ohio Attorney General's Office for collection, as required by law, ORC 131.02. Restrictions are placed on student accounts for unpaid citations.
- College parking citation appeals must be made within ten (10) calendar days of the date of issuance. Details of the appeals process are available online at cscs.edu/parkingappeals and follow the link to Citation Appeals. Decisions on appeals are final.
- During the appeals process, the citation must be paid to remove the restriction from your student or employee account and to avoid charges going to collections. Payments are not an admission of guilt and if your appeal is successful, an adjustment will be made to your account.
- Police-issued State of Ohio citations are processed by the local courts, not Columbus State.
- Columbus State parking meters are for visitors only and must be paid.
- Unauthorized and illegally parked vehicles are subject to being cited and immobilized or towed at the owner's expense.
- Columbus State Community College disclaims all responsibility for losses from or damages to vehicles parked on, or towed, from property controlled by Columbus State.
- If your vehicle has been towed from campus, please contact the Police Department at (614) 287-2525, or stop in person at Delaware Hall, Room 047 for release of your vehicle.
- Secure your vehicle. More information on parking regulations, fines, and the appeals process can be found at cscs.edu/parking

Accessing Disability Parking

- Anyone parking in an accessible disability parking space must have a state issued disability license plate or placard, in accordance with Ohio Revised Code 4511.69 and a valid Columbus State parking permit.
- Disability permits are non-transferrable.
- Violators can be cited, towed at the owner's expense, or a vehicle immobilization device may be applied, and fined up to \$500.00 in accordance with state law.
- If a current state issued disability placard is properly displayed along with a Columbus State parking permit, parking is available in any lot on campus in the event that all designated disability parking spaces are full. If you are parked at a meter, it must be paid.

Police Department

The Columbus State Police Department is responsible for law enforcement, emergency management, crime prevention, and campus security. Due to the College's participation in a unique neighborhood security partnership, our police are supplemented by an additional layer of security that blankets the Columbus Campus area with Columbus Police Officers and Discovery Special Improvement District Security Patrol.

The Delaware Campus is staffed during the hours of operation by Columbus State Police Officers and Security Specialists, who are assisted by the Delaware County Sheriff's Office.

The Police Department, centrally located on the Columbus campus in Delaware Hall, Room 047, is staffed 24 hours a day, 7 days a week. Columbus State Police Officers are certified by the Ohio Attorney General's Office, Ohio Peace Officers Training Council, and have full arrest authority, granted by the Ohio Revised Code, Section 3345.04. Some of the services provided by the Police Department are:

- Crime prevention, education, and patrol of campus;
- Investigation of crimes, threats, harassment, disruptive or offensive actions, and disorder;
- Investigation of forced entry, theft or vandalism, and other criminal activity;
- Security escort service and virtual Rave escort;
- Basic First aid;
- Enforcement of local laws, state laws, federal laws, and College policy.
- Finally, the Columbus State Police Department is an accredited agency through the Ohio Collaborative

Police Department

Police Unit

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

In addition to heavily emphasized foot patrol, the Police section utilizes both motor vehicles and bicycles to actively patrol the campus. The Police Department operates on a twenty-four (24) hour basis. Officers are assigned to geographic zones, called districts, in which they are responsible for calls for service and patrol. All officers are expected to work collaboratively with members of the campus community, as well as with local, state and federal law enforcement agencies.

Columbus State Police Officers are trained as Crisis Intervention Team (CIT) officers and receive forty (40) hours of training in the area of mental health response from the Columbus Police Department's Crisis Intervention Team and Net Care Services. The team primarily assists in situations where a person is suffering from a personal crisis and is in need of rapid, on-scene assistance. Should a major crime occur on campus, it may be investigated by the Columbus Police Department or other law enforcement agency, with the assistance of the Columbus State Police.

Communications Unit

The Communications unit is staffed by non-sworn members of the Police Department. Some of the duties performed by the Communications Section include, but are not limited to: 1) central monitoring of campus alarm systems, 2) fingerprinting, 3) customer service, 4) answering

telephone calls for service, 5) dispatching appropriate resources, 6) vehicle registration checks, 7) operator license checks, and 8) wanted persons checks through the Law Enforcement Automated Data System (LEADS). Members of the Communications Section receive advanced training for emergency dispatching through the Association of Public Safety Communications Officials (APCO) and other related courses throughout the year.

Security Unit

The Security unit handles a myriad of functions. Team members have no arrest authority but assist the police in patrolling the campus.

Members of the Security team work overlapping hours to supplement the campus police officers. Some of the work completed by the Security Team in 2016 includes:

- Community escorts
- Access assistance
- ID cards
- Vehicle jump starts and lockouts
- Response to fire alarms
- Response to Simplex alarm system
- Emergency phone inspections and reporting operational problems to the Information Technology (IT) Telecommunications

Significant Accomplishments

During the calendar year 2016, the Police Department 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 include:

- The Columbus State Police Department, Delaware County Sheriff's Office, Westerville Police Department, Worthington Police Department, Powell Police Department, Reynoldsburg Police Department, Ohio Association of Chiefs of Police (OACP), and Franklin University have entered into a collaborative partnership to design an innovative training concept for police officers in Central Ohio. This training model was designed to standardize training for police officers, provide quality curriculum and instructors, align in-service training with college credit, and create a continuous educational pathway for police officers from an Associate's degree through a Master's degree. A fifty (50) thousand dollar feasibility grant was awarded by the Local Government Innovation Program (LGIP) to test the feasibility of this innovative training concept.

Environmental Health and Safety

- Coordinate Annual Fire extinguisher inspections
- Coordinate with local fire prevention units for annual safety inspections
- Maintain fire alarm, card access, and monitoring panels
- Coordinate monthly inspection of fire pumps, fire hydrants, fire doors, sprinkler systems, and water flow tamperers
- Maintain documented fire hydrant locations
- Maintain documented stand pipe connections
- Monthly Inspection of Columbus State facilities, which include: 1) Fire extinguishers, 2) emergency lights, 3) accessible routes; including doors and doorways, 4) exit signs, and 5)

clearance heights in storage areas)

- Maintain documented emergency shut offs for campus buildings
- Maintain room opening schedules for officers to stream line operations
- Safety education presentations
- Change batteries in all on campus parking meters semi-annually

Facilities Management – BIO Waste

- Infectious waste disposal
- Hazardous waste disposal

Police Service Standards

- Assist Columbus State students, staff, faculty, and visitors.
- Create and maintain a feeling of respect for and confidence in the Columbus State Police Department.
- Maximize the development and job satisfaction of Department employees. This will enable the Department to attract, retain, and secure the commitment of qualified personnel, which is necessary to accomplish the Department's mission, vision, and goals.
- Ensure the College receives the greatest benefit from the Police Department resources.
- 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 the 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.
- Facilitate the safe and orderly movement of people, and traffic on campus. All Police Officers receive bi-monthly in-service use of force simulation training through the Milo interactive use of force simulator.

Specialized Police Training

- Department members exceeded the requirements for annual firearms training prescribed by The Ohio Peace Officer Training Council (OPOTC).
- All personnel have been successfully trained in the areas of blood borne pathogens, CPR/AED/First Aid, fire extinguisher, and hazardous communications.
- The Police Department scheduled and conducted four thousand six hundred and fifty five (4,655) hours of in-service training for department personnel.
- The Police Department certified four (4) Police Officers and one (1) Security Specialist as bicycle officers.
- The Police Department partnered with Disability Services to provide American Sign Language (ASL) training to police personnel. This provided the ability for emergency personnel to communicate with our deaf community during an emergencies.
- Deputy Chief of Police Steven Schemine and Sergeant Dia Sopraseuth completed the Police Executive Leadership College (PELC) for middle managers through the Ohio Association of Chiefs of Police (OACP).

- The Police Department partnered with Facilities Management to provide defensive driving training to Facilities personnel that utilizes college vehicles. This training was designed to reduce risk to the college from crashes involving college owned vehicles.
- The Police Department collaborated with Student Life to create and conduct a two (2) day threat assessment training seminar for campus partners. This was completed in December 2016.
- All Police Department supervisors and Senior College leaders were trained in risk management with internationally renowned risk management expert Gordon Graham. In addition, Gordon Graham trained all Police Department personnel in Providing a Customer Service WOW and Ethical Decision Making for Supervisors.
- Sergeant Laura Diamond completed a Dignitary Protection Course hosted by the Ohio State Patrol to align Columbus State in national best practices for high profile visiting dignitaries.

Police - Authorized Staffing

- The Police Unit consists of twenty-six (26) Police positions, which include: one (1) Chief of Police, one (1) Deputy Chief of Police, three (3) Lieutenants of Police, five (5) Sergeants of Police, and sixteen (16) uniformed police officers.
- The Security Unit consists of six (6) Security positions, which include: one (1) Safety and Security Coordinator and five (5) Security Specialists.
- The Communications Unit consists of ten (10) Communications positions, which include: one (1) Sergeant of Dispatch, two (2) Communication Technicians II, and seven (7) Communication Technicians I.

Police Strategic Goals

Strategic goals for the Police Department include, but are not limited to:

- Research, create, and revise emergency management procedures for the college community that align with national best practices and are applicable to organizations with the size and complexity of Columbus State.
- Research, recommend, and purchase equipment for the Columbus State Police Department that will ensure a safe and secure learning environment for faculty, staff, students, and administrators while reducing risk for the organization.
- Solidify a Community Policing philosophy that increases officer visibility, ensures targeted patrol philosophies, and makes the Police Department a strength of the College.
- Create a Police Department training philosophy that increases officer awareness, safety, and reduces risk to the college.

These strategic goals align with the President's Task Force on 21st Century Policing.

Reporting a Crime, Accident, Fire, or Emergency

If an emergency exists, immediately call 911, then the Police Department at (614) 287-2525. You can also text crime tips to the Police Department through the RAVE system.

Criminal acts, accidents, medical emergencies, suspicious behaviors, or other emergencies must be reported to the Police Department. You can call the Columbus State Police at (614) 287-2525,

visit in person on the Columbus Campus at Delaware Hall, Room 047, use an emergency phone, or contact the local police by calling 911. When calling the police please be prepared to give the Communications Center the following information:

- The nature of the emergency: Fire, personal injury, illness, etc.
- Your name and phone number.
- Exact location of the emergency.
- Description of suspicious activity or emergency

Safety and Security Systems

Security cameras operate in a limited number of public spaces for the potential preservation of criminal evidence in the event of a crime. These camera systems are not routinely monitored. The Police, Information Technology, and Facility Management Departments are responsible for the operation, maintenance and support of safety, fire, and security systems.

Sex Offenders and Advising the Campus

The Police Department provides a link to the Ohio Attorney General's website that identifies sex offenders through the Electronic Sex Offender Registration Network (E-SORN). This link can be found at: icrimewatch.net.

Sexual Assault and Related Offenses

Columbus State is committed to providing students and employees with services that support their health, safety, and well-being. The College Policy 3-44, "Sexual Misconduct" and Procedure 3-44 (A), - "Sexual Misconduct," are located in the College Policy and Procedures Manual at the following website: csc.edu/policies.

A student accused of sexual misconduct is governed by Policy 7-10, "Student Code of Conduct" and Procedure 7-10(G), "Student Code of Conduct," which are located in the Student Handbook and at the following website: csc.edu/codeofconduct.

The Clery Act includes the following sexual assault categories within the definition of sexual assault: 1) forcible rape, 2) forcible sodomy, 3) sexual assault with an object, 4) forcible fondling, 5) incest, and 6) non-forcible statutory rape.

In addition, information on registered sex offenders, crime statistics, crime prevention programs, and sexual assault prevention training is on the Police Department website at: csc.edu/crimeprevention.

Sexual Violence Education and Prevention Programming and Awareness Campaigns

Columbus State prohibits the following offenses: 1) domestic violence, 2) dating violence, 3) sexual assault, 4) gender-based stalking, and 5) any other forms of sexual misconduct. The Office of Student Life and the Office of Equity and Compliance provide community-wide informational programs and prevention education.

The educational resources and opportunities described below are implemented to raise awareness and prevent sexual violence. These programs include education about domestic violence, dating violence, sexual assault, and gender-based stalking. The schedule of trainings is maintained at csc.edu/titleixtraining. In addition, departments, student, and employee groups can request training online through this same webpage.

- The Office of Equity and Compliance maintains a comprehensive website about sexual misconduct, including sexual assault, domestic violence, dating violence and gender based stalking where students, employees and third parties can find resources, options, privacy information, the College's policy and procedure, information about submitting a report, and how to request training. The website is accessible at csc.edu/titleix.
- Every semester, an email message is sent to all enrolled students with a link to the student resources page csc.edu/studentresources. This page contains information about Title IX, support services and campus safety measures, including a link to the Office of Equity and Compliance's comprehensive website.
- A syllabus statement, is included in all course syllabi that provides contact information for the Title IX Coordinator, and Deputy Coordinators, and the web address of Equity and Compliance's comprehensive website.
- A student-acted video and additional resources promoting education and awareness of dating violence, consent, bystander intervention, Title IX, how to make a report of sexual misconduct, and the procedures that the College follows once a report of sexual misconduct is received are available on the website of the Office of Equity and Compliance at: csc.edu/title-ix-training

Primary Prevention and Awareness Programs

Education programs that promote the awareness of domestic violence, dating violence, gender-based stalking, and sexual assault are offered to employees and students. Columbus State's primary prevention and awareness programs include:

- College Respect Equity and Support Training (CREST)
 - This interactive online training was offered to all Columbus State employees addressed the following: 1) anti-harassment laws and policies, 2) the Campus SaVE Act as part of the Violence Against Women Act (VAWA), 3) the College Sexual Misconduct Policy and Procedure, which include sexual harassment and sexual violence, 4) how to respond to victims when they disclose experiencing sexual misconduct, 5) the effects of trauma, 6) types of actions that are considered retaliatory, 7) jurisdiction-specific definitions of consent, sexual assault, dating violence, domestic violence and stalking, 8) scenarios that demonstrate safe and positive options for bystanders based on the predominant theoretical model of bystander intervention, 9) activities that build risk awareness and present risk reduction strategies, and 10) information on reporting rights and processes including confidentiality, College resources and disciplinary/conduct procedures.
- The College launched Haven for traditional college students and HavenPlus for nontraditional students which is a two part comprehensive online sexual violence prevention programs.
 - These programs include the College's prohibition of domestic violence, dating violence, sexual assault and gender-based stalking; the College's sexual misconduct policy and procedure to address sexual misconduct; resources for complainants [the target of the misconduct]; the legal definitions of domestic violence, dating violence, sexual assault, stalking and consent in Ohio; safe and positive options for bystander intervention; how to support survivors, information on risk reduction; recognizing unhealthy relationships,

possible sanctions or protective measures that may be imposed after a College-affiliated individual is found responsible for sexual assault, domestic violence, dating violence or gender-based stalking; procedures victims may utilize, and the process to inform complainants of their rights, options and available resources in writing.

- Comprehensive primary prevention and awareness trainings designed to empower specific College constituents to recognize and prevent sexual misconduct were provided to the following areas:
 - Student Athletes
 - Student Ambassadors
 - Cougar Crew
 - Peer Advocates
 - Office of the Registrar
 - Regional Learning Center Staff
 - TRIO Program Staff
 - Allied Health Faculty and Staff
 - Veterinary Technology Faculty and Staff
 - Safety Council

These trainings include the College's prohibition of domestic violence, dating violence, sexual assault and gender-based stalking; the College's sexual misconduct policy and procedure to address sexual misconduct; resources for complainants [the target of the misconduct] and respondents [the accused persons]; the legal definitions of domestic violence, dating violence, sexual assault, stalking and consent in Ohio; safe and positive options for bystander intervention; information on risk reduction; possible sanctions or protective measures that may be imposed after a College-affiliated individual is found responsible for sexual assault, domestic violence, dating violence or gender-based stalking; procedures victims should follow and the process to inform complainants of their rights, options and available resources in writing

- The Office of Equity and Compliance presents Sexual Misconduct and Non-Discrimination/Anti-Harassment awareness and prevention training on a monthly basis to all new employees. This training includes the same information as the department and organization trainings.
- The College Success Course for new students, COLS 1100 has a detailed section about Title IX and Sex Discrimination which includes the College's prohibition of domestic violence, dating violence, sexual assault and gender-based stalking; the College's sexual misconduct policy and procedure to address sexual misconduct; resources for complainants [the target of the misconduct] and respondents [the accused persons]; the legal definitions of domestic violence, dating violence, sexual assault, gender-based stalking and consent in Ohio; safe and positive options for bystander intervention; information on risk reduction; possible sanctions or protective measures that may be imposed after a College-affiliated individual is found responsible for sexual assault, domestic violence, dating violence or gender-based stalking; procedures victims may utilize and the process to inform complainants of their rights, options and available resources in writing.

Ongoing Prevention and Awareness Campaigns:

- The College observes Sexual Assault Awareness Month every September and offers various programs throughout the month on this topic. In 2016, the Buckeye Region Anti-Violence Organization presented on the topic of healthy relationships with a focus on LGBTQ relationships and support areas of the College participated in a Sexual Assault Awareness Resource Fair.
- The College's Victim Advocates held programming throughout October 2016 in observance of Domestic Violence Awareness Month. Victim Advocates provided resources to students and employees in the courtyard of the Columbus campus throughout the month. October programming included a workshop on tips for building healthy relationships, viewing and discussing short films that bring awareness to the issue of domestic violence and a workshop series focused on taking time to practice self-love, healing, and self-care.
- The Office of Equity and Compliance engages students in conversations about consent and sexual misconduct facts and myths at its table during the Week of Welcome for new and returning students at the start of each semester at the Columbus Campus and during Health and Wellness Day at the Delaware Campus.
- A free sexual assault prevention class is offered on an ongoing basis with Columbus State Police Officer Megan Hale. In addition, a one (1) credit hour self-defense class offered through the Sports and Exercise Studies (SES) program. Information about the class is available at the following website: csc.edu/academics.

Procedures Victims of Sexual Misconduct are Encouraged to Follow

If a person feels they are in immediate danger, they are strongly encouraged to call 911. Those who experience sexual misconduct have many options. The following steps are strongly encouraged, but are not mandatory for victims.

- 1. Get to a safe place.** After experiencing a traumatizing event such as sexual violence, it is important to go to a comfortable place that is secure from harm.
- 2. Contact law enforcement.** Victims are encouraged, but not required, to contact law enforcement. The Title IX Coordinator or a Deputy Title IX Coordinator can assist victims in notifying law enforcement, if they so choose. Victims may contact law enforcement to assist them in obtaining medical treatment and police services by calling:
 - 911
 - Columbus State Police Department (614) 287-2525 - Located in Delaware Hall, Room 047 on the Columbus Campus and in the Administrative Building, Room 133 on the Delaware Campus.
 - The Columbus State Police Department will explain the process of filing a report, and can complete the report using the name Jane or John Doe in place of the victim's name if the victim requests. Even if victims decide to contact the police, they do not have to pursue criminal charges or participate in a criminal investigation.
 - If the incident occurred off College property, The Columbus State Police can assist the victim in contacting the appropriate law enforcement agency for assistance. If the incident occurred on College property, the Columbus State Police will investigate. The appropriate

law enforcement agency, depending on where the incident occurred, will work directly with the victim. Victims also have the option to inquire about a protection order or other legal orders of protection.

- The local law enforcement agency

3. Seek medical attention. For physical acts of sexual misconduct, like rape or dating/domestic or intimate partner violence, victims are encouraged to go to the nearest emergency room as soon as possible, preferably within ninety-six (96) hours of the incident. At the hospital, a victim may decide whether or not to receive a medical exam. A medical exam treats the full extent of injuries and physical trauma. In the case of sexual assault, the purpose of the exam is to:

- consider the possibilities of sexually transmitted disease or pregnancy, and
- properly preserve evidence in case the victim decides to pursue a criminal investigation

A victim can decide to have a medical exam, but decide not to have evidence collected. If they decide to have evidence collected, they can choose not to pursue criminal charges and not to file a police report. The medical exam will help keep the option to pursue criminal charges open, should they decide to do so later.

4. Preserve all physical evidence. Victims are encouraged to keep evidence such as text messages, social media posts, voicemails, notes, and pictures that are related to the incident in case they decide to pursue an administrative investigation with the College, or a criminal investigation with the police or obtain a protection order. If a person has been sexually assaulted, he or she is encouraged to save all clothing from the time of the attack in a paper bag because plastic degrades evidence. The victim of a sexual assault should not bathe, douche, brush their teeth or drink as it may destroy evidence that will be needed if they decide to pursue a criminal investigation. No one should disturb the place where the incident occurred – leave all sheets and towels, etc. that may contain evidence for the police to collect.

5. Contact the Columbus State Title IX Coordinator or Deputy Title IX Coordinators. They will provide information regarding options, including: reporting procedures, interim measures and accommodations. Please see the Accommodations and Interim Measures webpage at cscc.edu/servicesinterimmeasures or in the section of the Annual Security Report (ASR) titled “Sexual Misconduct: Secure Reporting and Confidentiality”

Title IX Coordinator

Available during regular office hours
Renee Fambro
(614) 287-5519

Title IX Deputy Coordinators

Available during regular office hours
Darla Van Horn (614) 287-2856
(Student Life)
Danette Vance (614) 287-2433
Joan Cook (614) 287-2636

6. Contact relatives or close friends if they are able to provide emotional support.

7. Contact a trained and experienced counselor. See the Support Resources webpage at csc.edu/title-ix/resources for free and reduced cost counseling providers and other resources. These options and more are outlined in greater detail on the Columbus State Title IX webpage “What to Do if You Experience Sexual Misconduct” accessible at csc.edu/sexual-misconduct.

Sexual Misconduct: Secure Reporting and Confidentiality

The College’s preferred reporting method for anyone who believes that an administrator, supervisor, employee, faculty member, student, or non-employee’s behavior constitutes sexual misconduct is through the College’s secure online report form which is accessible at csc.edu/discriminationreport. This form is automatically sent to the Title IX Coordinator and Deputy Title IX Coordinators within the Office of Equity and Compliance. A member of the Office of Equity and Compliance will respond to electronically submitted reports within two (2) business days. In the case of an emergency, please call 911.

A person who experiences sexual misconduct has the option to report anonymously through the online report form; however, the College’s investigation and response to anonymous complaints likely will be limited. If the anonymous report includes a crime that is reported to have occurred on College Property or within the vicinity designated in the Clery Act, it will be included in the College’s crime statistics.

Students may report alleged sexual misconduct directly to the Title IX Coordinator or a Deputy Title IX Coordinator, the Columbus State Police, Dean of Student Life, Director of Student Conduct, Student Conduct Program Coordinator, academic administrators, faculty members, athletic manager, or coach.

Employees may report directly to the Title IX Coordinator or a Deputy Title IX Coordinator, the Columbus State Police, a supervisor, director, chairperson, administrators, or an employee of Human Resources.

Complaints may be filed with the Office of Civil Rights (OCR) in the U.S. Department of Education, the Ohio Civil Rights Commission (OCRC), or the Equal Employment Opportunity Commission (EEOC).

Confidentiality of Sexual Misconduct Reports

To the extent permissible under law, the College will protect the privacy of the person who experienced the alleged sexual misconduct. Privacy interests of the victim are balanced with the College’s legal obligations under state and federal law, its need to protect the College community, and the College’s requirement to ensure that appropriate disciplinary processes are implemented. Information on how the College will protect the privacy of complainants and respondents as appropriate and required by law is found here: csc.edu/privacy-info.

This includes information on how publicly-available recordkeeping will be accomplished without the inclusion of identifying information about the complainant, to the extent permissible by law.

How to Confidentially Report Sexual Misconduct

Complainants who desire complete confidentiality may speak with a licensed counselor. Information about this option can be found on the FAQ webpage: csc.edu/title-ix/faqs.

In addition, pastoral or religious counselors outside of the College are considered confidential.

Written Notification of Rights, Options, and Available Services for Victims of Sexual Misconduct

Any student, employee or third party who reports domestic violence, dating violence, sexual assault, or gender-based stalking, whether the offense occurred on or off College property, shall be provided with a written explanation of their rights, options and available services regardless of whether they choose to report the crime to College police or local law enforcement and regardless of whether, after reporting to the Title IX Coordinator, they choose to move forward with an administrative investigation.

The written notice of rights, options and available services is available at csc.edu/title-ix/rights-options.

The College provides written notification about options for, and available assistance in, changing academic and working situations, if requested by the victim of sexual violence and if the accommodations are reasonably available, regardless of whether the victim chooses to report the crime to College police or local law enforcement. This information is available at csc.edu/servicesinterimmeasures.

The College provides written notification to student and employees about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available at the College and in the community for victims of all types of sexual misconduct, not only sexual violence. This information is available at csc.edu/title-ix/resources.

Procedure to Address a Report of Sexual Misconduct

The College Procedure 3-44 (A), “Sexual Misconduct” describes the conduct proceeding used by the College for employees, students and third parties in cases of alleged domestic violence, dating violence, sexual assault, gender-based stalking, and other types of sexual misconduct. The procedure provides a prompt, fair and impartial investigation, and resolution using the preponderance of the evidence standard. The process is conducted by College officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, gender-based stalking, and how to conduct an investigation and hearing process that protects the safety of complainants and promotes accountability. The procedure states that the complainant and the respondent are entitled to the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice and that both parties shall be simultaneously informed in writing of the outcome of any institutional disciplinary or conduct proceeding that arises from an allegation of domestic violence, dating violence, sexual assault, or gender-based stalking; the College’s procedures for both parties to appeal the results of the proceeding; any change to the results before they are finalized and when such results become final. Please see Procedure 3-44 (A) at csc.edu/about/policy/.

Not every case of sexual misconduct is alike in severity; therefore, the College reserves the right to consider a range of reasonable sanctions. This range includes mandatory training, mandatory counseling, receiving a reprimand in the course of employment, disciplinary probation, removal from a course, ban from College property, revocation of admission, revocation of degree, suspension, expulsion, or termination. Sexual violence, namely sexual assault or gender-based

physical violence that is substantiated likely will result in suspension or permanent removal from the College for respondents, whether they are students or employees. A complete list of possible sanctions for students for Student Code of Conduct violations is available within 7-10 (G), “Student Code of Conduct Procedure” accessible at cscce.edu/_resources/media/7-10G.pdf.

Complainants are notified as to when notice of the allegation is delivered to the respondent. All hearings for allegations of domestic violence, dating violence, sexual assault, gender-based stalking and other types of sexual misconduct will be closed to the public and only those who have a legitimate reason to attend will be permitted to be present.

Sexual misconduct complaints are fast-tracked, to ensure that the College provides a prompt response.

All parties to an allegation have a right not to face questions or discussion of their sexual history or character unless the facilitator determines that such information is highly relevant to determining whether the policy has been violated.

Each party has the choice to be present for all testimony and questioning. Only deliberation is conducted in a closed-session without the parties present.

The hearing board/officer may accommodate concerns for the personal safety, well-being, and fears of confrontation of the complainant, respondent, and other witnesses during the hearing by providing separate facilities, by using a visual screen, or permitting participation by telephone, video conferencing, written statement, or other means as determined by the Director of Student Conduct or the Director of Employment Services to be appropriate.

Federal Statistical Reporting Obligations

Certain campus officials have a duty to report sexual misconduct for federal statistical reporting purposes. All personally identifiable information is kept confidential, but statistical information regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) must be passed along to campus law enforcement for publication in the Annual Security Report. This Report helps to provide the community with a clear picture of the extent and nature of campus crime, to promote greater community safety.

Mandated federal reporters include:

- Student Conduct
- Campus law enforcement
- Local police
- Coaches and athletic directors
- Student activities staff
- Human Resources staff
- Advisors to student organizations and any other official with significant responsibility for student and campus activities.
- Office of Equity and Compliance employees

Federal Timely Warning Reporting Obligations

Victims of sexual misconduct should also be aware that College administrators must issue timely warnings for incidents reported to them that pose a substantial threat of an ongoing danger to members of the campus community. The College will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The reporters for timely warning purposes are exactly the same as detailed above.

Student Misconduct, Reporting (in person, online, or anonymously)

Violations of the Student Code of Conduct, Policy 7-10, can be reported to the Office of Student Conduct, located in the Center for Workforce Development, Room 1099 or by calling (614) 287-2104. It is recommended that reports be submitted online (where they can also be filed anonymously) at: tinyurl.com/CSCCincident.

Reports of sexual misconduct or other types of discrimination based on a protected class, should be reported via the online form at: csc.edu/discriminationreport, or through the channels outlined in the section "Sexual Misconduct: Secure Reporting and Confidentiality" on p. 27.

Counseling – Columbus Campus

The College's Counseling Services can help enrolled students with mental health issues, such as depression or stress. Counseling Services also can help students suffering from alcohol or other substance use problems. Personal counseling services are available by appointment. Stop by the office (Nestor Hall Room 010) or call (614) 287-2818 to schedule an appointment.

Student Enrollment and Housing

Columbus State Community College is a non-residential college, with an estimated student enrollment of 45,936 in 2016 (Source: Department of Institutional Effectiveness).

Student Handbook Information

Student Handbook is online at: csc.edu/studenthandbook

Appendix A Columbus Campus Crime Statistics – 2016

Institution: Columbus State Community College (202222001)
User ID: C2022221

Criminal Offenses - On campus

For each of the following criminal offenses, enter the number reported to have occurred On Campus.				
Criminal offense	Total occurrences On campus			
	2014	2015	2016	
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0	0
c. <u>Rape</u>	0	0	0	0
d. <u>Fondling</u>	0	4	2	2
e. <u>Incest</u>	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0
g. <u>Robbery</u>	0	0	1	1
h. <u>Aggravated assault</u>	0	0	0	0
i. <u>Burglary</u>	2	2	5	5
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	1	0	0	0
k. <u>Arson</u>	0	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Criminal Offenses - Noncampus

For each of the following criminal offenses, enter the number reported to have occurred in or on Noncampus buildings or property.

Criminal offense	Total occurrences in or on Noncampus buildings or property			
	2014	2015	2016	
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0	0
c. <u>Rape</u>	0	0	0	0
d. <u>Fondling</u>	0	0	0	0
e. <u>Incest</u>	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0
g. <u>Robbery</u>	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0
i. <u>Burglary</u>	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0
k. <u>Arson</u>	0	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Non-Campus locations include: (1) Baltimore Police Department Firearms Range, (2) Southpark Community Center, (3) Columbus Police Department Training Academy, (4) HP Lanes, (5) Marysville Early College High School, (6) The Golf Depot, and (7) The Ohio Fire Academy.

Criminal Offenses - Public Property

For each of the following criminal offenses, enter the number reported to have occurred on Public Property.				
Criminal offense	Total occurrences on Public Property			
	2014	2015	2016	
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0	0
c. <u>Rape</u>	0	0	0	0
d. <u>Fondling</u>	0	2	0	0
e. <u>Incest</u>	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0
g. <u>Robbery</u>	0	2	0	0
h. <u>Aggravated assault</u>	0	0	0	0
i. <u>Burglary</u>	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0
k. <u>Arson</u>	0	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Hate Crimes - On campus

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred On campus. Then break down each total by category of bias (e.g., race, religion).

Criminal offense	2016 Total	Occurrences of Hate crimes							
		Category of Bias for crimes reported in 2016							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

Criminal offense	2015 Total	Occurrences of Hate crimes							
		Category of Bias for crimes reported in 2015							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

Criminal offense	2014 Total	Occurrences of Hate crimes							
		Category of Bias for crimes reported in 2014							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0

i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Hate Crimes - Noncampus

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred in or on Noncampus buildings or property. Then break down each total by category of bias (e.g., race, religion).

Criminal offense	2016 Total	Occurrences of Hate crimes Category of Bias for crimes reported in 2016							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

Criminal offense	2015 Total	Occurrences of Hate crimes Category of Bias for crimes reported in 2015							
		Race	Religion	Sexual orientation	Gender	Gender identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

Criminal offense	2014 Total	Occurrences of Hate crimes							
		Category of Bias for crimes reported in 2014							
		Race	Religion	Sexual orientation	Gender	Gender identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0

i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Non-Campus locations include: (1) Baltimore Police Department Firearms Range, (2) Southpark Community Center, (3) Columbus Police Department Training Academy, (4) HP Lanes, (5) Marysville Early College High School, (6) The Golf Depot, and (7) The Ohio Fire Academy.

Hate Crimes - Public Property

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred on Public Property. Then break down each total by category of bias (e.g., race, religion).

Criminal offense	2016 Total	Occurrences of Hate crimes							
		Category of Bias for crimes reported in 2016							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

Criminal offense	2015 Total	Occurrences of Hate crimes							
		Category of Bias for crimes reported in 2015							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

Criminal offense	Occurrences of Hate crimes								
	2014 Total	Category of Bias for crimes reported in 2014							
		Race	Religion	Sexual orientation	Gender	Gender identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0



h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

VAWA Offenses - On Campus

For each of the following crimes, enter the number reported to have occurred On Campus.

Crime	Total occurrences On Campus		
	2014	2015	2016
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	2
c. <u>Stalking</u>	1	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

VAWA Offenses - Noncampus

For each of the following crimes, enter the number reported to have occurred in or on Noncampus buildings or property.

Crime	Total occurrences in or on Noncampus buildings or property		
	2014	2015	2016
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Non-Campus locations include: (1) Baltimore Police Department Firearms Range, (2) Southpark Community Center, (3) Columbus Police Department Training Academy, (4) HP Lanes, (5) Marysville Early College High School, (6) The Golf Depot, and (7) The Ohio Fire Academy.

VAWA Offenses - Public Property

For each of the following crimes, enter the number reported to have occurred on Public Property.

Crime	Total occurrences on Public Property		
	2014	2015	2016
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Arrests - On campus

Enter the number of Arrests for each of the following crimes that occurred On Campus.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of Arrests		
	2014	2015	2016
a. <u>Weapons: carrying, possessing, etc.</u>	1	1	0
b. <u>Drug abuse violations</u>	3	5	14
c. <u>Liquor law violations</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Arrests - Noncampus

Enter the number of Arrests for each of the following crimes that occurred in or on Noncampus buildings or property.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of Arrests		
	2014	2015	2016
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Non-Campus locations include: (1) Baltimore Police Department Firearms Range, (2) Southpark Community Center, (3) Columbus Police Department Training Academy, (4) HP Lanes, (5) Marysville Early College High School, (6) The Golf Depot, and (7) The Ohio Fire Academy.

Arrests - Public Property

Enter the number of Arrests for each of the following crimes that occurred on Public Property.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of Arrests		
	2014	2015	2016
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Disciplinary Actions - On Campus

Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of persons referred for Disciplinary Action		
	2014	2015	2016
a. <u>Weapons: carrying, possessing, etc.</u>	1	0	0
b. <u>Drug abuse violations</u>	6	3	6
c. <u>Liquor law violations</u>	0	0	1

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Disciplinary Actions - Noncampus

Enter the number of persons referred for disciplinary action for crimes that occurred in or on Noncampus buildings or property for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of persons referred for Disciplinary Action		
	2014	2015	2016
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Non-Campus locations include: (1) Baltimore Police Department Firearms Range, (2) Southpark Community Center, (3) Columbus Police Department Training Academy, (4) HP Lanes, (5) Marysville Early College High School, (6) The Golf Depot, and (7) The Ohio Fire Academy.

Disciplinary Actions - Public Property

Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of persons referred for Disciplinary Action		
	2014	2015	2016
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Unfounded Crimes

Of those crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Noncampus property or buildings, and on Public Property, enter the number of crimes that were unfounded.

The total number of unfounded crimes should include all criminal offenses, hate crimes, domestic violence, dating violence, or stalking incidents that have been unfounded. Arrests and disciplinary actions cannot be unfounded.

If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded". Only sworn or commissioned law enforcement personnel may unfound a crime.

Count unfounded crimes in the year in which they were originally reported.

	Number		
	2014	2015	2016
a. <u>Total unfounded crimes</u>	0	0	1

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Appendix B Delaware Campus Crime Statistics - 2016

Institution: Delaware Campus (202222006)
User ID: C2022221

Criminal Offenses - On campus

For each of the following criminal offenses, enter the number reported to have occurred On Campus.			
Criminal offense	Total occurrences On campus		
	2014	2015	2016
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
k. <u>Arson</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Criminal Offenses - Public Property

For each of the following criminal offenses, enter the number reported to have occurred on Public Property.			
Criminal offense	Total occurrences on Public Property		
	2014	2015	2016
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
k. <u>Arson</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Hate Crimes - On campus

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred On campus. Then break down each total by category of bias (e.g., race, religion).

Criminal offense	2016 Total	Occurrences of Hate crimes							
		Category of Bias for crimes reported in 2016							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

Criminal offense	2015 Total	Occurrences of Hate crimes							
		Category of Bias for crimes reported in 2015							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

Criminal offense	2014 Total	Occurrences of Hate crimes							
		Category of Bias for crimes reported in 2014							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0

i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format:
 "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Hate Crimes - Public Property

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred on Public Property. Then break down each total by category of bias (e.g., race, religion).

Criminal offense	2016 Total	Occurrences of Hate crimes							
		Category of Bias for crimes reported in 2016							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

Criminal offense	2015 Total	Occurrences of Hate crimes							
		Category of Bias for crimes reported in 2015							
		Race	Religion	Sexual orientation	Gender	Gender identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

Criminal offense	Occurrences of Hate crimes								
	2014 Total	Category of Bias for crimes reported in 2014							
		Race	Religion	Sexual orientation	Gender	Gender identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0

h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

VAWA Offenses - On Campus

For each of the following crimes, enter the number reported to have occurred On Campus.

Crime	Total occurrences On Campus		
	2014	2015	2016
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

VAWA Offenses - Public Property

For each of the following crimes, enter the number reported to have occurred on Public Property.

Crime	Total occurrences on Public Property		
	2014	2015	2016
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Arrests - On campus

Enter the number of Arrests for each of the following crimes that occurred On Campus.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of Arrests		
	2014	2015	2016
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Arrests - Public Property

Enter the number of Arrests for each of the following crimes that occurred on Public Property.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of Arrests		
	2014	2015	2016
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Disciplinary Actions - On Campus

Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of persons referred for Disciplinary Action		
	2014	2015	2016
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	1	0
c. <u>Liquor law violations</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Disciplinary Actions - Public Property

Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of persons referred for Disciplinary Action		
	2014	2015	2016
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Unfounded Crimes

Of those crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Noncampus property or buildings, and on Public Property, enter the number of crimes that were unfounded.

The total number of unfounded crimes should include all criminal offenses, hate crimes, domestic violence, dating violence, or stalking incidents that have been unfounded. Arrests and disciplinary actions cannot be unfounded.

If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded". Only sworn or commissioned law enforcement personnel may unfound a crime.

Count unfounded crimes in the year in which they were originally reported.

	Number		
	2014	2015	2016
a. <u>Total unfounded crimes</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Appendix C

Bolton Field Crime Statistics – 2016

Institution: Bolton Field (202222004)
User ID: C2022221

Criminal Offenses - On campus

For each of the following criminal offenses, enter the number reported to have occurred On Campus.				
Criminal offense	Total occurrences On campus			
	2014	2015	2016	
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0	0
c. <u>Rape</u>	0	0	0	0
d. <u>Fondling</u>	0	0	0	0
e. <u>Incest</u>	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0
g. <u>Robbery</u>	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0
i. <u>Burglary</u>	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0
k. <u>Arson</u>	0	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Criminal Offenses - Public Property

For each of the following criminal offenses, enter the number reported to have occurred on Public Property.				
Criminal offense	Total occurrences on Public Property			
	2014	2015	2016	
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0	0
c. <u>Rape</u>	0	0	0	0
d. <u>Fondling</u>	0	0	0	0
e. <u>Incest</u>	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0
g. <u>Robbery</u>	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0
i. <u>Burglary</u>	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0
k. <u>Arson</u>	0	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Hate Crimes - On campus

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred On campus. Then break down each total by category of bias (e.g., race, religion).

Criminal offense	2016 Total	Occurrences of Hate crimes							
		Category of Bias for crimes reported in 2016							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

Criminal offense	2015 Total	Occurrences of Hate crimes							
		Category of Bias for crimes reported in 2015							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

Criminal offense	2014 Total	Occurrences of Hate crimes							
		Category of Bias for crimes reported in 2014							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0

i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format:
"For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Hate Crimes - Public Property

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred on Public Property. Then break down each total by category of bias (e.g., race, religion).

Criminal offense	Occurrences of Hate crimes									
	2016 Total	Category of Bias for crimes reported in 2016								
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National origin	
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0	0

Criminal offense	Occurrences of Hate crimes									
	2015 Total	Category of Bias for crimes reported in 2015								
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National origin	
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0	0

Criminal offense	2014 Total	Occurrences of Hate crimes							
		Category of Bias for crimes reported in 2014							
		Race	Religion	Sexual orientation	Gender	Gender identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0

h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

VAWA Offenses - On Campus

For each of the following crimes, enter the number reported to have occurred On Campus.

Crime	Total occurrences On Campus		
	2014	2015	2016
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

VAWA Offenses - Public Property

For each of the following crimes, enter the number reported to have occurred on Public Property.

Crime	Total occurrences on Public Property		
	2014	2015	2016
a. Domestic violence	0	0	0
b. Dating violence	0	0	0
c. Stalking	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Arrests - On campus

Enter the number of Arrests for each of the following crimes that occurred On Campus.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of Arrests		
	2014	2015	2016
a. Weapons: carrying, possessing, etc.	0	0	0
b. Drug abuse violations	0	0	0
c. Liquor law violations	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Arrests - Public Property

Enter the number of Arrests for each of the following crimes that occurred on Public Property.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of Arrests		
	2014	2015	2016
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Disciplinary Actions - On Campus

Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of persons referred for Disciplinary Action		
	2014	2015	2016
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Disciplinary Actions - Public Property

Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of persons referred for Disciplinary Action		
	2014	2015	2016
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Unfounded Crimes

Of those crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Noncampus property or buildings, and on Public Property, enter the number of crimes that were unfounded.

The total number of unfounded crimes should include all criminal offenses, hate crimes, domestic violence, dating violence, or stalking incidents that have been unfounded. Arrests and disciplinary actions cannot be unfounded.

If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded". Only sworn or commissioned law enforcement personnel may unfound a crime.

Count unfounded crimes in the year in which they were originally reported.

	Number		
	2014	2015	2016
a. <u>Total unfounded crimes</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Appendix D Dublin Center Statistics - 2016

Institution: Dublin (202222003)
User ID: C2022221

Criminal Offenses - On campus

For each of the following criminal offenses, enter the number reported to have occurred On Campus.			
Criminal offense	Total occurrences On campus		
	2014	2015	2016
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
k. <u>Arson</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Criminal Offenses - Public Property

For each of the following criminal offenses, enter the number reported to have occurred on Public Property.			
Criminal offense	Total occurrences on Public Property		
	2014	2015	2016
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
k. <u>Arson</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Hate Crimes - On campus

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred On campus. Then break down each total by category of bias (e.g., race, religion).

Criminal offense	2016 Total	Occurrences of Hate crimes Category of Bias for crimes reported in 2016							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

Criminal offense	2015 Total	Occurrences of Hate crimes Category of Bias for crimes reported in 2015							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

Criminal offense	2014 Total	Occurrences of Hate crimes							
		Category of Bias for crimes reported in 2014							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0

i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Hate Crimes - Public Property

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred on Public Property. Then break down each total by category of bias (e.g., race, religion).

Criminal offense	2016 Total	Occurrences of Hate crimes							
		Category of Bias for crimes reported in 2016							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

Criminal offense	2015 Total	Occurrences of Hate crimes							
		Category of Bias for crimes reported in 2015							
		Race	Religion	Sexual orientation	Gender	Gender identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

Criminal offense	2014 Total	Occurrences of Hate crimes							
		Category of Bias for crimes reported in 2014							
		Race	Religion	Sexual orientation	Gender	Gender identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0

h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

VAWA Offenses - On Campus

For each of the following crimes, enter the number reported to have occurred On Campus.

Crime	Total occurrences On Campus		
	2014	2015	2016
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

VAWA Offenses - Public Property

For each of the following crimes, enter the number reported to have occurred on Public Property.

Crime	Total occurrences on Public Property		
	2014	2015	2016
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Arrests - On campus

Enter the number of Arrests for each of the following crimes that occurred On Campus.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of Arrests		
	2014	2015	2016
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Arrests - Public Property

Enter the number of Arrests for each of the following crimes that occurred on Public Property.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of Arrests		
	2014	2015	2016
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Disciplinary Actions - On Campus

Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of persons referred for Disciplinary Action		
	2014	2015	2016
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Disciplinary Actions - Public Property

Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of persons referred for Disciplinary Action		
	2014	2015	2016
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Unfounded Crimes

Of those crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Noncampus property or buildings, and on Public Property, enter the number of crimes that were unfounded.

The total number of unfounded crimes should include all criminal offenses, hate crimes, domestic violence, dating violence, or stalking incidents that have been unfounded. Arrests and disciplinary actions cannot be unfounded.

If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded". Only sworn or commissioned law enforcement personnel may unfound a crime.

Count unfounded crimes in the year in which they were originally reported.

	Number		
	2014	2015	2016
a. <u>Total unfounded crimes</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Appendix E

South-Western at Grove City Statistics - 2016

Institution: South-Western at Grove City (202222010)
User ID: C2022221

Criminal Offenses - On campus

For each of the following criminal offenses, enter the number reported to have occurred On Campus.			
Criminal offense	Total occurrences On campus		
	2014	2015	2016
a. <u>Murder/Non-negligent manslaughter</u>			0
b. <u>Negligent manslaughter</u>			0
c. <u>Rape</u>			0
d. <u>Fondling</u>			0
e. <u>Incest</u>			0
f. <u>Statutory rape</u>			0
g. <u>Robbery</u>			0
h. <u>Aggravated assault</u>			0
i. <u>Burglary</u>			0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)			0
k. <u>Arson</u>			0
Caveat:			
January 1, 2016 an organized program of study was added for two (2) certificate programs at the South-Western at Grove City center.			

Criminal Offenses - Public Property

For each of the following criminal offenses, enter the number reported to have occurred on Public Property.			
Criminal offense	Total occurrences on Public Property		
	2014	2015	2016
a. <u>Murder/Non-negligent manslaughter</u>			0
b. <u>Negligent manslaughter</u>			0
c. <u>Rape</u>			0
d. <u>Fondling</u>			0
e. <u>Incest</u>			0
f. <u>Statutory rape</u>			0
g. <u>Robbery</u>			0
h. <u>Aggravated assault</u>			0
i. <u>Burglary</u>			0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)			0
k. <u>Arson</u>			0
Caveat:			
January 1, 2016 an organized program of study was added for two (2) certificate programs at the South-Western at Grove City center.			

Hate Crimes - On campus

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred On campus. Then break down each total by category of bias (e.g., race, religion).

Criminal offense	Total by year			Occurrences of Hate crimes							
	2014	2015	2016	Category of Bias for crimes reported in 2016							
				Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-negligent manslaughter</u>			0	0	0	0	0	0	0	0	0
c. <u>Rape</u>			0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>			0	0	0	0	0	0	0	0	0
e. <u>Incest</u>			0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>			0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>			0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>			0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>			0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)			0	0	0	0	0	0	0	0	0
k. <u>Arson</u>			0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>			0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>			0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>			0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>			0	0	0	0	0	0	0	0	0

Caveat:

January 1, 2016 an organized program of study was added for two (2) certificate programs at the South-Western at Grove City center.

Hate Crimes - Public Property

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred on Public Property. Then break down each total by category of bias (e.g., race, religion).

Criminal offense	Total by year			Occurrences of Hate crimes							
	2014	2015	2016	Category of Bias for crimes reported in 2016							
				Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-negligent manslaughter</u>			0	0	0	0	0	0	0	0	0
c. <u>Rape</u>			0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>			0	0	0	0	0	0	0	0	0
e. <u>Incest</u>			0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>			0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>			0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>			0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>			0	0	0	0	0	0	0	0	0
g. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)			0	0	0	0	0	0	0	0	0
k. <u>Arson</u>			0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>			0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>			0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>			0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>			0	0	0	0	0	0	0	0	0

Caveat:

January 1, 2016 an organized program of study was added for two (2) certificate programs at the South-Western at Grove City center.

VAWA Offenses - On Campus

For each of the following crimes, enter the number reported to have occurred On Campus.			
Crime	Total occurrences On Campus		
	2014	2015	2016
a. <u>Domestic violence</u>			0
b. <u>Dating violence</u>			0
c. <u>Stalking</u>			0

Caveat:

January 1, 2016 an organized program of study was added for two (2) certificate programs at the South-Western at Grove City center.

VAWA Offenses - Public Property

For each of the following crimes, enter the number reported to have occurred on Public Property.			
Crime	Total occurrences on Public Property		
	2014	2015	2016
a. <u>Domestic violence</u>			0
b. <u>Dating violence</u>			0
c. <u>Stalking</u>			0

Caveat:

January 1, 2016 an organized program of study was added for two (2) certificate programs at the South-Western at Grove City center.

Arrests - On campus

Enter the number of Arrests for each of the following crimes that occurred On Campus.			
Do NOT include drunkenness or driving under the influence in Liquor law violations.			
Crime	Number of Arrests		
	2014	2015	2016
a. <u>Weapons: carrying, possessing, etc.</u>			0
b. <u>Drug abuse violations</u>			0
c. <u>Liquor law violations</u>			0

Caveat:

January 1, 2016 an organized program of study was added for two (2) certificate programs at the South-Western at Grove City center.

Arrests - Public Property

Enter the number of Arrests for each of the following crimes that occurred on Public Property.			
Do NOT include drunkenness or driving under the influence in Liquor law violations.			
Crime	Number of Arrests		
	2014	2015	2016
a. <u>Weapons: carrying, possessing, etc.</u>			0
b. <u>Drug abuse violations</u>			0
c. <u>Liquor law violations</u>			0

Caveat:

January 1, 2016 an organized program of study was added for two (2) certificate programs at the South-Western at Grove City center.

Disciplinary Actions - On campus

Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of persons referred for Disciplinary Action		
	2014	2015	2016
a. <u>Weapons: carrying, possessing, etc.</u>			0
b. <u>Drug abuse violations</u>			0
c. <u>Liquor law violations</u>			0

Caveat:

January 1, 2016 an organized program of study was added for two (2) certificate programs at the South-Western at Grove City center.

Disciplinary Actions - Public Property

Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of persons referred for Disciplinary Action		
	2014	2015	2016
a. <u>Weapons: carrying, possessing, etc.</u>			0
b. <u>Drug abuse violations</u>			0
c. <u>Liquor law violations</u>			0

Caveat:

January 1, 2016 an organized program of study was added for two (2) certificate programs at the South-Western at Grove City center.

Unfounded Crimes

Of those crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Noncampus property or buildings, and on Public Property, enter the number of crimes that were unfounded.

The total number of unfounded crimes should include all criminal offenses, hate crimes, domestic violence, dating violence, or stalking incidents that have been unfounded. Arrests and disciplinary actions cannot be unfounded.

If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded". Only sworn or commissioned law enforcement personnel may unfound a crime.

Count unfounded crimes in the year in which they were originally reported.

	Number		
	2014	2015	2016
a. <u>Total unfounded crimes</u>			0

Caveat:

January 1, 2016 an organized program of study was added for two (2) certificate programs at the South-Western at Grove City center.

Appendix F

Electrical Trades Center Crime Statistics - 2016

Institution: Electrical Trades/Columbus State Community College (202222008)

User ID: C2022221

Criminal Offenses - On campus

For each of the following criminal offenses, enter the number reported to have occurred On Campus.

Criminal offense	Total occurrences On campus		
	2014	2015	2016
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
k. <u>Arson</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Criminal Offenses - Public Property

For each of the following criminal offenses, enter the number reported to have occurred on Public Property.

Criminal offense	Total occurrences on Public Property		
	2014	2015	2016
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
k. <u>Arson</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Hate Crimes - On campus

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred On campus. Then break down each total by category of bias (e.g., race, religion).

Criminal offense	2016 Total	Occurrences of Hate crimes							
		Category of Bias for crimes reported in 2016							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

Criminal offense	2015 Total	Occurrences of Hate crimes							
		Category of Bias for crimes reported in 2015							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

Criminal offense	Occurrences of Hate crimes								
	2014 Total	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0

i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Hate Crimes - Public Property

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred on Public Property. Then break down each total by category of bias (e.g., race, religion).

Criminal offense	2016 Total	Occurrences of Hate crimes							
		Category of Bias for crimes reported in 2016							
		Race	Religion	Sexual orientation	Gender	Gender identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

Criminal offense	2015 Total	Occurrences of Hate crimes							
		Category of Bias for crimes reported in 2015							
		Race	Religion	Sexual orientation	Gender	Gender identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

Criminal offense	2014 Total	Occurrences of Hate crimes							
		Category of Bias for crimes reported in 2014							
		Race	Religion	Sexual orientation	Gender	Gender identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0

h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

VAWA Offenses - On Campus

For each of the following crimes, enter the number reported to have occurred On Campus.

Crime	Total occurrences On Campus		
	2014	2015	2016
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

VAWA Offenses - Public Property

For each of the following crimes, enter the number reported to have occurred on Public Property.

Crime	Total occurrences on Public Property		
	2014	2015	2016
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Arrests - On campus

Enter the number of Arrests for each of the following crimes that occurred On Campus.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of Arrests		
	2014	2015	2016
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Arrests - Public Property

Enter the number of Arrests for each of the following crimes that occurred on Public Property.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of Arrests		
	2014	2015	2016
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Disciplinary Actions - On Campus

Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of persons referred for Disciplinary Action		
	2014	2015	2016
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Disciplinary Actions - Public Property

Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of persons referred for Disciplinary Action		
	2014	2015	2016
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Unfounded Crimes

Of those crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Noncampus property or buildings, and on Public Property, enter the number of crimes that were unfounded.

The total number of unfounded crimes should include all criminal offenses, hate crimes, domestic violence, dating violence, or stalking incidents that have been unfounded. Arrests and disciplinary actions cannot be unfounded.

If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded". Only sworn or commissioned law enforcement personnel may unfound a crime.

Count unfounded crimes in the year in which they were originally reported.

	Number		
	2014	2015	2016
a. <u>Total unfounded crimes</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Appendix G Reynoldsburg Center Crime Statistics – 2016

Institution: Reynoldsburg (202222009)
User ID: C2022221

Criminal Offenses - On campus

For each of the following criminal offenses, enter the number reported to have occurred On Campus.			
Criminal offense	Total occurrences On campus		
	2014	2015	2016
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
k. <u>Arson</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Criminal Offenses - Public Property

For each of the following criminal offenses, enter the number reported to have occurred on Public Property.			
Criminal offense	Total occurrences on Public Property		
	2014	2015	2016
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
k. <u>Arson</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Hate Crimes - On campus

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred On campus. Then break down each total by category of bias (e.g., race, religion).

Criminal offense	2016 Total	Occurrences of Hate crimes							
		Category of Bias for crimes reported in 2016							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

Criminal offense	2015 Total	Occurrences of Hate crimes							
		Category of Bias for crimes reported in 2015							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

Criminal offense	Occurrences of Hate crimes									
	2014 Total	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin	
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0		0	0	0	0	0	0
c. <u>Rape</u>	0	0	0		0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0		0	0	0	0	0	0
e. <u>Incest</u>	0	0	0		0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0		0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0		0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0		0	0	0	0	0	0

i. <u>Burglary</u>	0	0	0		0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0		0	0	0	0	0	0
k. <u>Arson</u>	0	0	0		0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0		0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0		0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0		0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0		0	0	0	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Hate Crimes - Public Property

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred on Public Property. Then break down each total by category of bias (e.g., race, religion).

Criminal offense	Occurrences of Hate crimes								
	2016 Total	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

Criminal offense	Occurrences of Hate crimes								
	2015 Total	Race	Religion	Sexual orientation	Gender	Gender identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/vandalism of property</u>	0	0	0	0	0	0	0	0	0

Criminal offense	Occurrences of Hate crimes								
	2014 Total	Race	Religion	Sexual orientation	Gender	Gender identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0

h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

VAWA Offenses - On Campus

For each of the following crimes, enter the number reported to have occurred On Campus.

Crime	Total occurrences On Campus		
	2014	2015	2016
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

VAWA Offenses - Public Property

For each of the following crimes, enter the number reported to have occurred on Public Property.

Crime	Total occurrences on Public Property		
	2014	2015	2016
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Arrests - On campus

Enter the number of Arrests for each of the following crimes that occurred On Campus.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of Arrests		
	2014	2015	2016
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Arrests - Public Property

Enter the number of Arrests for each of the following crimes that occurred on Public Property.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of Arrests		
	2014	2015	2016
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Disciplinary Actions - On Campus

Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of persons referred for Disciplinary Action		
	2014	2015	2016
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Disciplinary Actions - Public Property

Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of persons referred for Disciplinary Action		
	2014	2015	2016
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Unfounded Crimes

Of those crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Noncampus property or buildings, and on Public Property, enter the number of crimes that were unfounded.

The total number of unfounded crimes should include all criminal offenses, hate crimes, domestic violence, dating violence, or stalking incidents that have been unfounded. Arrests and disciplinary actions cannot be unfounded.

If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded". Only sworn or commissioned law enforcement personnel may unfound a crime.

Count unfounded crimes in the year in which they were originally reported.

	Number		
	2014	2015	2016
a. <u>Total unfounded crimes</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Appendix H Westerville Center Crime Statistics – 2016

Institution: Westerville (202222002)
User ID: C2022221

Criminal Offenses - On campus

For each of the following criminal offenses, enter the number reported to have occurred On Campus.				
Criminal offense	Total occurrences On campus			
	2014	2015	2016	
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0	0
c. <u>Rape</u>	0	0	0	0
d. <u>Fondling</u>	0	0	0	0
e. <u>Incest</u>	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0
g. <u>Robbery</u>	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0
i. <u>Burglary</u>	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0
k. <u>Arson</u>	0	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Criminal Offenses - Public Property

For each of the following criminal offenses, enter the number reported to have occurred on Public Property.				
Criminal offense	Total occurrences on Public Property			
	2014	2015	2016	
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0	0
b. <u>Negligent manslaughter</u>	0	0	0	0
c. <u>Rape</u>	0	0	0	0
d. <u>Fondling</u>	0	0	0	0
e. <u>Incest</u>	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0
g. <u>Robbery</u>	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0
i. <u>Burglary</u>	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0
k. <u>Arson</u>	0	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Hate Crimes - On campus

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred On campus. Then break down each total by category of bias (e.g., race, religion).

Criminal offense	2016 Total	Occurrences of Hate crimes							
		Category of Bias for crimes reported in 2016							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

Criminal offense	2015 Total	Occurrences of Hate crimes							
		Category of Bias for crimes reported in 2015							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

Criminal offense	Occurrences of Hate crimes									
	2014 Total	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin	
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0	0

i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format:
 "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Hate Crimes - Public Property

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred on Public Property. Then break down each total by category of bias (e.g., race, religion).

Criminal offense	Occurrences of Hate crimes								
	2016 Total	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

Criminal offense	Occurrences of Hate crimes								
	2015 Total	Race	Religion	Sexual orientation	Gender	Gender identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

Criminal offense	Occurrences of Hate crimes								
	2014 Total	Race	Religion	Sexual orientation	Gender	Gender identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-negligent manslaughter</u>	0	0	0	0	0	0	0	0	0
c. <u>Rape</u>	0	0	0	0	0	0	0	0	0
d. <u>Fondling</u>	0	0	0	0	0	0	0	0	0
e. <u>Incest</u>	0	0	0	0	0	0	0	0	0
f. <u>Statutory rape</u>	0	0	0	0	0	0	0	0	0
g. <u>Robbery</u>	0	0	0	0	0	0	0	0	0

h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

VAWA Offenses - On Campus

For each of the following crimes, enter the number reported to have occurred On Campus.				
Crime	Total occurrences On Campus			
	2014	2015	2016	
a. <u>Domestic violence</u>	0	0	0	0
b. <u>Dating violence</u>	0	0	0	0
c. <u>Stalking</u>	0	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

VAWA Offenses - Public Property

For each of the following crimes, enter the number reported to have occurred on Public Property.				
Crime	Total occurrences on Public Property			
	2014	2015	2016	
a. <u>Domestic violence</u>	0	0	0	0
b. <u>Dating violence</u>	0	0	0	0
c. <u>Stalking</u>	0	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Arrests - On campus

Enter the number of Arrests for each of the following crimes that occurred On Campus.				
Do NOT include drunkenness or driving under the influence in Liquor law violations.				
Crime	Number of Arrests			
	2014	2015	2016	
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0	0
b. <u>Drug abuse violations</u>	0	0	0	1
c. <u>Liquor law violations</u>	0	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Arrests - Public Property

Enter the number of Arrests for each of the following crimes that occurred on Public Property.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of Arrests		
	2014	2015	2016
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Disciplinary Actions - On Campus

Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of persons referred for Disciplinary Action		
	2014	2015	2016
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Disciplinary Actions - Public Property

Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of persons referred for Disciplinary Action		
	2014	2015	2016
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Unfounded Crimes

Of those crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Noncampus property or buildings, and on Public Property, enter the number of crimes that were unfounded.

The total number of unfounded crimes should include all criminal offenses, hate crimes, domestic violence, dating violence, or stalking incidents that have been unfounded. Arrests and disciplinary actions cannot be unfounded.

If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded". Only sworn or commissioned law enforcement personnel may unfound a crime.

Count unfounded crimes in the year in which they were originally reported.

	Number		
	2014	2015	2016
a. <u>Total unfounded crimes</u>	1	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Appendix I

COLUMBUS STATE POLICE DEPARTMENT

CHAPTER 91 CAMPUS LAW ENFORCEMENT

SECTION 91.4 ADMINISTRATION

Procedure #	Title		By Authority of:		Page:
91.4.1	Position Responsible For Clery Act		Sean Asbury, Chief of Police		1 of 2
Clery Procedure	OCJS Procedure	OIT Review	Atty. Gen. Review	Distributed	Date Effective
Y	N	07-28-15	08-10-15	07-28-15	08-27-15
Supersedes former Policies: 91-4-1 effective 10-05-14					

91.4.1 POSITION RESPONSIBLE FOR CLERY ACT

Policy Statement: This Department maintains a written directive that establishes a position responsible for compliance with the Clery Act and includes:

- A. Annual reporting;
- B. Timely warnings to the campus community about crimes that are a threat to students and employees;
- C. Public crime log;
- D. Submission of data to the United States Department of Education;
- E. Establishing the rights of victims of sexual assaults;
- F. Meeting other operational and reporting requirements as stipulated by the United States Department of Education.

Procedure:

At the direction of the Chief of Police, the Columbus State Police Department's Communications Lieutenant is responsible for compliance with the Clery Act.

- A. **Annual Reporting:** See procedure 91.4.20
- B. **Timely Warnings to the Campus Community about Crimes that are a Threat to Students and Employees:** See procedure 91.4.21
- C. **Public Crime Log:** See procedure 91.4.22
- D. **Submission of Data to the United States Department of Education:** See procedure 91.4.34
- E. **Establishing the Rights of Victims of Sexual Assaults:** See procedure 91.4.23
- F. **Meeting Other Operational and Reporting Requirements as Stipulated by the United States Department of Education:**
 - **Emergency Notification System:** See procedure 91.1.5
 - **Reporting of Criminal Offenses:** See procedure 91.4.24

- Voluntary Confidential Reporting: See procedure 91.4.25
- Confidential (Pastoral and Professional Counselors) Reporting: See procedure 91.4.26
- Accurate and Prompt Crime Reporting: See procedure 91.4.27
- Monitoring and Reporting of Criminal Activity Off-Campus: See procedure 91.4.28
- Authority to Arrest and Relationships: See procedure 91.4.29
- Crime Prevention Programs: See procedure 91.4.30
- Security Awareness Programs: See procedure 91.4.31
- Security of and Access to Campus Facilities: See procedure 91.4.32
- Emergency Drills, Testing, and Evacuation Procedures: See procedure 91.4.3

Appendix J

COLUMBUS STATE POLICE DEPARTMENT

CHAPTER 91 CAMPUS LAW ENFORCEMENT

SECTION 91.1 GENERAL SUPPLEMENT

Procedure #	Title		By Authority of:		Page:
91.1.5	Emergency Notification System		Sean Asbury, Chief of Police		1 of 2
Clery Procedure	OCJS Procedure	OIT Review	Atty. Gen. Review	Distributed	Date Effective
Y	N	03-15-16	03-18-16	03-15-16	04-14-16
Supersedes former Procedure: 91.1.5 Emergency Notification System, effective 8-27-15					

91.1.5 EMERGENCY NOTIFICATION SYSTEM

Policy Statement: The Columbus State Police Department maintains a written directive for an emergency notification system, which defines;

- A. Authorization for system use;
- B. Conditions that will initiate the notification system;
- C. Methods by which the information will be released;
- D. Who activates the notification system;
- E. Testing;
- F. Administrative issues.

Procedure:

A. Authorization for system use: This procedure establishes uniformity relating to the authorization and immediate activation of the mass notification alert systems to warn the Columbus State Community College students, staff, and visitors of a significant critical incident which represents a sustained and impending life or property threat across the College, as mandated by 20 U.S.C. 1092(f) as amended by Public Law 110-315 “Clery Law”. Such warning allows the community to take appropriate and immediate precautions.

All operators of the emergency notification systems shall be trained in the technical, legal, and ethical parameters of appropriate system use.

The following Columbus State Community College positions have authority to activate the College’s mass notification system to “immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff on the campus”, as required by 20 U.S.C. 1092(f) as amended by Public Law 110-315 (the Higher Education Opportunity Act), and as time and events allow. These College officials can individually direct on-duty Columbus State Police Department Communications Technicians to activate the public address and Rave alert systems. Those with the authority to do so include:

- Columbus State Community College President
- Senior Vice President and General Counsel
- Chief of Police
- Police Supervisor/OIC
- Emergency Preparedness Coordinator
- Communications Technician

In most incidents, notification will originate within the Columbus State Police Department chain of command, after internal verification.

Activation Procedure:

- Activation of the public address and Rave critical incident mass communication systems is appropriate for such events as active shooter, explosion, natural disaster, widespread hazardous materials release, acts of terror, or other critical incidents that are a level 2 or 3 type of incident as defined by the Emergency Operations Plan, or other critical incidents which present a sustained, immediate, and significant threat to life and property across the college.
- Once activation of the mass notification system is activated, the Communications Technician will notify the on-duty supervisor/OIC that the alert has been transmitted.
- All subsequent media inquiries shall be directed to Marketing and Communications.
- Public address systems will be activated by Police Department personnel, when appropriate as specified by Police Department Emergency Response Guidelines, for incidents of significant hazardous conditions (i.e. gas leak, building collapse).

B. Conditions that will initiate the notification system: The following conditions may initiate the use of the Emergency Notification System, but are not limited to; active shooter, bomb threat, earth quake, power outage, tornado warning, fire, gas leak, Clery warnings, emergency notifications, and any incident that presents an imminent and ongoing threat to the campus community. The Chief of Police or designee shall review each situation on a case by case basis to verify that a legitimate emergency or dangerous situation exists.

C. Methods by which the information will be released: The Police Department utilizes multiple methods of Emergency Notification, such as Rave electronic mail and text notification, public address/fire alarm systems, radio and television media, and campus electronic mail alerts. If the Chief of Police or designee confirms there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Columbus State community, the Chief of Police or designee will determine the content of the message and will use some or all of the systems described above to communicate the threat to the Columbus State community or to the appropriate segment of the community if the threat is limited to a particular building or segment of the community.

D. Who activates the notification system: The Chief of Police or designee 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, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The Chief of Police or designee may designate a Communications Technician to send the notification via one of the methods addressed in paragraph C.

E. Testing: The Police Department will test the notification systems on an annual basis, generally in September, to ensure they are working properly. Prior to each test the campus community will be notified in advance of the tests.

F. Administrative issues: The Police Department Communications Lieutenant is responsible for overseeing all administrative issues for each type of notification system.

Appendix K

COLUMBUS STATE POLICE DEPARTMENT

CHAPTER 42 CRIMINAL INVESTIGATION

SECTION 42.2 OPERATIONS

Procedure #	Title		By Authority of:		Page:
42.2.20	Sexual Assault Response Protocol		Sean Asbury, Chief of Police		1 of 2
Clery Procedure	OCJS Procedure	OIT Review	Atty. Gen. Review	Distributed	Date Effective
Y	N	09-14-14	10-28-14	09-05-14	10-05-14
Supersedes former Procedures: DPS 3.23-B Sexual Assault Response Protocol, effective 11-5-2011					

42.2.20 SEXUAL ASSAULT RESPONSE PROTOCOL

Policy Statement: Columbus State does not tolerate Sexual Assault. This procedure is intended to provide a caring and comprehensive method to report sexual assaults that occur on campus to law enforcement or other college personnel that have been identified as Campus Security Authorities. (Non-CALEA Standard)

Definitions:

- Sexual Conduct: “Vaginal intercourse between a male and female; anal intercourse, fellatio, and cunnilingus between persons regardless of sex; and, without privilege to do so, the insertion, however slight, of any part of the body or any instrument, apparatus, or other object into the vaginal or anal opening of another. Penetration, however slight, is sufficient to complete vaginal or anal intercourse.” (Ohio Revised Code 2907.01A)
- Sexual Contact: “Any touching of an erogenous zone of another, including without limitation the thigh, genitals, buttock, pubic region, or, if the person is a female, a breast, for the purpose of sexually arousing or gratifying either person.” (Ohio Revised Code 2907.01B)
- Sexual Activity: “Sexual conduct or sexual contact, or both.” (Ohio Revised Code 2907.01C)
- Clery Act (20USC1092)(F): For disclosure of campus Security Policy and Campus Crime Statistics sexual acts include the general category of sexual assault to include forcible rape, sodomy, sexual assault with an object, incest, and statutory rape. Consent is an agreement reached without force, coercion, or intimidation between persons. Forcible sexual activity occurs when consent is not reached or when the victim is mentally incapacitated, intoxicated, or physically helpless.

Procedure:

The following are duties of Columbus State Police Department personnel when receiving and responding to a report of a sexual assault on Columbus State Community College property.

- Communications Technicians:
 - Collect all necessary information from the victim/caller
 - Name
 - Phone number
 - Location
 - Nature of incident
 - Description of suspect
 - Call-back number
 - Dispatch Columbus State Police to the victim
 - Maintain phone contact with the victim/caller until police arrive
 - Dispatch Columbus State Police to the crime scene
 - Contact a Columbus State Police supervisor or OIC
 - Create a separate Call Log for the incident

- Contact the local law enforcement agency with jurisdiction of the location(s) of the assaults to conduct the investigation
- Forward all incoming calls requesting information on the incident to Marketing and Communications
- Police:
 - Contact victim and determine:
 - Is emergency medical treatment needed
 - Location(s) and time of incident(s)
 - Is there an ongoing threat to the community, i.e. assault just occurred and suspect at large
 - Secure the crime scene(s)
 - Evaluate the scene for possible threats
 - Start a crime scene log
 - Limit access to required personnel only
 - Protect scene from contamination
 - If the sexual assault occurred within 96 hours, have Communications contact local Emergency Medical Services to transport the victim to the hospital
 - A police officer shall go to the hospital with the victim
 - Collect names and contact information of witnesses
 - Provide information to the investigating law enforcement agency
 - Assist the investigating law enforcement agency as requested
 - Advise the victim of counseling and support services available to them from the College
 - Review cameras for possible evidence
 - Complete a Sexual Assault Non-NIBRS report documenting the Department's actions, information obtained, and the investigating law enforcement agency's report number
- Supervisor:
 - Contact Chief of Police
 - Quickly determine if a Clery Timely Warning should be sent out to the campus
 - If a Timely Warning is warranted, insure the RAVE Alert message is promptly sent
 - If a Clery Timely Warning is issued, post it on the Police web-site
 - Establish which law enforcement agency will be investigating the incident(s)
 - Advise personnel which law enforcement agency will be investigating the incident(s)
 - Assume or designate a liaison to the investigating law enforcement agency
 - Coordinate Department personnel
 - Contact Marketing and Communications
 - Advise Marketing and Communications of the nature of the incident and the name of the investigating law enforcement agency
 - Dependent on the incident, consider establishing:
 - Inner and outer perimeters
 - Command Post
 - Staging area
 - Media staging and briefing location
 - Contact Dean of Student Life to set-up counseling services
 - Follow-up with the Chief of Police

Appendix L

COLUMBUS STATE POLICE DEPARTMENT

CHAPTER 91 CAMPUS LAW ENFORCEMENT

SECTION 91.4 ADMINISTRATION

Procedure #	Title	By Authority of:			Page:
91.4.20	Policies for Preparing the Annual Security Report: Disclosure of Crime Statistics	Sean Asbury, Chief of Police			1 of 1
Clery Procedure	OCJS Procedure	OIT Review	Atty. Gen. Review	Distributed	Date Effective
Y	N	07-28-15	08-10-15	07-28-15	08-27-15
Supersedes former Procedures: 91.4.1, effective 10-05-14					

91.4.20 POLICIES FOR PREPARING THE ANNUAL SECURITY REPORT: DISCLOSURE OF CRIME STATISTICS

Policy Statement: The Columbus State Police Department maintains a written directive that establishes a position responsible for compliance with the Clery Act and Annual Reporting, including;

- A. Annual Security Report Preparation
- B. Crime Statistics Sources
- C. Who Prepares the Annual Security Report

Procedure:

A. Annual Security Report Preparation: The Columbus State Police Department's Communications Lieutenant is responsible for compliance with the *Jeanne Clery Disclosure of Campus Security Policy, Campus Crime Statistics Act (Clery Act)*, and the preparation of the Annual Security Report. Therefore, in collaboration with the College Clery Compliance Committee they shall compile Clery required crime statistics, arrest statistics, disciplinary statistics, and policy statements for the Columbus Campus, Delaware Campus, and Regional Learning Centers.

B. Crime Statistics Sources: The Columbus State Police Department works in collaboration with the Campus Security Authorities (CSA), Student Life, Human Resources, Counseling Services, Disability Services, and Law Enforcement agencies within the College's Clery geography jurisdiction to gather: 1) crimes, arrest, and disciplinary statistics for crimes reported to the Columbus State Police Department within the last three (3) years, 2) college policy statements, and 3) safety tips.

C. Who Prepares the Annual Security Report: The Columbus State Police Department prepares, publishes, and distributes an Annual Security Report (ASR) that is designed to be an informative guide that provides an understanding of safety and security operations on Columbus State's Campuses and Regional Learning Centers. This report is completed by October 1st, each year and is e-mailed to all students and employees, placed on the Columbus State Police Department website, and printed copies are available in the Columbus State Police Department on the Columbus and Delaware campuses.

COLUMBUS STATE POLICE DEPARTMENT

CHAPTER 91 CAMPUS LAW ENFORCEMENT

SECTION 91.4 ADMINISTRATION

Procedure #	Title		By Authority of:		Page:
91.4.21	Policies for Timely Warnings		Sean Asbury, Chief of Police		1 of 3
Clery Procedure	OCJS Procedure	OIT Review	Atty. Gen. Review	Distributed	Date Effective
Y	N	07-28-15	08-10-15	07-28-15	08-27-15
Supersedes former Procedures: 91.4.1, effective 10-05-14					

91.4.21 POLICIES FOR TIMELY WARNINGS

Policy Statement: The Columbus State Police Department maintains a written directive that establishes policies for Timely Warnings and includes;

- A. Circumstances in which a warning will be issued.
- B. The manner in which the warning will be distributed.
- C. The individual or office responsible for issuing the warning.

Procedure:

A. It is the duty of the Columbus State Police Department to provide timely warnings or crime alerts to the campus community for serious incidents that represent a continuing threat to individuals and property. These timely warnings, in addition to complying with the Clery Act, enhance the safety of students and staff alike. They can be posted on the Columbus State Police Department web site as well as various locations around campus. They can also be distributed via the Columbus State Community College e-mail network or other channels as approved pursuant to this procedure.

The federal Campus Safety and Security Act and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), requires that colleges and universities provide timely and relevant information about campus crimes to prospective students, parents, employees, and other interested parties.

A crime is reported when it is brought to the attention of a Campus Security Authority (CSA) or the local police by a victim, witness, third party, or even the offender. (The CSA and police are officials of the institution with significant responsibility for student and campus activities).

Types of Notices:

- **Emergency Notification:**
To warn the campus community of a significant and imminent critical incident, which represents a sustained and impending life or property threat across the college, the Columbus State Police Department administration, communication technicians, administrative support and preparedness coordinator, President, and Vice President and General Counsel, are authorized to issue an immediate warning without an unreasonable delay to allow the campus community to take immediate precautions. Warnings can be issued through public address systems, email, media, and other appropriate emergency message systems.
- **Timely Warning:**
To promote safety and prevent additional crimes, the Columbus State Police Department will issue a Timely Warning for any *Clery Act* crime that occurs within the Columbus State Clery geography that is 1) reported to Columbus State or local police agencies, and 2) is considered to represent a serious or continuing threat to students and employees. Those Clery crimes include such crimes as murder/non-negligent manslaughter, negligent manslaughter, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, arson, stalking, domestic violence, and dating violence; as well as hate crimes that include all of the previously mentioned crimes plus crimes of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property when motivated by

bias. Issuing a timely crime warning is decided on a case by case basis by the police administration in light of all the facts surrounding a crime, including the nature of the crime, the continuing danger to the campus community, Clery criteria, and the possible risk of compromising a law enforcement investigation. Once the known facts are assessed, warnings can be issued through the college email system, media, or other appropriate message system.

B. Procedure of Publishing a Timely Warning:

- The Shift Supervisor or designee is responsible for the following:
 - Being aware of all police and incident reports that require a Clery crime timely warning.
 - Determining if a crime or incident, on or off campus, presents a continuing danger to campus security and individual safety.
 - Will prepare and send a timely warning when needed.
 - Notify the Chief of Police or designee.
- Reasons Not to Publish a Clery Timely Warning:
 - In cases where there is no imminent danger to individual safety, campus security, or property.
 - A crime alert would hinder the investigation if there is clear and convincing evidence that the release of such information would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence.

Contents of a Clery Timely Warning:

- The Shift Supervisor or their designee shall prepare, approve, and send a timely warning containing the following items:
 - Description of the incident, including
 - Location
 - Time
 - Date
 - Physical description of the suspect(s)
 - Photograph, if available, or composite, if information is specific
 - Apparent connection to previous incidents, if applicable.

C. Distributing Clery Timely Warnings to the Campus Community:

- The warning must be timely, and reasonably likely to reach the entire campus community and aid in the prevention of similar Crimes. Therefore, timely warnings must be issued in a manner that gets out the word quickly to the campus community. They may not be issued in a manner or posted in a location that requires the campus community to make requests for them or to search for them.
- The Family Educational Rights and Privacy Act (FERPA) recognizes that information can, in case of an emergency, be released without consent when needed to protect the health and safety of others. In addition, if institutions utilize information from the records of a campus law enforcement unit to issue a Timely Warning, FERPA is not implicated as those records are not protected by FERPA.
- Clery Timely Warnings may be distributed by one or more of the following:
 - RAVE Mobile Safety
 - Campus e-mail
 - Flyer Postings in high traffic areas
 - Columbus State Community College web site

- College newsletters or updates
- Media, through the Office of Marketing and Communications
- Other channels as approved, pursuant to this procedure.

Maintenance of Clery Timely Warnings:

- All forms and copies of warnings shall be maintained by the Communications Supervisor.

Testing Emergency Response and Evacuation Procedures:

- The college Emergency Notification system will be tested annually, generally in March or December. Results of the test will be maintained by the Columbus State Police Department.

COLUMBUS STATE POLICE DEPARTMENT

CHAPTER 91 CAMPUS LAW ENFORCEMENT

SECTION 91.4 ADMINISTRATION

Procedure #	Title		By Authority of:		Page:
91.4.22	Public Crime Log		Sean Asbury, Chief of Police		1 of 1
Clery Procedure	OCJS Procedure	OIT Review	Atty. Gen. Review	Distributed	Date Effective
Y	N	07-28-15	08-10-15	07-28-15	08-27-15
Supersedes former Procedures: 91.4.1, effective 10-05-14					

91.4.22 PUBLIC CRIME LOG

Policy Statement: The Columbus State Police Department maintains a written directive that establishes policies for a public crime log.

Procedure:

The Daily Crime Log records all criminal incidents and alleged criminal incidents that have been reported to the Columbus State Police Department. The crime log is available online 24-hours a day on the Columbus State Police Department website.

COLUMBUS STATE POLICE DEPARTMENT

CHAPTER 91 CAMPUS LAW ENFORCEMENT

SECTION 91.4 ADMINISTRATION

Procedure #	Title		By Authority of:		Page:
91.4.23	Establishing the Rights of Victims of Sexual Assaults		Sean Asbury, Chief of Police		1 of 1
Clery Procedure	OCJS Procedure	OIT Review	Atty. Gen. Review	Distributed	Date Effective
Y	N	09-15-15	10-31-15	09-15-15	10-15-15
Supersedes former Procedures: 91.4.1, effective 10-05-14					

91.4.23 ESTABLISHING THE RIGHTS OF VICTIMS OF SEXUAL ASSAULTS

Policy Statement: Columbus State Police Department maintains a written directive that establishes the rights of victims of sexual assaults.

Procedure:

Columbus State Community College procedure 3-44(A) establishes the rights of sexual assault victims when an incident occurs on College owned or leased property.

COLUMBUS STATE POLICE DEPARTMENT

CHAPTER 91 CAMPUS LAW ENFORCEMENT

SECTION 91.4 ADMINISTRATION

Procedure #	Title		By Authority of:		Page:
91.4.24	Reporting of Criminal Offenses		Sean Asbury, Chief of Police		1 of 1
Clery Procedure	OCJS Procedure	OIT Review	Atty. Gen. Review	Distributed	Date Effective
Y	N	08-25-15	10-05-15	08-25-15	09-24-15
Supersedes former Procedures: 91.4.1, effective 10-05-14					

91.4.24 REPORTING OF CRIMINAL OFFENSES

Policy Statement: The Columbus State Police Department maintains a written directive that establishes titles of positions or offices the College has identified as Campus Security Authorities (CSA) for the campus community to report crimes.

Procedure:

Criminal acts or emergencies must be immediately reported to the Columbus State Police Department or local law enforcement agency within the jurisdiction.

Appendix Q

COLUMBUS STATE POLICE DEPARTMENT

CHAPTER 91 CAMPUS LAW ENFORCEMENT

SECTION 91.4 ADMINISTRATION

Procedure #	Title		By Authority of:		Page:
91.4.25	Voluntary Confidential Reporting		Sean Asbury, Chief of Police		1 of 1
Clery Procedure	OCJS Procedure	OIT Review	Atty. Gen. Review	Distributed	Date Effective
Y	N	09-15-15	10-31-15	09-15-15	10-15-15
Supersedes former Procedures: 91.4.1, effective 10-05-14					

91.4.25 VOLUNTARY CONFIDENTIAL REPORTING

Policy Statement: The Columbus State Police Department maintains a written directive that establishes:

- A. Procedures that allow victims or witnesses to report crimes on a voluntary and confidential basis.
- B. The procedure is described in the Annual Security Report (ASR).

Procedure:

- A. Columbus State Community College procedure 3-44(A) outlines how victims or witnesses to a crime on College owned or leased property may report the crime on a voluntary and confidential basis.
- B. The above procedure is described in the College's Annual Security Report.

Appendix R

COLUMBUS STATE POLICE DEPARTMENT

CHAPTER 91 CAMPUS LAW ENFORCEMENT

SECTION 91.4 ADMINISTRATION

Procedure #	Title		By Authority of:		Page:
91.4.26	Confidential (Pastoral and Professional Counselor) Reporting		Sean Asbury, Chief of Police		1 of 1
Clery Procedure	OCJS Procedure	OIT Review	Atty. Gen. Review	Distributed	Date Effective
Y	N	09-15-15	10-31-15	09-15-15	10-15-15
Supersedes former Procedures: 91.4.1, effective 10-05-14					

91.4.26 CONFIDENTIAL (PASTORAL AND PROFESSIONAL COUNSELOR) REPORTING

Policy Statement: The Columbus State Police Department maintains a written directive that establishes:

- A. Procedures for confidential reporting for pastoral and professional counselors.
- B. The confidential reporting procedure is described in the Annual Security Report (ASR).

Procedure:

- A. Columbus State Community College procedure 3-44(A) outlines procedures for confidential reporting to pastoral and professional counselors.
- B. This procedure is described in the College's Annual Security Report.

COLUMBUS STATE POLICE DEPARTMENT

CHAPTER 91 CAMPUS LAW ENFORCEMENT

SECTION 91.4 ADMINISTRATION

Procedure #	Title		By Authority of:		Page:
91.4.27	Accurate and Prompt Reporting		Sean Asbury, Chief of Police		1 of 1
Clery Procedure	OCJS Procedure	OIT Review	Atty. Gen. Review	Distributed	Date Effective
Y	N	08-25-15	10-05-15	08-25-15	09-24-15
Supersedes former Procedures: 91.4.1, effective 10-05-14					

91.4.27 ACCURATE AND PROMPT REPORTING

Policy Statement: The Columbus State Police Department maintains a written directive that encourages accurate and prompt reporting of all crimes to campus or local law enforcement.

Procedure:

The Columbus State Police Department encourages everyone to promptly report a crime if they are a victim, witness, or Campus Security Authority (CSA). According to the Ohio Revised Code (ORC 149.43), police reports are public record and confidentiality cannot be guaranteed. In addition, people who have knowledge of a felony are required to report the crime to the police and failure to report a felony could be a crime (ORC 2921.22).

All crimes on Columbus State property should be reported to the Columbus State Police Department. These crimes will be included in the College's annual crime statistics and will allow a timely warning to be provided when appropriate.

Appendix T

COLUMBUS STATE POLICE DEPARTMENT

CHAPTER 91 CAMPUS LAW ENFORCEMENT

SECTION 91.4 ADMINISTRATION

Procedure #	Title		By Authority of:		Page:
91.4.28	Monitoring and Reporting of Criminal Activity Off-Campus		Sean Asbury, Chief of Police		1 of 1
Clery Procedure	OCJS Procedure	OIT Review	Atty. Gen. Review	Distributed	Date Effective
Y	N	08-25-15	10-05-15	08-25-15	09-24-15
Supersedes former Procedures: 91.4.1, effective 10-05-14					

91.4.28 MONITORING AND REPORTING OF CRIMINAL ACTIVITY OFF-CAMPUS

Policy Statement: The Columbus State Police Department maintains a written directive that requires monitoring and recording of criminal activity that involves college recognized student organizations that are located off campus.

Procedure:

Columbus State Community College does not have any college recognized student organizations at off campus locations.

COLUMBUS STATE POLICE DEPARTMENT

CHAPTER 91 CAMPUS LAW ENFORCEMENT

SECTION 91.4 ADMINISTRATION

Procedure #	Title		By Authority of:		Page:
91.4.29	Authority to Arrest and Relationships		Sean Asbury, Chief of Police		1 of 1
Clery Procedure	OCJS Procedure	OIT Review	Atty. Gen. Review	Distributed	Date Effective
Y	N	02-14-17	02-16-17	02-14-17	03-16-17
Supersedes former Procedures: 91.4.29 – Authority to Arrest and Relationships, effective 9-24-15					

91.4.29 AUTHORITY TO ARREST AND RELATIONSHIPS

Policy Statement: The Columbus State Police Department maintains a written directive that describes:

- A. The arrest authority of Columbus State Police Department Police Officers.
- B. Working relationship with state and local police agencies, including formal agreements that exist.

Procedure:

A. Ohio Revised Code (ORC) section 3345.04 authorizes the Columbus State Board of Trustees to designate state university law enforcement officers, as outlined in ORC section 109.77. These state university law enforcement officers shall take an oath of office, wear the badge of office, and serve as peace officers for the college with full arrest authority. These officers are assigned to the Columbus and Delaware Campuses and regularly patrol all Regional Learning Centers.

B. The Columbus State Police Department has close relationships with federal, state, and local law enforcement agencies that have jurisdiction on property that is owned or leased by Columbus State Community College. These agencies include: 1) Columbus Division of Police, 2) Reynoldsburg Division of Police, 3) Dublin Police Department, 4) Delaware County Sheriff's Office, 5) Ohio State Highway Patrol, 6) Ohio Bureau of Criminal Identification and Investigation (BCI&I), and 7) Federal Bureau of Investigation (FBI). These agencies assist the Columbus State Police with investigations, such as sexual assaults, homicides, arson, missing persons, or other investigations that require specialized equipment or training to investigate.

Columbus State Community College maintains mutual aid agreements with other law enforcement agencies encouraging collaboration, use of shared police personnel and/or equipment requested.

COLUMBUS STATE POLICE DEPARTMENT

CHAPTER 91 CAMPUS LAW ENFORCEMENT
ADMINISTRATION

SECTION 91.4

Procedure #	Title		By Authority of:		Page:
91.4.30	Security Awareness Programs		Sean Asbury, Chief of Police		1 of 1
Clery Procedure	OCJS Procedure	OIT Review	Atty. Gen. Review	Distributed	Date Effective
Y	N	08-25-15	10-05-15	08-25-15	09-24-15
Supersedes former Procedures: 91.4.1, effective 10-05-14					

91.4.30 SECURITY AWARENESS PROGRAMS

Policy Statement: The Columbus State Police Department maintains a written directive that describes the type and frequency of programs designed to inform the campus community about campus security procedures. These practices are designed to encourage the campus community to be responsible for their security and the security of others.

Procedure:

Columbus State Police Department is dedicated to eliminating and minimizing criminal activities through police officer and security specialist visibility, targeted patrol activities, and community involvement. This focuses on utilizing faculty, staff, students, and campus partners taking responsibility for the campus' safety.

Crime prevention programs and brochures emphasizing security and safety procedures are presented throughout the year and are available if requested by individuals or groups. Crime prevention, security information, and safety tips can be found in the Student Handbook, on the Columbus State Police Department website, and in the Annual Security Report. Some of these crime prevention programs include:

- **Active Shooter:** What should you do if an active shooter enters your classroom, office, or workplace? This seminar provides options and a plan should you find yourself in this situation. This presentation is effective because it is conducted from the perspective of a potential victim, not responding law enforcement. It focuses on what you can do to enhance your survivability before law enforcement arrives. In short, you will learn simple but highly effective strategies that will increase your survivability during a crisis.
- **Sexual Assault Prevention:** This seminar focuses on the definition of sexual assault, prevention and safety tactics, the role of bystanders, what to expect from police, what to expect from the Student Conduct Office, how to find local resources, the college's emergency notification system, RAVE Mobility, virtual escorts, RAVE Guardian, and texting tips.
- **Tactical Communications:** This seminar focuses on effective communication skills, dealing with difficult people, how to control the communications process, and how to deal with verbally abusive people.

At least twenty (20) times each year, the Columbus State Police Department gives security awareness presentations to the campus community.

Appendix W

COLUMBUS STATE POLICE DEPARTMENT

CHAPTER 91 CAMPUS LAW ENFORCEMENT

SECTION 91.4

ADMINISTRATION

Procedure #	Title		By Authority of:		Page:
91.4.31	Crime Prevention Programs		Sean Asbury, Chief of Police		1 of 1
Clery Procedure	OCJS Procedure	OIT Review	Atty. Gen. Review	Distributed	Date Effective
Y	N	09-15-15	10-31-15	09-15-15	10-15-15
Supersedes former Procedures: 91.4.1, effective 10-05-14					

91.4.31 CRIME PREVENTION PROGRAMS

Policy Statement: The Columbus State Police Department maintains a written directive that describes programs to inform students and employees about crime prevention.

Procedure:

Crime prevention programs are described in procedure 91.4.30

POLICE DEPARTMENT, FACILITIES MANAGEMENT, & INFORMATION TECHNOLOGY

CHAPTER 91 CAMPUS LAW ENFORCEMENT

SECTION 91.4 ADMINISTRATION

Procedure #	Title		By Authority of:				Page:
91.4.32	COLLEGE FACILITY ACCESS		Sean Asbury, Chief of Police Mark French, Director Facilities Management Michael Babb, Vice President Information Technology				1 of 3
Clery Procedure	OCJS Procedure	OIT Review	Atty. Gen. Review	Distributed		Date Effective	
Y	N	07-11-17	07-28-17	07-11-17		08-10-17	
Supersedes former Procedure: 91.4.32 College Facility Access, effective 6-22-17							

POLICE DEPARTMENT, FACILITIES MANAGEMENT, AND INFORMATION TECHNOLOGY**91.4.32 COLLEGE FACILITY ACCESS****Policy Statement:** Columbus State Community College maintains a written directive that describes:

- A. Providing Access to College Areas.
- B. Key Rings.

Procedure:**I. Providing Access to College Facilities**

- A. Accessing Labs/Classrooms: Labs and classrooms will only be opened when authorized personnel are present. Authorized personnel include: 1) Columbus State Instructors, 2) Columbus State Information Technology Personnel, 3) Facilities Management Personnel, 4) Police Department Personnel 5) College vendors, and 6) Personnel approved by department supervisors.
- B. Accessing Offices: College offices will only be opened when authorized personnel are present. Authorized personnel include: 1) Columbus State personnel assigned to the workspace, 2) Columbus State supervision of personnel assigned to the space, 3) Individuals approved by personnel with control over the workspace, 4) Columbus State Information Technology Personnel, 5) Facilities Management Personnel, 6) Police Department Personnel 7) College Vendors, and 8) Personnel approved by department supervisors.
- C. Facility access is for official business use or emergencies only. Any other use or misuse is prohibited and the employee will be subject to disciplinary action.
- D. If an AMAG override is necessary during non-emergency situations, the Police Department will be called and access will be recorded as outlined in procedure 41.3.8 In-Car and-or Body-Worn Audio-Video.
- E. After-Hours Access: Employees that require access to campus facilities outside normal business hours, on weekends, or holidays, must complete an Employee After Hours Authorization form (Form 91.4.32), get approval from their chairperson or supervisor, and send the complete form to the Police Department. This form will be maintained in the Police Department's Communications Center.

The Employee After Hours Authorization form is effective for the current fiscal year (July 1 – June 30) and will need to be updated each fiscal year. In May, the Sergeant of Communications or designee will email all employees that have an After Hours Authorization form on file, and

to provide guidance on how to renew their access for the next fiscal year.

II. Key Rings

A. Police Department – Issuing College Keys

1. Key rings that provide access to College facilities will be stored in an electronic key box located in the Police Department.
2. Police personnel shall sign-out a College key ring at the beginning of their shift and return the key ring to the lock box at the end of their shift.
 - a) If an employee fails to return a key ring to the lock box at the end of a shift the key box will automatically send an email to the Chief of Police and Lieutenants of Police.
 - b) If College keys are not returned to the lockbox the on duty supervisor will contact the employee and ask them to return the keys.
3. If College keys are lost the Director of Facilities Management and the Police Department will be notified and a police report will be completed.
4. AMAG (card swipe) over-ride keys will only be used when the electronic access system is not working. If a key bypasses the electronic access system, it will be recorded as outlined in procedure 41.3.8 In-Car and-or Body-Worn Audio-Video.
5. The Facility Management Access Coordinator will conduct an annual inspection of Police Department keys. These inspections will occur each year in December to ensure no keys are missing and new keys have been added to the rings. The Chief of Police and Director of Facilities Operations should be notified of any missing keys. The Access Coordinator will work with police supervisors to ensure all keys are available for inspection.

B. Facilities Management

1. Facilities Management will issue key sets to the following individuals: Director Facilities Management, and Director of Facilities Operations.
2. Two (2) sets of keys will be stored in the electronic key box at Facilities Management with restricted access provided to the Director of Design & Construction, the Director of Asset & Planning Management, and five (5) Operations Supervisors.
 - a) If an employee fails to return a key ring to the lock box at the end of a shift the key box will automatically send an email to the Director of Facilities Management and Director of Facilities Operations.
 - b) If College keys are not returned to the lockbox the on duty supervisor will contact the employee and ask them to return the keys.
3. If College keys are lost, the on duty supervisor and the Director of Facilities Management will be notified and a police report will be completed.

4. AMAG (card swipe) over-ride keys will only be used when the electronic access system is not working. When the electronic access system is bypassed, the Police Dispatch will be notified and the necessary override logged with the Police Department.
5. The Facility Management Access Coordinator will conduct an annual inspection of Facilities Management keys. These inspections will occur each year in December to ensure no keys are missing and new keys have been added to the rings. The Director of Facilities Operations should be notified of any missing keys. In addition, issued keys must be immediately produced for verification if requested by the Access Coordinator.

C. Information Technology

1. Four (4) sets of keys that provide access to College IT computer areas will be stored in an electronic key box located in the Police Department.
2. Information Technology personnel may sign-out a College key ring to provide access to College IT computer areas during an emergency.
 - a) If an employee fails to return a key ring to the lock box within fifteen (15) hours the key box will automatically send an email to the Vice President of Information Technology and Chief Technology Officer (CTO). If the keys are not returned to the lockbox they will contact the employee and ask them to return the keys.
3. If College keys are lost the Director of Facilities Management and the Police Department will be notified and a police report will be completed.
4. AMAG (card swipe) over-ride keys will only be used when the electronic access system is not working. When the electronic access system is bypassed, the Police Dispatch will be notified and the necessary override logged with the Police Department.
5. The Facility Management Access Coordinator will conduct an annual inspection of Information Technology keys. These inspections will occur each year in December to ensure no keys are missing and new keys have been added to the rings. The Vice President of Information Technology/Designee should be notified of any missing keys. The Access Coordinator will work with Information Technology supervisors to ensure all keys are available for inspection.

D. Vendors

1. Vendor keys will be checked out from the electronic key box located at Facilities Management.
2. If keys are not returned within twelve (12) hours of being checked out, an email notification will be sent to the Director of Facilities Management. The vendor will be responsible for immediate return of keys.

3. If a College key or key ring is lost a supervisor will be notified immediately, a police report will be completed, and the Director of Facilities Operations will be notified.

Appendix Y

COLUMBUS STATE POLICE DEPARTMENT

CHAPTER 91 CAMPUS LAW ENFORCEMENT

SECTION 91.4 ADMINISTRATION

Procedure #	Title	By Authority of:			Page:
91.4.33	Emergency Drills, Testing and Evacuation Procedures	Sean Asbury, Chief of Police			1 of 2
Clery Procedure	OCJS Procedure	OIT Review	Atty. Gen. Review	Distributed	Date Effective
Y	N	09-15-15	10-31-15	09-15-15	10-15-15
Supersedes former Procedures: 91.4.1, effective 10-05-14					

91.4.33 EMERGENCY DRILLS, TESTING AND EVACUATION PROCEDURES

Policy Statement: The Columbus State Police Department maintains a written directive that describes:

- A. Procedures to annually schedule drills, exercises, and appropriate follow-through activities designed for assessment and evaluation of emergency plans and capabilities.
- B. Procedures to annually publicize emergency response and evacuation in conjunction with an annual test.
- C. Documentation, for each test, a description of the exercise, the date, time and whether it was announced or unannounced.

Procedure:

A. The Clery regulations define a **test** as *regularly scheduled drills, exercises, and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities*. Columbus State must conduct at least one test a year and can choose to have an announced or unannounced test. To comply with the Clery requirements the test must meet the following criteria:

- The test must be scheduled. An actual emergency or false emergency alarm cannot serve as a test of the institution's procedures. The test will generally be held in March or December and will be scheduled by the Emergency Management Coordinator in collaboration with the Chief of Police.
- The test must contain drills. This is a drill of an activity that tests a single procedural operation. (For example, a test of initiating the emergency alert system or conducting a campus lockdown).
- The test must contain exercises. An exercise is a test involving the coordination of efforts. (For example, a test to coordinate first responders which includes police, firefighters, and emergency medical technicians).
- The test must contain follow-through activities. A follow-through activity is designed to review the test. (For example, a survey or interview designed to gather feedback from participants).
- The test must be designed for assessment of emergency plans and capabilities. This means the test should have measureable goals. For example, "Everyone involved in the

emergency response and notification procedures will understand their role and responsibility.”

- The test must be designed to evaluate the effectiveness of emergency plans and capabilities. The test is designed so that, using the assessments, it can be determined if the test met its goals. For example, “The evacuation process did/or did not account for the diverse needs of the campus community.”

Columbus State has flexibility in designing tests. For example, a tabletop exercise (i.e., a simulated scenario) or a live test may be conducted. Whichever method is used, the test must address emergency response and evacuation on a campus-wide scale, which means it must include the plan for evacuating all of the campus buildings. This does not mean the plan must involve evacuating the entire campus at once, just have a plan for each building. It is recognized that a shelter-in-place contingency might be the best procedure to use in certain circumstances when evacuation is not a reasonable option.

B. In conjunction with the annual test, the Columbus State Police Department and Marketing and Communication will send emails and notices to our campus community that will contain a link to the College’s emergency procedures.

C. Each test will be documented on a memo from the Emergency Management Coordinator to the Chief of Police. This memo shall contain the following:

- A description of the exercise (i.e., the test).
- The date the exercise was held.
- The time the exercise started and ended.
- Whether the exercise was announced or unannounced.

Although the law requires only one test each year, if multiple tests are held in a year, Columbus State is required to document each test. As with all other Clery-related documentation, Columbus State is required to keep emergency test documentation for seven (7) years.

Appendix Z

COLUMBUS STATE POLICE DEPARTMENT

CHAPTER 91 CAMPUS LAW ENFORCEMENT

SECTION 91.4 ADMINISTRATION

Procedure #	Title		By Authority of:		Page:
91.4.34	Submission of Data to the United States Department of Education		Sean Asbury, Chief of Police		1 of 1
Clery Procedure	OCJS Procedure	OIT Review	Atty. Gen. Review	Distributed	Date Effective
Y	N	09-15-15	10-31-15	09-15-15	10-15-15
Supersedes former Procedures: 91.4.1, effective 10-05-14					

91.4.34 SUBMISSION OF DATA TO THE UNITED STATES DEPARTMENT OF EDUCATION

Policy Statement: The Columbus State Police Department maintains a written directive that establishes a position responsible for submitting data to the United States Department of Education.

Procedure:

The Columbus State Police Department's Communications Lieutenant is responsible for maintaining compliance with the *Jeanne Clery Disclosure of Campus Security Policy, Campus Crime Statistics Act (Clery Act)*, and the submission of crime, arrest, and disciplinary statistics to the United States Department of Education (DoE) by October 1st of each year.

Appendix AA

COLUMBUS STATE POLICE DEPARTMENT

CHAPTER 91 CAMPUS LAW ENFORCEMENT

SECTION 91.4 ADMINISTRATION

Procedure #	Title		By Authority of:		Page:
91.4.35	Sex Offender Registry		Sean Asbury, Chief of Police		1 of 1
Clery Procedure	OCJS Procedure	OIT Review	Atty. Gen. Review	Distributed	Date Effective
Y	N	09-15-15	10-31-15	09-15-15	10-15-15
Supersedes former Procedures: 91.4.1, effective 10-05-14					

91.4.35 SEX OFFENDER REGISTRY

Policy Statement: The Columbus State Police Department maintains a written directive about where registered sex offenders information can be located.

Procedure:

The Ohio Attorney General's Office maintains a searchable Electronic Sex Offender Registration & Notification (eSORN) database. This database contains information and photographs from local sheriff's offices on all registered sex offenders in the State of Ohio. This information is on the Ohio Attorney General's Office OffenderWatch website located at: <http://www.icrimewatch.net/index.php?AgencyID=55149&disc>.

In addition, the United States Department of Justice (DOJ) maintains the National Sex Offender Public Registry (NSOPR) at the following website: <http://www.nsopw.gov/en>.

Appendix BB

COLUMBUS STATE POLICE DEPARTMENT

CHAPTER 91 CAMPUS LAW ENFORCEMENT

SECTION 91.4 ADMINISTRATION

Procedure #	Title		By Authority of:		Page:
91.4.36	Drug, Alcohol, and Substance Abuse Policy Statements		Sean Asbury, Chief of Police		1 of 1
Clery Procedure	OCJS Procedure	OIT Review	Atty. Gen. Review	Distributed	Date Effective
Y	N	09-29-15	10-31-15	09-29-15	10-29-15
Supersedes former Procedures: 91.4.1, effective 10-05-14					

91.4.36 DRUG, ALCOHOL, AND SUBSTANCE ABUSE POLICY STATEMENTS

Policy Statement: The Columbus State Police Department maintains a written directive that describes Columbus State Community College's policies regarding:

- A. The use of and sale of alcoholic beverages.
- B. Enforcement of state underage drinking laws.
- C. The possession, use, and sale of illegal drugs.
- D. Enforcement of federal and state drug laws.

Procedure:

- A. Columbus State Community College procedures 3-46 (Drug Free Workplace) and 7-10 (Student Code of Conduct) outlines the College's policy on the use of and sale of alcoholic beverages.
- B. Columbus State Police Department procedure 1.2.1 (Legal Authority Defined) states sworn members of the Columbus State Police Department shall enforce all criminal laws of the State of Ohio.
- C. Columbus State Community College procedures 3-46 (Drug Free Workplace) and 7-10 (Student Code of Conduct) outlines the College's policy on the possession, use, and sale of illegal drugs.

Appendix CC

COLUMBUS STATE POLICE DEPARTMENT

CHAPTER 1 LAW ENFORCEMENT ROLE AND AUTHORITY

SECTION 1.2 LIMITS OF AUTHORITY

Procedure #	Title		By Authority of:		Page:
1.2.1	Legal Authority Defined		Sean Asbury, Chief of Police		1 of 1
Clery Procedure	OCJS Procedure	OIT Review	Atty. Gen. Review	Distributed	Date Effective
N	N	01-07-14	N	01-08-14	02-07-14
Supersedes former Policies: N/A					

1.2.1 LEGAL AUTHORITY DEFINED

Policy Statement:

This Department maintains a written directive that defines the legally mandated authority and responsibilities vested in all categories of sworn agency personnel. If the agency has more than one category of sworn personnel, each shall be identified.

Procedure:

Ohio Revised Code (ORC) Section 3345.04 empowers the Columbus State Community College Board of Trustees to designate one or more college employees as State University Law Enforcement Officers (ULEO), in accordance with Section 109.77 of the ORC. As State University Law Enforcement Officers, those employees shall take an oath of office, wear the badge of office, serve as peace officers for the college, and give bond to the state for the proper and faithful discharge of their duties in the amount that the board of trustees requires.

ORC Section 2935.01(B) defines a State University Law Enforcement Officer as a “Peace Officer”. Chapter 2935 of the ORC defines the arrest powers of a State University Law Enforcement Officer.

On College owned or leased property, sworn members of the Columbus State Police Department shall preserve the peace, protect persons and property, and obey and enforce all criminal laws of the State of Ohio. Sworn and non-sworn members of the Columbus State Police Department shall enforce the College’s Student Code of Conduct, parking regulations on Columbus State Community College property, and college policies and procedures.

Appendix DD

RAVE Information

(RAVE features are free to students, although your mobile carrier may charge for texts.)

Columbus State Students, Faculty and Staff are automatically enrolled in RAVE Guardian by the College IT Department. Once you log in using your CSCC login and password you can update your profile to receive approved Columbus State Community College emergency communications and other important information impacting College operations via text message and email.

RAVE Guardian offers two benefits that enhance your safety while you are on a CSCC campus or site. The first feature is the timer which serves as a virtual security escort. With the timer feature, students, staff and faculty on campus can call Rave Guardian, set a timer based on how long they estimate it will take them to get where they are going and leave a message indicating where they are walking from, their direction of travel and destination. This message will better enable police to locate the person if they do not deactivate the timer or they are in need of assistance. Rave Guardian also has limited ability to locate individuals through compatible GPS and cellular systems. Currently this technology cannot provide your precise location.

Columbus State Community College Police would be the first responders on the Columbus or Delaware Campus if assistance is required. Other agencies would be notified by CSCC Police to respond to other CSCC sites.

Rave Eyewitness is another crime prevention benefit of Rave. It enables students, faculty and staff to alert campus police with real-time text messages of suspicious activity. You may also call CSCC Police Communications Center at (614) 287-2525, twenty-four hours a day, seven days a week.

Rave does not charge subscribers to send or receive SMS messages. Standard or other messaging charges apply depending upon your wireless carrier plan and subscription details.

A new cell phone application is available by searching in the Apple or Android app store under “Rave Mobile Guardian.” The app features “Virtual Campus Security Escort,” and “Text a Crime Tip as an Eyewitness.” Once registered, you can opt out of SMS messages at any time by texting STOP to 67283 or 22678

Appendix EE

DRUG-FREE WORKPLACE

Effective: September 19, 2013

Policy No. 3-46

Page 1 of 2

(A) Purpose:

To provide a safe work environment free from the unlawful manufacture, use, dispensing, possession, or distribution of controlled substances and alcohol. As a condition of employment, all employees of Columbus State Community College are required to adhere to this policy. This policy does not apply to employees whose rights and obligations concerning controlled substances and alcohol are governed by the terms of a collective bargaining agreement with the College.

(B) Definitions:

Alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl.

Chain of custody is tracking storage of specimens to be analyzed from point of collection to final disposition to ensure the integrity of the process.

Collection site is a place designated by a testing laboratory where employees present themselves for providing a specimen to be analyzed.

College property includes any building, land, parking lots, or facilities owned, leased, or used by Columbus State Community College.

College time is any time spent conducting official business or travel for, or on behalf of the college, regular work hours, or while on or in state-owned or leased property.

College vehicles are any vehicles owned, leased or operated by Columbus State Community College.

Controlled substance / Drug, Compound, Common Mixture or Substance includes any drug listed in the Federal Food Drug & Cosmetic Act, federal narcotics law, and/or Ohio Revised Code Chapter 3719 or 3715, including but not limited to:

- (1) narcotics, such as opium, heroin, morphine and synthetic substitutes;
- (2) depressants, such as chloral hydrate, barbiturates, and methaqualone;
- (3) stimulants, such as cocaine (and any derivatives) and amphetamines;
- (4) hallucinogens, such as LSD, mescaline, PCP, peyote, psilocybin, and Ecstasy;
- (5) cannabis, such as marijuana and hashish; and

- (6) Any chemical compound added to federal or state regulations and denoted as a controlled substance.

Licensed medical provider is one who is licensed, certified, and/or registered under federal, state or local laws and regulations to prescribe controlled substances/drugs.

Positive test result is a test result that was positive on an initial approved immunoassay test, confirmed by a gas chromatography/mass spectrometry (GC/MS) or an equivalent or better scientifically accurate and acceptable method that provides quantitative data about the detected drug or drug metabolites or a positive result from an alcohol breath test (.04 percent impairment) for all employees except those covered under the random testing that is administered by a person qualified under Ohio Administrative Code 3701-53-07 or a facility meeting standards promulgated by the US Department of Health & Human Services.

Random testing means a testing process in which participants are selected by a computer-driven random selection process for unannounced controlled substances or alcohol and/or pre-selected but unannounced testing on a particular employee, who has previously tested positive for drugs and/or alcohol.

Reasonable suspicion testing means drug or alcohol testing based on a reasonable cause to believe that an employee is using drugs or alcohol in violation of College policy.

Refusal to submit occurs when an employee: (1) fails to provide adequate breath for alcohol testing without a valid medical explanation; (2) fails to provide an adequate urine sample for controlled substances testing without a genuine medical inability; (3) engages in conduct that obstructs the testing process; or (4) takes any measure to dilute, alter or substitute a sample provided.

Specimen is a tissue or product of the body chemically capable of revealing the presence of drugs or alcohol in the body.

Substance abuse professional means a licensed or certified physician, psychologist, psychiatrist, counselor or social worker with knowledge of, and clinical experience in the diagnosis and treatment of alcohol and controlled substance related disorders.

Workplace is College owned or leased property or any place where official College business is conducted and/or while on College time.

(C) Employees of Columbus State Community College are:

- (1) Required to report to work in a fit condition to perform their duties;
- (2) Prohibited from being under the influence of alcohol (equivalent to the statutory level for impairment) or unlawfully controlled substances as defined in Ohio

Revised Code 3719.01 and 3719.41 at the workplace, while on College property or vehicles and/or on College time (however, reasonable use of alcohol at workplace events where alcohol is served is exempted);

- (3) Prohibited from using, misusing, dispensing, transferring, purchasing, selling, or possessing alcohol and controlled substances and abusing alcohol or prescription drugs in any way that is illegal in the workplace, on College property, on College time, or while conducting official business on behalf of the College; and
 - (4) Prohibited from operating college vehicles or equipment while under the influence of alcohol or drugs.
- (D) The President shall adopt procedures to implement this policy.

Appendix FF

CAMPUS SAFETY

Policy 13-11

Page 1 of 1

Effective January 24, 2013

(A) *Purpose:* A secure and safe environment on the college's campuses and sites is a shared responsibility between the college's safety department and all employees. Within available resources, the college shall provide programs, systems and processes that help employees, students and visitors create and maintain a safe and secure environment while balancing the need to provide a quality, convenient and affordable higher education in a public setting.

(B) Employees are responsible for understanding safety-related policies, procedures and practices, and for reporting unsafe situations to the college's safety department. Employees shall participate in required training sessions, and behave in such a manner that promotes a safe environment for themselves, co-workers, students and visitors.

Employees who fail to follow established safety procedures and practices or who conduct themselves in an unsafe manner or create unsafe circumstances will be subject to disciplinary action up to and including discharge.

(C) Children fourteen (14) years of age and under must be accompanied and attended by an adult while on campus, unless enrolled or seeking enrollment in a Columbus State Community College program, in accordance with Ohio Department of Education regulations. Children are not to be taken into classrooms unless authorized by the instructor in advance. Children shall not be left unattended in automobiles.

(D) The college shall abide by all relevant federal, state and local laws in administering its safety programs.

(E) The President shall establish procedures to administer this policy.

Board Approved: January 24, 2013 (clh)

***Last Effective Date: December 1, 2007; December 1, 2007;
November 1, 1995 (Employee Safety)***

Appendix GG

CAMPUS SAFETY
Procedure No. 13-11
Page 1 of 2

Effective: June 1, 2010

- (1) Appropriate committees will be chartered as necessary to provide input into campus safety and security matters, and to manage parking citation appeals.
- (2) The Senior Vice President for Business and Administrative Services shall be responsible for administering resources available for campus safety and security.
- (3) The Vice President for Human Resources shall be responsible for creating and administering programs related to employee safety, including maintaining and making available to employees an Employee Safety Manual. A record of required safety-related training will be maintained by the Human Resources Department, and by departments for their employees.
- (4) The Police Department which consists of commissioned peace officers and personnel who are responsible for safety and security, emergency preparedness, and parking enforcement, is responsible for developing, implementing, and maintaining processes and plans for, but not limited to, the following:
 - (a) Preparation, timely submission, and college-wide notification on the College's website of the annual security report required by the Federal Jeanne Clery Act.
 - (b) Community policing, including crime prevention and law enforcement.
 - (c) Emergency preparedness, including managing the College emergency operations center, confirming an emergency or dangerous situation, initiating notification to the campus community without delay, when appropriate, and notifying the community at-large as needed.
 - (d) Monitoring and testing systems related to life-safety, mass notification, and public safety telephone and radio communications.
 - (e) Evacuation plans and annual response testing.
 - (f) Fire prevention plans.
 - (g) Key and card access to buildings. Employees shall not under any circumstance copy any College-issued key.
 - (h) Employee and student identification cards. Employees and students shall carry College identification cards and make them available upon request when necessary.
 - (i) Environmental health and safety compliance in accordance with federal, state and local laws and regulations.
 - (j) Employee, student and visitor safety escort service.
 - (k) Parking permits, traffic enforcement, and issuance of citations for violations of College policy or state law.
 - (l) Lost and found items. Collection and disposal of lost and found items of value will

be retained and disposed of in accordance with the Ohio Revised Code and related departmental procedures.

Additional information about these processes and plans is accessible on the College's website, in the College Catalog, and from the Police Department at 287-2525, Delaware Hall, Room 047.

- (5) For purposes of meeting federal and other reporting requirements, criminal acts or other emergencies must be reported immediately to the Police Department at 287-2525, or in person at Delaware Hall, Room 047.
- (6) Employees involved in accidents or who sustain job-related injuries while during their work hours shall report the accident or injuries to the Police Department and to the Human Resources Department within one working day.
- (7) Requests for police department resources for campus activities and events shall be made to the Chief of Police. Fees may be assessed to user groups for resources beyond those immediately available to the Police Department.

Appendix HH

FAMILY AND MEDICAL LEAVE Policy 3-36

Effective: September 25, 2014

- (A) The college supports a work environment that offers solutions to the complex issues individuals face in balancing their work and family commitments. In accordance with federal law, Family and Medical Leave (FML) is a benefit available to eligible faculty and staff members. The Family and Medical Leave Act assures that, if leave is taken in accordance with these policies and procedures, eligible faculty and staff can take twelve weeks of leave during a given twelve-month period and, with limited exceptions described below, be entitled to reinstatement to the same or an equivalent position at the conclusion of this leave. Employees without twelve weeks of accumulated paid leave available to them (sick, vacation, personal) may take FML as unpaid leave with the same reinstatement assurance.
- (B) An employee who has been employed by the college for at least one year and has worked for 1,250 hours during the twelve months preceding the start of Family and Medical Leave is eligible for FML. An eligible part-time employee is entitled to FML on a prorated basis.
- (C) Employees seeking to use FML are required to provide at least a 30-day advance notice of the need to take the leave when the need is foreseeable and such notice is possible. When the need for leave is not foreseeable, the employee must provide notice as soon as possible under the facts and circumstance of the particular case.
- (D) If you are absent for the following reasons, the absence may qualify as FML:
 - (1) Birth of and care for a child during the first year following birth.
 - (2) Care for the employee's child after placement for adoption or foster care.
 - (3) A serious health condition that makes the employee unable to perform his or her job. This includes incapacity due to pregnancy and prenatal medical care.

Under FML, a "serious health condition" is defined as an illness, injury, impairment or physical or mental condition that involves:

 - (a) Inpatient care in a hospital, hospice or residential care facility; or (b) Continuing treatment by a health care provider.
 - (4) To care for the employee's immediate family member who has a serious health condition.
 - (5) Military family leave entitlements
 - (a) for qualifying exigencies arising out of the active duty or call to active duty of an employee's spouse, son, daughter or parent; or
 - (b) twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness.
- (E) The President will establish procedures to administer this policy.

Appendix II

NON-DISCRIMINATION/ANTI-HARASSMENT Policy 3-43

Effective: September 25, 2014
Page 1 of 4

PURPOSE AND EXPECTATIONS

Columbus State Community College is committed to maintaining a workplace, academic environment, and athletic environment free of discrimination and harassment. Therefore, the College shall not tolerate discriminatory or harassing behavior by or against employees, faculty members, vendors, customers, students or other persons participating in a College program or activity.

Employees and students are expected to assist in the College's efforts to prevent discrimination or harassment from occurring. Administrators, supervisors, faculty members and employees who have been designated to act on behalf of the College are specifically responsible for identifying and taking proper action to end such behavior.

While the College does not tolerate any form of discrimination or harassment, the Non-Discrimination/Anti-Harassment Policy and related procedures are intended to cover discrimination and harassment based on protected class. Protected classes for purposes of this policy are sex, race, color, religion, national origin, ancestry, age, disability, genetic information (GINA), military status, sexual orientation, and gender identity and expression.

Anyone who is subjected to conduct that creates an intimidating or hostile environment, regardless if the conduct is based on a protected class, shall report the conduct to a person outlined in Section (E) of this policy. If Human Resources determines that the conduct alleged to be creating an intimidating or hostile environment is not based on a protected class, the report may be referred for remediation according to the relevant policy.

In furtherance of these expectations, employees must participate in required training.

(B) EEO/TITLE IX DEFINITIONS OF DISCRIMINATION/HARASSMENT

As used in this policy, the following terms are defined and will be adhered to as follows:

Discrimination - when a person, or a group of people are treated less favorably than another person or group of people on the basis of a protected class.

Discrimination may occur in several forms, such as:

Disparate Treatment - when an individual is treated differently from a person who is similarly situated because of membership in a protected class.

Disparate Impact - when a College policy, practice or decision is based on neutral factors that have an adverse impact on a protected class.

Harassment - physical, non-verbal or verbal conduct that has the purpose or effect of creating an intimidating, hostile or offensive work or academic environment. The harassment must be based

on a protected class and interfere with an employee's terms and conditions of employment or a student's academic or athletic achievement.

Hostile Environment - occurs when the conduct at issue is so severe or pervasive that it creates an intimidating, abusive or offensive environment regarding employment, academic or athletic decisions for a person in a protected class. A single instance of discrimination may be sufficient to create a hostile work environment.

(C) DISCRIMINATION/HARASSMENT INDICATORS AND EXAMPLES

- (1) Discrimination or harassment may occur without direct employment, academic or economic injury to the victim.
- (2) The harasser's conduct must be unlawful, unwelcome, pervasive or severe and based on a protected class.
- (3) The victim does not have to be the person harassed but could be a third party or anyone aware of, or affected by the offensive conduct.
- (4) Examples of discrimination/harassment include, but are not limited to the following:
 - (a) Conduct that explicitly or implicitly affects an individual's or group's employment or academic achievement; unreasonably interferes with an individual's work performance or learning ability; and/or creates an intimidating, hostile or offensive work, academic or athletic environment when that person belongs to a protected class;
 - (b) Verbal behaviors or comments, slurs, jokes, recordings, videos, music and personal references or use of negative terms used to identify someone in a protected class;
 - (c) Non-verbal, offensive, graphic communication (i.e. obscene hand or finger gestures), bullying, demeaning, insulting, intimidating, or suggestive written material, email, posters, graffiti, cartoons, other electronically transmitted
 - (d) messages or use of social media which are directed at someone because of a protected class;
 - (e) Any other conduct that has the effect of creating an intimidating, hostile, offensive work environment, or unreasonably interferes with a person's work, academic or athletic environment based on a protected class.

(D) CONSEQUENCES OF DISCRIMINATION/HARASSMENT

- (1) **Employees** - any employee found to be in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

- (2) **Students** - any student found to be in violation of this policy will be referred to the student conduct office for resolution in accordance with the Student Code of Conduct Policy 7-10.

(E) REPORTING RESPONSIBILITIES

- (1) Anyone who believes that an administrator, supervisor, employee, faculty member, student, or non-employee's behavior constitutes discrimination or harassment has a responsibility to report the behavior/action as soon as it is known, but no later than 180 days of the occurrence, so that the College may administer this policy.
- (2) In cases of alleged discrimination/harassment in employment or if the victim or alleged perpetrator is an employee, the complaint may be made to any of the following:
the Equal Employment Opportunity (EEO) Title IX Coordinator;
(a) a Deputy Title IX Coordinator/Compliance Officer;
(b) a supervisor, director, dean, chairperson, or other administrator;
(c) an employee of Human Resources; or
(d) an employee of the Columbus State Police Department.
- (3) In cases of alleged discrimination/harassment when the victim and/or alleged perpetrator is a student, a potential student, or someone participating in a College athletic event, the complaint may be made to any of the following:
(a) the Equal Employment Opportunity (EEO) Title IX Coordinator;
(b) A Deputy Title IX Coordinator/Compliance Officer; (c) the Dean of Student Life;
(d) a dean, chairperson, or other academic administrator;
(e) the College's athletic manager or a coach;
(f) the Student Conduct Director or the Student Conduct Program Coordinator;
OR (g) an employee of the Columbus State Police Department.
- (4) Any person designated to receive complaints under this policy who has direct or constructive knowledge of alleged discriminatory or harassing behavior must immediately report the behavior to the EEO/Title IX Coordinator or a Deputy Title IX Coordinator/Compliance Officer. Failure to do so shall result in disciplinary action, up to and including termination of employment.

(F) ACADEMIC FREEDOM/FIRST AMENDMENT GUIDELINES

- (1) The College is committed to providing a safe, anti-harassing, and nondiscriminatory environment that protects the civil rights of individuals, and the College recognizes the constitutional protection of academic freedom in the classroom.

- (2) This policy is not intended to restrict serious discussion of controversial issues in a training or academic situation. In order to prevent claims that course content is discriminatory, harassing or offensive, it is recommended that participants in such discussions are provided with a disclosure that the content may be controversial.

(G) CONFIDENTIALITY

To the extent possible, all information received in connection with the reporting, investigation, and resolution of allegations will be treated as confidential, except to the extent it is necessary to disclose information in order to investigate, prevent or address the effects of the discrimination/harassment, resolve the complaint or when compelled to do so by law. All individuals involved in the process should observe the same standard of discretion and respect for the reputation of everyone involved in the process.

(H) RETALIATION

College policy and federal, state and local law strictly prohibits retaliation in any form against any employee, faculty member, student, vendor, customer, or other person participating in a College program or activity who complains or reports an allegation, or who participates in an investigation of discrimination or harassment. Retaliation is a serious violation that can subject the offender to sanctions independent of the merits of the allegation. Allegations of retaliation should promptly be directed to the EEO/Title IX Coordinator.

(I) REPORTING

Complaints made in good faith will not be held against an employee or student in any way.

- (1) Any employee who knowingly or maliciously makes a false or frivolous allegation of discrimination or harassment will be subject to disciplinary action, up to and including termination of employment.
- (2) Any student who knowingly or maliciously makes a false or frivolous allegation of discrimination or harassment will be subject to the process outlined by the Student Code of Conduct Policy 7-10.

- (J)** The President shall establish procedures to administer this policy, including an EEO/Title IX Reporting and Investigation Procedure.

Appendix JJ

SEXUAL MISCONDUCT Policy 3-44

Effective: September 25, 2014
Page 1 of 7

(A) **PURPOSE AND EXPECTATIONS**

Columbus State Community College is committed to maintaining a workplace and academic environment where everyone is treated with dignity and respect. The college prohibits sexual misconduct in any form, which includes sexual harassment and sexual violence or other inappropriate behavior that is of a sexual nature, or based on sex, and directed towards, by or against employees, students, vendors, customers or persons participating in a college program or activity. Employees and students are expected to maintain a productive work, academic and athletic environment that is free of sexual misconduct.

Administrators, supervisors, faculty members or employees who have been designated to act on behalf of the college are specifically responsible for identifying and, with guidance from the Human Resources Equity and Compliance Unit, taking proper action to end such behavior that occurs in the workplace, on Columbus State Community College Property, in a classroom or at any event or athletic venue that is hosted or sponsored by the college.

In furtherance of these expectations, employees must participate in required training.

(B) **DEFINITIONS**

Sexual Misconduct – any unwelcome behavior of a sexual nature that is committed without consent. Sexual misconduct can occur between persons of the same or different sex.

Non-Consensual Sexual Contact- any intentional sexual touching and any other intentional bodily contact in a sexual manner, however slight, with any object, by a man or a woman upon another person that is without consent.

Non-Consensual Sexual Contact is a felony in the State of Ohio, defined in Title 29 of the Ohio Revised Code. The College's Police Department shall report the crime to the Columbus or local Police Department in accordance with the Clery Act.

Consent- a freely and affirmatively communicated willingness to participate in sexual activity, expressed by clear, unambiguous words or actions. It is the responsibility of the initiator of the sexual activity to ensure that he or she has the other person's consent to engage in sexual activity, throughout the entire sexual activity by all parties involved. At any time, a participant can communicate that he or she no longer consents to continuing the activity. Consent may never be obtained through the use of force, coercion, or intimidation or if the victim is mentally or physically

incapacitated, including through the use of drugs or alcohol
Consent cannot be assumed based on the existence of a previous dating or sexual relationship. The initiator's use of alcohol or drugs does not diminish his/her responsibility to obtain consent.

Force- the use of physical violence, threat of physical violence and/or imposing on someone physically to gain sexual access.

Coercion- unreasonable, intimidating or forcible pressure for sexual activity.

Sexual Assault- includes non-consensual vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact), no matter how slight the penetration or contact.

Sexual Exploitation - occurs when someone takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to the benefit or advantage of anyone other than the person being exploited.

Stalking- engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

Domestic Violence/Intimate Partner Violence/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; and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and/or the frequency of interaction between the persons involved in the relationship.

Sexual Harassment - conduct of a sexual nature based on a person's sexual orientation, gender or gender identity and expression that prevents or impairs the full realization of occupational, educational or athletic opportunities or benefits. Sexual harassment occurs when this conduct explicitly or implicitly affects or interferes with a person's ability to pursue the terms and conditions of employment, academic or athletic attainment.

Forms of sexual harassment Include:

- (1) **Quid Pro Quo** (a.k.a – “this for that”) - is the abuse of power and/or authority. Such behavior is especially harmful in situations where the imposition of unwanted sexual attention is accompanied by an explicit or implied promise of employment, academic success, preferential treatment, the threat of reprisal or a negative consequence for refusal to engage in behavior of a sexual nature. Sexual harassment may occur without employment, academic, athletic or economic injury to the victim.

Hostile Work Environment - includes any unwelcome, and severe or pervasive action of a sexual nature which unreasonably interferes with job performance or learning ability and creates an intimidating, or offensive work, academic or athletic environment, even if it leads to no tangible or economic consequences. A single instance of harassment may be sufficient to create a hostile work environment.

(C) **INDICATORS AND EXAMPLES OF SEXUAL MISCONDUCT**

- (1) The conduct must be unwelcome, non-consensual and severe or pervasive.
- (2) Sexual misconduct can occur in a variety of circumstances, including but not limited to the following:
 - (a) The victim and the person engaging in misconduct do not have to be of the opposite sex.
 - (b) The person engaging in the misconduct can be any full or part-time faculty, staff, administrator, employee, student, or non-employee conducting business at the college.
 - (c) The victim does not have to be the person directly experiencing the misconduct, but could be a third party or anyone aware of, or affected by, the misconduct.
- (3) Examples of sexual misconduct include, but are not limited to, the following:
 - (a) unwanted physical contact of any kind including touching, hugging or kissing;
 - (b) verbal harassment, such as slurs, propositions, lewd comments, recordings, music, jokes and offensive personal references of a sexual nature;
 - (c) non-verbal harassment, such as obscene hand or finger gestures, explicit drawings, pictures, posters, and cartoons or sexually suggestive written or electronically transmitted messages, and postings on social media;
 - (d) conduct of a sexual nature that is demeaning, bullying, insulting, or intimidating;
 - (e) sexual assault, including unwanted penetration of an orifice (anal, vaginal, oral) with the penis, mouth, finger or objects;
 - (f) prostituting another person;
 - (g) using electronic devices or technology (e.g., cell phone,

camera, email, internet sites or social networks) to record or transmit nudity or sexual acts without a person's knowledge and/or permission;

- (h) intentionally observing nudity or sexual acts of another person without the person's knowledge or permission (voyeurism);
- (i) threatening to sexually harm someone;
- (j) initiating sexual activity with a person who is incapacitated and unable to provide consent; or
- (k) inducing incapacitation for the purpose of sexual exploitation.

(D) PROHIBITIONS AGAINST CONSENSUAL SEXUAL RELATIONSHIP MISCONDUCT

Consensual sexual relationships include romantic, intimate or sexual relationships in which both parties agree to participate in the relationship. The college recognizes that consensual sexual relationships are generally not problematic, except when the relationship may compromise the integrity of the college, create the potential for the abuse of authority, or create the inability to remain impartial. Consensual sexual relationships may also create a third-party perception that a subordinate is receiving preferential treatment.

(4) Consensual sexual relationship misconduct among employees:

- (a) Consensual sexual relationships between administrators, supervisors, deans or chairpersons and the employees they supervise professionally advise, counsel, or employees over whom they have direct impact on the employee's terms and conditions of employment is strictly prohibited.

(5) Consensual sexual relationship misconduct with students:

- (a) The college strictly prohibits consensual sexual relationships between faculty members and the students or student employees enrolled in a class or class sequence(s) taught, advised, counseled, coached or supervised by the faculty member, or over whom the faculty member has direct impact on the student or student employee's academic enrollment or success.
- (b) The college strictly prohibits consensual sexual relationships between administrators, supervisors, deans, chairpersons or employees and the student or student employees whom they advise,

counsel, coach or Supervise, or over whom they have a direct impact on the student or student employee's academic enrollment or success

- (c) The college strongly discourages all employees or faculty members from engaging in consensual sexual relationships with students as long as the student is considered to be in an active status as a student, even if the student is not currently enrolled in a class.

(E) CONSEQUENCES OF SEXUAL MISCONDUCT

- (1) ***For Employees*** - violations of this policy will result in disciplinary action, up to and including termination of employment.
- (2) ***For Students*** - the student conduct hearing process will be initiated by the student conduct office to determine how a violation of this policy is to be resolved per the Student Code of Conduct Policy 7-10. Sanctions for violating this policy may range from a warning to expulsion.

(F) CONSEQUENCES OF CONSENSUAL SEXUAL RELATIONSHIP MISCONDUCT

- (1) Any employee or faculty member who is engaged in a consensual sexual relationship that may be in violation of this policy has the responsibility to notify his/her administrator, dean or chairperson, the Human Resources Department and/or the Equal Employment Opportunity (EEO) Title IX Coordinator or Deputy Title IX Coordinator/Compliance Officer about the relationship as soon as it is known that it may violate this policy.
 - (a) The employment of the parties involved in the consensual sexual relationship in which one person has authority over or influence upon the status of the other will be modified so that the authority or influence no longer exists. This shall occur by moving one of the persons to another position, department or supervisor, if possible.
 - (b) An employee who does not notify his/her administrator, supervisor, dean or chairperson that he/she is involved in a consensual sexual relationship in violation of this policy shall be subject to disciplinary action, up to and including termination of employment.
 - (c) If an employee and/or faculty member is found to be engaged in a consensual sexual relationship with a student that violates this policy, disciplinary action may be expedited.
 - (d) When one person in a consensual sexual relationship of any kind clearly informs the other person that the relationship is no longer welcome, the other person should not pursue the relationship. To continue the pursuit of the relationship may become a violation of

this policy, and the pursuing person will be subject to disciplinary action, up to and including termination of employment.

(G) REPORTING RESPONSIBILITIES FOR SEXUAL MISCONDUCT

- (1) Anyone who believes that an administrator, supervisor, employee, faculty member, student, or non-employee's behavior constitutes discrimination or harassment has a responsibility to report the behavior/action as soon as it is known, but no later than 180 days of the occurrence, so that the college may administer this policy.
- (2) In cases of alleged sexual misconduct where the victim or alleged perpetrator is an employee, the complaint may be made to any of the following:
 - (a) the Equal Employment Opportunity (EEO)/Title IX Coordinator;
 - (b) a Deputy Title IX Coordinator/Compliance Officer;
 - (c) a supervisor, director, chairperson, dean or other administrator;
 - (d) an employee of Human Resources; or
 - (e) An employee of Columbus State Police Department.
- (3) In cases of alleged sexual misconduct where the victim and/or alleged perpetrator is a student, a potential student, or someone participating in a College athletic event, the complaint may be made to any of the following:
 - (a) the Equal Employment Opportunity (EEO)/Title IX Coordinator;
 - (b) a Deputy Title IX Coordinator/Compliance Officer;
 - (c) the Dean of Student Life;
 - (d) a dean, chairperson, or other academic administrator;
 - (e) the college's athletic manager or a coach;
 - (f) the Student Conduct Director or the Student Conduct Program Coordinator; or
 - (g) an employee of the Columbus State Police Department.
- (4) Any person designated to receive complaints under this policy who has direct or constructive knowledge of alleged discriminatory or harassing behavior must take immediate appropriate action to report the behavior to the EEO/Title IX Coordinator or a Deputy Title IX Coordinator. Failure to

do so shall result in disciplinary action, up to and including termination of employment.

(H) ACADEMIC FREEDOM/FIRST AMENDMENT GUIDELINES

- (1) The college is committed to providing a safe, anti-harassing, and nondiscriminatory environment that protects the civil rights of individuals, and the college recognizes the constitutional protection of academic freedom in the classroom.
- (2) This policy is not intended to restrict serious discussion of controversial issues in a training or academic situation. In order to prevent claims that course content is discriminatory, harassing or offensive, it is recommended that participants in such discussions are provided with a disclosure that the content may be controversial.

(I) CONFIDENTIALITY

To the extent possible, all information received in connection with the reporting, investigation, and resolution of allegations of sexual misconduct will be treated as confidential except to the extent it is necessary to disclose information in order to investigate the allegation, take steps to stop, prevent or address the misconduct, resolve the complaint or when compelled to do so by law. All individuals involved in the process should observe the same standard of discretion and respect for the reputation of everyone involved in the process.

(J) RETALIATION

College policy and federal, state and local law strictly prohibit retaliation in any form against any employee, faculty member, student, vendor, customer, or other person participating in a college program or activity who complains or reports an allegation, or who participates in an investigation of sexual misconduct.

Retaliation is a serious violation that can subject the offender to sanctions independent of the merits of the allegation. Allegations of retaliation should be directed to the EEO/Title IX Coordinator.

(K) REPORTING

- (1) Any employee who knowingly or maliciously makes a false or frivolous allegation of sexual misconduct will be subject to college's disciplinary policy and procedures.
- (2) Any student who knowingly or maliciously makes a false or frivolous allegation of sexual misconduct will be subject to the process outlined by the Student Code of Conduct Policy 7-10.

- (L)** The President shall establish procedures to administer this policy, including an EEO/Title IX Reporting and Investigation Procedure.

Appendix KK

SEXUAL MISCONDUCT Procedure 3-44 (A)

Effective: October 1, 2015
Page 1 of 7

(1) INTRODUCTION

- (a) This procedure outlines the process the College will follow when it receives notice of an allegation of sexual misconduct. The College's adherence to this procedure does not constitute a violation of the Family Educational Rights and Privacy Act (FERPA).
- (b) For purposes of this procedure, sexual misconduct is any unwelcome behavior of a sexual nature or behavior based on sex or gender that is severe or pervasive and interferes with a person's ability to pursue the terms and conditions of employment or with academic or athletic attainment. Sexual misconduct, includes, but is not limited to, sexual violence, such as domestic violence, dating violence, sexual assault and gender-based stalking.
- (c) The victim of the alleged sexual misconduct also is referred to as the complainant.
- (d) The person accused of the alleged sexual misconduct also is referred to as the respondent.

(2) REPORTING SEXUAL MISCONDUCT

If a person feels s/he is in immediate danger, s/he is strongly encouraged to call 911 or, if s/he is on the main campus, the Columbus State Police Department at (614) 287-2525.

The College's preferred reporting method for anyone who believes that an administrator, supervisor, employee, faculty member, student or non-employee's behavior constitutes sexual misconduct is through the College's secure online report form which is accessible at <http://csc.edu/services/title-ix/#submitting>. This form is automatically sent to the Title IX Coordinator and Deputy Title IX Coordinators within the Equity and Compliance Unit. A member of the Equity and Compliance Unit will respond to electronically submitted reports within two (2) business days.

Students also may report alleged sexual misconduct directly to the Title IX Coordinator or a Deputy Title IX Coordinator, the Columbus State Police, Dean of Student Life, Director of Student Conduct, Student Conduct Program Coordinator, another academic administrator, faculty member or an athletic manager or coach.

Employees also may report directly to the Title IX Coordinator or a Deputy Title IX Coordinator, the Columbus State Police, a supervisor, director, chairperson, another administrator or an employee of Human Resources.

When reporting sexual misconduct, the complainant has a number of options, including:

- The option to notify College law enforcement and local law enforcement
- The option to receive assistance from College officials in notifying law enforcement
- The option not to notify law enforcement
- The option to seek a protection order and/or other legal orders
- The option to seek medical attention
- The option to consider information given about the importance of preserving evidence in the event of a criminal prosecution
- The option to contact a licensed counselor

These options are outlined at: <http://cscce.edu/services/title-ix/sexual-misconduct.shtml>.

A person who experiences sexual misconduct has the option to report anonymously through the online report form; however, the College's investigation and response to anonymous complaints likely will be limited. If the anonymous report includes a crime, it will be counted in the College's crime statistics.

To the extent permissible under law, the College will protect the privacy of the person who experienced the alleged sexual misconduct. Privacy interests of the complainant are balanced with the College's legal obligations under state and federal law, its need to protect the College community and the College's requirement to ensure that appropriate disciplinary processes are implemented. Information on how the College will protect the privacy of complainants and respondents as appropriate and required by law is found here: <http://cscce.edu/services/title-ix/privacy-info.shtml>. This includes information on how publicly-available recordkeeping will be accomplished without the inclusion of identifying information about the complainant, to the extent permissible by law. Complainants who desire complete confidentiality may speak with a licensed counselor. Information about this option is found at: <http://cscce.edu/services/title-ix/resources.shtml>.

(3) INVESTIGATORY PROCESS

Initial Evaluation

- (a) The Title IX Coordinator and/or a Deputy Title IX Coordinator will meet with the complainant to assess his/her immediate needs and offer accommodations and interim measures as appropriate. Information about interim measures is found here: <http://cscce.edu/services/title-ix/interim-measures.shtml> and information about available resources is found here: <http://cscce.edu/services/title-ix/resources.shtml>. The complainant also will be informed of his/her options to pursue an administrative and/or criminal investigation.
- (b) The Title IX Coordinator or designee will perform an initial evaluation to determine 1) if there is sufficient information to suggest that the allegation(s) is appropriate for review by the Equity and Compliance Unit and 2) whether sufficient information exists to

warrant interim measures on behalf of the complainant and/or College which are reasonably available and appropriate.

- (c) If the respondent is not affiliated with the College as a student or employee, the College's response is limited because the College does not have authority over the respondent. In this situation, the College is unable to perform a formal investigation, but the Title IX Coordinator will take steps to enhance the complainant's safety and the safety of the College community by providing resources and collaborating with the appropriate College departments.

Investigation

- (a) If the Title IX Coordinator determines that the allegation(s) is appropriate for an administrative investigation and the complainant consents to participating or the College has a compelling reason to proceed without the complainant's consent, the Title IX Coordinator will initiate a prompt, fair and impartial investigation and resolution. This procedure will be conducted by officials of the College who receive annual training on the issues related to sexual misconduct and how to conduct an investigation and a hearing process that protects the safety of victims and promotes accountability.
- (b) Officials assigned by the Title IX Coordinator will interview both parties and any relevant witnesses. Both parties will have the opportunity to furnish documentation and other evidence to the investigators.
- (c) Using the preponderance of the evidence standard, the Deputy Title IX Coordinators will write a report summarizing the investigation and findings and present the report to the Title IX Coordinator for review and approval.

Rights, Options and Available Services for the Complainant and Respondent

- (a) Any student, employee or third party who reports that they have experienced domestic violence, dating violence, sexual assault or gender-based stalking, whether the offense occurred on or off campus, shall be provided with a written explanation of his/her rights, options and available services. The respondent also shall be provided written notice of the same information. These rights and options include the opportunity to access specific support services on campus and in the community, such as assistance with changing academic and working arrangements upon the respective party's request. Appropriate College officials will determine if the request is reasonable. Information about these rights, options and available services is accessible at <http://www.csc.edu/services/title-ix/rights-options.shtml>.
- (b) A complainant shall receive written notice of his/her rights and options regardless of whether s/he chooses to report to College police or local law enforcement and regardless of whether, after reporting to the Title IX Coordinator, s/he chooses to go forward with an administrative investigation.

- (c) In cases of domestic violence, dating violence, sexual assault and gender-based stalking, the complainant and the respondent are entitled to the opportunity to be accompanied to any related meeting or proceeding to address the allegation[s] by an advisor of their choice. Both parties will be informed of this during their first contact with an official from the Equity and Compliance Unit. The process for investigating allegations of sexual misconduct is the same whether the respondent is an employee, student or a third party over whom the College exercises authority. The process diverges in the resolution phase depending on the role of the respondent because of the differing hearing procedures for students and employees.

A respondent who is a third party to the College may not be entitled to a hearing; therefore, a decision of whether the College will continue its relationship with the third party will be made based on the initial evaluation of the allegation or formal investigation as appropriate.

(4) RESOLUTION

Post-Investigation for Employees

- (a) For employee respondents, the Deputy Title IX Coordinator(s) conducting the investigation will determine if a violation occurred. The Title IX Coordinator oversees the finding(s) with the authority to correct an obviously wrong finding(s). If the Title IX Coordinator agrees with the finding(s) and there was a violation of College policy, s/he will determine the appropriate remedy, which will likely include a disciplinary recommendation. The case is then referred to the Assistant Director of Employment Services and/or the Human Resources Business Partner for an administrative hearing based on the investigative report.

The disciplinary process for employees is accessible in College Policy 3-32, "Disciplinary Action" and Procedure 3-32 (C), "Disciplinary Action" accessible at <http://www.csc.edu/about/policy/>. Additionally, employees who are members of a bargaining unit are advised to consult the applicable bargaining unit agreement.

- (b) Both the complainant and the respondent will be simultaneously informed in writing of the following: the outcome of the investigation and any subsequent hearing that arises from an allegation of sexual violence, the procedures for the parties to appeal the results of the College's disciplinary proceeding, any change to the results that occurs prior to the time that such results become final and when such results become final.

For reports of sexual misconduct other than sexual violence, both parties will receive written notification of the outcome to the extent noted above. Reasonable efforts will be made to deliver the outcomes contemporaneously.

Post-Investigation for Students

- (a) For student respondents, if the Deputy Title IX Coordinator(s) conducting the investigation believe that a violation of College policy occurred, they will forward their recommendation to the Title IX Coordinator.

The Title IX Coordinator oversees the recommendation with the authority to correct an obviously wrong recommendation(s). If the Title IX Coordinator agrees with the recommendation of a policy violation, he/she will refer the case to the Office of Student Conduct for a formal hearing with a recommended finding of a policy violation. If the Deputy Title IX Coordinator[s], in consultation with the Title IX Coordinator, does not recommend a finding of a policy violation, the Equity and Compliance Unit will inform the Office of Student Conduct of this finding and close the case.

- (b) If a finding of a policy violation is recommended, an official from the Office of Student Conduct will schedule a hearing with trained, non-student board members. The board members will review the investigative report and impact statements from both the complainant and the respondent. The board members will direct any clarifying questions about the report to an investigator and/or to the respondent and complainant, as appropriate. The board will make a finding based on the preponderance of evidence in the report and answers to clarifying questions. If the board finds a violation of College policy, it will make a sanction recommendation to the Dean of Students.

Due to specific legal mandates and the nature of sexual misconduct, the Student Conduct process described above varies slightly from the conduct procedure in the Student Handbook. More information about the Student Conduct Process is accessible within the Student Handbook 7-10 (G), "Student Code of Conduct Procedure" accessible at http://www.cscs.edu/_resources/media/about/pdf/7-10G.pdf.

Also, please see 7-10, "Student Code of Conduct Policy" accessible at http://www.cscs.edu/_resources/media/about/pdf/7-10.pdf

- (c) Both the complainant and the respondent will be simultaneously informed in writing of the following: the outcome of the investigation and any subsequent hearing that arises from an allegation of sexual violence, dating violence, sexual assault or gender-based stalking, the procedures for the parties to appeal the results of the College's conduct proceeding, any change to the results that occurs prior to the time that such results become final and when such results become final.
- (d) For reports of sexual misconduct other than sexual violence, both parties will receive written notification of the outcome to the extent noted above. Reasonable efforts will be made to deliver the outcomes contemporaneously.

(5) APPEAL

The complainant or respondent may request an appeal within ten (10) calendar days of the notification of the outcome of the conduct process by writing to the Vice President/General Counsel (if the respondent is an employee or third party) or to the Vice President of Enrollment Management and Student Services (if the respondent is a student.) The written appeal request must clearly state the grounds for the appeal. Allowable grounds for appeal are 1) new and compelling evidence that was not available at the time of the investigation and any following proceeding or 2) a procedural error that substantially impacted the findings. Disagreement with the results is not sufficient grounds for an appeal.

If the Vice President grants an appeal request, a new investigation or hearing does not occur; the appeal is a review of the record. The Vice President will review the investigation report and accompanying evidence to determine whether the evidence supports the results and whether College procedure was followed. The Vice President will give his/her decision within ten (10) calendar days. The Vice President's decision on the appeal is final and binding.

Due to specific legal mandates and the nature of sexual misconduct, the Student Conduct process for submitting an appeal described above varies slightly from the conduct procedure in the Student Handbook. More information about the Student Conduct Process is accessible within the Student Handbook 7-10 G, "Student Code of Conduct Procedure."

(6) SANCTIONS

Not every case of sexual misconduct is alike in severity; therefore, the College reserves the right to consider a range of reasonable sanctions. This range includes mandatory training, mandatory counseling, receiving a reprimand in the course of employment, disciplinary probation, removal from a course, ban from College property, revocation of admission, revocation of degree, suspension and/or expulsion or termination. Sexual violence, namely sexual assault or gender-based physical violence, that is substantiated will likely result in suspension or permanent removal from the College for respondents, whether they are students or employees. A complete list of possible sanctions for students for Student Code of Conduct violations is available within 7-10 (G), "Student Code of Conduct Procedure."

(7) TIMELINE

Sexual misconduct investigation and resolution proceedings under federal law (Title IX) are typically completed within sixty (60) calendar days from the date the College receives notice, exclusive of the appeals process. Extenuating circumstances may arise that require the extension of recommended timeframes, including extension beyond sixty (60) calendar days. Extenuating circumstances may include the complexity and scope of the allegation(s), the number of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation, any intervening College break or vacation or other unforeseen circumstances. In the event that the investigation and resolution exceed the recommended timeframe, the College will notify the complainant and respondent of the reason(s) for the delay and the expected adjustment in timeframes.

(8) EDUCATION PROGRAMS

- (a) The College offers education programs to promote the awareness of sexual misconduct. These programs include both primary and ongoing prevention and awareness.

These programs include:

- A statement that the College prohibits the offenses of domestic violence, dating violence, sexual assault and gender-based stalking

- The legal definitions of domestic violence, dating violence, sexual assault and gender-based stalking in this jurisdiction
- The legal definition of consent in this jurisdiction
- Safe and positive options for bystander intervention to prevent harm or intervene when there is a risk of sexual misconduct
- Risk reduction information to recognize warning signs of abusive behavior and to provide guidance on how to avoid potential attacks
- An explanation of the procedures related to addressing allegations of sexual misconduct as described in Sections 2-7 of this procedure

(b) Information about specific education programs is found at:

<http://www.cscce.edu/services/title-ix/training.shtml>.

COLUMBUS STATE STUDENT LIFE

Procedure #	Title	By Authority of:
1700	Campus Security Authority Responsibilities for Clery Act	Renee Hill, Dean of Student Life
Date Written		Date Effective
05-17-14		09-16-17

Campus Security Authority Responsibilities for Clery Act

Policy Statement: The *Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act* requires institutions to collect crime reports from a variety of individuals and organizations considered to be “campus security authorities.” A campus security authority (CSA) is someone who has “significant responsibility for student and campus activities.” The function of the CSA is to report to the Columbus State Police Department allegations of certain crimes made to them in good faith. The Department of Student Life maintains a listing of CSAs. The following positions are identified as CSAs at Columbus State Community College:

- Senior Vice President of Administration and General Council
- Vice President for Enrollment Management and Student Services
- Dean of Student Life
- Director of Equity and Compliance/Title IX Coordinator
- Deputy Title IX Coordinators
- Director of Intercollegiate Athletics
- Athletic Team Coaches and Assistant Coaches
- Faculty/Staff Advisors to Student Organizations
- Chief of Police
- Columbus State Police Officers
- Director of Regional Learning Centers
- Director of Delaware Campus
- Director of Student Conduct
- Student Conduct Program Coordinator
- Director of Student Engagement and Leadership
- Assistant Director of Student Engagement and Leadership

Procedure:

- A. The above named positions shall be notified in writing of their status as a CSA by the Office of Student Conduct.
- B. CSAs shall receive training of their roles and responsibilities at a minimum of every two years.
- C. Information received first-person, third-person, electronically or by virtue of the campus role must be reported when offenses take place on campus, in or on campus buildings or property owned or controlled by Columbus State, and public property within or immediately adjacent to Columbus State property. Reports must be submitted to the Columbus State Police Department by September 1 of each calendar year, although ongoing reporting is recommended.
- D. Crimes to be reported include:

1. Murder/non-negligent manslaughter, negligent manslaughter, sex offences (forcible and non-forcible), domestic violence, dating violence, stalking, robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug abuse violations, weapons (carrying, possessing, etc).
2. Hate Crimes must be reported separately on any of the previously mentioned offenses or any other crime involving bodily injury reported to local police agencies or CSAs, that manifest evidence that the victim was intentionally selected because of the perpetrator's bias or the perpetrator perceived the person to be in one of the six bias categories.

Additionally, other Hate Crimes that must be reported are:

- Larceny
- Simple Assault
- Intimidation
- Destruction, damage, or vandalism of property

The six types of bias categories are:

- Race
- Gender
- Religion
- Sexual Orientation
- Ethnicity
- Disability

Appendix MM

COLUMBUS STATE COUNSELING SERVICES

Procedure #	Title		By Authority of:	
102F	Written Notification Services Available to Crime Victims		Ameena Kemavor, Ph.D., L.P.C.C., Director Director	
Date Written	OIT Review	Atty. Gen. Review	Clery Procedure	Date Effective
09-22-15	09-15-15		Y	10-15-15
Supersedes former Procedures: 91.4.1, effective 10-05-14				

102F WRITTEN NOTIFICATION - SERVICES AVAILABLE TO CRIME VICTIMS

Policy Statement: The Columbus State Counseling Services will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims on-campus and in the community.

Procedure:

- A. Columbus State Community College will provide written notification to students and employees each semester about the following: 1) counseling services, 2) health services, 3) mental health services, 4) victim advocacy, and 5) legal assistance. These services are available on-campus and within the local community.

An e-mail notification outlining these services shall be sent through Marketing and Communications to the Columbus State Community at the beginning of each semester. Typically, these e-mails will be sent each year in January, June, and September.

Appendix NN

COLUMBUS STATE COUNSELING SERVICES

Procedure #	Title		By Authority of:	
1505	Drug, Alcohol, and Substance Abuse Prevention		Ameena Kemavor, Ph.D., L.P.C.C., Director	
Date Written	OIT Review	Atty. Gen. Review	Clery Procedure	Date Effective
09-23-15	09-15-15		Y	10-15-15
Supersedes former Procedures: 91.4.1, effective 10-05-14				

1505 Drug, Alcohol, and Substance Abuse Prevention

Policy Statement: The Columbus State Counseling Services offers Alcohol and other Drugs (AoD) prevention programs to prevent the unlawful possession, use, sale, or distribution of illicit drugs and alcohol.

Procedure:

- A. Counseling Services has a brochure that outlines programs and resources to prevent the unlawful possession, use, sale, or distribution of illicit drugs and alcohol which are located at: http://www.cscs.edu/_resources/media/services/pdf/alcohol_drug_prevention.pdf,
- B. In addition, Columbus State provides information on: 1) standards of conduct involving alcohol and drugs, 2) penalties when violating federal, state and local drug and alcohol laws, 3) disciplinary sanctions for violating college drug and alcohol policies, and 4) health risks associated with alcohol and drug abuse. This information is located at: <http://www.cscs.edu/services/drug-alcohol/statement.shtml>