



COLUMBUS STATE

**DEPARTMENT OF
PUBLIC SAFETY**

COMMUNITY COLLEGE

Jeanne Clery 2010 Annual Security Report

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

This report was compiled by the Columbus State Community College Clery Audit Committee

For more information, go to the Department of Public Safety web site at
<http://www.csc.edu/PublicSafety/index.htm>

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Public Safety/Campus Police Fast Facts

(614) 287-2525 or 911 for Emergency

Delaware Hall 047 (Columbus Campus) (24 hours, 7 days a week)

Police, Environmental Health, Safety-Security, Special Services and Parking Enforcement

The Columbus State Community College Department of Public Safety is responsible for law enforcement, parking enforcement, environmental health and safety, emergency management, crime prevention, security, and access to facilities. In addition to our own campus police, there are additional layers of security that blanket the CSCC Columbus campus area, including additional Columbus Police Officers and the Discovery Special Improvement District patrol units, due to the college's participation in a unique neighborhood security partnership. The Delaware Campus is primarily served by the Delaware County Sheriff's Office, and in 2012, will also be staffed by Columbus State Community College Campus Police Officers.

The Department of Public Safety main office is centrally located on the Columbus campus in Delaware Hall Room 047. The department is staffed 24 hours a day, 7 days a week. Columbus State campus 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. On the Delaware Campus you can find the Public Safety office in the Administration Building room 133-A. The Administration Building is on the Winter Road side of the campus. Some of the services provided by Public Safety 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 (Call 614-287-2525 if you need a security escort).
- First aid.
- Enforcement of state laws and college policy.
- Timely warnings and emergency alerts.

The Department of Public Safety 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 by the department's Project Specialist.

Ohio Law Enforcement Gateway (OHLEG)

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

Reporting a Crime, Accident, Fire, or Emergency

If an emergency exists, immediately call 911, then the Department of Public Safety Communications Center at 614-287-2525.

Crime tips can be texted to 67283 from your cell phone. In the text, type CSCCTIP and enter a space. Everything after the space will be sent as your tip.

Criminal acts, accidents, medical emergencies, suspicious behaviors, or other emergencies must be reported to the Department of Public Safety. You can call public safety or visit in person on the Columbus campus at Delaware Hall Room 047, or activation of emergency phones, or you can call

the local police agency by calling 911. Columbus State has an excellent safety record. Be prepared to give the Communications Center the following information:

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

Clery Campus Warnings

➤ Emergency Notification

To warn the campus community of a significant critical incident, which represents a sustained and impending life or property threat across the college, the Department of Public Safety administration, public safety communication technicians, emergency management coordinator, President, Senior Vice President, or Vice President of Student Affairs 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. (see appendix 3 regarding how decisions are made).

➤ Timely Crime Warning

To promote safety, and prevent additional crimes, the Department of Public Safety administration will warn the campus community of certain crimes as specified by the Clery law when those crimes represent a serious and continuing danger to the campus community. Those crimes include such crimes as murder, sexual assault, aggravated assault, motor vehicle theft, and arson. Issuing a timely crime warning is decided on a case by case basis by the public safety 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.

➤ **Rave Emergency Text Messaging**

Columbus State Community College has contracted with Rave Mobile Safety for emergency text messaging services adding to the College's existing systems used to notify students and employees. The Rave emergency text messaging system will be used to send both Emergency Notifications and Timely Crime Warnings to quickly inform our students and employees.

➤ **Rave Guardian**

Columbus State Community College has contracted with Rave Mobile Safety for their Rave Guardian service. This service has two elements that enhance already existing safety services for students and employees. The first element of Rave Guardian is the Timer Mode, this element acts as a virtual security escort where students and employees can register their phone in advance so they can dial in to Rave Guardian on their cell phone using a four digit PIN, set a timer with an estimated time that it will take for them to reach their destination while on campus and leave a message that is recommended to include their starting point, destination, path of travel, and clothing for easier identification by campus police should they need assistance. Once activated the timer will send reminders to the student when their timer is nearing its end and should the timer expire before the student de-activates it at their destination the Rave Guardian terminal in the Public Safety Communications Center sounds an alarm, showing the Communication Technician that person's profile so they can then call the individual to do a wellness check.

The other element of Rave Guardian is the Immediate Assistance mode that allows students and employees to store Rave Guardian's Immediate Assistance number in their phone to be dialed in situations when they feel uncomfortable or think they may be in danger. This element when initiated causes the Rave Guardian terminal to go into alarm and immediately calls the Public Safety Communications Center so the caller can speak directly to a Communication Technician to have a Police Officer come to their assistance.

➤ **What can I do if someone forces me to turn off my Rave Guardian timer?**

Rave Guardian includes a false deactivation code to alert DPS, which is one number higher than your PIN. For example, if your PIN is 1234, you may enter 1235. Rave Guardian will appear to turn off normally, but DPS will be alerted.

Columbus State Sexual Assault Response Protocol

Columbus State does not tolerate sexual assault. This protocol is intended to provide a caring and comprehensive method for students to report sexual assaults that occur on campus or in the greater community. Victims of sexual assault need clearly defined choices and options to reclaim their power and authority.

Sexual misconduct is a broad term encompassing any non-consensual physical contact of a sexual nature that is committed either by force or intimidation or through the use of the victim's mental or physical incapacity, including through consumption of drugs or alcohol. Sexual misconduct may vary in its severity and consists of a range of behavior or attempted behavior including, but not limited to the following examples:

- 1) Non-Consensual Sexual Contact: Any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman, without effective consent.
- 2) Non-Consensual Sexual Intercourse: Any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a man or a woman upon a man or a woman, without effective consent.
- 3) Sexual Exploitation: taking non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, such as prostituting another student, non-consensual video or audio-taping of sexual activity, going beyond boundaries of consent, voyeurism, or knowingly transmitting an STI or HIV to another student
- 4) Sexual Harassment: Gender-based verbal or physical conduct that has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or educational environment. Sexual harassment includes any situation in which there is gender-based misconduct that is sufficiently severe, pervasive, persistent or objectively offensive that it alters the conditions of education or employment. Retaliatory conduct is also prohibited under this policy.

Overview of Policy Expectations Regarding Consent

While the policy below is quite detailed and specific, the expectations of this community can be summarized in this simple paragraph. In order for individuals to engage in sexual activity of any type with each other, there must be clear consent. Consent is sexual permission. Consent can be given by word or action, but non-verbal consent is less clear than talking about what you want and

what you don't. Consent to some form of sexual activity cannot be automatically taken as consent to any other sexual activity. Silence--without actions demonstrating permission--cannot be assumed to show consent. There is a difference between seduction and coercion. Coercing someone into sexual activity violates this policy just as much as physically forcing someone into sex. Coercion happens when someone unreasonably pressures someone else for sex. When alcohol or other drugs are being used, someone will be considered unable to give valid consent if they cannot appreciate the who, what, when, where, why, or how of a sexual interaction. Individuals who consent to sex must be able to understand what they are doing. You will do well to keep in mind that under this policy, "No" always means "No," and "Yes" may not always mean "Yes."

Victims of sexual assault, including sexual harassment and sexual misconduct, are encouraged to:

§ Get to a safe place. After experiencing a traumatizing event such as a sexual assault, it is important to find a place where you feel comfortable and secure from harm.

§ Call for assistance. Immediately report the assault. You may call 911 from any phone at any time. If the offense occurred on Columbus State property, the dispatcher will also notify Columbus State Police. You may also call the Columbus State Police Department directly at 614-287-2525, come into the police department to speak with an officer, pick up a blue campus emergency phone, or if using a campus courtesy telephone press 2525 only. If you are at the Delaware Campus, at an off-campus center, or off campus, call 911. The Columbus State Police Department is located on the ground floor of Delaware Hall 047, and the Delaware Campus Public Safety is located in the Delaware Administration Building. Reporting the crime can help you regain a sense of personal power and control.

§ Seek support. Call a friend, a family member, faculty member, or someone else you trust who can be with you and give you support.

§ Seek medical attention as soon as possible. Go to a local hospital emergency room for immediate medical care. The hospital will document and treat injuries.

§ Preserve all physical evidence. Do not shower, bathe, urinate or brush your teeth. Save all clothing from the time of the attack as it is important to allow the examiner to collect evidence of the assault. Do not disturb any other physical evidence that could be used in a disciplinary or criminal proceeding.

§ Don't be afraid to ask questions. Do not hesitate to ask the medical or police staff to explain everything to you.

§ Seek counseling. Call Columbus State Counseling Services at 614-287-2570 (located in Aquinas Hall, Room 116). Talking with a trained mental health professional can help in coping with the aftermath of a sexual assault. The counselor will maintain confidentiality, help explain options, give information and provide emotional support. A counselor can help to make sense of your thoughts and feelings and can be beneficial in the healing process. Columbus State counselors can also help you find counselors in your community for continued care.

§ Call a Helpline. Call the SARNCO 24-hour RAPE helpline 614-267-7020 or RAINN at 1(800) 656-HOPE (4673). SARNCO – Sexual Assault Response Network of Central Ohio. RAINN – Rape, Abuse and Incest National Network. You can also contact the 24-hour Netcare Crisis Line in Columbus at 1-888-276-CARE (2273).

§ Give yourself time to heal. You are a survivor and what happened is not your fault.

Resources for Victims of Sexual Assault and Related Offenses

The Dean of Student Life Office at Columbus State serves students from all campuses and off-campus centers. You may contact the Dean of Student Life office at 614-287-5299 or 614-287-2117.

The office can provide assistance to victims, including modifying class schedules, rescheduling exams, requesting incompletes, switching class sections, temporary withdrawal, and communicating with faculty members about absences. The office can discuss options for pursuing criminal and/or college disciplinary action against the perpetrator and assist with contacting law enforcement, but only if desired by the victim. The office can also assist you in contacting additional community resources for the College's four-county service area.

Sexual Assault Response Network Central Ohio (SARNCO) 614-267-7020

Sexual Assault Response Network of Delaware County (Helpline of Delaware County) 800-684-2324 or 740-369-3316

Crisis Hotline Union County 800-731-5577

Madison County Hospital 740-845-7000

Mt Carmel Crime & Trauma Assistance 614-234-5900

Rape Abuse & Incest National Network (RAINN) 800-656-4673 (800-656-HOPE)

Columbus Health Department 614-645-7772

Columbus Police Department Sexual Abuse Unit 614-645-4701

CHOICES Domestic Violence Crisis Line 614-224-4663

Netcare Crisis and Suicide Prevention Hotline 614-276-2273

Making a Sexual Assault Complaint – Columbus State Campus Police (614) 287-2525 (see appendix 3 for the Department of Public Safety Sexual Assault Procedure)

When a sexual assault occurs at Columbus State Community College it should be reported to the Columbus State Police, which is located in Delaware Hall, 047. The Campus Police will initiate a sexual assault investigation and walk you through the process of filing a report. However, the Columbus State Police work with the local Police Department to investigate all sexual assault complaints. Therefore, the local Police Department is the primary investigating agency on all sexual assault complaints, and they work directly with the victim in filing criminal charges and prosecuting sex related crimes.

- If you are a victim of a sexual assault please contact the Columbus State Police at (614) 287-2525 or come to Delaware Hall, 047 to file a report.
- If you are a victim of a sexual assault and are within 96 hours of the assault, you should go to a hospital emergency room for treatment. We encourage all sexual assault victims to go to a hospital so you can be checked and evidence can be properly collected.
- If you go to a hospital for treatment from a sexual assault the hospital will contact the Columbus State Police and we will send a Police Officer to the hospital to complete a report. The Columbus State Police will work with the local Police Department in collecting evidence, statements, and answering questions.
- The police will complete a report on all sexual assault complaints even if the victim chooses not to complete a report. If the victim refused to provide their name a report will be completed using the name John or Jane Doe as the victim.
- As a sexual assault investigation progresses you may discuss the assault with the Police, Detectives, Hospital Staff, Prosecutors, Columbus State Student Conduct, and Counselors.

- If you are a victim of a sexual assault you can receive Counseling Services in a confidential setting from Columbus State counselors as well as other campus resources.
- When a police report is completed it is a public record and is not considered a student record. Therefore, police reports are not protected documents under the Family Educational Rights and Privacy Act (FERPA).

Columbus State Police have a working relationship with local, state, and federal law enforcement agencies. Columbus State Police have the law enforcement and arrest authority to assist and investigate all crimes on campus (ORC 3345.21; CSCC Policy/Procedure 11.01). Further information on registered sexual offenders, crime statistics, and crime prevention programs including sexual assault prevention such as the Rape Aggression Defense System (RAD) and the college's emergency notification system RAVE can be found on the Department of Public Safety/Campus Police website <http://www2.csc.edu/about/publicsafety/>.

Frequently Asked Questions

- Does the report of sexual assault remain confidential?

The privacy of all parties to a complaint of sexual misconduct must be strictly observed, except as it interferes with the college's obligation to fully investigate allegations of sexual misconduct. Where privacy is not strictly kept, it will still be tightly controlled on a need-to-know basis. Dissemination of information and/or written materials to persons not involved in the complaint procedure is not permitted. Violations of the privacy of the complainant or the accused student may lead to conduct action by the college. But please be advised that any criminal reports made to police agencies are considered public record.

In all complaints of sexual misconduct, the complainant will be informed of the outcome. In some instances, the administration also may choose to make a brief announcement of the nature of the violation and the action taken, using no names. Certain college administrators are informed on a confidential basis (e.g., the President of the college, Dean of Students, Director of Public Safety). If you report an act of alleged sexual misconduct to a conduct officer of the college and there is evidence that a felony has occurred, local police will be notified. This does not mean charges will be automatically filed or that a victim must speak with the police, but the college is legally required to notify law enforcement authorities. The college also must statistically report the occurrence on campus of major violent crimes, including certain sex offenses, in an annual report of campus crime statistics. This statistical report does not include personally identifiable information.

- Will my parents be told?

No, not unless you tell them. Whether you are the complainant or the accused, College's primary relationship is to the student and not to the parent. However, in the event of major medical, disciplinary, or academic jeopardy, students are strongly encouraged to inform their parents. College officials will directly inform parents when requested to do so by a student, in a life-threatening situation, or if the student is a dependent as defined by FERPA.

- Will I have to confront the perpetrator?

Yes, if you file a formal complaint. Sexual misconduct is a serious offense and the accused has the right to confront the accuser. However, the college does provide options for allowing confrontation without direct contact, including using a room divider or using separate hearing rooms.

- Do I have to name the perpetrator?

Yes, if you want formal disciplinary action to be taken against the alleged perpetrator. No, if you choose to respond informally and do not file a formal complaint (but you should consult the complete confidentiality policy below to better understand the college's legal obligations depending on what information you share with different college officials).

- What do I do if I'm accused of sexual misconduct?

DO NOT contact the alleged victim. You may immediately want to contact someone in the campus community who can act as your advisor. You may also contact the Dean of Students, who can explain the college's procedures for dealing with sexual misconduct complaints. You may also want to talk to a confidential counselor at the college counseling center.

- What do I do about legal advice?

Victims of criminal sexual assault need not retain a private attorney because legal issues will be handled through the Franklin County Prosecutor's office. You may want to retain an attorney if you are the accused or are considering filing a civil action against the alleged perpetrator.

- What do I do about preserving physical evidence of an assault?

Physical evidence of a criminal sexual assault must be collected within 96 hours. If you believe you have been a victim of a criminal sexual assault, you should go to Grant Hospital Emergency Room at 111 South Grant Avenue (or your nearest hospital), before washing yourself or your clothing. The Sexual Assault Nurse Examiner (a specially trained nurse) is on call 24 hours a day, 7 days a week. If the assault happens on campus, Columbus State police will provide transportation. If you go to the hospital, local police will be called, but you are not obligated to talk to the police or to prosecute. The exam will help to keep that option open for you, should you decide later to exercise it.

The hospital staff will collect evidence, check for injuries, and address the possibility of exposure to sexually transmitted infections. If you have changed clothing since the assault, bring the clothing you had on at the time of the assault with you to the hospital in a clean, sanitary container such as a clean paper grocery bag or wrapped in a clean sheet (plastic containers do not breathe, and may render evidence useless). If you have not changed clothes, bring a change of clothes with you to the hospital, if possible, as they will likely keep the clothes you are wearing as evidence. You can take a support person with you to the hospital, and they can accompany you through the exam, if you want. Do not disturb the crime scene—leave all sheets, towels, etc. that may bear evidence for the police to collect.

- Can a victim get in trouble for reporting a sexual assault if he/she used illegal drugs or consumed alcohol underage?

No. The severity of the infraction will determine the nature of the college's response, but whenever possible the college will respond educationally rather than punitively to the illegal use of drugs and/or alcohol. The seriousness of sexual misconduct is a major concern and the college does not want any of the circumstances (e.g., drug or alcohol use) to inhibit the reporting of sexual misconduct.

- Will the use of drugs or alcohol affect the outcome of a sexual misconduct case?

The use of alcohol and/or drugs by either party will not diminish the accused student's responsibility. On the other hand, alcohol and/or drug use is likely to affect the complainant's memory and, therefore, may affect the outcome of the complaint. A person bringing complaints of sexual misconduct must either remember the alleged incident or have sufficient circumstantial evidence, physical evidence and/or witnesses to prove his/her complaint. If the complainant does not remember the circumstances of the alleged incident, it may not be possible to impose sanctions on the accused without further corroborating information.

- What do I do if I'm unsure about what happened?

If you believe that you have experienced a non-consensual sexual contact, but are unsure of whether it was a violation of the college's sexual misconduct policy, you should contact the Dean of Student Life office at 614-287-2117 or 614-287-5299. The college provides advisors who can help you to define and clarify the event(s), and advise you of your options.

Confidentiality of Sexual Misconduct Reports

Different people on campus have different reporting responsibilities, and different abilities to maintain your confidentiality, depending on their roles at the college. When consulting campus resources, victims should be aware of confidentiality, privacy and mandatory reporting, in order to make informed choices. On campus, some resources may maintain your complete confidentiality, offering you options and advice without any obligation to tell anyone, unless you want them to. Other resources are expressly there for you to report crimes and policy violations, and they will take action when you report your victimization to them. Most resources on campus fall in the middle of these two extremes. Neither the college nor the law requires them to divulge private information that you share with them, except in extremely rare circumstances, described below. You may seek assistance from them without starting a chain of events that takes things out of your control, or violates your privacy.

To Report Confidentially

If you desire that details of the incident be kept confidential, you should speak with on-campus counselors or off-campus rape crisis resources, who will maintain confidentiality. Campus counselors are available to help you free of charge and can be seen on an emergency basis. You can also contact the Sexual Assault Response Network of Central Ohio (SARNCO) 24-hour RAPE helpline at 614-267-7020.

Reporting to those who can maintain the privacy of what you share

You can seek advice from certain resources who are not required to tell anyone else your private, personally identifiable information unless there is cause for fear for your safety, or the safety of others. These resources include those without supervisory responsibility or remedial authority to address sexual misconduct, such as faculty members, student activities personnel, and many others. If you are unsure of someone's duties and ability to maintain your privacy, ask them before you talk to them. They will be able to tell you, and help you make decisions about who can help you best. Some employees of the college are instructed to share incident reports with their supervisors, but they do not share any personally identifiable information about your report unless you give permission, except in the rare event that the incident reveals a need to protect you or other members of the community. If your personally identifiable information is shared, it will be shared with as few people as possible, and all efforts will be made to protect your privacy to the greatest extent.

Non-confidential reporting options

You are encouraged to speak to officials of the institution to make formal reports of incidents (deans, vice presidents, or other administrators with supervisory responsibilities, campus security, student conduct, and human resources). You have the right and can expect to have incidents of sexual misconduct to be taken seriously by the college when formally reported, and to have those incidents investigated and properly resolved through administrative procedures. Formal reporting does not mean that your report won't be confidential, but it does mean that people who need to know will be told, and information will be shared as necessary with investigators, witnesses, and the accused. The circle of people will be kept as tight as possible, to preserve your rights and privacy. To make a report of a sexual assault, you may contact the Dean of Student Life office at 614-287-5299 or 614-287-2117. If you choose to file a report with a police agency, such as Columbus State Police, the report would be subject to disclosure as a public record by law enforcement officers but not by the College, per FERPA.

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 must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given), for publication in the annual Campus Security Report. This Report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. Mandated federal reporters include: student/conduct affairs, campus law enforcement, local police, coaches, athletic directors, student activities staff, human resources staff, advisors to student organizations and any other official with significant responsibility for student and campus activities.

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 bodily harm or 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 at the end of the above paragraph.

STATEMENT OF THE RIGHTS OF THE ALLEGED VICTIM

- The right to investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to college administrators;
- The right to be treated with respect by college officials;
- The right of both accuser and accused to have the same opportunity to have others present (in support or advisory roles) during a campus disciplinary hearing;
- The right not to be discouraged by college officials from reporting an assault to both on-campus and off-campus authorities;
- The right to be informed of the outcome and sanction of any disciplinary hearing involving sexual assault, usually within 24 hours of the end of the conduct hearing;
- The right to be informed by college officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying such authorities, if the student so chooses. This also includes the right not to report, if this is the victim's desire;
- The right to be notified of available counseling, mental health or student services for victims of sexual assault, both on campus and in the community;

- The right to notification of and options for, and available assistance in, changing academic situations after an alleged sexual assault incident, if so requested by the victim and if such changes are reasonably available (no formal complaint, or investigation, campus or criminal, need occur before this option is available). Accommodations may include:
 - Exam (paper, assignment) rescheduling;
 - Taking an incomplete in a class;
 - Transferring class sections;
 - Temporary withdrawal;
 - Alternative course completion options.

- The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing;
- The right not to have any complaint of sexual assault mediated (as opposed to adjudicated);
- The right to make a victim-impact statement at the campus conduct proceeding and to have that statement considered by the board in determining its sanction;
- The right to a campus “no contact” order against another student who has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the complaining student or others;
- The right to have complaints of sexual misconduct responded to quickly and with sensitivity by campus law enforcement.
- The right to appeal the finding and sanction of the conduct body, in accordance with the standards for appeal established by the institution;
- The right to review all documentary evidence available regarding the complaint, subject to the confidentiality limitations imposed by state and federal law, at least 48 hours prior to the hearing;
- The right to be informed of the names of all witnesses who will be called to give testimony, within 48 hours of the hearing, except in cases where a witness’ identity will not be revealed to the accused student for compelling safety reasons (this does not include the name of the alleged victim/complainant, which will always be revealed);
- The right to preservation of confidentiality, to the extent possible and allowed by law;
- The right to a hearing closed to the public;
- The right to petition that any member of the conduct body be removed on the basis of demonstrated bias;
- The right to bring a victim advocate or advisor to all phases of the investigation and campus conduct proceeding;
- The right to give testimony in a campus hearing by means other than being in the same room with the accused student;
- The right to present relevant witnesses to the campus conduct body, including expert witnesses;
- The right to be fully informed of campus conduct rules and procedures as well as the nature and extent of all alleged violations contained within the complaint;
- The right to be present for all testimony given and evidence presented before the conduct body;
- The right to have complaints heard by conduct officers who have received annual sexual misconduct adjudication training;
- The right to a conduct panel comprised of representatives of both genders;
- The right to have college policies and procedures followed without material deviation;

- The right to be informed in advance of any public release of information regarding the complaint;
- The right not to have released to the public any personal information about the complainant, without his or her consent.

Statement of Rights of the Accused Student

The rights of accused students should also be prominently indicated. These should include, among others particular to your college:

- The right to investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to college administrators against the accused student;
- The right to be treated with respect by college officials;
- The right to be informed of and have access to campus resources for medical, counseling, and advisory services;
- The right to be fully informed of the nature, rules and procedures of the campus conduct process and to timely written notice of all alleged violations within the complaint, including the nature of the violation and possible sanctions;
- The right to a hearing on the complaint, including timely notice of the hearing date, and adequate time for preparation;
- The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing;
- The right to make an impact statement at the campus conduct proceeding and to have that statement considered by the board in determining its sanction;
- The right to appeal the finding and sanction of the conduct body, in accordance with the standards for appeal established by the institution;
- The right to review all documentary evidence available regarding the complaint, subject to the confidentiality limitations imposed by state and federal law, at least 48 hours prior to the hearing;
- The right to be informed of the names of all witnesses who will be called to give testimony, within 48 hours of the hearing, except in cases where a witness' identity will not be revealed to the accused student for compelling safety reasons (this does not include the name of the alleged victim/complainant, which will always be revealed);
- The right to a hearing closed to the public;
- The right to petition that any member of the conduct body be removed on the basis of bias;
- The right to have complaints heard by conduct officers who have received annual sexual misconduct adjudication training;
- The right to have college policies and procedures followed without material deviation;
- The right to have an advisor or advocate to accompany and assist in the campus hearing process. This advisor can be any member of the college community (faculty, staff, administrator or another student), but the advisor may not take part directly in the hearing itself, though they may communicate with the accused student as necessary;
- The right to a fundamentally fair hearing, as defined in these procedures;
- The right to a campus conduct outcome based solely on evidence presented during the conduct process. Such evidence shall be credible, relevant, based in fact, and without prejudice;
- The right to written notice of the outcome and sanction of the hearing;
- The right to a conduct panel comprised of representatives of both genders;
- The right to be informed in advance, when possible, of any public release of information regarding the complaint.

Student Code of Conduct Procedures for Disciplinary Action for Alleged Sex Offenses by Students

Students alleged to have violated the Student Code of Conduct Policy 7-10(E)(4)(g) – Sexual Misconduct, including sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and sexual exploitation, will be subject to Procedure 7-10(G) for adjudicating violations.

Victims are notified as to when notice of the allegation is delivered to the student, so as to protect themselves from potential retaliation.

In sensitive issues, such as stalking, violence, and sexual misconduct, all hearings will be closed to the public and only those who have a legitimate reason to be present will be permitted to be present.

Sexual misconduct and other sensitive complaints are fast-tracked, to ensure that CSCC 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 right to be present for all testimony and questioning. Only deliberation is conducted in closed-session without the parties present. If findings and sanctions are presented orally at the end of the hearing, the student is permitted to be present.

Whether in writing or informed orally, the victim has the right to know the outcome and sanctions of the hearing and whether an appeal has been filed.

The board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the student, respondent, and/or other witnesses during the hearing by providing separate facilities, by using a visual screen, and/or permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audiotape, written statement, or other means where and as determined by the Dean of Student Life to be appropriate.

The following sanctions may be imposed upon any student found to have violated the Student Code of Conduct:

- Restitution – compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- Educational sanctions – including work assignments, essays, community service, behavioral contract, administrative referral, or other related educational assignments.
- Formal warning – a notice to the student that further proven violations of the Student Code of Conduct will result in progressive sanctions.
- Probation - The student is not in good standing for a designated period of time and is notified that further proven violations of the Student Code of Conduct will result in suspension or expulsion from CSCC, particularly if the incident occurs during the probationary period.
- Facility suspension. The student no longer has the privilege of entering or using a particular facility or building for a specified period of time or until a specific condition is met.
- Facility expulsion. The student has lost the privilege of entering or using in a particular facility or building at any time.

- Loss of privileges – denial of specified privileges for a designated period of time.
- Removal from class – student is barred from attending a particular class or may be reassigned to a different section of the same class. Specifics will be coordinated between the Dean of Student Life or designee and the appropriate faculty member.
- Revocation of admission – the student loses admitted status to CSCC. A permanent notation will be made on the student’s transcript indicating that the admission was revoked and the date of the action.
- Revocation of degree – the student loses the right to claim a degree from CSCC. Awarding of the degree will be removed from the student’s transcript and a permanent notation will be made on the transcript indicating the revocation, the degree involved, and the date of the action. The Provost or designee reviews all recommendations for degree revocation.
- Suspension from CSCC. Suspension is defined as a complete separation from CSCC activities, services, facilities, and grounds. Suspension may be:
 - Term suspension will be for a specified time, after which the suspended student may return to CSCC.
 - Conditional suspension will stipulate that reentry to the community will be granted on the fulfillment of certain conditions by the student. Subject to fulfillment of the stipulated conditions, the suspension will be indefinite.
 - Expulsion from CSCC. The student is permanently separated from CSCC, may not be present on CSCC property, or in attendance at CSCC-sponsored events. Permanent notification will appear on the student’s transcript. The Provost or designee reviews all recommendations of expulsion.

Student Housing

The Columbus State Community College is a non-residential college.

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, but are not routinely monitored. The Department of Public Safety and Security unit is responsible for the operation and maintenance of safety, fire, and security systems.

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 by the Columbus State Department of Public Safety Communications Center.
- 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.
- Employees receive annual fire prevention training through the Columbus State Safety Academy, including the proper use of a fire extinguisher.
- Columbus State Department of Public Safety conducts monthly fire drills in designated areas, in accordance with the Ohio Revised Code
- Fire suppression systems include:
 - Dry chemical systems used in kitchen areas (class A-B-C-F engineered systems and portable fire extinguishers).
 - Wet system used in science labs (class A-B-C-or D portable fire extinguishers).
 - Wet system, Pre Action system, Anti freeze loop system, and Dry system used in academic buildings (Class A-B-C-D).

- Clean Agent fire suppression system 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

Fire Prevention Extension cords cannot be used for more than 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 through the Physical Plant Department.

- Space heaters must be electric (no kerosene type) and must have an automatic shut off device if tipped over. They may not be placed within three feet of any combustible material.
- Coffee pots, hot plates, etc are limited to UL approved commercial grade units installed in an approved manner and location.
- This use of multi-plug adapters are 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 is prohibited, except as approved by the Campus Safety Coordinator.
- Smoking is prohibited in Columbus State buildings or in front of the entrances to campus buildings.
- For more information, refer to the CSCC Employee Safety Manual at:
<http://www.csc.edu/HR/sm.shtml>

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 during an emergency. For more information, go to the Columbus State Public Safety website and follow the links to emergencies.

The Department of Public Safety Emergency Management Coordinator maintains the College Emergency Operation Plan, and assists other departments with emergency response guidelines and annual drills

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 exits from any classroom, building or facility on the 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 personnel.

At the first indication of a building evacuation, people with disabilities should go to the stairways, which will be accessed by emergency personnel. Personnel will assist people evacuate from the building. Do not enter the elevators during an emergency unless assisted by a uniformed Public Safety or emergency personnel.

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 pull station alarm and proceed with emergency evacuation.
- 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 personnel to assist you. **DO NOT** use the elevators.
- Notify public safety 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 unless directed to do so by emergency personnel. Classes may be delayed or canceled. Check the college website, e-mail, and local media.

Crime Prevention Tips

Maintain control over book bags, books, laptop and electronics, and other personal property, during leisure and meal times, and in the classroom.

- Take a moment to evaluate 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 that you know and trust this individual to be accountable for your property.
- Please record all serial numbers; even photograph them so as to make identification of stolen and recovered items easier.
- Always be aware of your surroundings.
- Always feel free to contact CSCC Public Safety-Police if you have any safety or security concerns at 614- 287-2525 or text crime tips to 67283 from your cell phone. In the text, type CSCCTIP and enter a space. Everything after the space will be sent as your tip.
- Do your part to ensure your college experience is a safe and rewarding venture.
- Secure valuables in your vehicle's trunk, out of plain view.
- For more crime prevention presentations, contact the Department of Public Safety.

Crime Prevention Activity

The Department of Public Safety participated in 21 Crime Prevention activities. Those activities included but were not limited to the following:

- Kids in College
- International Student Orientation
- Employee Orientation
- Take Back the Night
- Public Safety Video Production on Theft Prevention
- Cashier's Office "Tips for Robbery Response"
- Active Shooter College Wide In-Service

If You Are the Victim of a Crime

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 campus police at (614) 287-2525 (or the local police agency). If at all possible, don't leave the area until you have spoken with a police officer about the incident; leaving consumes valuable 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 and license plate number. Report the direction of travel.
- **Preserve evidence.** Do not touch or move anything. In case of sexual assault, do not launder clothing or take a shower if you are the victim. There may be valuable transfer evidence on your clothing or body.

- Victim counseling is available at Aquinas Hall room 116. Refer to Page 6, Victims of Sexual Assault, Sexual Harassment, and Sexual Misconduct for more information.

Classroom Safety Committee

The Columbus State Community College Classroom Safety Committee, which is composed of faculty and staff, was formed as a result of the Faculty Labor Agreement. The purpose of the committee is to identify and propose solutions to enhance classroom safety. The Department of Public Safety held three Active Shooter College wide in-service for the employees of Columbus State.

Campus Safety Committee

Whereas the Classroom Safety Committee specifically focuses on classroom safety measures, the Campus Safety Committee provides "a forum for the College community to monitor, report, and educate employees and students about health and safety awareness." It consists of staff, faculty, HR, Physical Plant and Public Safety personnel. The committee annually reviews the employee safety manual, conducts "safety walk throughs" to identify and resolve potential hazards, and promotes proactive health and safety techniques." The committee, under the lead of Public Safety, directed an effective college-wide endeavor to prevent the spread of flu, resulting in the task force receiving the college Silver Continuous Improvement Award.

Missing Persons

In the event a person should become missing from campus, the Department of Public Safety should be notified immediately. A campus police officer will respond and gather information and relay it to other public safety 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 family will be advised to contact that agency as well. Columbus State Department of Public Safety will assist the investigating agency as requested by that agency.

Victim Counseling – Columbus Campus

(614) 287-2668 or <http://www.csc.edu/counselingservices>

Counseling Services can help with mental health issues, such as depression or stress. They can also help students suffering from substance abuse or alcohol problems.

Personal counseling services are available by appointment. Stop by their office (Aquinas Hall 116) or call 614-287-2668 to schedule an appointment.

Campus Hours

General hours are **7:00 a.m. to 11:00 p.m. Monday through Friday**. There are varying class hours on weekends and some holidays. Buildings generally close at **6:00 p.m. on weekends** except for special events. Classes may be delayed or canceled. Check the college website, e-mail, and local media for any changes due to weather or emergencies. Emergency Text Alerts will also be sent to students and employees who have registered their cell phones. For more information on registering your cell phone with RAVE, see Appendix 6.

Delaware Campus Information

- The Delaware Campus is located at 5100 Cornerstone Blvd., Delaware, Ohio (south of the City of Delaware).
- Department of Public Safety personnel can be reached by calling (614) - 287-2525 or 911 for

emergency.

- Normal campus operating hours for the Delaware Campus are Mon-Fri 7:00 am to 11:00 p.m. Buildings generally close at **6:00 p.m. on weekends** except for special events.
- Law enforcement and criminal acts are under the jurisdiction of the Delaware County Sheriff's Office. In 2012, Columbus State Community College Campus Police Officers will patrol the Delaware Campus.
- Criminal acts, accidents, suspicious behaviors, or emergencies must be reported to the Delaware County Sheriff's Office at 740-833-2800 or by calling 911, then call the Columbus State Department of Public Safety at (614) 287-2525, or crime tips can be sent by text to 67283. from your cell phone. In the text, type CSCCTIP and enter a space. Everything after the space will be sent as your tip.

Employee After Hours Access Authorization

Employees wishing to enter a building after hours will need to have a signed After Hours Access Authorization on file in the Public Safety Office and may be asked to show their College ID Card. Chairpersons and Administrators can grant after hours access authorization. The form is available by accessing the intranet, then clicking on Forms, then After-Hours-Access Permission form. Contact the Security Systems Coordinator at 614-287-2595 for assistance with the form. Call 614-287-2525 to have the room locked/unlocked if needed. The building or room will not be unlocked unless the requesting employee is present at the time of the opening.

Clery Crime Statistics

Clery crime statistics, annual security report, warnings, crime logs, and emergency information, are available online at <http://csc.edu/PublicSafety/cucr> or see **appendix 5 through 10.**

Advising the Campus about Sex Offenders (E-SORN Website)

- The Department of Public Safety provides a link to the Ohio Attorney General's website for sex offenders. This link can be found at <http://csc/PublicSafety/so.htm> .
- Electronic Sex Offender Registration Network (E-SORN)

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 agency will assist our campus police with selected investigations, such as sexual assault, homicide, arson related offenses, missing persons, or other offenses that would require specialized equipment and/or training to properly investigate.

Children on Campus

Children fourteen years of age and under must be accompanied and attended by an adult while on campus. Children are not to be taken into classrooms unless authorized by the instructor in advance. **Children will not be left unattended in automobiles.**

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 at the Veterinary Technology Department. Persons wishing to bring a non-service animal on campus must complete a Miscellaneous Animals on Campus form at the Department of Public Safety. Return the completed form and documentation to the Veterinary Technology Department 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 at all times when on campus.

Parking Permits

- **All motor vehicles, (excluding visitors and vendors), including motorcycles, parked on a Columbus State campus must have a current Columbus State parking permit.** Student permits can be purchased online or from the Cashiers and Student Accounting Office located on the second floor of Rhodes Hall at the Columbus Campus.
- To purchase a permit, student must have paid tuition fees. One parking permit per person. **Please update your mailing address, and allow 2 weeks for processing.**
- Lost or stolen permits will be replaced at a cost.
- Temporary permits are available if authorized by the Department of Public Safety.
- Unpaid fines from college parking citations are submitted to the Ohio Attorney General's office for collection, as required by law. Restrictions are placed on the students' account for any unpaid citation.
- College parking citation appeals must be made within five (5) business days of the date of issuance. The appeals process is available online from any Columbus State on campus computer. Go to the Public Safety website at <http://cscs/PublicSafety/parking.htm> and follow the link from Parking to Citation Appeals. All appeals are final.
- During the appeals process the citation must be paid to remove the restriction from your student or employee's account. This payment is not an admission of guilt and if your appeal is successful, your payment will be refunded in full.
- Police issued State of Ohio citations are processed by the local courts, not Columbus State.
- **Note: CSCC Parking meters are for visitors only.**
- Unauthorized and illegally parked vehicles are subject to being cited and towed at the owner's expense.
- Columbus State Community College disclaims all responsibility from 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 public safety at (614) 287-2525, or stop in person at Delaware Hall, Room 047 for information on getting your vehicle released.
- Secure your vehicle. It is recommended that you store your valuables in the trunk of the vehicle, or out of view. More information on parking regulations, fines, and the appeals process can be found at <http://www.cscs.edu/PublicSafety>

Handicap Parking

- Anyone parking in a handicapped parking space must have a state issued handicapped license plate or placard in accordance with Ohio Revised Code 4511.69.
- Handicap permits are non-transferrable.
- Violators can be cited and towed at the owner's expense, and fined up to \$500.00 according to state law.
- If a current state-issued handicapped placard is properly displayed, along with a college parking permit, parking is available in any lot on campus (not just handicap spaces), if designated handicap spaces are full.

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 Department of Public Safety. Items will be retained and periodically disposed of in accordance with the Ohio Revised Code and departmental procedures.

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, and other electronics, checkbooks, credit cards or cash. These items will be placed in the property room for safe keeping. Other accepted items include backpacks containing valuables, prescription medications, textbooks, and other items determined appropriate by a supervisor.

For sanitary reasons, clothing items are not accepted into Lost and Found

Lost and found items from the Delaware Campus will be stored at the Delaware Campus for seven (7) days, then transferred to the Columbus Campus.

Delaware Campus Lost and Found Property

- All property will remain at the Delaware Campus for approximately seven (7) days and will then be brought to the Columbus Campus on Friday of each month. The property will be delivered to the Communication Center and added to the Lost and Found inventory.

Claiming Lost Property

- All property must be claimed in the Department of Public Safety at the Columbus or Delaware Campus unless otherwise approved by a supervisor.
- Property will only be released to the owner. To claim property, a valid Cougar I.D., driver's license, or state I.D. must be presented to verify the identity of the owner.
- Lost property can be claimed at the Columbus campus Department of Public Safety office in Delaware Hall room 047 from 10:00 am to 5:00 pm.
- The claimant will sign the bottom of the Property envelope.

ID Cards

ID cards are made by the Department of Public Safety, located in Delaware Hall room 047 at the Columbus Campus, Monday through Friday from 10:00 a.m. to 6:00 p.m. To obtain an ID card, the employee must present a letter from Human Resources confirming employment and a driver license or state issued ID card. If an employee ID card, is lost or stolen, immediately report it to the Department of Public Safety in Delaware Hall so others may not use the card to gain access under the employee's privileges. Access granted by an ID card is the responsibility of the card holder.

Student ID cards are also made by the Department of Public Safety. To obtain a student ID card, student fees must have already been paid. Allow two weeks after payment for processing before coming to Public Safety to obtain the ID. The student should bring a paid receipt to the Communications Technician in public safety for verification of payment and have their driver's license or state issued ID card with them. Fees may be paid in the Cashier's Office in Rhodes Hall or online through the College's website.

Student and Employee Fingerprinting

Fingerprinting is restricted to Columbus State Community College business purposes only. The Columbus State Department of Public Safety provides the service to meet the legal requirements of academic programs, service programs, and licensure.

Fingerprinting is done by the Department of Public Safety in Delaware Hall 047, Monday through Friday from 10:00 a.m. to 6:00 p.m.

To be fingerprinted at Columbus State, you must bring the following items with you:

- your driver license or state issued ID;
- Social Security Card or letter from the Social Security Administration with your Social Security Number on it;
- Form from your program of study (obtained from the program department);
- Receipt showing proof of payment.

How do I get Fingerprinted

- Check with your program area for fingerprint requirements and appropriate forms
- Bring your receipt, program form, driver license or state issued ID card and Social Security Card to the Department of Public Safety in Delaware Hall room 047

What if I Don't Have a Driver License?

- If you don't have a Driver License or other state issued ID card, follow these steps to get an Ohio ID Card
- To get an Ohio ID card, contact the State of Ohio, Bureau of Motor Vehicles or your local Deputy Registrar's Office for information.
- You will need two documents such as a birth certificate and Social Security Card.
- If under 18 years of age, you MUST have your parent or legal guardian with you to sign for the ID card

Emergency Phone Locations

Emergency phones are strategically located in major parking lots, buildings and elevators. Parking lot phones can be located by looking for a blue light on top of the phone standard (pole). When the phone is activated, the light will flash to alert public safety personnel of the phone location. The system also notifies our Department of Public Safety Communications Center the location of the activated phone.

Building phones are affixed to interior corridor walls. Emergency phones are speaker/microphones. The phone serves as a speaker so you can hear the Department of Public Safety Communications Technician, and a microphone so you can talk to the Communications Technician.

Also, see page 5 for RAVE Guardian crime prevention services via personal cell phones which are registered in RAVE.

Staffing

- The department is staffed 24/7 by State of Ohio certified Police Officers and non sworn Security Specialists.
- The Delaware Campus is staffed periodically by non sworn Safety and Security Specialists, and will be staffed by Columbus State Community College Campus Police Officers in 2012.

Fire and Arson

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

Preparation of Annual Clery Security Report

- This task is assigned to the Department of Public Safety Project Specialist.

Student Enrollment

- Columbus State Community College's enrollment is approximately 30,000 students for the Academic Year 2010.
- Columbus State is a non-residential, commuter college.

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

- Senior Vice President of Business and Administrative Services
- Vice President of Student Affairs
- Dean of Student Life (oversees student conduct process)
- Student Conduct Program Coordinator (Student Life/Student Conduct)
- Director of Public Safety
- Chief of Police
- Coordinator of Diversity/Study Abroad Programs
- Faculty Advisors to Student Groups
- College Coaches

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

- Crime Prevention Officer
- Annual Employee Student Orientation and Safety Training – Director of Public Safety, Chief of Police, Sergeant of Police, and Supervisor of Safety and Security

Strategic Goals

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

1. Expanding community oriented policing
2. Creating crime prevention through environmental design, in collaboration with the Physical Plant Department
3. Security Integration System Enhancements
 - Installed and implemented Central Monitoring, additional Card Access, and the Critical Incident Communications system.*
4. Emergency Management Preparedness
 - Guide internal Columbus State departments in the development of their internal emergency management protocols, in alignment with the College Emergency Operation Plan. *
 - Create and train a Campus Emergency Response Team (CERT) *

* In process. Will continue into 2011.

Public Safety Service Standards

- Assist students, staff, faculty, and visitors
- Create and maintain a feeling of respect for and confidence in the Columbus State Community College Department of Public Safety.
- Maximize the development and job satisfaction of the Department employees. This will enable the Department to attract, retain, and secure the commitment of qualified personnel, which are necessary to accomplish the Department's missions and goals.

- Ensure that the Columbus State Community College receives the greatest benefit for the resources expended for public safety services.
- Minimize the occurrence of crime.
- Identify, arrest, and assist in the prosecution of persons who commit criminal offenses on campus property.
- Recover lost and stolen property; identify its rightful owners; and ensure the prompt return or safekeeping of such property until it is disposed of in a manner according to the Ohio Revised Code and departmental procedures.
- Record and analyze crimes, accidents, and incident statistics on a continual basis for the purpose of improved planning, and crime control.
- Facilitate the safe and orderly movement of people, traffic, and vehicle parking on campus.

Significant Accomplishments for Public Safety

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

- Moved into our new Department of Public Safety facility in Delaware Hall.
- Implemented Closed Circuit Television (CCTV) for major surface parking lots and Central Alarm Monitoring.
- Expanded card access control to areas with sensitive data and/or equipment, thus creating more security for selected records and files, as well as security for chemical labs.
- Finalized work on Outdoor Public Address System to include installation of speakers at strategic locations on campus for maximum coverage.
- Participation in the Classroom Safety Committee.
- Awarded a College Continuous Improvement Silver Award for college-wide endeavor to prevent the spread of flu.
- Completed RAVE Guardian implementation. Students and employees receive emergency texts and other crime prevention services and messages through their cell phones.
- Held break-out sessions on Active Shooter situations for employees.

Campus Community Police Services

The uniformed patrol/police section is the largest unit in the Columbus State Community College Department of Public Safety. This section consists of uniformed State of Ohio certified police officers and patrol vehicles. The officers provide response to emergency calls, regular patrol, traffic and parking enforcement, accident investigation and initial reporting and investigation of crimes occurring within the boundaries of the Columbus State Community College. Enforcement authority is granted under the Ohio Revised Code, Sections 3345.04.

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

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

The Community Police Services consists of one (1) Chief of Police, four (4) Lieutenants, one (1) Sergeant, and eighteen (18) uniformed police officers.

Specialized Refresher Training

- The department's Emergency Management Coordinator, who is an Incident Command System instructor, conducted update training on the National Incident Management System (NIMS) for department personnel.
- Department members successfully completed the prescribed training for American Red Cross basic first aid
- Department personnel successfully completed refresher training in the areas of Blood Borne Pathogens, CPR/AED, Fire Extinguisher, and Hazardous Communications.
- Police Officer completed specialized training in Active Shooter Response and Quick Action Deployment (QuAD for active shooter situations).

Campus Crisis Response

• Crisis Intervention Team (CIT)

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

• Student BIT

The CSCC Behavioral Intervention Team (BIT) is a multi-disciplinary assessment team that responds to severely disruptive, threatening, or distressed students on campus. The primary goal of the team is to monitor and assess student behavior to determine whether a student poses a serious risk of harm to him/herself or the campus community. The team is comprised of representatives from the Dean of Student Life office, Student Conduct, Counseling Services, Disability Services, and Public Safety. If you experience any concerning student behavior, please contact the BIT for consultation at 614-287-2117. If you are in an emergency and need help immediately, please call 911 and then the Columbus State Police, 24 hours a day, at 614-287-2525.

Selected Communications Center Statistics

The Communications Center received over 55,000 calls in 2010. Over 13,600 were requests for service, with the majority of these being for building/classroom access requests.

Selected Department Statistics for the calendar year 2010 are as follows:

- 3495 calls to open rooms/labs/etc.
- 854 calls to close/lock a room/lab/etc.
- 247 calls regarding lost and found items
- 611 alarm activations
- 488 calls to "investigate complaint"
- 225 suspicious person complaints
- 367 escort service calls
- 35 emergency messages delivered (instructor messages to class)

Communications Center

The Communications Section is staffed by non-sworn members of the Department of Public Safety. Some of the duties performed by the Communications Section include, but are not limited to; Central Monitoring of campus alarm systems, customer service, issuance of identification cards for both students and staff, answering telephone calls for service and dispatching appropriate resource(s) to the scene, conduct vehicle registration checks, operator license checks, and wanted persons checks via the Law Enforcement Automated Data System (LEADS) computer, verify

active warrants through the Franklin County Municipal Courts and the Franklin County Sheriff's Office Records Section. Members of the Communications Section receive advanced training for emergency dispatching and other related courses throughout the year.

Safety and Security

The Safety and Security team handles a myriad of functions. Team members provide non-police supplemental patrol of the campus. They have no arrest authority. Safety and Security consists of five specialty areas, 1) Parking Enforcement and Special Services and 2) Access Control 3) Life and Property Alarm Systems 4) Environmental Health and Safety and 5) Emergency Management.

Some of the duties performed by the Safety and Security Team in 2010 included, but not limited to:

- Fire alarm inspections
- Exhaust hood/duct tests
- Maintained all digital parking meters on campus
- Monthly fire sprinkler inspections
- Security equipment inspections
- Simplex alarm system inspections
- Fire extinguisher training
- Fingerprinting for students in select programs of study
- Fire extinguisher inspections
- Emergency phone inspections (parking lots and buildings) and reporting operational problems to the Information Technology (IT) Telecommunications

BIO Waste

- Infectious waste disposal
- Hazardous waste disposal

Fire Suppression

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

General Duties

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

Drug and Alcohol Policy

Alcohol Abuse and Drug Use

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

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

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC 1092 (f)) defines the following sexual acts within the general category of sexual assault to include forcible rape, sodomy, sexual assault with an object, incest and statutory rape. In the event of sexual assault, including sexual harassment and sexual misconduct, or other sexual offenses as defined in the Ohio Revised Code (ORC) Ch. 2907, students are strongly encouraged to consult with the college psychologist or college counselors in Counseling Services for help (located in Aquinas Hall 116, 614-287-2668), and/or to report the incident to the Columbus State Police Department for assistance (located on the ground floor of Delaware Hall, 614-287-2525). If off campus or at an off-campus site, dial 911.

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

Support could include the changing of a victim’s academic situation, if changes are requested and are reasonably available. Students also can call the 24-hour Netcare Crisis Line in Columbus at 1-888-276-2273 for off-campus help and support. Additional resources are listed below. In an emergency case or after business hours, ensure your safety first, and then call 911 or contact the Columbus State Campus Police Department by calling the 24-hour emergency telephone line at 614-287-2525, or by activating the outdoor blue emergency phones located throughout campus. If using a campus courtesy telephone, dial 2525.

The Columbus State Police Department also has a working relationship with local, state, and federal law enforcement agencies. Columbus State Police have the law enforcement and arrest authority to

assist and investigate all crimes on campus (ORC 3345.21; CSCC Policy/Procedure 11.01). Further information, including information on registered sexual offenders, crime statistics, and crime prevention programs including sexual assault prevention such as the Rape Aggression Defense System (RAD) can be found on the Department of Public Safety/Campus Police website at <http://cscce.edu/PublicSafety/index.htm>.

Harassment

Policy No. 3-33

Effective April 15, 1999

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

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

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

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

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

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

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

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

Sexual Harassment/Harassment

Procedure No. 3-33 (E)

Effective June 26, 2000

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

(2) It is college policy to investigate thoroughly and to resolve any reported incidents of harassment. To accomplish this, harassment must be brought promptly to the attention of the administration. Except under extraordinary circumstances, in order for the college to take effective action pursuant to the Sexual Harassment or Harassment Policy, any employee, student, or other person who feels harassed has an obligation to communicate his/her problem within 180 days of the incident. It is important that complaints be resolved promptly at each step. Every effort should be made by all parties to expedite the process.

- (3)** The college will make all reasonable efforts to maintain the confidentiality of parties involved in a sexual harassment or harassment investigation. However, confidentiality cannot be guaranteed. Parties involved and individuals cooperating in any investigation, including appearing at a hearing, should treat all information as confidential and not engage in public discussion of the case.
- (4)** Reporting the Harassment - The steps outlined below should be followed when a member of the college community or other person as described above has a complaint of harassment.

 - (a)** The offended party should directly inform the person engaging in harassing conduct that such conduct is offensive and must stop.
 - (b)** If, for whatever reason, the offended party does not feel capable of communicating directly with the person whose conduct is allegedly offensive, or if the conduct continues, the offended party should immediately contact one of the people listed below:

 - (i)** If the offender is a student, the Associate Provost.
 - (ii)** The Coordinator of Mental Health and Drug Prevention Counseling Services.
 - (iii)** The Equal Employment Opportunity (EEO) Officer of the college.
 - (iv)** The Department of Public Safety if the offices above are closed.
 - (c)** Any employee who has direct knowledge of an alleged incident of harassment must immediately report that alleged incident to the college's EEO Officer without taking any other action.
- (5)** Informal Process - The college's informal process is intended to resolve the complaint. The EEO Officer and a designee appointed by the President on a continuing basis, who is not the same gender as the EEO Officer, will implement the informal process of the college.

 - (a)** The EEO Officer will inform the alleged offender that a complaint has been filed against him/her. If the offender(s) is a student, the Associate Provost will be informed.
 - (b)** Depending upon the nature of the complaint and the wishes of the person(s) claiming harassment, informal resolution may involve but is not limited to one or more of the following:

 - (i)** Discussion of the complaint and advising the person(s) how to communicate the unwelcome nature of the behavior to the alleged harasser.
 - (ii)** Separate discussions with both parties and other appropriate individuals, such as the parties' administrator(s), to work out a resolution.
 - (iii)** If both parties agree, arranging and facilitating a meeting between the person(s) claiming harassment and the person(s) accused of harassment to work out a resolution.
 - (iv)** Explaining the option of using the formal process described in this procedure.
 - (c)** Information about all informal complaints and resolutions will be kept on file in the office of the EEO Officer. Should the formal process be used, the information gathered shall be forwarded to the Investigative Team.
- (6)** The college offers a formal process leading to resolution of a complaint, if informal resolution is not achieved within a reasonable period, and if the specific nature of the complaint warrants it as decided by the EEO Officer.

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

The team members will:

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

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

Sexual Harassment Policy 3-34

Effective April 15, 1999

- (A) It is the policy of Columbus State Community College to provide a positive, discrimination free educational and working environment. Sexual harassment of students, employees, or others working or visiting in the employment or academic setting will not be tolerated. Offenders will be subject to appropriate college adjudication processes and the full range of disciplinary action provided by college policy, up to and including discharge or dismissal. This policy and its procedures shall be the only internal college forum of resolution for sexual harassment complaints. College community members or others who feel that they have been victims of sexual harassment in the work place or academic setting will be provided with appropriate support from the college. Members of the college community shall include all CSCC students, members of the Board of Trustees, faculty, staff, and administrators, whether full- or part-time.
- (B) Sexual harassment is behavior based on gender, sexuality, or sexual identity of persons that prevents or impairs their full realization of educational or occupational opportunities or benefits. What is often at issue is not sexual attention per se, but intimidation, coercion, or abuse of power. Such behavior is especially harmful in situations where the imposition of unwanted sexual attention is accompanied by the promise of academic or employment rewards or the threat of reprisal. The college values and protects academic freedom. Since vigorous, open discussion of controversial issues can cause discomfort, and since vital teaching and learning can itself be the occasion for students, employees, and faculty to face difficult or awkward or painful matters, it is important for all to realize that this policy on sexual harassment is not intended to restrict serious discussion of controversial issues in academic situations.
- No matter how carefully worded a definition of sexual harassment might be, unforeseen situations may arise which cannot easily be included in any definition. Thus, sexual harassment is defined to include but is not limited to the following:
- (1) “Quid pro quo” sexual harassment occurs when an individual’s submission to or rejection of unwelcome sexual conduct is the basis for decisions affecting such individual. This kind of sexual harassment usually involves administrators, faculty, or others in an evaluative position who use the following: Threats--firing, blocking promotion, transferring, or giving a bad evaluation or grade if a person does not submit to sexual advances; and/or Rewards--hiring, promoting, or giving a salary increase or grade if a person does submit to sexual advances.

- (2) “Hostile environment” sexual harassment covers severe, persistent, or pervasive actions which unreasonably interfere with job performance or create an intimidating, hostile, or offensive work environment even if it leads to no tangible or economic job consequences.
 - (3) Examples of sexual harassment include but are not limited to the following:
 - (a) Unwelcome requests or demands for sexual favors. This may include subtle or blatant expectations, pressures, or requests for any type of sexual favor, including repeated unwelcome requests for dates, whether or not accompanied by an implied or stated promise of preferential treatment or negative consequences concerning one's employment or student status.
 - (b) Unwanted and repeated verbal abuse or kidding that is sexual in nature, such as unwelcome sexual jokes or innuendos, graphic verbal commentaries about an individual's body, sexually degrading words, or the display of offensive or sexually suggestive items.
 - (c) Unwelcome or unwanted sexual advances. This may include patting, pinching, hugging, cornering, kissing, fondling, or any other similar physical conduct of a sexual nature.
- (C) Sexual assault involving physical contact, sexual battery, and rape are extreme forms of sexual harassment and are felony crimes in the state of Ohio. These crimes and possible penalties are defined in Title 29 of the Ohio Revised Code.
- (1) If the accused is prosecuted in a criminal proceeding, the college may defer any justice system.
 - (2) In addition to prosecution under Ohio law, a student or an employee convicted of sexual assault, sexual battery, or rape may be disciplined by the college under college policy and procedures. If appropriate, a student would be disciplined under the Student Misconduct Policy No. 7-10 and Procedure No. 7-10 (D), up to and including dismissal from the college. If appropriate, an employee would be disciplined under college Policy No. 3-32 (Disciplinary Action) up to and including termination from employment.
- (D) It is the policy of Columbus State Community College to investigate thoroughly and take appropriate action concerning any reported incidents of sexual harassment. The very nature of sexual harassment often makes it difficult to detect unless the offended person registers with the appropriate college representative his or her discontent. If anyone believes that he or she is being subjected to any of the above-mentioned forms of sexual harassment, or is aware of someone who is being subjected to the above-mentioned forms of sexual harassment, he or she is strongly encouraged to bring this to the attention of the appropriate administrators listed in Procedure No. 3-33 (E). Any person electing to utilize the Sexual Harassment/Harassment Procedure (No. 3-33
- (E) will be treated courteously, and the problem will be handled promptly and as confidentially as practicable. The registering of a complaint will in no way be used against the employee or student, nor will it have an adverse impact on the individual's employment or student status.

- (F) The college reserves the right to use the full range of disciplinary action provided by college policy, up to and including discharge or dismissal, if any member of the college community brings a false complaint of sexual harassment. No complaint will be considered “false” solely because it cannot be corroborated.
- (G) In cases of alleged sexual harassment, whether formal or informal resolution is sought, anonymous complaints will not be brought against any member of the college community.
- (H) The college will provide annual educational information for students and employees to promote awareness and prevention of sexual harassment and sexual assault.
- (I) Procedures related to this policy are detailed in the Sexual Harassment/Harassment investigative procedure, Procedure No. 3-33 (E).

Sexual Misconduct

Policy 3-35

Effective April 15, 1999

- (A) The policies and procedures of Columbus State Community College are designed to establish and preserve the academic mission of the college, and sexual misconduct in the work or academic setting will not be tolerated. Sexual misconduct is a serious violation of college policy and procedures, and offenders will be subject to appropriate college adjudication processes and the full range of disciplinary action contained in college policy, up to and including discharge or dismissal.
- (B) The college seeks to provide and maintain a professional learning and working environment and considers consensual sexual relationships in which one individual has direct responsibility for the evaluation of the other, or has responsibility for supervising, advising, or counseling the other in the course of carrying out his/her job responsibilities, to be unprofessional and subject to disciplinary action up to and including discharge or dismissal.
 - (1) For example, such consensual sexual relationships are prohibited when a student is enrolled in a class taught by the faculty member, is an advisee, or is in some other way subject to the faculty member’s supervision as the faculty member carries out his/her job responsibilities. Also prohibited are consensual sexual relationships between staff or administrative employees and the students or employees they supervise, professionally advise, or counsel in the course of carrying out their job responsibilities.
 - (2) To avoid being in violation of the sexual misconduct policy, those involved have the responsibility to notify the EEO Officer about their relationship and to seek a reasonable resolution.
- (C) The college will provide annual educational information for students and employees to promote awareness and prevention of sexual misconduct.
- (D) The registering of a complaint will in no way be used against the employee or student, nor will it have an adverse impact on the individual’s employment or

student status. However, any individual knowingly or maliciously making a false or frivolous allegation of sexual misconduct will be subject to disciplinary action up to and including is charge or dismissal.

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

SEXUAL MISCONDUCT

Procedure No. 3-35 (E)

Effective June 26, 2000

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

- (f) Within five (5) working days of receiving the Investigative Team's recommendation, the EEO Officer will determine if the complaint should go to a formal hearing.
 - (g) If it is determined that no hearing will take place, the EEO Officer will communicate the decision to the parties. The alleged policy violation will be considered resolved.
 - (h) At any point during the process the EEO Officer could reach an agreement with the parties as to an appropriate resolution to the alleged policy violation.
- (4) If the EEO Officer determines that the complaint should go to a formal hearing, within five (5) working days the EEO Officer will select three (3) individuals to serve on the Review Panel.
- (a) The EEO Officer will select three (3) individuals from the Employee Problem Review Panel described in Procedure No. 3-31 (B) (8). If one or both parties in the complaint is a student, one of the three panel members will be chosen from a special pool of six (6) students approved by the Provost from candidates recommended by the Associate Provost. The Associate Provost will make recommendations from students who are members of honorary organizations on campus, or in some other way have distinguished themselves as being capable to effectively serve on a hearing panel.
 - (b) Review Panel members will be selected by the EEO Officer according to the following guidelines:
 - (i) One panel member will represent the respondent's employment classification.
 - (ii) The panel will represent diversity.
 - (iii) The panel members will have no reporting or familial relationships to the parties involved.
 - (iv) The panel members will not be employed in the same work group or department as any of the parties.
 - (v) The panel members will not have been previously involved in the complaint.
- (5) Within five (5) working days after the panel has been selected, the EEO Officer will schedule an organizational meeting of the Review Panel to accomplish the following items:
- (a) The panel will select a chairperson and a secretary who will produce the panel's report of findings.
 - (b) The EEO Officer will review the hearing process as described in this procedure.
 - (c) The EEO Officer will provide the panel members and the alleged policy violator(s) with copies of documentation generated from the procedure to date.
- (6) Within a reasonable period after the organizational meeting, the chairperson of the panel will schedule and conduct the hearing according to the following guidelines.
- (a) To the extent possible the Review Panel will protect the privacy interests of those involved. Therefore, all individuals appearing before the panel will be advised not to comment on their discussions outside the proceedings of the hearing.
 - (b) The complainant(s) and the respondent(s) will be allowed to have an advocate of their choice (as defined in the Employee Problem-Solving Procedure No. 3-31 (B), pages 1 and 2) attend the meeting. Advocates may only consult with their

party; they may not address the panel and may not ask questions. All advocates will be bound by the confidential terms of the hearing panel's rules.

- (c) The EEO Officer will attend the hearing and represent the interests of the college.
 - (d) The panel will consider information it has received in writing from the Investigative Team, as well as the statements and other documents presented to it during the hearing.
The panel may request members of the college community and others to appear at the meeting, and if necessary, continue the meeting to a later date.
 - (e) All persons other than the complainant(s), respondent(s), the EEO Officer, advocates of the parties, and the Investigative Team will be permitted to attend only during their own statements and questioning.
 - (f) Persons bringing alleged policy violations will be invited to make a statement for the hearing panel. Panel members will be permitted to ask questions at the conclusion of these statements.
 - (g) Persons responding to the alleged policy violations will be invited to make a statement to the hearing panel.
 - (h) The Investigative Team will be invited to make a statement to the hearing panel members.
 - (i) At the conclusion of the panel's questioning, the complainant(s), the respondent(s), and the EEO Officer may ask questions of each other, but all such questions must be directed to the chairperson.
 - (j) Other persons may be asked to appear before the panel to make statements.
 - (k) At the conclusion of the panel's questioning, each of the parties and the EEO Officer may ask questions of the person providing information, but all such questions must be directed to the chairperson.
 - (l) After the panel has heard from all other persons invited to appear, the panel members may ask further questions of all parties, the Investigative Team, and the EEO Officer.
 - (m) The chairperson shall conclude the hearing, and the panel will retire to consider its decision.
- (7) Within a reasonable period after the conclusion of the hearing, the hearing panel will issue a written report to the EEO Officer that will contain one of the following findings with supporting rationale:
- (a) The college's sexual misconduct policy has not been violated;
 - (b) The college's sexual misconduct policy has been violated. To issue this finding, the panel must be convinced, in light of all the information presented, that it is more likely than not that the sexual misconduct took place.
- (8) The parties will have the option to submit a written response to the report of findings issued by the Review Panel. These responses must be submitted to the EEO Officer Project Specialist within five (5) working days of receiving the report of findings.
- (9) Using the report of findings and the responses that have been received, the EEO Officer will consult with the President and Director of Human Resources and make the decision regarding the appropriate action to be taken, which may include disciplinary action up to and including discharge or dismissal.

- (10) The EEO Officer will then inform the respondent of the decision and the plans for corrective or disciplinary action, if any, and give the alleged offender an opportunity to respond. If disciplinary action is decided upon, the vice presidential administrator will send complete documentation of the incident to the Director of Human Resources to be placed in the offender's personnel file.
- (11) The EEO Officer will inform the complainant concerning the resolution of the complaint.
- (12) A record of every report of sexual misconduct received will become a part of a complaint investigation file. This file will be maintained separate from the employee's personnel file by the college EEO Officer. If the offender is found to have violated the policy, a sealed letter will be placed in the personnel file summarizing the complaint incident and its resolution, including any disciplinary action that was taken.
- (13) Minor variations from this procedure which do not unreasonably prejudice the parties shall not be grounds to invalidate the process.
- (14) There will be no retaliation against an individual bringing forth a good-faith complaint of sexual misconduct.

Crime Statistics for the years 2008, 2009 and 2010.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f), is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. Columbus State Community College Public Safety crime statistics and crime log can be found in the Appendix section of this report.

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

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

Those sites and their addresses are:

Columbus Campus 550 E. Spring St., Columbus, OH
Bolton Field Center 5355 Alkire Rd., Columbus, OH
Bridgeview Golf Course 2738 Agler Rd., Columbus, OH
Delaware Campus 5100 Cornerstone Dr., Delaware, OH (opening in fall 2010)
Dublin Center 6190 Shamrock Ct., Dublin, OH
Southeast Center 4449 Professional Parkway, Columbus, OH
Westerville Center 7233 Gateway Dr., Westerville, OH

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

APPENDIX 1



PUBLIC SAFETY

Procedure #	Title			By Authority of:			Page:
4.44	Clery Timely Warning & Crime Alerts			J. Nestor			1 of 3
Date Written	OIT Review	Atty. Gen. Review	E-mail Draft	E-mail Final	Update Book	Update Server	Date Effective
11-11-10			11-16-10	12-22-10	12-22-10	12-22-10	12-18-10
Revision	Revision	Revision	Revision	Revision	Revision	Revision	Revision

I. Purpose

It is the duty of the Columbus State Community College Department of Public Safety 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 CSCC Department of Public Safety web site as well as various locations around campus. They can also be distributed via the CSCC e-mail network or other channels as approved pursuant to this procedure.

II. Discussion

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” or the local police by a victim, witness, third party, or even the offender. (Campus security authorities, in addition to the police, are officials of the institution with significant responsibility for student and campus activities). It is not necessary for the crime to have been investigated by the police or a campus security authority, nor must a finding of guilt or responsibility be made”*

III. 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 Department of Public Safety administration, public safety communication technicians, emergency management coordinator, President, Senior VP, 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 Department of Public Safety administration will warn the campus community of a crimes as specified by federal law when those alleged crimes represent a potential and continuing danger to the campus community. Those crimes include such crimes as murder, sexual assault, aggravated assault, motor vehicle theft, and arson. Issuing a timely crime warning is decided on a case by case basis by the public safety 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.

IV. Procedure

- A. The Shift Supervisor or designee shall be responsible for being aware of all police and incident reports of the shift ensuring Clery crime timely warning and critical information reaches the Director of Public Safety and Chief of Police.
- B. Upon determination that a reported crime or incident presents a continuing danger to campus security and individual safety, the Shift Supervisor will prepare a timely warning and notify the Director of Public Safety or Chief of Police.
- C. If Columbus State Community College Department of Public Safety is notified of a crime by an outside agency, and the reported crime or incident presents a continuing danger to campus security and individual safety, the Shift Supervisor will prepare a timely warning and notify the Director of Public Safety or Chief of Police.
- D. If a Clery Timely Warning is deemed appropriate the Director of Public Safety or Supervisor designee will publish the warning.
- E. Reasons Not to Publish a Clery Timely Warning
 - 1. In cases where there is no imminent danger to individual safety, campus security, or property.
 - 2. 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.

V. Contents of a Clery Timely Warning

- A. The Director of Public Safety or Supervisor designee shall prepare, approve, and send a timely warning containing the following items:
 - 1. Description of the incident, including
 - a. Location
 - b. Time
 - c. Date
 - 2. Physical description of the suspect(s)
 - 3. Photograph, if available, or composite, if information is specific
 - 4. Apparent connection to previous incidents, if applicable.

VI. Distributing Clery Timely Warnings to the Campus Community

- A. 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.”*
- B. The “Family Educational Rights and Privacy Act (FERPA) recognizes that information can, in case of 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.”
- C. Clery Timely Warnings may be distributed by one or more of the following:
 - 1. Campus e-mail
 - 2. Flyer Postings in high traffic areas
 - 3. Columbus State Community College web site
 - 4. College newsletters or updates
 - 5. Media, through the Office of Institutional Advancement
 - 6. Other channels as approved, pursuant to this procedure.

VII. Maintenance of Clergy Timely Warnings

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

VIII. Testing Emergency Response and Evacuation Procedures

- A. The college Emergency Notification system will be tested annually. Results of the test will be maintained by the Department of Public Safety.

* The Handbook for Campus Crime Reporting-Training Version #2 – March 2004- U.S. Department of Education, 1990 K Street, Washington, D.C., and UCLA Public Safety, from a nationally published Timely Warning model.

APPENDIX 2



Public Safety Procedure Manual

Procedure #		Title			By Authority of:		Page:
5.19		Critical Incident Notification			J. Nestor		1 of 3
Date Written	OIT Review	Atty. Gen. Review	E-mail Draft	E-mail Final	Update Book	Update Server	Date Effective
11-11-10			11-17-10	11-17-10	12-22-10	12-22-10	12-18-10
Revision	Revision	Revision	Revision	Revision	Revision	Revision	Revision
09-08-11							

Purpose: The purpose of this procedure is to establish uniform protocols for emergency notifications in those situations that represent a significant emergency or dangerous situation affecting the health and/or safety of Columbus State Community College students, employees and visitors. This procedure complies with the Emergency Notification requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by the Higher Education Opportunity Act of 2008 and applicable Department of Education regulations.

Procedure Statement:

A. Persons Authorized to send emergency notifications

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 direct on-duty Public Safety Communications Technicians to activate the public address and text/voice alert systems, with the proper authority and password clearance. Those with authority to do so include:

1. President of the Columbus State Community College
2. Senior Vice President of Academic Affairs
3. Senior Vice President of Business and Administrative Services
4. Vice President of Student Affairs
5. Director of Public Safety
6. Chief of Police
7. Police Lieutenant(s)
8. Supervisor of Safety and Security

In most incidents, notification will originate within the Department of Public Safety line of authority, after internal verification. In the event that none of the above positions are immediately available and the threat to life safety is significant and imminent such as in the case of an active shooter, explosions, natural disasters, a 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 (EOP), the Emergency Management Coordinator or Communications Technician may activate the system in compliance with 20 U.S.C. § 1092(f) as amended by Public Law 110-315.

B. Confirming the Existence of a Significant Emergency or Dangerous Situation and Initiating the Emergency Notification System:

The Department of Public Safety and/or other campus first responders may become aware of a critical incident or other emergency situation that potentially affects the health and/or safety of the campus community. Generally, campus first responders become aware of these situations when they are reported to the Department of Public Safety Communications Center or upon discovery during patrol or other assignments.

Once first responders confirm that there is, in fact, an emergency or dangerous situation that poses an immediate threat to the health or safety to some or all members of the campus community, first responders will notify supervisors in the Department of Public Safety or other authorized College office to issue an emergency notification. The College's authorized representatives, including supervisors in the Department of Public Safety and/or other members of the College's senior administration, will immediately initiate all or some portions of the College's emergency notification system. If, in the professional judgment of first responders, issuing a notification potentially compromises efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, the College may elect to delay issuing an emergency notification. As soon as the condition that may compromise efforts is no longer present, the College will issue the emergency notification to the campus community or applicable segment of the community.

C. Determining the Appropriate Segment or Segments of the Campus Community to Receive an Emergency Notification:

Campus and local first responders on the scene of a critical incident or dangerous situation that poses an immediate threat to the health or safety of the campus community will assist those preparing the emergency notification with determining what segment or segments of the campus community should receive the notification. Generally, campus community members in the immediate area of the dangerous situation (i.e. the building, adjacent buildings, or surrounding area) may receive the emergency notification first. The College may issue subsequent notifications to a wider group of community members. In addition to the emergency notification that may be issued via the College mass notification system, the College may also post applicable messages about the dangerous condition on the College homepage to ensure the rest of the campus is aware of the situation and the steps they should take to maintain personal and campus safety. If the emergency affects a significant portion of or the entire campus, College officials will distribute the notification to the entire campus community.

D. Determining the Contents of the Emergency Notification:

The Department of Public Safety, which is responsible for issuing the emergency notification, will, with the assistance of campus and local first responders, determine the content of the notification. The College has developed a wide range of template messages addressing several different emergency situations. The communications technicians (or others issuing the alert) will select the template message most appropriate to the on-going situation and modify it to address the specifics of the present incident. Those issuing the notification will use the following guidelines when determining the contents of the emergency message.

1. The first message is intended to Alert the community or appropriate segment of the campus community of the dangerous condition and the actions they should take to safeguard their safety. Messages distributed in this stage of a rapidly unfolding critical incident will generally be short, precise, and directive. Examples include: "CSCC Alert: The Columbus Campus is experiencing a power outage. Occupants of buildings on this campus should immediately shelter in place and await instructions."
2. Additional messages are intended to Inform or Reassure the community or appropriate segment of the campus community about additional details of the situation. This message is generally distributed once first responders and the Emergency Operations Center has additional information about the dangerous situation or the situation has been or is nearly resolved. Examples include: "CSCC Alert: Gas leak at Grove and Grant has been stopped, Columbia gas is repairing the line and working to restore service, visit www.csccl.edu for classroom changes"
3. In those cases where there are no pre-determined template messages in the system, the individual issuing the alert will develop the most succinct message to convey the appropriate message to the community. The goal is to ensure individuals are aware of the situation and that they know the steps to take to safeguard their personal and community safety.

Procedure:

- A. The critical incident notification systems is appropriate for situations that represent an ongoing significant emergency or dangerous situation affecting the health and/or safety of Columbus State Community College students, employees and visitors.
- B. Once it has been determined that an emergency notification should be sent, one of the authorized users should either send or direct a Public Safety Communications Technician to send the notification using one of the message templates already saved in the system or provide them with the language for the alert to be sent using the appropriate modes available.
- C. If a Communications Technician has sent the notification that Technician will notify the college official that had directed them to send a notification that the notification has been transmitted.
- D. Additional messages will be sent as needed where the content will be approved by the incident commander to ensure accurate information is being sent while limiting details that could interfere with the investigation of an incident where a crime has occurred.
- E. More in-depth details will also be provided via the College website, College email and news media.

APPENDIX 3



Public Safety Procedure Manual

Procedure #	Title			By Authority of:			Page:
3.23-B	Sexual Assault Response Protocol			S. Asbury			1 of 2
Date Written	OIT Review	Atty. Gen. Review	E-mail Draft	E-mail Final	Update Book	Update Server	Date Effective
09-12-11							DRAFT
Revision	Revision	Revision	Revision	Revision	Revision	Revision	Revision
09-21-11							

Purpose: 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 public safety or other college personnel that have been identified as Campus Security Authorities.

I. Definitions:

1. **Sexual Conduct:** “Vaginal intercourse between a male and female; anal intercourse, fellatio, 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”.
2. **Sexual Contact:** “Any touching of an erogenous zone of another, including without limitation the thigh, genitals, buttocks, pubic region, or, if the person is a female, a breast, for the purpose of sexually arousing or gratifying either person”.
3. **Sexual Activity:** “Sexual activity” means sexual conduct or sexual contact, or both
4. **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.

II. Procedures: The following are duties of Public Safety personnel when a report of a sexual assault is made by student of Columbus State Community College.

1. Dispatcher

- A. Collect all necessary information from the victim/caller
 - Name, phone number, location, description of incident, and callback number
- B. Dispatch Columbus State Police to the victim
- C. Dispatch Police to the crime scene
- D. Contact a Police supervisor
- E. Monitor and respond to all incoming RAVE panic calls and texts

2. Police

- A. Secure the crime scene
- B. Contact the victim and collect information about the sexual assault
- C. If the sexual assault occurred within 96 hours send the victim to the hospital
- D. Send a Police Officer to the hospital with the victim
- E. Collect names and statements from all witnesses
- F. Contact the local Police Department in the jurisdiction through their Dispatch Center.
- G. Assist the local Police Department in collecting evidence and witness statements
- H. Contact victim witness advocate (Prosecutor's Office)
- I. Tell the victim about counseling and support service provided by the College
- J. Review cameras for possible evidence
- K. Complete police report – include completed checklist

3. Supervisor

- A. Contact Chief of Police and Director of Public Safety
- B. Quickly determine if a CLERY Alert should be sent out to the Campus
- C. Contact Student Conduct Coordinator
- D. Contact Counseling Services
- E. Contact Institutional Advancement
 - Provide information that will not jeopardize the investigation
- F. If a CLERY warning was issued, post it on the Public Safety web-site
- G. Forward a copy of the police report to the Student Conduct Coordinator
- H. Follow-up with Chief of Police and Director of Public Safety
 - Provide additional information on the sexual assault investigation

4. Check List:

See Appendix 1

APPENDIX 4

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 RaveGuardian, 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 assistance. RaveGuardian also has limited ability to locate individuals through compatible GPS and cellular systems. Currently this technology cannot provide your precise location.

The other feature of RaveGuardian is the emergency number, 614-384-5927; **this does not replace 911 in an emergency.** This is intended to be used if you are in a situation on campus you are not comfortable with or in an emergency after 911 has been called. The number should be stored in your phone as a speed dial number, something such as the number 9 which is easy to remember and easy to press if you need it.

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

Once registered, you can opt out of SMS messages at any time by texting STOP to 67283 or 226787

APPENDIX 5

LOCATION: Columbus Campus Crime Statistics
550 E. Spring St.
Columbus, OH

Classification of Offenses:			
Criminal Homicide	2008	2009	2010
a. Murder/Non-negligent Homicide	0	0	0
b. Manslaughter by negligence	0	0	0
Total	0	0	0

Forcible Rape	2008	2009	2010
a. Rape by force	0	0	1
b. Attempted forcible Rape	0	0	0
c. Forcible sex offenses	0	0	2
d. Non-forcible sex offenses	0	0	0
Total	0	0	3

Robbery	2008	2009	2010
a. Firearm	0	0	1
b. Knife or cutting instrument	0	0	0
c. Other dangerous weapon	0	0	0
d. Strong arm (hands, feet, etc)	0	0	2
Total	0	0	3

Aggravated Assault	2008	2009	2010
a. Firearm	0	0	0
b. Knife or cutting instrument	0	0	0
c. Other dangerous weapon	0	0	0
d. Strong arm	0	0	0
Total	0	0	0

Burglary	2008	2009	2010
a. Forcible entry	0	0	0
b. Unlawful entry (no force)	0	0	0
c. Attempted forcible entry	0	0	0
Total	0	0	0

Motor Vehicle	2008	2009	2010
a. Autos	2	0	3
b. Trucks and buses	0	0	0
c. Other Vehicles	0	0	0
Total	2	0	3

Classification of Offenses:			
Arrests	2008	2009	2010
Liquor Law Violations	0	0	0
Drug Law Violations	7	2	6
Weapons Law Violations	2	1	0

Disciplinary Actions	2008	2009	2010
Liquor Law Violations	0	0	0
Drug Law Violations	3	0	8
Weapons Law Violations	0	2	2

Hate Crimes	2008	2009	2010
Gender	0	0	0
Race	0	0	0
Religion	0	0	0
Sexual Orientation	0	0	0
Ethnicity	0	0	0
Disability	0	0	0
Larceny/Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Vandalism	0	0	0
Total	0	0	0

Arson	2008	2009	2010
Total	0	0	0

APPENDIX 6

LOCATION: Bolton Field Center Crime Statistics
5355 Alkire Rd.
Columbus, OH

Classification of Offenses:			
Criminal Homicide	2008	2009	2010
a. Murder/Non-negligent Homicide	0	0	0
b. Manslaughter by negligence	0	0	0
Total	0	0	0

Forcible Rape	2008	2009	2010
a. Rape by force	0	0	0
b. Attempted forcible Rape	0	0	0
c. Forcible sex offenses	0	0	0
d. Non-forcible sex offenses	0	0	0
Total	0	0	0

Robbery	2008	2009	2010
a. Firearm	0	0	0
b. Knife or cutting instrument	0	0	0
c. Other dangerous weapon	0	0	0
d. Strong arm (hands, feet, etc)	0	0	0
Total	0	0	0

Aggravated Assault	2008	2009	2010
a. Firearm	0	0	0
b. Knife or cutting instrument	0	0	0
c. Other dangerous weapon	0	0	0
d. Strong arm	0	0	0
Total	0	0	0

Burglary	2008	2009	2010
a. Forcible entry	0	0	0
b. Unlawful entry (no force)	0	0	0
c. Attempted forcible entry	0	0	0
Total	0	0	0

Motor Vehicle	2008	2009	2010
a. Autos	0	0	0
b. Trucks and buses	0	0	0
c. Other Vehicles	0	0	0
Total	0	0	0

Classification of Offenses:	2008	2009	2010
Arrests	0	0	0
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Weapons Law Violations	0	0	0

Disciplinary Actions	0	0	0
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Weapons Law Violations	0	0	0

Hate Crimes	2008	2009	2010
Gender	0	0	0
Race	0	0	0
Religion	0	0	0
Sexual Orientation	0	0	0
Ethnicity	0	0	0
Disability	0	0	0
Larceny/Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Vandalism	0	0	0

Arson	2008	2009	2010
Total	0	0	0

APPENDIX 7

LOCATION: Bridgeview Golf Course Crime Statistics
2738 Agler Rd.
Columbus, OH

Classification of Offenses:			
Criminal Homicide	2008	2009	2010
a. Murder/Non-negligent Homicide	0	0	0
b. Manslaughter by negligence	0	0	0
Total	0	0	0

Forcible Rape	2008	2009	2010
a. Rape by force	0	0	0
b. Attempted forcible Rape	0	0	0
c. Forcible sex offenses	0	0	0
d. Non-forcible sex offenses	0	0	0
Total	0	0	0

Robbery	2008	2009	2010
a. Firearm	0	0	0
b. Knife or cutting instrument	0	0	0
c. Other dangerous weapon	0	0	0
d. Strong arm (hands, feet, etc)	0	0	0
Total	0	0	0

Aggravated Assault	2008	2009	2010
a. Firearm	0	0	0
b. Knife or cutting instrument	0	0	0
c. Other dangerous weapon	0	0	0
d. Strong arm	0	0	0
Total	0	0	0

Burglary	2008	2009	2010
a. Forcible entry	0	0	0
b. Unlawful entry (no force)	0	0	0
c. Attempted forcible entry	0	0	0
Total	0	0	0

Motor Vehicle	2008	2009	2010
a. Autos	0	0	0
b. Trucks and buses	0	0	0
c. Other Vehicles	0	0	0
Total	0	0	0

Classification of Offenses:	2008	2009	2010
Arrests	0	0	0
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Weapons Law Violations	0	0	0

Disciplinary Actions	2008	2009	2010
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Weapons Law Violations	0	0	0

Hate Crimes	2008	2009	2010
Gender	0	0	0
Race	0	0	0
Religion	0	0	0
Sexual Orientation	0	0	0
Ethnicity	0	0	0
Disability	0	0	0
Larceny/Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Vandalism	0	0	0

Arson	2008	2009	2010
Total	0	0	0

APPENDIX 8

LOCATION: Delaware Campus Crime Statistics
 5100 Cornerstone Dr.
 Delaware, OH

Classification of Offenses:			
Criminal Homicide	2008	2009	2010
a. Murder/Non-negligent Homicide	0	0	0
b. Manslaughter by negligence	0	0	0
Total	0	0	0

Forcible Rape	2008	2009	2010
a. Rape by force	0	0	0
b. Attempted forcible Rape	0	0	0
c. Forcible sex offenses	0	0	0
d. Non-forcible sex offenses	0	0	0
Total	0	0	0

Robbery	2008	2009	2010
a. Firearm	0	0	0
b. Knife or cutting instrument	0	0	0
c. Other dangerous weapon	0	0	0
d. Strong arm (hands, feet, etc)	0	0	0
Total	0	0	0

Aggravated Assault	2008	2009	2010
a. Firearm	0	0	0
b. Knife or cutting instrument	0	0	0
c. Other dangerous weapon	0	0	0
d. Strong arm	0	0	0
Total	0	0	0

Burglary	2008	2009	2010
a. Forcible entry	0	1	0
b. Unlawful entry (no force)	0	0	0
c. Attempted forcible entry	0	0	0
Total	0	1	0

Motor Vehicle	2008	2009	2010
a. Autos	0	0	0
b. Trucks and buses	0	0	0
c. Other Vehicles	0	0	0
Total	0	0	0

Classification of Offenses:			
Arrests	2008	2009	2010
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Weapons Law Violations	0	0	0

Disciplinary Actions	2008	2009	2010
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Weapons Law Violations	0	0	0

Hate Crimes	2008	2009	2010
Gender	0	0	0
Race	0	0	0
Religion	0	0	0
Sexual Orientation	0	0	0
Ethnicity	0	0	0
Disability	0	0	0
Larceny/Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Vandalism	0	0	0
Total	0	0	0

Arson	2008	2009	2010
Total	0	0	0

APPENDIX 9

LOCATION: Dublin Center Crime Statistics
 6190 Shamrock Ct.
 Dublin, OH

Classification of Offenses:			
Criminal Homicide	2008	2009	2010
a. Murder/Non-negligent Homicide	0	0	0
b. Manslaughter by negligence	0	0	0
Total	0	0	0

Forcible Rape	2008	2009	2010
a. Rape by force	0	0	0
b. Attempted forcible Rape	0	0	0
c. Forcible sex offenses	0	0	0
d. Non-forcible sex offenses	0	0	0
Total	0	0	0

Robbery	2008	2009	2010
a. Firearm	0	0	0
b. Knife or cutting instrument	0	0	0
c. Other dangerous weapon	0	0	0
d. Strong arm (hands, feet, etc)	0	0	0
Total	0	0	0

Aggravated Assault	2008	2009	2010
a. Firearm	0	0	0
b. Knife or cutting instrument	0	0	0
c. Other dangerous weapon	0	0	0
d. Strong arm	0	0	0
Total	0	0	0

Burglary	2008	2009	2010
a. Forcible entry	0	0	0
b. Unlawful entry (no force)	0	0	0
c. Attempted forcible entry	0	0	0
Total	0	0	0

Motor Vehicle	2008	2009	2010
a. Autos	0	0	0
b. Trucks and buses	0	0	0
c. Other Vehicles	0	0	0
Total	0	0	0

Classification of Offenses:	2008	2009	2010
Arrests	0	0	0
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Weapons Law Violations	0	0	0

Disciplinary Actions	2008	2009	2010
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Weapons Law Violations	0	0	0

Hate Crimes	2008	2009	2010
Gender	0	0	0
Race	0	0	0
Religion	0	0	0
Sexual Orientation	0	0	0
Ethnicity	0	0	0
Disability	0	0	0
Larceny/Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Vandalism	0	0	0

Arson	2008	2009	2010
Total	0	0	0

APPENDIX 10

LOCATION: Southeast Center Crime Statistics
 4449 Professional Parkway
 Columbus, OH

Classification of Offenses:			
Criminal Homicide	2008	2009	2010
a. Murder/Non-negligent Homicide	0	0	0
b. Manslaughter by negligence	0	0	0
Total	0	0	0

Forcible Rape	2008	2009	2010
a. Rape by force	0	0	0
b. Attempted forcible Rape	0	0	0
c. Forcible sex offenses	0	0	0
d. Non-forcible sex offenses	0	0	0
Total	0	0	0

Robbery	2008	2009	2010
a. Firearm	0	0	0
b. Knife or cutting instrument	0	0	0
c. Other dangerous weapon	0	0	0
d. Strong arm (hands, feet, etc)	0	0	0
Total	0	0	0

Aggravated Assault	2008	2009	2010
a. Firearm	0	0	0
b. Knife or cutting instrument	0	0	0
c. Other dangerous weapon	0	0	0
d. Strong arm	0	0	0
Total	0	0	0

Burglary	2008	2009	2010
a. Forcible entry	0	1	0
b. Unlawful entry (no force)	0	0	0
c. Attempted forcible entry	0	0	0
Total	0	1	0

Motor Vehicle	2008	2009	2010
a. Autos	0	0	0
b. Trucks and buses	0	0	0
c. Other Vehicles	0	0	0
Total	0	0	0

Classification of Offenses:	2008	2009	2010
Arrests	0	0	0
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Weapons Law Violations	0	0	0

Disciplinary Actions	2008	2009	2010
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Weapons Law Violations	0	0	0

Hate Crimes	2008	2009	2010
Gender	0	0	0
Race	0	0	0
Religion	0	0	0
Sexual Orientation	0	0	0
Ethnicity	0	0	0
Disability	0	0	0
Larceny/Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Vandalism	0	0	0

Arson	2008	2009	2010
Total	0	0	0

APPENDIX 11

LOCATION: Westerville Center Crime Statistics
7233 Northgate Way
Westerville, OH

Classification of Offenses:			
Criminal Homicide	2008	2009	2010
a. Murder/Non-negligent Homicide	0	0	0
b. Manslaughter by negligence	0	0	0
Total	0	0	0

Forcible Rape	2008	2009	2010
a. Rape by force	0	0	0
b. Attempted forcible Rape	0	0	0
c. Forcible sex offenses	0	0	0
d. Non-forcible sex offenses	0	0	0
Total	0	0	0

Robbery	2008	2009	2010
a. Firearm	0	0	0
b. Knife or cutting instrument	0	0	0
c. Other dangerous weapon	0	0	0
d. Strong arm (hands, feet, etc)	0	0	0
Total	0	0	0

Aggravated Assault	2008	2009	2010
a. Firearm	0	0	0
b. Knife or cutting instrument	0	0	0
c. Other dangerous weapon	0	0	0
d. Strong arm	0	0	0
Total	0	0	0

Burglary	2008	2009	2010
a. Forcible entry	0	0	0
b. Unlawful entry (no force)	0	0	0
c. Attempted forcible entry	0	0	0
Total	0	0	0

Motor Vehicle	2008	2009	2010
a. Autos	0	0	0
b. Trucks and buses	0	0	0
c. Other Vehicles	0	0	0
Total	0	0	0

Classification of Offenses:	2008	2009	2010
Arrests	0	0	0
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	1
Weapons Law Violations	0	0	0

Disciplinary Actions	2008	2009	2010
Liquor Law Violations	0	0	0
Drug Law Violations	0	0	0
Weapons Law Violations	0	0	0

Hate Crimes	2008	2009	2010
Gender	0	0	0
Race	0	0	0
Religion	0	0	0
Sexual Orientation	0	0	0
Ethnicity	0	0	0
Disability	0	0	0
Larceny/Theft	0	0	0
Simple Assault	0	0	0
Intimidation	0	0	0
Vandalism	0	0	0

Arson	2008	2009	2010
Total	0	0	0

APPENDIX 12

Columbus State Community College Policy and Procedures Manual

CAMPUS SAFETY Effective: December 1, 2007

Policy No. 13-11

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- (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 years of age and under must be accompanied and attended by an adult while on campus. 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.

Last Effective Date: Rescind Policy 13-11, (Titled - Employee Safety), Effective November 1, 1995

APPENDIX 13

Columbus State Community College Policy and Procedures Manual

CAMPUS SAFETY Effective: June 1, 2010

Procedure No. 13-11 (E)

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- (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 Department of Public Safety, 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 Department of Public Safety 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 Department of Public Safety 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 Public Safety Department and to the Human Resources Department within one working day.
 - (7) Requests for public safety resources for campus activities and events shall be made to the Director of Public Safety. Fees may be assessed to user groups for resources beyond those immediately available to the Department of Public Safety.

Last Effective Date: December 1, 2007