



**2024**

**ANNUAL SECURITY AND  
FIRE SAFETY REPORT**

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## INTRODUCTION

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

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

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

## THE CAMPUS

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

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

TU provides access and opportunity for individuals by providing a student-centered culture that emphasizes support services. It provides services to address the needs of the specific student

populations that make up the student body as described in the [Tiffin University Fact Book 2021 - 2022](#) especially important on a campus that serves a diverse student population. TU provides many services in academic advising, career services, financial aid, veteran services, and accessibility services for students with documented disabilities. Expanded services and staffing has taken place in both the Offices of Equity, Access and Opportunity and Wellness and Counseling Services.

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

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

## **SEPARATE CAMPUSES**

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

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

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

## **CRIME INFORMATION AND STATISTICS**

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

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

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

health risks, drug and alcohol laws and penalties, and campus alcohol and other drug education and counseling resources.

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

- Mr. Javier Solorzano Parada, Assistant Vice President for InterculTural and Community Engagement & Title IX Coordinator (co-chair)
- Mr. Jason Dennis, Director of Campus Safety & Security (co-chair)
- Mr. Dakel Patterson Dean of Student Development and Transformation
- Mr. Stephen Sanney Assistant Dean of Student Life
- Ms. Stephanie Hatton Assistant Director of Campus Safety and Security
- Ms. Juli Huston, Coordinator of Disability Services & 504/508 Coordinator
- Mrs. Nadia Lewis, Vice President for Human Resources and The Center for InterculTural Excellence
- Mr. John Wank, Facilities Management

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

### **SEX CRIMES PREVENTION/REGISTRY**

In order to maintain awareness of sex offenders living in your neighborhood, we have provided a link to access the Sex Offender Registry of Seneca County at:  
[http://sheriffalerts.com/cap\\_main.php?office=55153](http://sheriffalerts.com/cap_main.php?office=55153).

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

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

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

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

## CHARTS OF CRIME STATISTICS

This section contains the five charts of crime statistics. The charts show the number of crimes reported to have occurred at TU locations for calendar years 2019, 2020, and 2021. For purposes of complying with the Clery Act reporting requirements, the TU must consider the following as separate campuses from the Tiffin, Ohio campus and therefore, the statistics are reported separately in the charts in the appendix of this report for Terra State and Owens Community Colleges and for Romania.

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

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

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

The procedures for preparing the annual disclosure of crime statistics to the university community obtained from the following sources: The Tiffin Police Department, Tiffin University Campus Security, Seneca County Sheriff's Office, Ohio State Highway Patrol, and other security and law enforcement departments responsible in the jurisdiction on our campus, separate campus, and non-campus locations. It is the responsibility but not limited to the Clery Committee, The Dean of Students and the Director of Campus Safety and Security to oversee the ASR/FSR process to ensure the information is accurate, up to date, and released on time. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported. Not all local law enforcement agencies, community colleges, or locations responded to the request for statistics. The statistics in each chart contains all reported crimes, not just those crimes determined to have actually happened. The reported crimes may have involved individuals that are not associated with the University.

## CLERY REPORTABLE CATEGORY DEFINITIONS

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

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



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

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

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

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

**Liquor Law Violations:** The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

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

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. .

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

**Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force, violence, and and/or causing the victim fear.

**Weapons Violation:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

## **CLERY ACT HATE CRIMES**

### **Hate Crimes**

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

**Theft (Larceny):** the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. This includes the crimes of Pocket Picking, Purse Snatching, Shoplifting, Theft from Building, Theft from Coin Operated Machine or Device, Theft from Motor Vehicle, Theft of Motor Vehicle Parts or Accessories, and All Other Larceny.

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

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

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

And any other crime involving bodily injury.

## **CLERY ACT VAWA OFFENSES**

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

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

For the purposes of this definition

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

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

For the purposes of this definition:

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

## CLERY GEOGRAPHY

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

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

### Crimes Reported

	On-campus Property			On-Campus Residential Facilities			Non-Campus Building/Property			Public Property		
Year	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Rape	4	1	6	4	1	4	0	0	0	0	0	0
Fondling	3	1	1	3	1	1	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0

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

Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0

#### VAWA Offenses

	On-campus Property			On-Campus Residential Facilities			Non-Campus Building/Property			Public Property		
Year	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	4	5	4	3	5	4	1	0	0	0	0	0
Stalking	3	2	9	3	1	3	0	0	0	0	0	0

#### Liquor, Drug and Weapons Law Violations

	On-campus Property			On-Campus Residential Facilities			Non-Campus Building/Property			Public Property		
Year	2021	2022	2023	2021	2022	2023	2021	2022	2023	2021	2022	2023
Illegal Weapons Possession Arrests	0	1	0	0	1	0	0	0	0	0	0	0
Illegal Weapons Possession Disciplinary Referrals	0	1	1	0	1	1	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	1	0	0	0	0	0
Liquor Law Disciplinary Referrals	35	37	74	35	37	74	0	0	0	0	0	0
Drug Law Arrests	1	1	0	1	1	0	0	0	0	0	0	0
Drug Law Disciplinary Referrals	27	26	33	27	26	33	0	0	0	0	0	0

## UNFOUNDED CRIMES

2021: No unfounded crimes.

2022: No unfounded crimes.

2023: No unfounded crimes

## HATE CRIMES

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

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

TU had no reported hate crimes in 2021, 2022, or 2023

## MISSION OF CAMPUS SAFETY AND SECURITY

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

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

- Assure the safety of persons, including University employees and students, guest of and visitors to the Campus;
- Assure the safety, security, and protection of University property, including buildings, grounds, equipment, and other assets of the University, as well as non-University property located temporarily or permanently on University grounds;
- Respond to emergency situations or conditions and provide assistance or take actions appropriate to the crisis situation within legal limits of the department's authority.
- Patrolling campus grounds, either on foot or in an authorized University vehicle;
- Conducting regular checks and inspections to ensure building safety and security;
- Reporting damage, malfunctions, faulty equipment or utilities, or any unusual or questionable or dangerous or suspicious conditions or activities anywhere on campus, indoors or outdoors;
- Assisting all persons to comply with University regulations and rules of conduct on campus, including issuing parking citations when appropriate;

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

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

## **EMERGENCY RESPONSE & EVACUATION PROCEDURES**

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

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

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

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

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

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

Students and employees are required to check in at the designated emergency evacuation site. They may then proceed elsewhere from that point if they choose. Students have been advised to identify an alternate contact person to facilitate personal emergency contacts for family.

Individuals with special training (EMT, First Aid, CPR, etc.) will be asked to identify themselves to authorities or Red Cross personnel. Students, employees and onlookers will be discouraged from loitering near possible disaster sites.

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

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

## **EMERGENCY NOTIFICATION POLICY**

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

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

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

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

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

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

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

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

## **NOTIFICATION OF MISSING STUDENTS**

In compliance with The Higher Education Opportunity Act (HEOA), Tiffin University will implement the following notification guidelines in the event of a missing student. In the event it is believed a student (residential or commuter) is missing, especially if the student has been missing for 24 hours or more, the Campus Security Office should be contacted at (419) 934-0721 or the Administrator on Call at 419-455-0996. If the student is a residential student, and an initial report



is made to a resident assistant or to the Director of Residence Life, the Director of Campus Safety and Security and the Dean of Students will also be contacted by the appropriate staff members.

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

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

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

Suspected missing students should be reported immediately to the Tiffin University Campus Safety and Security Office by calling (419) 934-0721.

## **MISSING STUDENT NOTIFICATION PROCEDURES**

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

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

## **MISSING NOTIFICATION FOR INTERNATIONAL STUDENTS**

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

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

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

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

## **BEHAVIORAL THREAT ASSESSMENT TEAM**

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

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

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

TU community members who become aware of criminal behavior or acts that represent a threat to students, employees, or campus visitors are required to report the criminal activity **immediately** to TU Campus Safety & Security. The University may issue a warning to the campus community. TU encourages accurate and prompt reporting of all crimes to the campus police and the appropriate police agencies, when the victim of a crime elects to, or is unable to, make such a report.

**Who to report to:**

- Campus Security (24/7) - 419-934-0721
- Director of Security, Jason Dennis - 419-448-5136
- Asst Director of Security, Stephanie Hatton - 419-448-5135
- Dean of Student Development, Dakel Patterson - 567-268-6053
- Asst Dean of Students, Stephen Sanney - 567-268-6080
- Tiffin Police Department - 419-447-2323
- All Resident Advisors
- All Staff and Faculty

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

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

Should a criminal action or emergency occur on campus during business hours (8 AM - 11 PM), students or employees should report details to the Security Office (419) 934-0721 or extension (5136). Should a criminal action or emergency occur on campus after business hours, students or employees should report details to the Administrator on Call at 419-455-0996. If the situation is an emergency, contact the Tiffin Police Department at 911 or 419-447-2323.

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

- File a complaint with, or notice to, the Title IX Coordinator at [solorzanoparadaj@tiffin.edu](mailto:solorzanoparadaj@tiffin.edu) or at (419) 448-3421
- Report online at: [https://cm.maxient.com/reportingform.php?TiffinUniv&layout\\_id=40](https://cm.maxient.com/reportingform.php?TiffinUniv&layout_id=40) (this is also an option for reporting anonymously).
- Anonymous reports are accepted but can give rise to a need to investigate. Tiffin University tries to provide supportive measures to all Complainants, which is impossible with an anonymous report. Because reporting carries no obligation to initiate a formal response, and as Tiffin University respects the Complainant requests to dismiss complaints unless there is a compelling threat to health and/or safety, the Complainant is largely in control and should not fear a loss of privacy by making a report that allows Tiffin University to discuss and/or provide supportive measures.
- All incidents of crime must be reported to Campus Safety and Security by calling 419-934-0721 or Administrator on Call at 419-455-0996 or visiting the office located in The Gillmor Student Center.
- Anonymous reporting at: <https://www.tiffin.edu/security/anonymous-witness>

***For non-emergency fire inquiries***, you should contact the fire department serving your area. ***For medical emergencies***, call 911.

### **Professional Counselors**

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

### **TIMELY WARNING POLICY**

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

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

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

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

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

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

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

## **TIMELY WARNING PROCEDURE**

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

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

Information included in Timely Warnings:

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

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

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

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

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

### **DAILY CRIME LOG**

Tiffin University Campus Safety and Security maintains a Daily Crime Log which is available to the public for review, at the Campus Safety and Security Office in the Gillmor Student Center, from 8 a.m. – 11 p.m. Monday through Friday, excluding holidays.

### **STUDENT CONDUCT PROCESS**

Notice of Incident and Documentation of Alleged Violation of Code of Student Conduct - The first step in the Tiffin University Student Conduct process is documentation of an incident that is an alleged violation of the Student Conduct Process. This documentation can be completed by university officials (such as professional residence life staff, resident assistants, and/or TU Security). Additionally, any person may file a complaint against a Student or a Student Organization using the following link:

<https://publicdocs.maxient.com/incidentreport.php?TiffinUniv>).

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

### **CAMPUS SECURITY AND ACCESS**

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

### **RESIDENCE HALLS**

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

## **SECURITY MAINTENANCE**

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

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

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

## **CRIME PREVENTION PROGRAMS FOR STUDENTS**

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

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

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

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

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

## **CRIME PREVENTION AND SAFETY AWARENESS**

- Staying Safe
- Program your phone with Campus Security's number

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

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

- Alcohol and other drugs can impair your perceptions and decision-making. Do not place yourself in a vulnerable position by being intoxicated or under the influence of other drugs.
- Travel in groups late at night. Often, there is safety in numbers. If you are going to separate from your group, tell someone when you will return. Take a cell phone.
- If you feel threatened, cross the street or enter a store or business.
- Have your keys in hand as you approach your car. Check under the car and the back seat before you enter.
- Stash valuables in your trunk.
- If you do drink, set a limit and stick to it. Don't drink on an empty stomach. Also: Don't leave a drink unattended. If you are away from your drink any amount of time, toss it. It's not worth the risk.
- Out and about
- Use the campus escort service. Patrol members will escort students between campus locations during patrol hours.
- If you feel threatened or if you want to report something suspicious, report it to Campus Security.
- Program the University's Campus Security into your cell phone: 419-934-0721. Or call 9-1-1.
- Notify the Campus Security if you notice anything **suspicious or unusual**.

In the residence halls

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

Living off-campus:

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

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



During the 2022 calendar year academic year, Tiffin University offered approximately 20+ crime prevention and security awareness programs. Topics such as personal safety, residence hall security, drug and alcohol abuse awareness and sexual assault prevention are some examples of programs offered during the academic year.

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

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

The University does not formally monitor or record criminal activity by students at off-campus locations. TU has a Memorandum of Understanding (MOU) with Tiffin Police Department. The MOU establishes collaboration to provide services to, in particular, victims of sexual assault and relationship violence. The MOU memorializes the ongoing practice of agreeing to share information with the Tiffin Police Department about crimes that may pose a severe threat to the health and safety of the TU campus community in order to aid the issuance of timely warnings and emergency notifications.

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

## **TITLE IX & CIVIL RIGHTS POLICY OVERVIEW**

### **Policy Rationale:**

Tiffin University (TU) is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from discrimination, harassment, and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational enterprise. Tiffin University has developed internal policies and procedures that will provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of protected class status. Tiffin University values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a challenging time for all those involved.

### **Applicable Scope:**

The core purpose of this policy is the prohibition of all forms of discrimination, harassment, and retaliation. When an alleged violation of these policies is reported, the allegation(s) are subject to TU's Equity Resolution Procedures as detailed in the Title IX & Civil Rights Policy.

When the Respondent is a member of the Tiffin University community, the grievance process may be applicable regardless of the status of the Complainant, who may or may not be a member of the Tiffin University community. This community includes, but is not limited to, students, student organizations, faculty, administrators, staff, guests, visitors, invitees, and campers. The procedures

below may be applied to incidents, to patterns, and/or to the climate, all of which may be addressed and investigated in accordance with this policy.

When a Respondent is no longer a member of the Tiffin University community, the Title IX Coordinator, in their discretion, may determine whether the grievance process may proceed, regardless of the status of the Complainant, if the conduct arose when the Respondent was a member of the Tiffin University community at the time the conduct occurred

**Title IX Coordinator:**

The Title IX Coordinator oversees the implementation of the Title IX & Civil Rights Policy and manages the Equity Resolution Team. The Title IX Coordinator has the primary responsibility for coordinating the efforts of TU to stop, prevent, and remedy discrimination, harassment, and retaliation prohibited under this policy.

**Internal Inquiries:**

Inquiries or concerns regarding this policy and procedure, may be made internally to:

Javier Solórzano Parada- Title IX Coordinator  
419-448-3421, solorzanoparadaj@tiffin.edu  
Office for Equity, Access & Opportunity – Friedley Hall

In the absence of the Title IX Coordinator and/or as directed by the Title IX Coordinator, inquiries or concerns regarding this policy and procedure, may be made internally to:

Kelsey Kuzma- Deputy Title IX Coordinator  
419-448-3332, kuzmak@tiffin.edu  
Office for Equity, Access & Opportunity – Friedley Hall

Nadia Lewis- Deputy Title IX Coordinator  
419-448-3433, lewisna@tiffin.edu  
Office for Human Resources – Seitz Hall

**Independence and Conflict-of-Interest:**

The Title IX Coordinator acts with independence and authority free from bias and conflicts of interest. To raise any concerns involving bias or conflict of interest by the Title IX Coordinator, contact the University President at (419) 448-3053.

**External Inquires:**

Inquiries or concerns regarding this policy and procedure, may be made externally to:

Office for Civil Rights (OCR) U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-1100 Phone: (800) 421-3481 TDD: (877) 521-2172 Email: OCR@ed.gov Web: http://www.ed.gov/ocr	Local Office for Civil Rights (OCR) Office of Civil Rights One Government Center Room 936, Jackson & Erie Streets Toledo, Ohio 43604 (419) 245-2900
Equal Employment Opportunity	Office for Civil Rights (DOJ)

Patrick V. McNamara Building 477 Michigan Avenue Room 865 Detroit, MI 48226 Phone: 1-800-669-4000 Fax: 313-226-4610 DY: 1-800-669-6820 Inquiry: <a href="https://publicportal.eeoc.gov/portal/">https://publicportal.eeoc.gov/portal/</a> Web: <a href="https://www.eeoc.gov/">https://www.eeoc.gov/</a>	Civil Rights Division 950 Pennsylvania Ave. NW Washington, DC 25030 Report at: <a href="https://civilrights.justice.gov/">https://civilrights.justice.gov/</a>
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## UNIVERSITY STATEMENT ON PROTECTION OF MINORS

In the State of Ohio, no person (adult) who is 18 years of age or older shall engage in sexual conduct with another, who is not the spouse of the adult, when the adult knows the other person is 13 years of age or older but less than 16 years of age, or the adult is reckless in that regard. This means that sexual contact by an adult with a person younger than 16 years old may be a crime, could require an immediate report to the applicable child welfare agency, and represents a potential violation of this policy, even if the minor welcomed the sexual activity.

All members of the university community are required to report suspected child abuse or maltreatment when they are presented with a reasonable cause to suspect child abuse or maltreatment. These reports can be made with Campus Safety and Security and/or the Title IX Coordinator.

Jason Dennis- Director of Campus Safety and Security  
419-448-5136, [dennisja@tiffin.edu](mailto:dennisja@tiffin.edu)  
Campus Safety and Security – Gillmor Student Center

Javier Solorzano Parada - Assistant Vice President for Intercultural and Community  
Engagement/Title IX Coordinator  
419-448-3421, [simonja@tiffin.edu](mailto:simonja@tiffin.edu)  
Office for Equity, Access & Opportunity – Friedley Hall

If a member of the university community suspects abuse or maltreatment, they must immediately report their concerns by telephone to the Ohio Department of Job and Family Services at 855-O-H-CHILD (855-642-4453). This number is an automated telephone directory that will link callers directly to a child welfare or law enforcement office in their county. Notice should also be made to the Title IX Coordinator.

## POLICY DEFINITIONS

It is important to note that Tiffin University's policy definitions may differ from Clery Act definitions and Ohio State law. The chart below shares University policy definitions, Clery Act definitions and Ohio Revised Code criminal definitions. The University definitions apply for incidents reported to the Title IX Coordinator.

University Policy Definitions - Title IX & Civil Rights Policy
Section VIII - Prohibited Conduct - Policy Definitions

<b>Policy Section</b>	<b>Policy Term</b>	<b>Policy Definition</b>
1	Title IX Sexual Harassment	<p>Sexual Harassment, as an umbrella category, includes the offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking. This definition applies to all formal complaints that fall within Title IX jurisdiction as determined by the Title IX Coordinator.</p> <p>For reported behavior to qualify as prohibited conduct under this section, in addition to meeting the elements of the specific type of sexual harassment below, it must meet all of the following threshold requirements, as determined by the Title IX Coordinator and as mandated by federal regulations:</p> <ul style="list-style-type: none"> <li>• The conduct must have occurred against a person in the United States.</li> <li>• The conduct must have occurred within the University’s education program or activity. For purposes of this provision, this means that the conduct must have occurred either (a) in a location, event, or circumstances over which the University exercised substantial control over both the respondent and the context in which the sexual harassment occurs or (b) in relation to a building owned or controlled by a student organization that is officially recognized by the University.</li> <li>• The complainant must be participating in or attempting to participate in the education program or activity of the University at the time the formal complaint is filed. Conduct that does not meet these threshold requirements is subject to a Title IX Dismissal, but may still be resolved through the Equity Resolution Process as “Non-Title IX” prohibited behavior</li> </ul>
1.1	Title IX Dating Violence	<p>Is violence, on the basis of sex, committed by a person who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.</p> <p>The existence of such a relationship shall be determined based on the Complainant’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.</p>
1.2	Title IX Domestic Violence	<p>Is a felony or misdemeanor crime of violence, on the basis of sex, committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common; by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner; by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of the State of Ohio; or by any other person against an adult or youth Complainant who is protected from that person’s acts under the domestic or family violence laws of State of Ohio.</p>
1.3	Title IX Stalking	<p>Is engaging in a course of conduct, on the basis of sex, directed at a specific person, that would cause a reasonable person to fear for the person’s safety, or the safety of others; or suffer substantial emotional distress.</p> <p>For the purposes of this definition, “course of conduct” means two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or</p>

		through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. "Reasonable person" means a reasonable person under similar circumstances and with similar identities to the Complainant. "Substantial emotional distress" means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.
1.4	Title IX Quid Pro Quo	When an employee of the University, conditions the provision of an aid, benefit, or service of the University, on an individual's participation in unwelcome sexual conduct.
1.5	Title IX Hostile Environment Sexual Harassment	Is unwelcome conduct, determined by a reasonable person, to be so severe, and pervasive, and, objectively offensive, that it effectively denies a person equal access to the education program or activity.
1.6	Title IX Sexual Assault	Under the Title IX Regulations, the term "Sexual Assault" is defined as a forcible or nonforcible sex offense as classified under the Uniform Crime Reporting system of the FBI. For the purposes of this Policy the following definitions will be used:
1.6.1	Penetrative Sexual Assault	Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Complainant, including instances where the Complainant is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.
1.6.2	Fondling	The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
1.6.3	Incest	Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. In Ohio, Revised Code Section 3101.01(A) provides that individuals nearer of kin than second cousins may not marry.
1.6.4	Statutory Rape	Sexual intercourse with a person who is under the statutory age of consent. In Ohio, no person may have sex with a child under the age of thirteen, nor may a person over the age of eighteen have sex with a child under the age of sixteen.
2	Non-Title IX Sexual Misconduct	<p>The University may address conduct that meets the definitions of prohibited conduct in Section VIII.1, above, but which does not meet all the threshold requirements to be charged under Title IX.</p> <p>Non-Title IX sexual misconduct includes the offenses of sexual harassment, sexual assault, domestic violence, dating violence and stalking.</p>
2.1	Non-Title IX Sexual Harassment	Non-Title IX Sexual Harassment is defined as sexual harassment against a student or employee that is unwelcome verbal, written, graphic, and/or physical conduct; that is severe, pervasive, or objectively offensive; on the basis of sex/gender, that creates an environment that a reasonable person would also

		<p>consider intimidating, hostile, or abusive.</p> <p>Petty slights, annoyances, and isolated incidents (unless extremely serious) may not rise to the level of a policy violation.</p> <p>Non-Title IX sexual harassment may also occur when an employee of the University, conditions the provision of an aid, benefit, or service of the University, on an individual's participation in unwelcome sexual conduct.</p>
2.2	Non-Title IX Dating Violence	Conduct that meets the definition of Dating Violence in Section VIII.1.1 above, but does not meet all of the threshold requirements to be charged under Title IX will be charged as "Non-Title IX Dating Violence."
2.3	Non-Title IX Domestic Violence	Conduct that meets the definition of Domestic Violence in Section VIII.1.2., above, but does not meet all of the threshold requirements to be charged under Title IX will be charged as "Non-Title IX Domestic Violence."
2.4	Non-Title IX Stalking	<p>Conduct that meets the definition of Stalking in Section VIII.1.3., above, but does not meet all of the threshold requirements to be charged under Title IX as listed above will be charged "Non-Title IX Stalking."</p> <p>Conduct that otherwise meets the definition of Stalking in Section VIII.1.3., above, except that it is not "conduct on the basis of sex" shall also be charged as "Non-Title IX Stalking."</p>
2.5	Non-Title IX Sexual Assault	Conduct that meets the definition of Sexual Assault in Section VIII.1.6., above, but does not meet all of the threshold requirements to be charged under Title IX as listed above will be charged as "Non-Title IX Sexual Assault."
2.6	Sexual Exploitation	<p>Is taking non-consensual or abusive sexual advantage of another for their own benefit or for the benefit of anyone other than the person being exploited, and that conduct does not otherwise constitute sexual harassment under this policy.</p> <p>Examples of Sexual Exploitation include, but are not limited to:</p> <ul style="list-style-type: none"> <li>● Inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.</li> <li>● Masturbation in public, whether or not genitals are exposed.</li> <li>● Indecent or lewd exposure or inducing others to expose themselves when others are not present</li> <li>● Arranging for others to have non-consensual sexual contact or penetration with a person.</li> <li>● The non-consensual recording, sharing, or streaming of images, video, audio recording, or other such material of an individual engaged in intimate activity or in a place when an expectation of privacy is expected.</li> </ul>
3	Discriminatory Harassment	<p>Unwelcome conduct on the basis of actual or perceived membership in a class protected by policy or law that rises to the level of creating a hostile environment.</p> <p>These protected classes include but are not limited to: race, religion, personal appearance, color, sex, pregnancy, political affiliation, social-economic class, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender, gender identity, gender</p>

		<p>expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.</p> <p>Tiffin University reserves the right to address offensive conduct and/or harassment that does not rise to the level of creating a hostile environment, or that is of a generic nature and not based on a protected status. This process may be managed through the Office of Student Affairs for students and the Office for Human Resources for employees.</p>
3.1	Non-Sexual Harassment Hostile Environment	A hostile environment is one that unreasonably interferes with, limits, or denies an individual's educational or employment access, benefits, or opportunities that results from harassing verbal, written, graphic, or physical conduct that is severe or persistent or pervasive, and objectively offensive.
4	Other Civil Rights Offenses	Other Civil Rights Offenses include conduct on the basis of sex and/or protected class that satisfies one or more of the following:
4.1	Harm/ Endangerment	Is threatening or causing physical harm; extreme verbal, emotional, or psychological abuse; or other conduct which threatens or endangers the health or safety of any person or damages their property.
4.2	Discrimination	Is actions that deprive, limit, or deny other members of the community of educational or employment access, benefits, or opportunities, including disparate treatment and/or impact
4.3	Intimidation	Is implied threats or acts that cause the Complainant reasonable fear of harm.
4.4	Hazing	Defined as acts likely to cause physical or psychological harm or social ostracism to any person within the University community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the "Part III- Section VII –Conduct Policies: Code Of Student Conduct" of the Student Code Of Conduct.).
4.5	Bullying	Defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control, or diminish another person, physically and/or mentally, that is not speech or conduct otherwise protected by the First Amendment.
5	Retaliation	<p>Retaliation is defined as intimidating, threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by this Policy, Title IX or its implementing regulations; or Because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy or under the complaint procedures relating to complaints filed with the U.S. Department of Education's Office of Civil Rights, or Title IX complaints filed with the U.S. Department of Education's Office for Civil Rights.</p> <p>The exercise of rights protected under the First Amendment does not constitute</p>

		<p>retaliation.</p> <p>Retaliation also includes filing a complaint against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX law or regulations.</p> <p>A complaint may allege conduct of a sexual nature that might not meet the definition of sexual harassment under Title IX. The conduct could occur against a person outside the US (study abroad), might not occur within the institution's program or activity, or might not meet the severe, pervasive, or objectively offensive standard in this policy. Nonetheless, if someone files a complaint relating to such conduct, retaliation for doing so would be prohibited.</p> <p>Retaliation does not include the University's decision to charge an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a proceeding under this Policy. A determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith. For example, if a Respondent is found not responsible for a violation of this Policy, this finding alone does not mean that the Complainant has provided materially false information in bad faith.</p>
<b>Section IX - Force, Coercion, Consent, and Incapacitation</b>		
<b>Policy Section</b>	<b>Policy Term</b>	<b>Policy Definition</b>
1	Force	<p>Force is the use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats), or the reasonable belief of the threat of physical force, and coercion that is intended to overcome resistance or produce consent.</p> <p>Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Silence or the absence of resistance alone is not consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent (e.g., "Have sex with me or I'll hit you," "Okay, don't hit me, I'll do what you want.").</p>
2	Coercion	Coercion is defined as unreasonable pressure for sexual activity when someone makes clear that they do not want to engage in certain sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
3	Consent	<p>Consent is knowing, and voluntary, and clear permission by word or action to engage in sexual activity.</p> <p>Since individuals may experience the same interaction in different ways, it is the responsibility of each party to determine that the other has consented before engaging in the activity.</p>



		<p>If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.</p> <p>For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain their consent to being kissed back.</p> <p>Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonable time.</p> <p>Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent.</p> <p>Proof of consent or non-consent is not a burden placed on either party involved in an incident. Instead, the burden remains on the University to determine whether its policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.</p> <p>Consent in relationships must also be considered in context. When parties consent to bondage, discipline/dominance, submission/sadism, and masochism (BDSM) or other forms of kink, non-consent may be shown by the use of a safe word. Resistance, force, violence, or even saying “no” may be part of the kink and thus consensual, so evaluation of communication in kink situations should be guided by reasonableness, rather than strict adherence to policy that assumes non-kink relationships as a default.</p>
4	Incapacitation	<p>Incapacitation is present when a person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep, or unconscious, for any reason, including by alcohol or other drugs.</p> <p>It is a defense to a sexual assault policy violation that the Respondent neither knew nor should have known the Complainant to be physically or mentally incapacitated. “Should have known” is an objective, reasonable person standard which assumes that a reasonable person is both sober and exercising sound judgment.</p> <p>Incapacitation occurs when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the “who, what, when, where, why, or how” of their sexual interaction). Incapacitation is determined through consideration of all relevant indicators of an individual’s state and is not synonymous with intoxication, impairment, lack of memory, and/or being drunk.</p> <p>This policy also covers a person whose incapacity results from a temporary or</p>

		permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of incapacitating drugs.
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<b>Clery Act Policy Definitions</b>	
<b>Criminal Offenses</b>	
<b>Policy Term</b>	<b>Policy Definition</b>
Sexual Assault	Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.
Sexual Assault - Rape	Penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
Sexual Assault - Fondling	Touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental capacity.
Sexual Assault - Incest	Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
Sexual Assault - Statutory Rape	Sexual intercourse with a person who is under the age of consent (18 years old).
<b>Violence Against Women Act (VAWA) Offenses</b>	
Dating Violence	<p>Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on:</p> <ul style="list-style-type: none"> <li>the reporting party's statement and with consideration of the length of the relationship,</li> <li>the type of relationship, and</li> <li>the frequency of interaction between the persons involved in the relationship.</li> </ul>
Domestic Violence	<p>A felony or misdemeanor crime of violence committed by:</p> <ul style="list-style-type: none"> <li>a current or former spouse or intimate partner of the victim;</li> <li>a person with whom the victim shares a child in common;</li> <li>a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;</li> <li>a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or</li> <li>any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.</li> </ul>
Stalking	Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

	<ol style="list-style-type: none"> <li>1. fear for the person's safety or the safety of others; or</li> <li>2. suffer substantial emotional distress.</li> </ol>
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Ohio Revised Code Policy Definitions		
ORC	Policy Term	Policy Definition
ORC §2907.02	Rape	<p>(A)(1) No person shall engage in sexual conduct with another who is not the spouse of the offender or who is the spouse of the offender but is living separate and apart from the offender, when any of the following applies:</p> <p>(a) For the purpose of preventing resistance, the offender substantially impairs the other person's judgment or control by administering any drug, intoxicant, or controlled substance to the other person surreptitiously or by force, threat of force, or deception.</p> <p>(b) The other person is less than thirteen years of age, whether or not the offender knows the age of the other person.</p> <p>(c) The other person's ability to resist or consent is substantially impaired because of a mental or physical condition or because of advanced age, and the offender knows or has reasonable cause to believe that the other person's ability to resist or consent is substantially impaired because of a mental or physical condition or because of advanced age.</p> <p>(2) No person shall engage in sexual conduct with another when the offender purposely compels the other person to submit by force or threat of force.</p> <p>(B) Whoever violates this section is guilty of rape, a felony of the first degree. If the offender under division (A)(1)(a) of this section substantially impairs the other person's judgment or control by administering any controlled substance, as defined in section <a href="#">3719.01</a> of the Revised Code, to the other person surreptitiously or by force, threat of force, or deception, the prison term imposed upon the offender shall be one of the definite prison terms prescribed for a felony of the first degree in division (A)(1)(b) of section <a href="#">2929.14</a> of the Revised Code that is not less than five years, except that if the violation is committed on or after March 22, 2019, the court shall impose as the minimum prison term for the offense a mandatory prison term that is one of the minimum terms prescribed for a felony of the first degree in division (A)(1)(a) of section <a href="#">2929.14</a> of the Revised Code that is not less than five years. Except as otherwise provided in this division, notwithstanding sections <a href="#">2929.11</a> to <a href="#">2929.14</a> of the Revised Code, an offender under division (A)(1)(b) of this section shall be sentenced to a prison term or term of life imprisonment pursuant to section <a href="#">2971.03</a> of the Revised Code. If an offender is convicted of or pleads guilty to a violation of division (A)(1)(b) of this section, if the offender was less than sixteen years of age at the time the offender committed the violation of that division, and if the offender</p>

		<p>during or immediately after the commission of the offense did not cause serious physical harm to the victim, the victim was ten years of age or older at the time of the commission of the violation, and the offender has not previously been convicted of or pleaded guilty to a violation of this section or a substantially similar existing or former law of this state, another state, or the United States, the court shall not sentence the offender to a prison term or term of life imprisonment pursuant to section <a href="#">2971.03</a> of the Revised Code, and instead the court shall sentence the offender as otherwise provided in this division. If an offender under division (A)(1)(b) of this section previously has been convicted of or pleaded guilty to violating division (A)(1)(b) of this section or to violating an existing or former law of this state, another state, or the United States that is substantially similar to division (A)(1)(b) of this section, if the offender during or immediately after the commission of the offense caused serious physical harm to the victim, or if the victim under division (A)(1)(b) of this section is less than ten years of age, in lieu of sentencing the offender to a prison term or term of life imprisonment pursuant to section <a href="#">2971.03</a> of the Revised Code, except as otherwise provided in this division, the court may impose upon the offender a term of life without parole. If the court imposes a term of life without parole pursuant to this division, division (F) of section <a href="#">2971.03</a> of the Revised Code applies, and the offender automatically is classified a tier III sex offender/child-victim offender, as described in that division. A court shall not impose a term of life without parole on an offender for rape if the offender was under eighteen years of age at the time of the offense.</p> <p>(C) A victim need not prove physical resistance to the offender in prosecutions under this section.</p> <p>(D) Evidence of specific instances of the victim's sexual activity, opinion evidence of the victim's sexual activity, and reputation evidence of the victim's sexual activity shall not be admitted under this section unless it involves evidence of the origin of semen, pregnancy, or sexually transmitted disease or infection, or the victim's past sexual activity with the offender, and only to the extent that the court finds that the evidence is material to a fact at issue in the case and that its inflammatory or prejudicial nature does not outweigh its probative value.</p> <p>Evidence of specific instances of the defendant's sexual activity, opinion evidence of the defendant's sexual activity, and reputation evidence of the defendant's sexual activity shall not be admitted under this section unless it involves evidence of the origin of semen, pregnancy, or sexually transmitted disease or infection, the defendant's past sexual activity with the victim, or is admissible against the defendant under section <a href="#">2945.59</a> of the Revised Code, and only to the extent that the court finds that the evidence is material to a fact at issue in the case and that its inflammatory or prejudicial nature does not outweigh its probative value.</p> <p>(E) Prior to taking testimony or receiving evidence of any sexual activity of the victim or the defendant in a proceeding under this section, the court shall resolve the admissibility of the proposed evidence in a hearing in chambers, which shall</p>
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		<p>be held at or before preliminary hearing and not less than three days before trial, or for good cause shown during the trial.</p> <p>(F) Upon approval by the court, the victim may be represented by counsel in any hearing in chambers or other proceeding to resolve the admissibility of evidence. If the victim is indigent or otherwise is unable to obtain the services of counsel, the court, upon request, may appoint counsel to represent the victim without cost to the victim.</p> <p>(G) It is not a defense to a charge under division (A)(2) of this section that the offender and the victim were married or were cohabiting at the time of the commission of the offense.</p> <p><b>Complete definition is available at: <a href="http://codes.ohio.gov/orc/2907.02v1">http://codes.ohio.gov/orc/2907.02v1</a></b></p>
ORC §2919.25	Domestic Violence	<p>(A) No person shall knowingly cause or attempt to cause physical harm to a family or household member.</p> <p>(B) No person shall recklessly cause serious physical harm to a family or household member.</p> <p>(C) No person, by threat of force, shall knowingly cause a family or household member to believe that the offender will cause imminent physical harm to the family or household member.</p> <p>(D)(1) Whoever violates this section is guilty of domestic violence, and the court shall sentence the offender as provided in divisions (D)(2) to (6) of this section.</p> <p>(2) Except as otherwise provided in divisions (D)(3) to (5) of this section, a violation of division (C) of this section is a misdemeanor of the fourth degree, and a violation of division (A) or (B) of this section is a misdemeanor of the first degree.</p> <p>(3) Except as otherwise provided in division (D)(4) of this section, if the offender previously has pleaded guilty to or been convicted of domestic violence, a violation of an existing or former municipal ordinance or law of this or any other state or the United States that is substantially similar to domestic violence, a violation of section <a href="#">2903.14</a>, <a href="#">2909.06</a>, <a href="#">2909.07</a>, <a href="#">2911.12</a>, <a href="#">2911.211</a>, or <a href="#">2919.22</a> of the Revised Code if the victim of the violation was a family or household member at the time of the violation, a violation of an existing or former municipal ordinance or law of this or any other state or the United States that is substantially similar to any of those sections if the victim of the violation was a family or household member at the time of the commission of the violation, or any offense of violence if the victim of the offense was a family or household member at the time of the commission of the offense, a violation of division (A) or (B) of this section is a felony of the fourth degree, and, if the offender knew that the victim of the violation was pregnant at the time of the violation, the court shall impose a mandatory prison term on the offender pursuant to division (D)(6) of this section,</p>

		<p>and a violation of division (C) of this section is a misdemeanor of the second degree.</p> <p>(4) If the offender previously has pleaded guilty to or been convicted of two or more offenses of domestic violence or two or more violations or offenses of the type described in division (D)(3) of this section involving a person who was a family or household member at the time of the violations or offenses, a violation of division (A) or (B) of this section is a felony of the third degree, and, if the offender knew that the victim of the violation was pregnant at the time of the violation, the court shall impose a mandatory prison term on the offender pursuant to division (D)(6) of this section, and a violation of division (C) of this section is a misdemeanor of the first degree.</p> <p>(5) Except as otherwise provided in division (D)(3) or (4) of this section, if the offender knew that the victim of the violation was pregnant at the time of the violation, a violation of division (A) or (B) of this section is a felony of the fifth degree, and the court shall impose a mandatory prison term on the offender pursuant to division (D)(6) of this section, and a violation of division (C) of this section is a misdemeanor of the third degree.</p> <p>(6) If division (D)(3), (4), or (5) of this section requires the court that sentences an offender for a violation of division (A) or (B) of this section to impose a mandatory prison term on the offender pursuant to this division, the court shall impose the mandatory prison term as follows:</p> <p>(a) If the violation of division (A) or (B) of this section is a felony of the fourth or fifth degree, except as otherwise provided in division (D)(6)(b) or (c) of this section, the court shall impose a mandatory prison term on the offender of at least six months.</p> <p>(b) If the violation of division (A) or (B) of this section is a felony of the fifth degree and the offender, in committing the violation, caused serious physical harm to the pregnant woman's unborn or caused the termination of the pregnant woman's pregnancy, the court shall impose a mandatory prison term on the offender of twelve months.</p> <p>(c) If the violation of division (A) or (B) of this section is a felony of the fourth degree and the offender, in committing the violation, caused serious physical harm to the pregnant woman's unborn or caused the termination of the pregnant woman's pregnancy, the court shall impose a mandatory prison term on the offender of at least twelve months.</p> <p>(d) If the violation of division (A) or (B) of this section is a felony of the third degree, except as otherwise provided in division (D)(6)(e) of this section and notwithstanding the range of definite prison terms prescribed in division (A)(3) of section <a href="#">2929.14</a> of the Revised Code for a felony of the third degree, the court shall impose a mandatory prison term on the offender of either a definite term of</p>
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		<p>six months or one of the prison terms prescribed in division (A)(3) (b) of section <a href="#">2929.14</a> of the Revised Code for felonies of the third degree.</p> <p>(e) If the violation of division (A) or (B) of this section is a felony of the third degree and the offender, in committing the violation, caused serious physical harm to the pregnant woman's unborn or caused the termination of the pregnant woman's pregnancy, notwithstanding the range of definite prison terms prescribed in division (A)(3) of section <a href="#">2929.14</a> of the Revised Code for a felony of the third degree, the court shall impose a mandatory prison term on the offender of either a definite term of one year or one of the prison terms prescribed in division (A)(3)(b) of section <a href="#">2929.14</a> of the Revised Code for felonies of the third degree.</p> <p>(E) Notwithstanding any provision of law to the contrary, no court or unit of state or local government shall charge any fee, cost, deposit, or money in connection with the filing of charges against a person alleging that the person violated this section or a municipal ordinance substantially similar to this section or in connection with the prosecution of any charges so filed.</p> <p>(F) As used in this section and sections <a href="#">2919.251</a> and <a href="#">2919.26</a> of the Revised Code:</p> <p>(1) "Family or household member" means any of the following:</p> <p>(a) Any of the following who is residing or has resided with the offender:</p> <p>(i) A spouse, a person living as a spouse, or a former spouse of the offender;</p> <p>(ii) A parent, a foster parent, or a child of the offender, or another person related by consanguinity or affinity to the offender;</p> <p>(iii) A parent or a child of a spouse, person living as a spouse, or former spouse of the offender, or another person related by consanguinity or affinity to a spouse, person living as a spouse, or former spouse of the offender.</p> <p>(b) The natural parent of any child of whom the offender is the other natural parent or is the putative other natural parent.</p> <p>(2) "Person living as a spouse" means a person who is living or has lived with the offender in a common law marital relationship, who otherwise is cohabiting with the offender, or who otherwise has cohabited with the offender within five years prior to the date of the alleged commission of the act in question.</p> <p>(3) "Pregnant woman's unborn" has the same meaning as "such other person's unborn," as set forth in section <a href="#">2903.09</a> of the Revised Code, as it relates to the pregnant woman. Division (C) of that section applies regarding the use of the term in this section, except that the second and third sentences of division (C)(1)</p>
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		<p>of that section shall be construed for purposes of this section as if they included a reference to this section in the listing of Revised Code sections they contain.</p> <p>(4) "Termination of the pregnant woman's pregnancy" has the same meaning as "unlawful termination of another's pregnancy," as set forth in section <a href="#">2903.09</a> of the Revised Code, as it relates to the pregnant woman. Division (C) of that section applies regarding the use of the term in this section, except that the second and third sentences of division (C)(1) of that section shall be construed for purposes of this section as if they included a reference to this section in the listing of Revised Code sections they contain.</p> <p><b>Complete definition is available at: <a href="http://codes.ohio.gov/orc/2919.25">http://codes.ohio.gov/orc/2919.25</a></b></p>
<p>ORC § 2903.211</p>	<p>Menacing by Stalking</p>	<p>(A)(1) No person by engaging in a pattern of conduct shall knowingly cause another person to believe that the offender will cause physical harm to the other person or a family or household member of the other person or cause mental distress to the other person or a family or household member of the other person. In addition to any other basis for the other person's belief that the offender will cause physical harm to the other person or the other person's family or household member or mental distress to the other person or the other person's family or household member, the other person's belief or mental distress may be based on words or conduct of the offender that are directed at or identify a corporation, association, or other organization that employs the other person or to which the other person belongs.</p> <p>(2) No person, through the use of any form of written communication or any electronic method of remotely transferring information, including, but not limited to, any computer, computer network, computer program, computer system, or telecommunication device shall post a message or use any intentionally written or verbal graphic gesture with purpose to do either of the following:</p> <p>(a) Violate division (A)(1) of this section;</p> <p>(b) Urge or incite another to commit a violation of division (A)(1) of this section.</p> <p>(3) No person, with a sexual motivation, shall violate division (A)(1) or (2) of this section.</p> <p>(B) Whoever violates this section is guilty of menacing by stalking.</p> <p>(1) Except as otherwise provided in divisions (B)(2) and (3) of this section, menacing by stalking is a misdemeanor of the first degree.</p> <p>(2) Menacing by stalking is a felony of the fourth degree if any of the following applies:</p>



		<p>(a) The offender previously has been convicted of or pleaded guilty to a violation of this section or a violation of section <a href="#">2911.211</a> of the Revised Code.</p> <p>(b) In committing the offense under division (A)(1), (2), or (3) of this section, the offender made a threat of physical harm to or against the victim, or as a result of an offense committed under division (A)(2) or (3) of this section, a third person induced by the offender's posted message made a threat of physical harm to or against the victim.</p> <p>(c) In committing the offense under division (A)(1), (2), or (3) of this section, the offender trespassed on the land or premises where the victim lives, is employed, or attends school, or as a result of an offense committed under division (A)(2) or (3) of this section, a third person induced by the offender's posted message trespassed on the land or premises where the victim lives, is employed, or attends school.</p> <p>(d) The victim of the offense is a minor.</p> <p>(e) The offender has a history of violence toward the victim or any other person or a history of other violent acts toward the victim or any other person.</p> <p>(f) While committing the offense under division (A)(1) of this section or a violation of division (A)(3) of this section based on conduct in violation of division (A)(1) of this section, the offender had a deadly weapon on or about the offender's person or under the offender's control. Division (B)(2)(f) of this section does not apply in determining the penalty for a violation of division (A)(2) of this section or a violation of division (A)(3) of this section based on conduct in violation of division (A)(2) of this section.</p> <p>(g) At the time of the commission of the offense, the offender was the subject of a protection order issued under section <a href="#">2903.213</a> or <a href="#">2903.214</a> of the Revised Code, regardless of whether the person to be protected under the order is the victim of the offense or another person.</p> <p>(h) In committing the offense under division (A)(1), (2), or (3) of this section, the offender caused serious physical harm to the premises at which the victim resides, to the real property on which that premises is located, or to any personal property located on that premises, or, as a result of an offense committed under division (A)(2) of this section or an offense committed under division (A)(3) of this section based on a violation of division (A)(2) of this section, a third person induced by the offender's posted message caused serious physical harm to that premises, that real property, or any personal property on that premises.</p> <p>(i) Prior to committing the offense, the offender had been determined to represent a substantial risk of physical harm to others as manifested by evidence of then-recent homicidal or other violent behavior, evidence of then-recent threats that</p>
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		<p>placed another in reasonable fear of violent behavior and serious physical harm, or other evidence of then-present dangerousness.</p> <p>(3) If the victim of the offense is an officer or employee of a public children services agency or a private child placing agency and the offense relates to the officer's or employee's performance or anticipated performance of official responsibilities or duties, menacing by stalking is either a felony of the fifth degree or, if the offender previously has been convicted of or pleaded guilty to an offense of violence, the victim of that prior offense was an officer or employee of a public children services agency or private child placing agency, and that prior offense related to the officer's or employee's performance or anticipated performance of official responsibilities or duties, a felony of the fourth degree.</p> <p>(C) Section <a href="#">2919.271</a> of the Revised Code applies in relation to a defendant charged with a violation of this section.</p> <p>(D) As used in this section:</p> <p>(1) "Pattern of conduct" means two or more actions or incidents closely related in time, whether or not there has been a prior conviction based on any of those actions or incidents, or two or more actions or incidents closely related in time, whether or not there has been a prior conviction based on any of those actions or incidents, directed at one or more persons employed by or belonging to the same corporation, association, or other organization. Actions or incidents that prevent, obstruct, or delay the performance by a public official, firefighter, rescuer, emergency medical services person, or emergency facility person of any authorized act within the public official's, firefighter's, rescuer's, emergency medical services person's, or emergency facility person's official capacity, or the posting of messages, use of intentionally written or verbal graphic gestures, or receipt of information or data through the use of any form of written communication or an electronic method of remotely transferring information, including, but not limited to, a computer, computer network, computer program, computer system, or telecommunications device, may constitute a "pattern of conduct."</p> <p>(2) "Mental distress" means any of the following:</p> <p>(a) Any mental illness or condition that involves some temporary substantial incapacity;</p> <p>(b) Any mental illness or condition that would normally require psychiatric treatment, psychological treatment, or other mental health services, whether or not any person requested or received psychiatric treatment, psychological treatment, or other mental health services.</p>
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		<p>(3) "Emergency medical services person" is the singular of "emergency medical services personnel" as defined in section <a href="#">2133.21</a> of the Revised Code.</p> <p>(4) "Emergency facility person" is the singular of "emergency facility personnel" as defined in section <a href="#">2909.04</a> of the Revised Code.</p> <p>(5) "Public official" has the same meaning as in section <a href="#">2921.01</a> of the Revised Code.</p> <p>(6) "Computer," "computer network," "computer program," "computer system," and "telecommunications device" have the same meanings as in section <a href="#">2913.01</a> of the Revised Code.</p> <p>(7) "Post a message" means transferring, sending, posting, publishing, disseminating, or otherwise communicating, or attempting to transfer, send, post, publish, disseminate, or otherwise communicate, any message or information, whether truthful or untruthful, about an individual, and whether done under one's own name, under the name of another, or while impersonating another.</p> <p>(8) "Third person" means, in relation to conduct as described in division (A)(2) of this section, an individual who is neither the offender nor the victim of the conduct.</p> <p>(9) "Sexual motivation" has the same meaning as in section <a href="#">2971.01</a> of the Revised Code.</p> <p>(10) "Organization" includes an entity that is a governmental employer.</p> <p>(11) "Family or household member" means any of the following:</p> <p>(a) Any of the following who is residing or has resided with the person against whom the act prohibited in division (A) (1) of this section is committed:</p> <p>(i) A spouse, a person living as a spouse, or a former spouse of the person;</p> <p>(ii) A parent, a foster parent, or a child of the person, or another person related by consanguinity or affinity to the person;</p> <p>(iii) A parent or a child of a spouse, person living as a spouse, or former spouse of the person, or another person related by consanguinity or affinity to a spouse, person living as a spouse, or former spouse of the person.</p> <p>(b) The natural parent of any child of whom the person against whom the act prohibited in division (A)(1) of this section is committed is the other natural parent or is the putative other natural parent.</p>
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		<p>(12) "Person living as a spouse" means a person who is living or has lived with the person against whom the act prohibited in division (A)(1) of this section is committed in a common law marital relationship, who otherwise is cohabiting with that person, or who otherwise has cohabited with the person within five years prior to the date of the alleged commission of the act in question.</p> <p>(E) The state does not need to prove in a prosecution under this section that a person requested or received psychiatric treatment, psychological treatment, or other mental health services in order to show that the person was caused mental distress as described in division (D)(2)(b) of this section.</p> <p>(F)(1) This section does not apply to a person solely because the person provided access or connection to or from an electronic method of remotely transferring information not under that person's control, including having provided capabilities that are incidental to providing access or connection to or from the electronic method of remotely transferring the information, and that do not include the creation of the content of the material that is the subject of the access or connection. In addition, any person providing access or connection to or from an electronic method of remotely transferring information not under that person's control shall not be liable for any action voluntarily taken in good faith to block the receipt or transmission through its service of any information that it believes is, or will be sent, in violation of this section.</p> <p>(2) Division (F)(1) of this section does not create an affirmative duty for any person providing access or connection to or from an electronic method of remotely transferring information not under that person's control to block the receipt or transmission through its service of any information that it believes is, or will be sent, in violation of this section except as otherwise provided by law.</p> <p>(3) Division (F)(1) of this section does not apply to a person who conspires with a person actively involved in the creation or knowing distribution of material in violation of this section or who knowingly advertises the availability of material of that nature.</p> <p><b>Complete definition is available at: <a href="http://codes.ohio.gov/orc/2903.211">http://codes.ohio.gov/orc/2903.211</a></b></p>
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## **REPORTING DISCRIMINATION, HARASSMENT, AND/OR RETALIATION**

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

Javier Solorzano Parada - Title IX Coordinator  
419-448-3421, [simonja@tiffin.edu](mailto:simonja@tiffin.edu)  
Office for Equity, Access & Opportunity – Friedley Hall

Kelsey Kuzma - Deputy Title IX Coordinator  
419-448-3332, [kuzmak@tiffin.edu](mailto:kuzmak@tiffin.edu)  
Office for Equity, Access & Opportunity – Friedley Hall

Nadia Lewis- Deputy Title IX Coordinator  
419-448-3433, lewisna@tiffin.edu  
Office for Human Resources – Seitz Hall

**Online Report Form:**

[https://cm.maxient.com/reportingform.php?TiffinUniv&layout\\_id=40](https://cm.maxient.com/reportingform.php?TiffinUniv&layout_id=40)

All incidents of crime must be reported to Campus Safety and Security by calling 419-934-0721 or visiting the Campus Safety and Security office located in the Gillmor Student Center.

Anonymous reports are accepted but can give rise to a need to investigate. Tiffin University tries to provide supportive measures to all Complainants, which is impossible with an anonymous report. Because reporting carries no obligation to initiate a formal response, and as Tiffin University respects the Complainant requests to dismiss complaints unless there is a compelling threat to health and/or safety, the Complainant is largely in control and should not fear a loss of privacy by making a report that allows Tiffin University to discuss and/or provide supportive measures.

**Mandated Reporting:**

All employees of Tiffin University, with the exception of those who are designated as Confidential Resources, are Mandated Reporters and must promptly share with the Title IX Coordinator all known details of a report made to them in the course of their employment. In addition, student employees who have responsibility for the welfare of other students, including Resident Assistants, Head Residents, Campus Security Officers, Peer Mentors, and Graduate Assistants, are required to report all known information. Other student employees who receive information within the context of their jobs are required to report to the Title IX Coordinator.

Under Ohio law, all individuals, excluding confidential resources, must report felonies, including sexual violence, to law enforcement. Under Ohio Revised Code Section 2921.22, medical professionals, mental health professionals and clergy are not required to report felonies. This legal requirement means that the Title IX Coordinator or Campus Safety must report any felony to local law enforcement. To the extent reasonably possible, the University will communicate with the Complainant in advance of any report to law enforcement. The Complainant has the choice whether and how to participate in any subsequent criminal investigation.

Employees must also promptly share all details of behaviors under this policy that they observe or have knowledge of, even if not reported to them by a Complainant or third-party. Failure of a Mandated Reporter, as described above in this section, to report an incident of discrimination, harassment, and/or retaliation, of which they become aware, is a violation of University policy and can be subject to disciplinary action for failure to comply.

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

Generally, disclosures in climate surveys, classroom writing assignments or discussions, human subjects research, or at events such as “Take Back the Night,” marches, or speak-outs do not provide notice that must be reported to the Coordinator by employees, unless the Complainant clearly indicates that they desire a report to be made or a seek a specific response from the Tiffin University. Supportive measures may be offered as the result of such disclosures without formal action.

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

**Confidential Reporting:**

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

Equity, Access & Opportunity (EAO) Advocate  
419-448-3021, [advocacy@tiffin.edu](mailto:advocacy@tiffin.edu)  
Friedley Hall

Mercy Health- Tiffin University Health Clinic  
419-448-3429, [healthcenter@tiffin.edu](mailto:healthcenter@tiffin.edu)  
Friedley Hall

Counseling and Wellness  
419-448-3578, [counseling@tiffin.edu](mailto:counseling@tiffin.edu)  
Friedley Hall

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

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

**Anonymous Notice to Mandated Reporters:**

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

If a Complainant has requested that a Mandated Reporter maintain the Complainant's anonymity, the Mandated Reporter may do so unless it is reasonable to believe that a compelling threat to health or safety could exist. The Mandated Reporter must consult with the Title IX Coordinator on that assessment.

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

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

**Federal Timely Warning Obligations:**

Parties reporting some types of crimes, including, but not limited to, sexual assault, domestic violence, dating violence, and/or stalking (including non-sex based stalking, dating violence, and domestic violence) should be aware that under the Clery Act, Tiffin University must issue timely warnings for incidents reported to them that pose a serious or continuing threat of bodily harm or danger to members of the campus community.

Tiffin University will ensure that the name of the Complainant and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

**Amnesty for Involved Parties:**

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

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

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

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

**Student Amnesty:**

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

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

**Employee Amnesty:**

Sometimes, employees are hesitant to report harassment or discrimination they have experienced for fear that they may get in trouble themselves. For example, an employee who has violated the unethical relationship statement and is then assaulted in the course of that relationship might hesitate to report the incident to University officials.

Tiffin University may, at its discretion, offer employee Complainants amnesty from such policy violations (typically more minor policy violations) related to the incident. Amnesty may also be granted to Respondents and witnesses on a case-by-case basis.

**Federal Statistical Reporting Obligations:**

Those deemed Campus Security Authorities (CSA) – have a duty to report the following for federal statistical reporting purposes (Clery Act):

- All “primary crimes,” which include homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson;
- Hate crimes, which include any bias motivated primary crime as well as any bias motivated larceny or theft, simple assault, intimidation, or destruction/damage/vandalism of property;
- Violence Against Women Act (VAWA) based crimes, which include sexual assault, domestic violence, dating violence, and stalking; and
- Arrests and referrals for disciplinary action for weapons-related law violations, liquor-related law violations, and drug abuse-related law violations.

All personally identifiable information is kept private, but statistical information must be passed along to Campus Safety & Security regarding the type of incident and its general location (on or off-campus or in the surrounding area, but no addresses are given) for publication in the Annual Security Report and daily campus crime log.

Campus Security Authorities include Campus Safety & Security and local police.

**Time Limits on Reporting:**

There is no time limitation on providing notice/complaints to the Title IX Coordinator. However, if the Respondent is no longer subject to the jurisdiction, and/or significant time has passed, the ability to investigate, respond, and provide remedies may be more limited or impossible.

Acting on notice/complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of policy) is at the discretion of the Title IX Coordinator, who may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

When notice/complaint is affected by significant time delay, the University will typically apply the policy in place at the time of the alleged misconduct and the procedures in place at the time of notice/complaint.

**False Allegations and Evidence:**

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



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

## **EQUITY RESOLUTION OVERVIEW**

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

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

### **Promptness:**

All allegations are acted upon promptly by Tiffin University once it has received notice or a formal complaint. Complaints can take 60-120 business days to resolve, typically. There are always exceptions and extenuating circumstances that can cause a resolution to take longer, but Tiffin University will avoid all undue delays within its control.

Any time the general timeframes for resolution outlined in University procedures will be delayed, Tiffin University will provide written notice to the parties of the delay, the cause of the delay, and an estimate of the anticipated additional time that will be needed as a result of the delay.

### **Jurisdiction:**

This policy applies to the educational programs and activities of the University; to conduct that took place on the campus or on property owned or controlled by Tiffin University; at University-sponsored events; in buildings owned or controlled by the University as recognized student organizations; or conduct that has continuing adverse effects on campus, on any member of the Tiffin University community, or in the context of any education or employment activities and programs of the University, regardless of where the conduct occurred. The Respondent must be a member of the University community for its policies to apply or the Respondent must have been a member of the University at the time the conduct occurred.

If the Respondent is unknown or is not a member of the University community, the Title IX Coordinator will assist the Complainant in identifying appropriate campus and local resources and support options and/or, when criminal conduct is alleged, in contacting local or campus law enforcement if the individual would like to file a police report.

Further, even when the Respondent is not a member of the University community, supportive measures, remedies, and resources may be accessible to the Complainant by contacting the Title IX Coordinator or Victims Advocate (refer to contact information as previous stated).

In addition, the University may take other actions as appropriate to protect the Complainant against third parties, such as barring individuals from University property and/or events.

All vendors serving the University through third-party contracts are subject to the policies and procedures of their employers.

When the Respondent is enrolled in or employed by another institution, the Title IX Coordinator can assist the Complainant in liaising with the appropriate individual at that institution, as it may be possible to allege violations through the policies at the appropriate institution.

Similarly, the Title IX Coordinator may be able to provide support to a student or employee Complainant who experiences discrimination in an externship, study abroad program, or other environment external to the University where sexual harassment or nondiscrimination policies and procedures of the facilitating or host organization may give recourse to the Complainant.

### **Online Harassment and Misconduct:**

The policies of Tiffin University are written and interpreted broadly to include online and cyber manifestations of any of the behaviors prohibited in this policy, when those behaviors occur in or have an effect on the education programs and activities at the University or use University networks, technology, or equipment.

While Tiffin University may not control websites, social media, and other venues in which harassing communications are made, when such communications are reported to the University, it will engage in a variety of means to address and mitigate the effects.

Members of the community are encouraged to be good digital citizens and to refrain from online misconduct, such as feeding anonymous gossip sites, sharing inappropriate content via Snapchat or other social media, unwelcome sexting, revenge porn, breaches of privacy, or otherwise using the ease of transmission and/or anonymity of the Internet or other technology to harm another member of the University community.

Any online postings or other electronic communication by students including cyber-bullying, cyber-stalking, cyber-harassment, etc., occurring completely outside of the control of the University (e.g., not on University networks, websites, or between University email accounts) will only be subject to this policy when such online conduct can be shown to cause a substantial in-program disruption.

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

Off-campus harassing speech by employees, whether online or in person, may be regulated by the University only when such speech is made in an employee's official or work-related capacity.

### **Privacy:**

Every effort is made by Tiffin University to preserve the privacy of reports assessed under this policy. Tiffin University will not share the identity of any individual who has made a report or

complaint of harassment, discrimination, or retaliation, except to a limited group of individuals whose knowledge is necessary to respond to and investigate claims of prohibited conduct.

Moreover, Tiffin strives to protect the privacy of any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, or any witness, except as permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; FERPA regulations, 34 CFR part 99; or as required by law; or to carry out the purposes of 34 CFR Part 106, including the conducting of any investigation, hearing, or grievance proceeding arising under these policies and procedures. Student health records maintained by the University are protected by FERPA. Access to employee personnel records is restricted in accordance with Tiffin's policies and Ohio law.

The University reserves the right to designate which University officials who have a legitimate educational interest in being informed about incidents that fall within this policy, pursuant to FERPA.

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

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

Tiffin will not impose prior restraints on students' and employees' ability to discuss the allegations under investigation, including with a parent, friend, other source of emotional support, with an advocacy organization, or with persons who may have information regarding the underlying incident. However, all persons who participate in the Resolution of a Complaint under this policy are expected to respect the privacy of these proceedings and protect the integrity of the process.

#### **Disabilities Accommodations in the Resolution Process:**

Tiffin University is committed to providing reasonable accommodations and support to qualified students, employees, or others with disabilities to ensure equal access to the resolution process.

Anyone needing such accommodations or support should contact the Coordinator of Disability Services or appropriate HR staff member (if employee), who will review the request and, in consultation with the person requesting the accommodation and the Title IX Coordinator, determine which accommodations are appropriate and necessary for full participation in the process.

Office for Disability Services  
Friedley Hall  
(419) 448-3021  
[disabilityservices@tiffin.edu](mailto:disabilityservices@tiffin.edu)

**Equity Resolution Team:**

The Grievance Process relies on a team of administrators to carry out the process. The list of Equity Resolution Team members can be found on the Civil Rights Investigation Team webpage. Tiffin University reserves the right to identify additional individuals to carry out the process.

**Equity Resolution Team Training:**

The Equity Resolution Team members receive annual training to serve in the role of Advisor, Investigator, Hearing Decision Maker/Panel Member, or Appeal Decision Maker/Panel Member.

In accordance with 34 CFR Part 106.45(b)(10), all materials used to train the Equity Resolution Team members are publicly available on the Civil Rights Investigation Team webpage.

**Available Advocacy Services:**

The Equity, Access & Opportunity (EAO) Advocate is the designated coordinator of support services for all members of the campus community who have been impacted by or are involved in an Equity Resolution Process - including, but not limited to, Complainants, Respondents, and Witnesses.

The EAO Advocate is a neutral and confidential support service who is available to provide support services during and after an Equity Resolution Process. At the onset of an Equity Resolution Process, the EAO Advocate will email the Complainant and Respondent to offer support services. Anyone who is participating in an Equity Resolution Process may reach out to the EAO Advocate at any time to request a supportive measures meeting. To schedule an appointment, email [advocacy@tiffin.edu](mailto:advocacy@tiffin.edu).

**Right to an Advisor:**

The parties may each have an Advisor of their choice present with them for all meetings and interviews within the resolution process, if they so choose. The parties may select whoever they wish to serve as their Advisor as long as the Advisor is available.

Choosing an Advisor who is also a witness in the process may create potential for bias and conflict-of-interest. A party who chooses an Advisor who is also a witness can anticipate that issues of potential bias will be explored by the hearing Decision-maker(s).

The University cannot guarantee equal Advisory rights, meaning that if one party selects an Advisor who is an attorney, but the other party does not or cannot afford an attorney, the University is not obligated to provide an attorney. Similarly, if a party's advisor fails to abide by the expectations set forth in this Policy, Tiffin University may require the party to identify a different advisor.

**For more information on the Role of the Advisor, view a copy of Tiffin University's Title IX & Civil Rights Policy at: [tiffin.edu/about/title-ix](http://tiffin.edu/about/title-ix)**

**EQUITY RESOLUTION PROCEDURES****Notice/Complaint:**

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

### **Preliminary Assessment:**

Following receipt of notice or a complaint of an alleged violation of this Policy, the Title IX Coordinator engages in a preliminary assessment process, which is typically one to five business days in duration. The steps in an initial assessment include, but are not limited to:

1. Preliminary Assessment Meeting - The Complainant may choose to meet with the Title IX Coordinator, or their designee, to discuss the alleged conduct. During the meeting, the Title IX Coordinator will assess jurisdiction, impact, the relevant policy, and the Complainant's requests regarding resolution. Additionally, information on equity resolution processes and supportive measures will be provided. The Title IX Coordinator may collaborate with the EAO Advocate as needed to implement supportive measures.
2. Preliminary Assessment - The Title IX Coordinator reviews the information provided in the incident report and/or preliminary assessment meeting to determine if the alleged conduct falls within the scope of the Title IX & Civil Rights Policy.
3. Preliminary Assessment Follow Up Meeting - The Title IX Coordinator will share the outcome of the Preliminary Assessment and notify the Complainant whether or not the alleged violation falls within the scope of the Title IX & Civil Rights Policy.
  - a. If the alleged conduct does fall within the scope of the Title IX & Civil Rights Policy, the Complainant will have the option to file a Formal Complaint and move forward with the Equity Resolution Process of their choosing (if any). Please see Tiffin University Response Options section below.
  - b. If the alleged conduct does not fall within the scope of the Title IX & Civil Rights Policy, the Title IX Coordinator will notify the Complainant that the claim will be dismissed from the Title IX and Civil Rights Resolution Process and referred to another process (e.g., Student Conduct, Human Resources, etc.).

### **Tiffin University Response Options:**

Following the completion of a the Preliminary Assessment, Tiffin University will initiate the Equity Resolution Process indicated by the Complainant:

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

The Title IX Coordinator will collaborate with the EAO Advocate as needed to implement supportive measures for involved parties, including the Complainant, Respondent, and Witnesses at any point in the Equity Resolution Process.

### **When a Complainant Does Not Wish to Proceed or is Unresponsive:**

If a Complainant does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal complaint to be pursued, they may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and to comply with state or federal law.

If a Complainant does not respond following the report of an alleged policy violation, the Title IX Coordinator will make two (2) additional attempts to contact the Complainant. If the Complainant does not respond at all, the Title IX Coordinator will send written acknowledgement of nonparticipation. The Complainant may choose to participate at a later time.

The Title IX Coordinator has discretion over whether Tiffin University proceeds when the Complainant does not wish to do so, and the Title IX Coordinator may sign a formal complaint to initiate a grievance process upon completion of an appropriate Violence Risk Assessment (VRA), described below.

The decision of the Title IX Coordinator should be based on results of the VRA that show a compelling risk to health and/or safety that requires Tiffin University to pursue formal action to protect the community.

A compelling risk to health and/or safety may result from evidence of patterns of misconduct, predatory conduct, threats, abuse of minors, use of weapons, and/or violence. Additionally, Tiffin University may act on alleged employee misconduct irrespective of the wishes of the Complainant.

The Title IX Coordinator must also consider the effect that non-participation by the Complainant may have on the availability of evidence and the ability of the University to pursue a Formal Grievance Process fairly and effectively.

When the Title IX Coordinator executes the written complaint, they do not become the Complainant. The Complainant is the individual who is alleged to be the victim of conduct that could constitute a violation of this policy.

When the University proceeds, the Complainant (or their Advisor) may have as much or as little involvement in the process as they wish. The Complainant retains all rights of a Complainant under this Policy irrespective of their level of participation. Typically, when the Complainant chooses not to participate, the Advisor may be appointed as proxy for the Complainant throughout the process, acting to ensure and protect the rights of the Complainant. The Advisor does not and cannot provide testimony at the hearing or during the investigation.

Note that the ability for the University to remedy and respond to notice may be limited if the Complainant does not want the University to proceed with an investigation and/or grievance process. The goal is to provide the Complainant with as much control over the process as possible, while balancing the obligation of the University to protect its community.

In cases in which the Complainant requests confidentiality and/or no formal action and the circumstances allow the Tiffin University to honor that request, the University will offer informal resolution, supportive measures, and remedies to the Complainant and the community, but will not otherwise pursue formal action.

If the Complainant elects to take no action, they can change that decision if they decide to pursue a formal complaint at a later date. Upon making a formal complaint, a Complainant has the right, and can expect, to have allegations taken seriously by Tiffin University, and to have the incidents investigated and properly resolved through these procedures.

#### **Violence Risk Assessment:**

In some cases, the Title IX Coordinator may determine that a Violence Risk Assessment (VRA) should be conducted in conjunction with offices such as Student Affairs and/or Human Resources, using their standard objective violence risk assessment procedures. A VRA is not a psychological or mental health assessment.

A VRA assesses the risk of actionable violence, often with a focus on targeted/predatory escalations, and is supported by research from the fields of law enforcement, criminology, human resources, and psychology.

**Temporary Emergency Removal:**

Tiffin University can act to temporarily remove a Respondent entirely or partially from its education program or activities on an emergency basis when a VRA has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal. For Title IX matters, the University will undertake an individualized safety and risk analysis and determine whether there is an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Title IX sexual harassment that justifies removal.

In all cases in which a Temporary Emergency Removal is imposed, the student and/or employee will be given notice of the action, and the option to request to meet with the Title IX Coordinator prior to such action/removal being imposed, or as soon thereafter as reasonably possible, to show cause why the action/removal should not be implemented or should be modified. This notice will include information on how to request a meeting with the Title IX Coordinator and that the meeting request should be received within two (2) business days of the Notice of Temporary Emergency Removal.

This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate. When this meeting is not requested within 48-hours, objections to the emergency removal will be deemed waived for the purposes of ceasing the removal process.

A Respondent may be accompanied by an Advisor of their choice when meeting with the Title IX Coordinator for this meeting. The Respondent will be given access to a written summary of the basis for the Temporary Emergency Removal prior to the meeting to allow for adequate preparation.

The Title IX Coordinator, in consultation with Counseling and Wellness and Campus Safety and Security, has sole discretion under this policy to implement a Temporary Emergency Removal and to determine the conditions and duration. Failure to comply with a Temporary Emergency Removal under this policy will be grounds for discipline, which may include expulsion or termination.

Tiffin University will implement the least restrictive emergency actions possible in light of the circumstances and safety concerns. As determined by the Title IX Coordinator, these actions could include, but are not limited to: removing a student from a residence hall, temporarily re-assigning an employee, restricting access to or use of facilities or equipment, allowing a student to withdraw or take grades of incomplete without financial penalty, authorizing an administrative leave, and suspending participation in extracurricular activities, student employment, student organizational leadership, or intercollegiate/intramural athletics.

At the discretion of the Title IX Coordinator, alternative coursework options may be pursued to ensure as minimal an academic impact as possible on the parties.

The conditions of a Temporary Emergency Removal will remain in place until after an investigation into the allegations in the formal complaint and any applicable hearing concludes or available information demonstrates that the Respondent no longer poses an immediate threat to the physical health or safety of a student or other individual.

**Mandatory Dismissal Discretionary:**

Tiffin University will dismiss a Title IX Formal Complaint or any allegations therein if, at any time during the investigation or hearing, it is determined that:

- The conduct alleged in the formal complaint would not constitute a violation of the Title IX & Civil Rights Policy herein above, even if proved; and/or
- The conduct alleged did not occur in an educational program or activity controlled by the University (including buildings or property controlled by recognized student organizations), and/or the University does not have control of the Respondent; and/or
- At the time of filing a formal complaint, a Complainant is not participating in or attempting to participate in the education program or activity of the University; and/or

**Discretionary Dismissal:**

Tiffin University may dismiss a Title IX Formal Complaint or any allegations therein if, at any time during the investigation or hearing, it is determined that:

- A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein; and/or
- The Respondent is no longer enrolled in or employed by the University; and/or
- Specific circumstances prevent the University from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

The University will promptly send written notice of any dismissal and the rationale for doing so simultaneously to the parties.

A Complainant who decides to withdraw a complaint may later request to reinstate it or refile it.

**Dismissal Appeals:**

This dismissal decision is appealable by any party. Procedures for dismissal appeal follow the same procedures outlined in Section XVI: Appeals, described in the Title IX & Civil Rights Policy..

**Counterclaims:**

The Title IX Coordinator will conduct an initial assessment process to evaluate counterclaims in the same manner as it evaluates initial reports. Investigation of such claims may take place after resolution of the initial allegation, in which case a delay may occur. Counterclaims may also be resolved through the same investigation as the underlying allegation, at the discretion of the Title IX Coordinator.

**RESPONSE 1: SUPPORTIVE MEASURES**

Upon receipt of a report of an alleged policy violation, the University may impose reasonable and appropriate supportive measures to ensure equal access to the University's educational programs with as minimal an impact on the parties as possible. The University will implement measures in a way that does not unreasonably burden the other party, without fee or charge, and without treating the Respondent as responsible for the alleged policy violations unless and until the completion of a Formal Grievance Process that determines the Respondent to be responsible for a policy violation.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and on a case-by-case basis. They include measures designed to protect the safety of all parties or the University's educational environment, and include



measures to deter policy violations. Supportive measures are available to both the Complainant and Respondent regardless of whether the Complainant chooses to file a Formal Complaint.

Tiffin University will maintain the privacy of the supportive measures, provided that privacy does not impair the ability of the University to provide the supportive measures.

**Possible Supportive Measures:**

Potential supportive measures, implemented on behalf of the Complainant and/or the Respondent to the extent reasonably available and warranted by the circumstances, include, but are not limited to:

- Academic Support
  - Class Schedule Modification
  - Inform Professor(s), Dean, Advisor, Coach(es), Etc.
- Medical Support
  - General Sexual Assault Response Services
  - Pregnancy Testing
- Mental Health Support
  - Counseling
  - Safety Plan (Mental Health)
- Safety & Security Support
  - Safety Plan (Dating/Domestic Violence)
  - No Contact Order (Tiffin University)
- Reporting Support
  - Civil Rights Report (Title IX, Title VII, ADA) (Tiffin University)
  - Criminal Report (Seneca County)
- Physiological Support
  - Food Pantry
  - Altering Campus Housing Assignments
- Financial Aid Support
  - Financial Aid Consultation
  - Free Application For Federal Student Aid (FAFSA)
- International Support
  - Translation Services
  - Visa & Immigration Assistance
- Disability Support
  - Reasonable Accommodations
- Insurance Support
  - Student Insurance (Tiffin University)
  - Outside Insurance (Non-University)

**RESPONSE 2: FORMAL COMPLAINT SEEKING INFORMAL RESOLUTION**

Informal Resolution can include three different approaches:

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

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

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

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

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

**Alternate Resolution:**

Alternate Resolution is an informal process (including mediation or restorative practices, etc.) by which a mutually agreed upon resolution of an allegation is reached. All parties must consent to the use of Alternate Resolution.

The ultimate determination of whether Alternate Resolution is available or successful is to be made by the Title IX Coordinator. The Title IX Coordinator maintains records of any resolution that is reached, and failure to abide by the resolution agreement may result in appropriate responsive/disciplinary actions. Results of complaints resolved by Informal Resolution or Alternate Resolution are not appealable.

**Negotiated Resolution:**

The Title IX Coordinator, with the consent of the parties, may negotiate and implement an agreement to resolve the allegations that satisfies all parties and the University. Negotiated Resolutions are not appealable.

**Respondent Accepts Responsibility for Alleged Violations:**

The Respondent may accept responsibility for all or part of the alleged policy violations at any point during the resolution process. If the Respondent indicates an intent to accept responsibility for all of the alleged misconduct, the formal process will be paused, and the Title IX Coordinator will determine whether Informal Resolution can be used.

If Informal Resolution is applicable, the Title IX Coordinator will determine whether all parties and the University are able to agree on responsibility, sanctions, and/or remedies. If so, the Title IX Coordinator implements the accepted finding that the Respondent is in violation of University policy and implements agreed-upon sanctions and/or remedies, in coordination with other appropriate administrator(s), as necessary.

This result is not subject to appeal once all parties indicate their written assent to all agreed upon terms of resolution.

If all parties do not consent to Informal Resolution or the parties cannot agree on all terms of resolution, the Formal Grievance Process will initiate or resume at the same point where it was paused.

When a resolution is accomplished, the appropriate sanction or responsive actions are promptly implemented in order to effectively stop the harassment or discrimination, prevent its recurrence, and remedy the effects of the discriminatory conduct, both on the Complainant and the community.

### **RESPONSE 3: FORMAL COMPLAINT SEEKING FORMAL GRIEVANCE PROCESS**

#### **Resolution Timeline:**

The University will make a good faith effort to complete the resolution process within a (60-120) business days, including appeal, which can be extended as necessary for appropriate cause by the Title IX Coordinator, who will provide notice and rationale for any extensions or delays to the parties as appropriate, as well as an estimate of how much additional time will be needed to complete the process.

Hearings for possible violations that occur near or after the end of an academic term and are unable to be resolved prior to the end of term will typically be held immediately after the end of the term or during the summer, as needed, to meet the resolution timeline followed by the University and remain within the 60-120 business day goal for resolution.

In these cases, if the Respondent is a graduating student or transferring, a hold may be placed on graduation and/or official transcripts until the matter is fully resolved (including any appeal). A student facing charges under this Policy is not in good standing to graduate.

#### **Notice of Investigation and Allegations:**

The Title IX Coordinator will provide simultaneous written Notice of the Investigation and Allegations (NOIA) to the Complainant and Respondent upon commencement of the Formal Grievance Process and receipt of a signed formal complaint. This allows both parties to prepare for the investigation interview and to identify and choose an Advisor to accompany them.

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

Amendments and updates to the NOIA may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various charges.

#### **Appointment of Investigator(s):**

Once the decision to commence a Formal Grievance Process is made, the Title IX Coordinator appoints an Equity Resolution Team Member(s) to conduct the investigation (typically using one or a team of two Investigators), usually within (2-5) business days of determining that an investigation should proceed.

#### **Ensuring Impartiality:**

Any individual materially involved in the administration of the resolution process including the Title IX Coordinator, Investigator(s), and Decision-maker(s) may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific Complainant or Respondent.

The Title IX Coordinator will vet the assigned Investigator(s) to ensure impartiality by ensuring there are no actual or apparent conflicts of interest or disqualifying biases. The parties may, at any time during the resolution process, raise a concern regarding bias or conflict of interest, and the Title IX Coordinator will determine whether the concern is reasonable and supportable.

If so, another Pool member will be assigned and the impact of the bias or conflict, if any, will be remedied.

The Formal Grievance Process involves an objective evaluation of all relevant evidence obtained, including evidence which supports that the Respondent engaged in a policy violation and evidence which supports that the Respondent did not engage in a policy violation. Credibility determinations may not be based solely on an individual's status or participation as a Complainant, Respondent, or Witness.

The University operates with the presumption that the Respondent is not responsible for the reported misconduct unless and until the Respondent is determined to be responsible for a policy violation by the preponderance of evidence standard.

**Investigation:**

Investigations are completed expeditiously, normally within 30-60 business days. Depending on the nature, extent, and complexity of the allegations, availability of witnesses, police involvement, etc., this timeline may be extended with just cause. The University will make a good faith effort to complete investigations as promptly as circumstances permit and will communicate regularly with the parties to update them on the progress and timing of the investigation.

**Steps in the Investigation Process:**

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

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

The Investigator(s) typically take(s) the following steps, if not already completed – additional investigatory steps may also be deemed relevant and necessary:

- Schedule and complete investigation interviews with the Complainant and Respondent
- Schedule and complete investigation interviews with Witnesses
- Get transcriptions made of all investigation interviews
- Allow the Complainant, Respondent, and Witnesses the opportunity to review and comment on investigation interview transcriptions to ensure that it is complete, truthful, and fully captures their account,
- Write a comprehensive draft investigation report fully summarizing the investigation, all witness interviews, and addressing all relevant evidence, including appendices with relevant physical, or documentary evidence
- Gather, assess, and synthesize evidence, but make no conclusions, engage in no policy analysis, and render no recommendations as part of their report
- Share the draft investigation report and evidence with the Complainant, Respondent and their Advisors through secure electronic transmission for a ten business day review and comment period
- Update the draft report following the initial ten business day comment period incorporating the Parties' comments and suggestions, as appropriate

- Share the updated draft investigation report and evidence with the Complainant and Respondent and their Advisors for a ten business day review and comment period
- Share the report with the Title IX Coordinator who will share with legal counsel for their review and feedback
- Incorporate any relevant feedback in the final report
- Share the final investigation report and evidence with Complainant, Respondent and their Advisors through secure electronic transmission at least ten business days prior to a hearing

#### **Role and Participation of Witnesses in the Investigation:**

Identified Witnesses will be invited to participate in an investigation interview with the assigned Investigator(s). Witness participation in the investigation interview is voluntary. Any witness may choose not to offer evidence and/or answer questions during an investigation interview, either because they do not attend an interview, or because they attend but refuse to participate in some or all questioning.

The Decision-maker(s) can only rely on whatever relevant evidence is available through the investigation and hearing in making the ultimate determination of responsibility

#### **Recording of Interviews:**

The Investigator(s) will record investigation interviews for transcription and documentation purposes. No unauthorized audio or video recording of any kind is permitted during investigation interviews.

#### **Delays in the Investigation Process:**

The University may undertake a delay in its investigation if circumstances require. Such circumstances include but are not limited to a request from law enforcement to temporarily delay the investigation, the need for language assistance, the absence of parties and/or witnesses, and/or accommodations for disabilities or health conditions.

The University will communicate in writing the anticipated duration of the delay and reason to the parties and provide the parties with status updates if necessary. The University will promptly resume its investigation and resolution process as soon as feasible. During such a delay, the University will implement supportive measures as deemed appropriate.

University action(s) are not typically altered or precluded on the grounds that civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced.

#### **Notice of Hearing:**

At the conclusion of the investigation, once the final investigation report is shared with the parties, the Title IX Coordinator will send a notice of the hearing to the parties. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered. The hearing cannot be less than ten business days from the conclusion of the investigation, unless all parties and the Hearing Chair agree to an expedited timeline.

#### **Appointment of Hearing Panel:**

The Title IX Coordinator will select an appropriate three-member hearing panel from the Equity Resolution Team. The University will designate a three-member panel from the Equity Resolution Team, at the discretion of the Title IX Coordinator. With a panel, one of the three members will be appointed as Hearing Chair by the Title IX Coordinator.

The three-member panel will not have had any previous involvement with the investigation. The Title IX Coordinator may elect to have an alternate from the Equity Resolution Team sit in throughout the resolution process in the event that a substitute is needed for any reason.

Those who have served as Investigators may be witnesses in the hearing and therefore may not serve on the three-member panel. Those who are serving as Advisors for any party may not serve as the three-member panel in that matter.

The parties will be given a list of the names of the three-member panel at least five (5) business days in advance of the hearing. All objections to any panel members must be raised in writing, detailing the rationale for the objection, and must be submitted to the Title IX Coordinator as soon as possible and no later than one day prior to the hearing. Any members of the three-member panel will only be removed if the Title IX Coordinator concludes that their bias or conflict of interest precludes an impartial hearing of the allegation(s).

The Title IX Coordinator will give the three-member panel a list of the names of all parties, witnesses, and Advisors at least five (5) business days in advance of the hearing. Any members of the three-member panel who cannot make an objective determination must recuse themselves from the proceedings when notified of the identity of the parties, witnesses, and Advisors in advance of the hearing. If a member of the three-member panel is unsure of whether a bias or conflict of interest exists, they must raise the concern to the Title IX Coordinator as soon as possible.

#### **Pre-Hearing Meeting:**

The purpose of the Pre-Hearing Meeting is to review the hearing procedures, the rights and expectations of the Parties in this process, and answer any questions in preparation for the hearing. The parties have the opportunity to submit questions or topics they (the parties and/or their Advisors) wish to ask or discuss at the hearing, so that the Chair can rule on their relevance ahead of time to avoid any improper evidentiary introduction in the hearing or provide recommendations for more appropriate phrasing. However, this advance review opportunity does not preclude the Advisors from asking at the hearing for a reconsideration based on any new information or testimony offered at the hearing.

During the ten-business day period prior to the hearing, the parties have the opportunity for continued review and comment on the final investigation report and available evidence. That review and comment can be shared with the Chair at the pre-hearing meeting or at the hearing and will be exchanged between each party by the Chair.

The Chair, only with full agreement of the parties, may decide in advance of the hearing that certain witnesses do not need to be present if their testimony can be adequately summarized by the Investigator(s) in the investigation report or during the hearing.

The parties may each submit a written impact statement prior to the hearing for the consideration of the three-member panel at the sanction stage of the process when a determination of responsibility is reached.

#### **Hearing:**

At the hearing, the three-member panel has the authority to hear and make determinations on all allegations of policy violations including those allegations that may not specifically fall within this Policy.

Participants at the hearing may include the Hearing Chair, Hearing Panelists, the Hearing Facilitator, the Investigator(s) who conducted the investigation, the Parties, Advisors to the Parties, any called witnesses, the Title IX Coordinator, and anyone providing authorized accommodations or assistive services. The Chair and/or the Title IX Coordinator will answer all questions of procedure.

**Role and Participation of Witnesses in the Hearing:**

The Chair will allow witnesses who have relevant information to appear at a portion of the hearing in order to respond to specific questions from the Hearing Panel and the parties and will then be excused.

Evidence and witnesses may only be presented at the hearing if they were submitted to the investigator(s) and made available to the parties for review, unless they were unavailable at the time of the investigation or the relevance was unknown until the investigative report was submitted. The decision-maker will address any requests to present new evidence and new witnesses at the pre-hearing conference.

Identified Witnesses will be invited to participate in the Hearing. Participation in the Hearing is voluntary. Any witness may choose not to answer questions during a hearing, either because they do not attend the Hearing, or because they attend but refuse to participate in some or all questioning. If a Party or witness does not appear at the Hearing or make themselves available for cross examination, the Decision Maker may still consider that Party's or witness's previous statements but may, in the Decision Maker's discretion, give lesser weight to that Party or witness's statements when reaching a determination of responsibility.

The Decision-maker(s) can only rely on whatever relevant evidence is available through the investigation and hearing in making the ultimate determination of responsibility, including prior statements and evidence provided by witnesses who do not participate at the hearing.

The Decision Maker will not draw an inference about the determination regarding responsibility based solely on a Party's or witness's absence from the Hearing or refusal to answer cross examination or other questions.

**Recording Hearings:**

Hearings (but not deliberations) are recorded by the University for purposes of review in the event of an appeal. The parties may not record the proceedings and no other unauthorized recordings are permitted.

The three-member panel, the parties, their Advisors, and appropriate administrators of the University will be permitted to listen to the recording in a controlled environment determined by the Title IX Coordinator. No person will be given or be allowed to make a copy of the recording.

**Joint Hearings:**

In hearings involving more than one Respondent or in which two (2) or more Complainants have accused the same individual(s) of substantially similar conduct, the default procedure will be to hear the allegations jointly.

However, the Title IX Coordinator may permit the investigation and/or hearings pertinent to each Respondent to be conducted separately if there is a compelling reason to do so. In joint hearings, separate determinations of responsibility will be made for each Respondent with respect to each alleged policy violation.

Steps in the Hearing Process:

- Welcome and Procedural Reminders
- Introductions and Overview of Roles
- Overview of the Hearing Process
- Party Rights and Responsibilities
- Review of Policy
- Investigative Report Summary and Investigator Cross Examination
- Complainant Testimony and Cross Examination
- Respondent Testimony and Cross Examination
- Witness Testimony and Cross Examination
- Closing Statements
- Conclusion and Next Steps

**Cross Examination, Decorum, and Relevancy Determinations:**

The Parties, Witnesses, and Investigators will be invited to submit to questioning by the three-member panel and then by the Parties through their Advisors.

Parties are permitted to communicate with the Advisors at any time during the hearing, except while a question is pending. Advisors are not permitted to tell their parties how to answer questions as they are responding. If the party wishes to consult privately with their Advisor, they may do so. If lengthy private consultations are necessary, they may request a break.

All questions must be asked by an Advisor. The Hearing Chair must verbally declare each question to be relevant or not relevant before the question is answered. The Chair will explain any decision to exclude a question as not relevant, or to reframe it for relevance. Parties should wait until the Hearing Chair has determined relevance before answering.

Relevant questions are those tending to prove or disprove a fact at issue, or those that go to credibility. Questions that are not relevant include:

- Repetitive questions that have already been asked and answered.
- Questions seeking information that is protected by a legally recognized privilege, such as attorney-client privilege, where that privilege has not been waived.
- Questions seeking to elicit information about the party's medical, psychological, or counseling records, unless the Party has given voluntary, written consent for their use in this process.
- Questions regarding the Complainant's sexual predisposition or prior sexual behavior, unless the questions are either:
  - Offered to prove that someone other than the Respondent committed the conduct
  - The questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent as are offered to prove consent.

The Hearing is not a court proceeding, and is not nearly as formal. There are no "objections" and things like hearsay are not excluded. However, the Hearing Chair will be transparent about relevance determinations. If an Advisor has any questions or concerns regarding a relevance determination, they should inform the Hearing Chair and the Hearing Chair will consult with Advisors as appropriate. This will be permitted as long as it does not become disruptive.



Neither the parties nor the three-member panel should ask the Investigator(s) their opinions on credibility, recommended findings, or determinations, and the Investigators, Advisors, and parties will refrain from discussion of or questions about these assessments. If such information is introduced, the Chair will direct that it be disregarded.

If a party's Advisor of choice refuses to comply with the established rules of appropriateness for the hearing, the University may require the party to use a different Advisor. If a University-provided Advisor refuses to comply with the rules of decorum, the University may provide that party with a different Advisor to conduct cross-examination on behalf of that party

**Refusal to Submit to Cross-Examination:**

Any party or witness may choose not to offer evidence and/or answer questions at the hearing, either because they do not attend the hearing, or because they attend but refuse to participate in some or all questioning. The Decision-maker(s) can only rely on whatever relevant evidence is available through the investigation and hearing in making the ultimate determination of responsibility. The Decision-maker(s) may not draw any inference solely from a party's or witness's absence from the hearing or refusal to submit to cross-examination or answer other questions.

**Deliberation, Decision-Making, and Standard of Proof:**

The three-member panel will deliberate in closed session to determine whether the Respondent is responsible or not responsible for the policy violation(s) in question. A simple majority vote is required to determine the finding for the panel. The preponderance of the evidence standard of proof is used. The Title IX Coordinator will attend the deliberation, but is there only to facilitate procedurally, not to address the substance of the allegations. This process may take three to five business days. Title IX Coordinator will provide notice and rationale for any extensions or delays to the parties as appropriate, as well as an estimate of how much additional time will be needed to complete the process.

**Evidentiary Considerations:**

Any evidence that the three-member panel determine(s) is relevant and credible may be considered. The hearing does not consider: 1) incidents not directly related to the possible violation, unless they evidence a pattern; 2) irrelevant character evidence related to the parties; or 3) questions and evidence about the sexual predisposition or prior sexual behavior of the Complainant, unless such questions and evidence about prior sexual behavior of the Complainant are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the prior sexual behavior of the Complainant with respect to the Respondent and are offered to prove consent.

Previous disciplinary action of any kind involving the Respondent may be considered in determining an appropriate sanction upon a determination of responsibility.

**Impact Statements:**

When there is a finding of responsibility on one or more of the allegations, the three-member panel may then consider the previously submitted Party impact statements in determining appropriate sanction(s).

The Chair will ensure that each of the Parties has an opportunity to review any impact statement submitted by the other party(ies). The three-member panel may – at their discretion – consider the statements, but they are not binding.

The three-member panel will review the statements and any pertinent conduct history provided by the appropriate administrator and will determine the appropriate sanction(s) in consultation with other appropriate administrators, as required.

**Notice of Outcome:**

Following deliberations, the Title IX Coordinator will work with the Chair to prepare a Notice of Outcome. The Notice of Outcome will then be reviewed by legal counsel. The Title IX Coordinator will then share the Notice of Outcome, including the final determination, rationale, and any applicable sanction(s) with the parties and their Advisors. This process may take seven to ten business days depending on the availability and recommendations from legal counsel. Title IX Coordinator will provide notice and rationale for any extensions or delays to the parties as appropriate, as well as an estimate of how much additional time will be needed to complete the process.

The Notice of Outcome will then be shared with the parties simultaneously. Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official University records, or emailed to the parties' University-issued email or otherwise approved account. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

Per 34 C.F.R § 106.45(b)(7)(ii), the Notice of Outcome must include:

- Identification of the allegations potentially constituting sexual harassment as defined in § 106.30;
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- Findings of fact supporting the determination;
- Conclusions regarding the application of the recipient's code of conduct to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the recipient imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the recipient to the complainant; and
- The recipient's procedures and permissible bases for the complainant and respondent to appeal.

**SANCTIONS & REMEDIES**

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

- The nature, severity of, and circumstances surrounding the violation(s)
- The Respondent's disciplinary history
- Previous allegations or allegations involving similar conduct
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment, and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation
- The need to remedy the effects of the discrimination, harassment, and/or retaliation on the Complainant and the community
- The impact on the parties
- Any other information deemed relevant by the Decision-Makers

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

The sanctions described in this policy are not exclusive of, and may be in addition to, other actions taken, or sanctions imposed by external authorities.

**Student Sanctions:**

Sanctions that may be imposed upon students or organizations include but are not limited to those that are outlined in “Part III- Section X –Sanctions & Outcomes Defined” of the Student Code Of Conduct.

**Employee Sanctions:**

Sanctions that may be imposed upon employees of the university include but are not limited to those that are outlined in “Section 2: Personnel Practices- Corrective Action” of the Personnel Handbook.

**Student Withdrawal While Charges Pending:**

If a student has an allegation pending for violation of the Title IX & Civil Rights Policy , the University may place a hold on a student’s ability to graduate and/or to receive an official transcript/diploma.

Should a student decide to not participate in the resolution process, the process proceeds absent their participation to a reasonable resolution. Should a student Respondent permanently withdraw from the University, the resolution process may end if the University no longer has disciplinary jurisdiction over the withdrawn student.

If the resolution process ended following Respondent’s departure from the University, the University will continue to address and remedy any systemic issues, variables that may have contributed to the alleged violation(s), and any ongoing effects of the alleged conduct. If a student withdraws or leaves while the process is pending, the student may not return to the University. Such exclusion applies to all campuses of the University. A hold will be placed on their ability to be readmitted. They may also be barred from University property and/or events.

If the student Respondent only withdraws or takes a leave for a specified period of time (e.g., one semester or term), the resolution process may continue remotely, and that student is not permitted to return to the University unless and until all sanctions have been satisfied.

During the resolution process, the University may put a hold on a responding student’s transcript or place a notation on a responding student’s transcript or dean’s disciplinary certification that a disciplinary matter is pending.

**Employee Resignation While Charges Pending:**

Should an employee Respondent resign with unresolved allegations pending, the resolution process may end if the University no longer has disciplinary jurisdiction over the resigned employee.

The University will continue to address and remedy any systemic issues, variables that contributed to the alleged violation(s), and any ongoing effects of the alleged harassment or discrimination if the resolution process ended after the Respondent left the institution.

The employee who resigns with unresolved allegations pending is not eligible for rehire with the University and the records retained by the Title IX Coordinator will reflect that status.

All University responses to future inquiries regarding employment references for that individual will include that the former employee resigned during a pending disciplinary matter.

**Failure to Comply with Sanctions, Remedies, and/or Responsive Actions:**

All Respondents are expected to comply with the assigned sanction(s), within the timeframe specified by the final Decision-Makers.

Failure to abide by the sanction(s) imposed by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanction(s), including suspension, expulsion, and/or termination from the University and may be noted on a student's official transcript.

A suspension will only be lifted when compliance is achieved and as approved by the Title IX Coordinator.

**Long-Term Remedies/Other Actions:**

Following the conclusion of the resolution process, and in addition to any sanctions implemented, the Title IX Coordinator may implement additional long-term remedies or actions with respect to the parties and/or the campus community that are intended to stop, prevent, and remedy the alleged conduct.

These remedies/actions may include, but are not limited to:

- Referral to counseling and health services
- Referral to the Employee Assistance Program
- Education to the individual and/or the community
- Permanent alteration of housing assignments
- Permanent alteration of work arrangements for employees
- Provision of campus safety escorts
- Climate surveys
- Policy modification and/or training
- Provision of transportation accommodations
- Implementation of long-term contact limitations between the parties
- Implementation of adjustments to academic deadlines, course schedules, etc.

At the discretion of the Title IX Coordinator, certain long-term support or measures may also be provided to the Parties even if no policy violation is found.

When no policy violation is found, the Title IX Coordinator will address any remedies owed by the University to the Respondent to ensure no effective denial of educational access.

The University will maintain the privacy of any long-term remedies/actions/measures, provided privacy does not impair the ability for the University to provide these services.

**PRIVACY**

Every effort is made by Tiffin University to preserve the privacy of reports assessed under this policy. Tiffin University will not share the identity of any individual who has made a report or complaint of harassment, discrimination, or retaliation, except to a limited group of individuals whose knowledge is necessary to respond to and investigate claims of prohibited conduct.

Moreover, Tiffin strives to protect the privacy of any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, or any witness, except as permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; FERPA regulations, 34 CFR part 99; or as required by law; or to carry out the purposes of 34 CFR Part 106, including the conducting of any investigation, hearing, or grievance proceeding arising under these policies and procedures. Student health records maintained by the University are protected by

FERPA. Access to employee personnel records is restricted in accordance with Tiffin's policies and Ohio law.

The University reserves the right to designate which University officials who have a legitimate educational interest in being informed about incidents that fall within this policy, pursuant to FERPA.

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

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

Tiffin will not impose prior restraints on students' and employees' ability to discuss the allegations under investigation, including with a parent, friend, other source of emotional support, with an advocacy organization, or with persons who may have information regarding the underlying incident. However, all persons who participate in the Resolution of a Complaint under this policy are expected to respect the privacy of these proceedings and protect the integrity of the process.

**For more information on the equity resolution policies and procedures, view a copy of Tiffin University's Title IX & Civil Rights Policy at: [tiffin.edu/about/title-ix](https://tiffin.edu/about/title-ix)**

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

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

A complainant may then meet with the University Victims Advocate to develop a Safety Plan, which is a plan for the Victims Advocate and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: adjustment to routes taken from classrooms or buildings on campus, special parking arrangements, housing re-assignment, changing classroom locations or allowing a student to complete assignments from home, etc.), providing temporary academic accommodations, and actions to take if the victim feels

unsafe or lack a sense of security. The University cannot apply for a legal order of protection, no contact order or restraining order for a victim from the applicable jurisdiction(s).

All applications of such court issued orders must be done through the local advocacy agency, Seneca County Victim Assistance Program. Should a victim wish to seek such orders, the University Victims Advocate will connect the victim to the local advocacy agency to be the process for pursuing such court issued orders.

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

Tiffin University complies with Ohio State law in recognizing civil orders of protection and other civil or criminal court issues orders by obtaining a copy of such orders and abiding by the content of the court issued document. The University may issue an institutional No Contact Order if deemed appropriate or at the request of the complainant or respondent. Violations of no contact orders will be referred to appropriate student or employee conduct processes for enforcement. For students – Office for Campus Safety & Security. For employees – Office for Human Resources.

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

**PREVENTION EDUCATION: EDUCATIONAL PROGRAMS AND CAMPAIGNS TO PREVENT DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND STALKING**

In fostering Tiffin University's commitment to providing a safe and equitable educational experience, the Office for Equity, Access, & Opportunity takes a proactive approach to preventing gender-based discrimination and sexual misconduct.

Each academic year, the Office for Equity Access & Opportunity creates and implements a Comprehensive Prevention Plan based on best practices outlined in the Ohio Department of Higher Education's (ODHE) Changing Campus Culture initiative. In accordance with this initiative, the Comprehensive Prevention Plan incorporates the following ODHE recommendations:

1. Use data to guide action
2. Empower staff, faculty, campus law enforcement and students to prevent and respond to sexual violence through evidence-based training
3. Communicate a culture of shared respect and responsibility
4. Develop a comprehensive response policy
5. Adopt a survivor-centered response

**Mandatory Prevention Education:**

Tiffin University holds standing-up and looking out for one another's safety as a core value. One way in which our school commits to this value is by providing students, faculty, and staff with virtual bystander training. We want all members of our TU Family to have the knowledge and skills to be an active bystander, who interferes when anyone is observed being endangered by sexual violence, hazing, discrimination, or other harmful behaviors. For that reason, all students, faculty, and staff are required to complete annual prevention training through our training partner, Get Inclusive.

- **Minors On Campus** – This module prepares employees, volunteers, and affiliates to engage in healthy, safe relationships with minors and will review mandated reporting responsibilities. Click [here](#) to register for Minors on Campus training.
- **Voices for Change** – This module empowers new and returning students to be active bystanders and to help prevent things such as discrimination/harassment, sexual violence, hazing, and more! At the start of each academic year, all new and returning students are automatically assigned this training module and are required to complete it by the start of the Fall semester.
- **Harassment & Title IX Reporting (for Employees & Supervisors)** – This module prepares employees and supervisors to create a healthy workplace environment free from discrimination/harassment, as well as reviews their mandatory Title IX reporting obligations. At the start of each academic year, all new and returning employees/supervisors are automatically assigned this training module and are required to complete it by the start of the Fall semester.

## 2023

<i>Prevention &amp; Awareness Program Topics Covered</i>			
	Tabling	Presentation, Training, Event	Online Module
Bystander Intervention/Reporting Procedures	4	26	3
Domestic Violence/Dating Violence	17	22	2
Sexual Assault	6	17	2
Stalking	4	16	2

### Prevention Data:

*\*For comprehensive tabling or training that covers multiple topics, that tabling/training was comprehensive tabling or training that covers multiple topics, that tabling/training was counted under each topic that was covered (i.e. Title IX training covers information on Dating/Domestic Violence, Sexual Assault and Stalking, and therefore was counted under each of those categories.)*

<i>Total Prevention &amp; Awareness Programs Facilitated/Implemented</i>	
Tabling	27
Presentation, Training, Event	33
Online Module	3

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

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

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

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

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

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

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

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

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

## **ALCOHOLIC BEVERAGE POLICY**

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

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



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

Tiffin University, consistent with the local, state or federal law, will impose sanctions against any student or employee who violates the following standards of conduct. These sanctions may include but are not limited to mandatory participation in an appropriate rehabilitation program, expulsion from the college, termination of employment, or referral to the authorities for prosecution.

## **ALCOHOL POLICY**

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

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

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

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

- Use and/or possession and sale of alcohol under the age of 21.
- Alcohol stored in common spaces (living rooms, common area fridges, etc.) if all residents in an apartment/house are not over the age of 21.
- Occupancy in a room where alcohol is present.
- Complicity to alcohol use.
- Alcohol containers of any kind (whether empty or full) are not permitted for use or to be in the presence of those under the age of 21.
- Abuse/Misuse: Consumption of alcohol that impairs a Student's personal health and/or safety, regardless of age.
- Common Source/Keg: Distribution of any alcoholic beverage from a common source (i.e. mixed drinks or punch bowls, punch cans, beer balls, etc.) and/or keg.
- Devices: Use and/or possession of mass consumption devices (i.e. beer bongs, funnels, etc.).
- Disorderly Conduct: Any conduct occurring when a Student is under the influence of alcohol that violates the rights of others or leads to disorderly and/or dangerous behavior.
- Mass Consumption: Participation in activities and/or drinking games (i.e. beer pong, water pong, flip-cup, card games) that promote mass consumption of alcoholic beverages.
- Public Intoxication: Public intoxication and/or drinking in public.
- Underage Guests: Students that are of legal drinking age are prohibited from having underage guests (including Students) in the presence of alcohol containers of any kinds (whether empty or full).
- University regulations governing the use, possession, sale, and consumption of alcoholic beverages by Students and Student Organizations on University property or affiliated premises:

- Students may not possess, sell, or consume alcoholic beverages in any academic building, athletic event, including intercollegiate, club, or intramural practices or contests.
- Each Greek chapter is responsible for adhering to state and local laws, and the Tiffin University Code of Student Conduct regarding alcohol possession, use and sale.
- Residential Facilities (halls, houses, apartments, etc.) - Student Rooms
- Students who are of legal age may consume alcohol in their room with the doors closed.
- Open containers, carriers, or cups of alcoholic beverages are not permitted in any common space, lounge, hallway, restroom, or other public area of a residence hall, or on-campus location where underage Students are living.
- Open Containers - Consuming or possessing alcohol in an open container in any University district location is not permitted and will subject the violator(s) to disciplinary action.

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

### **DISCIPLINARY ACTIONS**

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

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

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

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

Third Offense	<p>Suspension from the University for no less than one academic year, housing sanctions or restrictions, parental/guardian notification and \$300 fine.</p> <p>Further violations may result in Dismissal from the University.</p>	<p>Completion of outpatient substance abuse program or counseling, disciplinary probation of no less than one academic year, possible housing sanctions or restrictions, parental/guardian notification, and \$200 fine.</p>
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**Drug Sanctioning Guidelines - Incidents that result in:**

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

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

**PHILOSOPHY STATEMENT ON DRUG ABUSE PREVENTION**

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

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

tests are positive, sanctions ranging from mandatory counseling to suspension or dismissal from the University could be imposed.

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

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

## **DRUG POLICY**

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

## **DRUG TESTING POLICY**

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

Assistance Act and the Drug-Free Workplace Act, Tiffin University has established the following policies:

## **REASONABLE SUSPICION TESTING**

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

## **TESTING AND DISCIPLINARY ACTION**

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

professional counseling and treatment programs for a student which may be at the expense of the student.

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

## **ALCOHOL AND OTHER DRUGS FEDERAL, STATE, AND LOCAL PENALTIES LEGAL REQUIREMENTS**

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

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

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

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

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

#### VIII. Federal Drug Laws

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

## IX. Disclaimer

- A. This information is provided as a general summary of the major applicable laws. Laws are frequently amended and reinterpreted, and the application of law to specific situations generally requires an analysis of all of the facts and circumstances. This information should not be substituted for specific legal advice.
- B. If you are charged with a crime it is a good idea to seek advice of an attorney. Updates to these laws are generally reflected on the websites mentioned here, but individuals are ultimately responsible for knowing the laws. This information should not be substituted for specific legal advice.
- C. Tiffin University's Code of Student Conduct and University Policies and Rules are campus behavior and safety standards that may result in sanctions, educational outcomes or penalties that are independent of any criminal considerations.
- D. Violation of the laws referenced previously may also be a violation of Tiffin University's Code of Student Conduct and university policies and rules and could result in university sanctions. It should also be noted that the university's expectations for appropriate behavior are higher than those under the law.

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

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

## **HEALTH RISKS**

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

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

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



- Alcohol - Addiction, brain damage, cancer (mouth, stomach, throat), heart disease, liver damage, ulcers, gastritis, birth defects, malnutrition, loss of coordination and speech,
- Marijuana - Addiction (psychological), distortion of time perception, increased heart rate, bronchitis, lung cancer, infertility.
- Cocaine/Crack - Addiction, nasal erosion, elevated blood pressure and heart rate, hyperactivity, pupil dilation, respiratory arrest, stroke, convulsions, seizures, malnutrition, death.
- Stimulants (caffeine, speed, amphetamines) - Addiction, elevated blood pressure and heart rate, insomnia, malnutrition, acute psychosis, nausea, liver damage, headache, sweating coma, possible death.
- Depressants (Quaaludes, barbiturates, tranquilizers) - Addiction, depression of central nervous system, decreased coordination and motor skills, liver damage, malnutrition, irritability, sleep, confusion, convulsions, possible death.
- Narcotics (opium, heroin, codeine) - Addiction, shallow breathing, nausea, panic, insomnia, malnutrition, constipation, respiratory arrest, possible death.
- Hallucinogens (PCP, LSD, acid) - Addiction, mental depression, bizarre behavior, severe disorientation, memory and perception impairment, impairment of judgment and motor function, violence, hallucinations, psychosis, convulsions, agitation, increased heart rate, confusion, possible death.
- Inhalants (white-out, glue, gasoline) - Addiction, depression of respiration, nausea, light-headedness, nasal erosion, fatigue, forgetfulness, depression, kidney and liver damage, malnutrition, heart failure, violence, suffocation, possible death.

## **ALCOHOL POISONING**

Symptoms of alcohol poisoning:

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

## **ALCOHOL AND DRUG RESOURCES**

Tiffin University Health Center 419-448-3429, <a href="mailto:healthcenter@tiffin.edu">healthcenter@tiffin.edu</a> Friedley Hall	New Transitions Counseling LLC 419-448-4094 777 S. Washington St Tiffin, OH 44883
Tiffin University Counseling and Wellness 419-449-3578, <a href="mailto:counseling@tiffin.edu">counseling@tiffin.edu</a> Friedley Hall	Firelands Counseling & Recovery Services 419-448-9440 76 Ashwood Rd Tiffin, OH 44883

## **FIREARMS AND WEAPONS POLICIES**

The possession or use of firearms, pellet guns, bows and arrows, slingshots, fireworks, illegal knives, stun guns or other objects that can be used with the intent to endanger student welfare and safety is strictly prohibited on Tiffin University campuses and at all University-sponsored functions. This also includes objects that may resemble weapons such as water pistols or toy pistols such as nerf guns or other toy weapons or anything made to resemble a weapon. Students that

violate this policy will be subject to disciplinary action and/or criminal action. The laws of the State of Ohio are strictly followed by Tiffin University in regard to possession of weapons of any kind.

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

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

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

## **ANNUAL FIRE SAFETY REPORT 2024**

### **Fire Statistics**

#### **Fire Safety Systems in Campus Housing Facilities**

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

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

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

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

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

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

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

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

### **USING A FIRE EXTINGUISHER**

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

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

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

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

- Tiffin University Campus Safety and Security Office (419) 934-0721 24 hour line
- Tiffin University Facilities Office (419) 448-3275
- Tiffin University Student Affairs Office (419) 448-3264
- Residence Life (419) 448-5138
- Housing (419) 448-3264
- When calling, please provide as much information as possible about the location, date, time and cause of the fire.

## **FIRE LOG**

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

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

## **FIRE SAFETY STANDARDS**

- Fire doors in halls and stairways must be kept closed at all times. Do not prop the door open.
- In case of fire, the alarm should be activated and the building evacuated, and the Fire Department called. In houses if possible, call the Fire Department before attempting to use an extinguisher. The residence hall alarms are all directly connected to the Fire Department.
- Adams Street and Benner apartments and the individual houses are NOT connected to the Fire Department. In case of emergency, dial 911.
- If you are in a room where a fire starts, leave immediately. Close the door to confine the blaze to that one room.
- Always close the door to your room when you go to bed. Many people have died in their sleep by rising heat and toxic gasses before they knew there was a fire.
- If you wake up in the middle of the night and smell smoke, do not open your door until you feel it with your hand. If it is hot, leave it closed. This is a sign that you cannot live in the corridor long enough to get down the stairs. In that case, go to the window, and call for help unless you can get out through other rooms that do not lead into the corridor.
- Know the location of all fire exits, fire alarms, and fire extinguishers.
- Use only metal wastebaskets. You should empty your basket frequently.
- Multiple outlet extension cords are not permitted. Do not string wires or extension cords under rugs, over hooks, or in any place where these may be submitted to wear or

mechanical damage. All electrical cords should be checked periodically for wear and damage.

- The Director of Housing Operations must approve high wattage appliances before they may be used in the residence halls and houses.
- The purpose of fire extinguishers is to save lives in the event of fire. Damaged equipment may result in death. It is **ILLEGAL** to use fire extinguishers for other than firefighting purposes. Under section 2909.07 Ohio Revised Code, unauthorized use is a malicious destruction of property and is punishable up to a \$500 fine or 60 days in jail or both.
- In case of an accident, illness, or other emergency, notify the RA or any other staff member, who will arrange assistance.
- Fire alarm pull stations are designed to save lives in case of fire. It is illegal to sound a false alarm. It is considered criminal mischief which is a misdemeanor of the third degree.
- Candles (used or unused), incense burners, Scentsy Burners, potpourri burners, any objects with open flames or open heating elements (i.e. hotplates) are not permitted in any residence.
- Causing a fire alarm through carelessness will result in an automatic \$100 fine. If it cannot be determined who caused the fire alarm, the fine may be split among all residents. For a full list of fire evacuation procedures, please refer to Tiffin University Emergency Procedures.

### **FIRE EVACUATION PROCEDURES FOR STUDENT HOUSING**

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

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

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

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

- Pull the fire alarm
- Leave the building immediately using the closest emergency exit
- Close doors behind you
- Call 911 when safe to do so

- Assemble in a designated area
- Re-enter the building only when instructed by officials

#### **Tips**

- Never leave cooking unattended
- Do not assume the alarm is false
- Do not use elevators in the event of a fire
- Be aware of two ways out of your residence hall or office building
- If unable to exit the building, go to the nearest exit stairwell or safe area of refuge and call Tiffin Fire Department or 911 to report your location
- If trained, use a fire extinguisher if the fire is small and contained, and room is not filled with smoke

### **HEALTH AND SAFETY INSPECTIONS**

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

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

#### **Summary of Fires On-Campus: 2021 - 2023**

Facility	Address	2021	2022	2023
Friedley Hall	18 S. Sandusky St.	0	1	0
Craycraft Hall	160 Miami St.	0	0	0
Zahn Hall	173 Jackson St.	0	0	0
Miller Hall	228 W. Perry St.	0	0	0
Huggins Hall	156 Clay St.	1	0	0
Kirk Hall	187 Jackson St.	0	0	0
Clay Hall	194 Clay St.	0	0	0
Apartment	335 Miami St.	0	0	0
Apartment	355 Miami St.	0	0	0
Apartment	95 Adams St.	0	0	0
Apartment	97 Adams St.	0	Not Applicable	Not Applicable
Apartment	349 Miami St.	0	0	0
Apartment	359 Miami St.	0	0	0
Apartment	106 Benner St.	0	0	0
Apartment	316 Benner St.	0	Not Applicable	Not Applicable
Apartment	15 Beechwood Dr	0	0	0
House Unit	93 Adams St.	0	0	0
House Unit	128 Franklin St.	0	Not Applicable	Not Applicable
House Unit	139 Franklin St.	0	0	0
House Unit	143 Franklin St.	0	0	0

House Unit	149 Franklin St.	0	0	0
House Unit	281 Miami St.	0	0	0
House Unit	293 Miami St.	0	0	0
House Unit	19 S. Sandusky St.	0	0	0
House Unit	21 S. Sandusky St.	0	0	0
House Unit	80 Miami St	0	0	0
House Unit	88 S. Sandusky St	0	0	0
House Unit	92 S. Sandusky St	0	0	0
House Unit	108 S. Sandusky St.	0	0	0
House Unit	120 S. Sandusky St.	0	0	0
House Unit	140 S. Sandusky St.	0	0	0
House Unit	261 Miami St.	0	0	0
House Unit	118 Jackson St.	0	0	0
House Unit	149 Jackson St.	0	0	0
House Unit	193 Jackson St.	0	0	0
House Unit	144 Clay St.	0	0	0
House Unit	146 Clay St.	0	0	0
House Unit	172 Clay St.	0	0	0
House Unit	173 Clay St.	0	0	0
House Unit	212 Clay St.	0	0	0
House Unit	220 Clay St.	0	0	0
House Unit	224 Clay St.	0	0	0
House Unit	230 Clay St.	0	0	0
House Unit	236 Clay St.	0	0	0
House Unit	238 Clay St.	0	0	0
House Unit	246 Clay St.	0	0	0
House Unit	268 Clay St.	0	0	0
House Unit	276 Clay St.	0	0	0
House Unit	282 Clay St.	0	0	0
House Unit	285 Miami	0	0	0
House Unit	292 Clay St.	0	0	0
House Unit	50 Jackson St.	0	Not Applicable	Not Applicable
House Unit	116 S. Sandusky St.	0	0	0
House Unit	114 S. Sandusky St.	0	0	0
House Unit	114 Jackson St.	0	0	0
House Unit	132 Jackson St.	0	0	0
House Unit	136 Jackson St.	0	0	0
House Unit	142 Jackson St.	0	0	0
House Unit	46 Miami St.	0	Not Applicable	Not Applicable
Facility	Address	2021	2022	2023
House Unit	46 ½ Miami St.	0	Not Applicable	Not Applicable
House Unit	44 Miami St.	0	Not Applicable	Not Applicable
House Unit	402 Miami St.	0	0	0
House Unit	82 Franklin St.	0	Not Applicable	Not Applicable
House Unit	82 ½ Franklin St.	0	Not Applicable	Not Applicable
House Unit	114 Benner St.	0	Not Applicable	Not Applicable
House Unit	47 Franklin St.	0	Not Applicable	Not Applicable

House Unit	55 Franklin St.	0	Not Applicable	Not Applicable
House Unit	132 Franklin St.	0	0	0
House Unit	133 Franklin St	0	0	0
House Unit	95 Fairfield	0	Not Applicable	0
House Unit	115 Adams St	N/A	N/A	0
House Unit	117 Adam St	N/A	N/A	0
House Unit	65 ½ Market Street	N/A	N/A	0
TOTALS		0	1	1

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

### **IMPORTANT CONTACTS AND EMERGENCY NUMBERS**

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

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

Residential Facilities	Addresses	Total Fires 2021	Total Fires 2022	Total Fires 2023	Cause of Fire Unintentional /Intention	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Friedley Hall	18 S. Sandusky St.	0	1	0	Unintentional	0	0	\$27,387
Craycraft Hall	160 Miami St.	0	0	0	N/A	0	0	0
Zahn Hall	173 Jackson St.	0	0	0	N/A	0	0	0
Miller Hall	228 W. Perry St.	0	0	0	N/A	0	0	0
Huggins Hall	156 Clay St.	0	0	0	N/A	0	0	0



Kirk Hall	187 Jackson St.	0	0	0	N/A	0	0	0
Clay Hall	194 Clay St.	0	0	0	N/A	0	0	0
Apartment	335 Miami St.	0	0	0	N/A	0	0	0
Apartment	355 Miami St.	0	0	0	N/A	0	0	0
Apartment	95 Adams St.	0	0	0	N/A	0	0	0
Apartment	349 Miami St.	0	0	0	N/A	0	0	0
Apartment	359 Miami St.	0	0	0	N/A	0	0	0
Apartment	106 Benner St.	0	0	0	N/A	0	0	0
Apartment	15 Beechwood Dr	0	0	0	N/A	0	0	0
House Unit	93 Adams St.	0	0	0	N/A	0	0	0
House Unit	139 Franklin St.	0	0	0	N/A	0	0	0
House Unit	143 Franklin St.	0	0	0	N/A	0	0	0
House Unit	149 Franklin St.	0	0	0	N/A	0	0	0
House Unit	281 Miami St.	0	0	0	N/A	0	0	0
House Unit	293 Miami St.	0	0	0	N/A	0	0	0

Residential Facilities	Addresses	Total Fires 2020	Total Fires 2021	Total Fires 2022	Cause of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
House Unit	19 S. Sandusky St.	0	0	0	N/A	0	0	0
House Unit	21 S. Sandusky St.	0	0	0	N/A	0	0	0
House Unit	92 S. Sandusky St.	0	0	0	N/A	0	0	0
House Unit	108 S. Sandusky St.	0	0	0	N/A	0	0	0
House Unit	146 Clay St.	0	0	0	N/A	0	0	0
House Unit	172 Clay St.	0	0	0	N/A	0	0	0
House Unit	173 Clay St.	0	0	0	N/A	0	0	0
House Unit	212 Clay St.	0	0	0	N/A	0	0	0
House Unit	220 Clay St.	0	0	0	N/A	0	0	0
House Unit	224 Clay St.	0	0	0	N/A	0	0	0
House Unit	230 Clay St.	0	0	0	N/A	0	0	0

House Unit	236 Clay St.	0	0	0	N/A	0	0	0
House Unit	238 Clay St.	0	0	0	N/A	0	0	0
House Unit	246 Clay St.	0	0	0	N/A	0	0	0
House Unit	268 Clay St.	0	0	0	N/A	0	0	0
House Unit	276 Clay St.	0	0	0	N/A	0	0	0
House Unit	282 Clay St.	0	0	0	N/A	0	0	0
House Unit	292 Clay St.	0	0	0	N/A	0	0	0
House Unit	50 Jackson St.	0	0	0	N/A	0	0	0
House Unit	116 S. Sandusky St.	0	0	0	N/A	0	0	0
House Unit	114 S. Sandusky St.	0	0	0	N/A	0	0	0
House Unit	114 Jackson St.	0	0	0	N/A	0	0	0
House Unit	132 Jackson St.	0	0	0	N/A	0	0	0
House Unit	120 S. Sandusky St.	0	0	0	N/A	0	0	0
House Unit	140 S. Sandusky St.	0	0	0	N/A	0	0	0
House Unit	80 Miami St	0	0	0	N/A	0	0	0
House Unit	261 Miami St.	0	0	0	N/A	0	0	0
House Unit	285 Miami St.	0	0	0	N/A	0	0	0
House Unit	118 Jackson St.	0	0	0	N/A	0	0	0
House Unit	149 Jackson St.	0	0	0	N/A	0	0	0
House Unit	193 Jackson St.	0	0	0	N/A	0	0	0
House Unit	144 Clay St.	0	0	0	N/A	0	0	0
House Unit	136 Jackson St.	0	0	0	N/A	0	0	0
House Unit	142 Jackson St.	0	0	0	N/A	0	0	0
House Unit	402 Miami St	0	0	0	N/A	0	0	0
House Unit	132 Franklin St.	0	0	0	N/A	0	0	0
House Unit	133 Franklin St	0	0	0	N/A	0	0	0
House Unit	95 Fairfield St.	0	N/A	0	N/A	0	0	0
House Unit	115 Adams St.	N/A	N/A	0	N/A	0	0	0
House Unit	117 Adams St.	N/A	N/A	0	N/A	0	0	0
House Unit	65 ½ Market St	N/A	N/A	0	N/A	0	0	0

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

Residential Facilities	Addresses	Total Fire Drills in Each Building 2021	Total Fire Drills in Each Building 2022	Total Fire Drills in Each Building 2023
Friedley Hall	18 S. Sandusky St.	2	2	2
Craycraft Hall	160 Miami St.	2	2	2
Zahn Hall	173 Jackson St.	2	2	2
Miller Hall	228 W. Perry St.	2	2	2
Huggins Hall	156 Clay St.	2	2	2
Kirk Hall	187 Jackson St.	2	2	2
Clay Hall	194 Clay St.	2	2	2
Apartment 1	335 Miami St.	2	2	2
Apartment 2	355 Miami St.	2	2	2
Apartment	95 Adams St.	2	2	2
Apartment	349 Miami St.	2	2	2
Apartment	359 Miami St.	2	2	2
Apartment	106 Benner St.	2	2	1
Apartment	15 Beechwood Dr	1	0	0
House Unit	93 Adams St.	2	2	1
House Unit	139 Franklin St.	2	2	1
House Unit	143 Franklin St.	2	2	1
House Unit	149 Franklin St.	2	2	1
House Unit	80 Miami St.	2	2	1
House Unit	281 Miami St.	2	2	1
House Unit	293 Miami St.	2	2	1
House Unit	19 S. Sandusky St.	2	2	1
House Unit	21 S. Sandusky St.	2	2	1
House Unit	88 S. Sandusky St.	2	2	1

House Unit	108 S. Sandusky St.	2	2	1
House Unit	172 Clay St.	2	2	1
House Unit	173 Clay St.	2	2	1
House Unit	212 Clay St.	2	2	1
House Unit	220 Clay St.	2	2	1
House Unit	224 Clay St.	2	2	1
House Unit	236 Clay St.	2	2	1
House Unit	238 Clay St.	2	2	1
House Unit	246 Clay St.	2	2	1
House Unit	268 Clay St.	2	2	1
House Unit	276 Clay St.	2	2	1
House Unit	282 Clay St.	2	2	1
House Unit	292 Clay St.	2	2	1
House Unit	92 S. Sandusky St.	2	2	1
House Unit	116 S. Sandusky St.	2	2	1
House Unit	120 S. Sandusky St.	2	2	1
House Unit	140 S. Sandusky St.	2	2	1
House Unit	261 Miami St.	2	2	1
House Unit	118 Jackson St.	2	2	1
House Unit	149 Jackson St.	2	2	1
House Unit	193 Jackson St.	2	2	1
House Unit	144 Clay St.	2	2	1
House Unit	114 S. Sandusky St.	2	2	1
House Unit	114 Jackson St.	2	2	1
House Unit	132 Jackson St.	2	2	1

House Unit	136 Jackson St.	2	2	1
House Unit	142 Jackson St.	2	2	1
House Unit	402 Miami St.	2	2	1
House Unit	95 Fairfield St	2	N/A	1
House Unit	132 Franklin St.	2	2	1
House Unit	133 Franklin St	2	2	1
House Unit	146 Clay St	2	2	1
House Unit	230 Clay St	2	2	1
House Unit	285 Miami St	2	2	1
House Unit	115 Adams St	N/A	N/A	0
House Unit	117 Adams St	N/A	N/A	0
House Unit	65 ½ Market St	N/A	N/A	0

## Appendix A

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

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

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

This includes the implementation of timely and appropriate intervention strategies and programs when students do not follow college policies. To this end, the Office of the Dean of Students and the Campus Safety Department collaboratively work together to hold students accountable for their behavior and provide education regarding decision-making and personal responsibility.

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

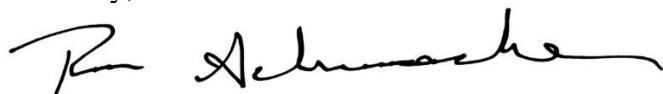
This Report is completed annually by the Campus Safety and Security Office. We urge members of the TSCC community to use this report as a guide for safe practices on and off campus. The college generates and email to every enrolled student and current employee on an annual basis notifying them that the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

#### **Dear Terra State Titan Community:**

As a premier community college, we accomplish our mission best when members of our community feel safe. That is why Terra State Community College is dedicated to the safety and security of all who come here to live, work, learn, heal, discover and create. This commitment to safety and security takes all of us. I am proud of the many members of our community who strive to advance a respectful, civil and welcoming environment. Produced by the office of Campus Safety and Security, the Annual Campus Safety, Security, and Fire Safety Report highlights some of our efforts and serves as a robust source of information for our entire community. I hope you will examine the information, initiatives and resources provided in the report to help ensure our continued safety. I am grateful for the work done by the Campus Safety and Security Office to present this critical information to the public in a

transparent way, and I hope the information contained within this report will be useful to you as you advance the work of our college. Thank you for your continued commitment to the safety and security of our community.

Sincerely,



Dr. Ronald M. Schumacher  
President, Terra State Community College

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

The Office of Campus Safety and Security annually presents the college's campus crime statistics and security information based on information reported and received during the previous calendar year. Terra State's 2024 Annual Campus Safety, Security, and Fire Safety Report is provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, also known as the Clery Act, and the Higher Education Opportunity Act.

The 2024 report provides safety, security and fire information for the Terra State campus. Also included is information on the Safety and Security Office; policies and procedures for reporting crime; prevention and protection programs; fire safety; and other resources designed to assist in maintaining a safe campus community. If you want to learn more about this report, your personal safety, or emergency preparedness, please visit [Campus Safety and Security](#).

Sincerely,



Acacia Hull PHD(C)  
Director of Campus Safety & Security

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

Terra State Community College does not discriminate on the basis of race, color, religion, national origin, ethnicity, age, sex, gender identity, genetic information (including family medical history), gender expression, sexual orientation, marital status, disability, pregnancy, military status, or special disabled or Vietnam-era veteran status in provision of educational programs and services or employment opportunities and benefits pursuant to the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act of 1990, the Age Discrimination Act of 1976, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, and Chapter 4112 of the Ohio Revised Code.

All members of the faculty, staff, administration, student body, and volunteers to campus have the right to be free from discrimination. All members of the above-mentioned groups are expected to conduct themselves in a manner that does not infringe upon the rights of others. The policies listed below have been developed to

reaffirm these principles and to provide recourse for those individuals whose rights have been violated. The policies serve as a measure for the College to determine, after the fact, if behaviors have violated policy.

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

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

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

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

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

### **Disclosure of Crime Statistics**

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

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

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

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



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

**Rape:** The penetration, no matter how slight, of the vagina or anus with anybody part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**Fondling:** The touching of the private body parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

**Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

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

**Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force, violence, and and/or causing the victim fear.

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

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

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

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

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

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

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

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

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. It does not include acts covered under the definition of domestic abuse.

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

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) Fear for the person's safety or the safety of others; or (2) Suffer substantial emotional distress. For the purposes of this definition "course of conduct" means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property. "Substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. "Reasonable person" means a reasonable person under similar circumstances and with similar identities to the victim.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **Our Campus**

Terra State has proudly served northwest Ohio as a leading educational institution for over 54 years. We are accredited, state supported, and provide our community members educational experiences that are both accessible and affordable.

We pride ourselves in helping students reach their goals while staying true to the community college mission of providing open access to higher education. Known for our Allied Health and Skilled Trades programs, Terra State offers over 70 degrees and certificates through 21 program areas and several transfer pathway options! With state-of-the-art labs, an on-campus residence hall and our own conference center, our campus is both welcoming and active. We are located within an hour of many Northern Ohio attractions, including Cedar Point, Put-In-Bay, Kelley's Island and even the Rutherford B. Hayes Presidential Library & Museums. Don't take our word for it, schedule a visit and see how you can be part of the community!

No matter what your interests are, Terra State has something for you!

- Become a leader in our Student Government Association
- Let your accomplishments stand out in Phi Theta Kappa
- Release your inner musician in a Terra State music ensemble such as brass, symphonic, percussion, concert choir, contemporary, jazz band, symphony orchestra and chamber strings.
- Race through a course in our Drone Club
- Connect in faith with Terra State Christian Fellowship
- Read along with the Terra State Book Club
- Feel comfortable in Proud Terra
- Provide community support through Circle K International
- Let your collective imaginations play out with D&D club
- Shoot and edit live events on campus and beyond in the Terra Video Club
- Participate in program specific clubs like the Student Nursing Association (SNA), Medical Assisting Student Organization (MASO) or the Health Information Technology Student Organization (HITSO)
- Cheer on the Titans at a baseball, golf, basketball, softball, bowling, E-sports or volleyball game

## **Terra State Campus Safety & Security**

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

The department is staffed with a full time Director of Campus Safety & Security and part time Campus Safety & Security Responders.

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

Campus Safety & Security Responders are not police officers and do not maintain legal authority to arrest individuals. They do maintain the authority to detain any individual if the need arises.

The College encourages anyone who believes a crime or violation of the college policy has occurred to report it to either the Fremont Police Department at 419-332-6464, or Campus Safety Department, at 419-559-2253 or extension 2253. Or visit our website at [Report a concern](#)

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

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

### **Mission Statement**

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

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

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

## **Legally Mandated Authority and Responsibility**

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

## **Mutual Aid and Public Safety Partnerships**

The Terra State Community College Campus Safety & Security Department maintains partnerships with local, state and federal public agencies. By virtue of concurrent jurisdictions and in some cases shared jurisdictions a close working relationship is in place with the Fremont, Ohio Police Department, the Sandusky County Sheriff's Office, and the Ohio State Highway Patrol. At this time, Terra State Community College does have written memorandum of understanding agreement with the local or extended police departments regarding the investigation of alleged criminal investigations.

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

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

Fingerprinting for BCI/FBI background checks can be done by Campus Safety & Security Department for students entering or graduating programs for nursing, health information technology, medical assisting, phlebotomy, and potential student felony applications. Appropriate identification, such as a state driver's license or other state or government- issued ID, must be provided as well as other pertinent information. Fingerprinting can be done Monday – Friday by appointment only. Call 419-559-2253 to schedule your appointment.

### **Lost and Found**

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

### **Emergency Response**

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

### **Family Emergency**

In the event of a personal or family emergency, Terra State's staff will contact students on campus. College office telephones are staffed from 8:00 a.m. to 5p.m. Monday through Friday main college telephone number is 419.334.8400. For afterhours please contact Campus Safety & Security at 419.559.2253.

They may also call the main campus number toll free at 866- 288-3772 and follow the voice prompts if it is after hours.

For the Terra Village Landings (Housing) Personal or Family Emergencies please contact the RA on call at 567-314-5777, if no one is available please contact the administrator on call at 567-314-5774

### **Emergency Phones**

There are emergency telephones throughout Terra State Community College's Campus. The telephones are located in common hallways outside of classrooms, and in all buildings on campus. These phones can dial out to 911 by pressing 911, or any on campus extension.

### **Reporting Crimes on Campus**

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

### **Confidentiality**

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

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

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

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

Terra State Community College Campus Safety & Security is the primary department accepting information about criminal activity. In some circumstances, a person may prefer to report a crime to other college officials. The college has designated employees who have significant responsibility for students and crime activities as Campus Security Authorities (CSA). The list of designated CSAs can be found here and include but are not limited to: Director of Campus Safety & Security, Campus Safety & Security Responders, Dean of Student Success, Vice President of Academic Affairs, Senior Vice President of Innovation and Strategic Planning, President, Vice President of Institutional Advancement, Registrar, Cashiers, Chief Information Officer, Chief Financial Officer, Housing officials, Student Engagement Coordinator, Athletic Coaches, Athletic Director, Director of Human Resources, Dean of Enrollment Services, Dean of Liberal Arts, Business and Allied Health, Dean of Technology, Skill Trades, and Science, Faculty, Adjunct Faculty, Staff, and more.

### **Missing Student Reporting**

The College takes the report of a missing person seriously. All missing persons including all students, shall be reported to Terra State Community College Campus Safety Department. An investigation will immediately be initiated. If the student is determined to be missing from a location not within the jurisdiction of Terra State Community College, the reporting person will be directed to file a missing person police report with the agency of jurisdiction with the assistance of a Terra State Community College Campus Safety &

Security Responder. The law enforcement agency that has jurisdiction is the Fremont, Ohio Police Department. They can be reached at 419-332-6464, or the Sandusky County Sheriff's Office, 419-332-2613.

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

### **Policy Statement**

In compliance with The Higher Education Opportunity Act (HEOA), Terra State Community College (TSCC) will implement the following notification guidelines in the event of a missing student. The Missing Student Notification Policy can also be found in the TSCC Annual Security Report. TSCC Annual Security Report can be found at [Annual Campus Safety, Security and Fire Report](#) The Higher Education Opportunity Act (HEOA) can be found at [HEOA](#)

### **Procedures**

- In the event it is believed a student (residential or commuter) is missing, especially if the student has been missing for 24 hours or more, the Campus Safety & Security Office should be contacted immediately (419) 559-2253 and the Fremont Police Department (419) 332-6464. If the student is a residential student, the resident assistant and the Director of Residence Life and or designee will also be contacted by the appropriate staff members.
- Any student living in an on-campus housing facility has the option to register a confidential contact person to be notified in the case that the on-campus student is determined to be missing. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information, unless otherwise specified by the student. The student should include any other information in his or her registration. Registration forms may be completed in the office of Residence Life.
- All students should be advised that even if they have not registered a contact person in the office Residence Life, local law enforcement officials will be notified to aid in an investigation, as will other agencies as necessity dictates.
- Parents or guardians of any student less than 18 years of age and not emancipated will be notified immediately, regardless of registration status.
- Any reports or notification of missing students will be referred immediately to local law enforcement officials.
- If a student residing in a campus housing facility is determined to have been missing for 24 hours or more, the following procedures will be implemented:
  - Local law enforcement will be contacted immediately as will the President, or his /her designee and the President's Leadership Team. The President and the President's Leadership Team will receive notifications of the investigation from the Director of Campus Safety & Security, and or, a designee.
  - Campus officials will aid local law enforcement in whatever capacity, as well as aid in seeking and obtaining information from any campus sources, such as roommates, classmates, teammates, professors, staff members, and any other campus constituents who may have information pertinent to the investigation.
  - The President will coordinate all media efforts with the Assistant Vice President for Student and Enrollment Services and the Senior Vice President of Innovation and Strategic Planning.
  - The Student Affairs Staff will work with family members to keep them apprised of the situation and to offer support.
  - The President will determine and coordinate any other responsibilities as needed.
- NOTE: This procedure may be implemented in less than 24 hours if circumstances warrant a faster response.

### **For International Students:**



**Initial Attendance:**

- An international student attending Terra State Community College on an F-1 visa is required to report to school no sooner than 30 days prior to the start of classes and no later than 7 days after the start of classes. The Primary Designated School Official (PDSO) or designee is notified when a student successfully obtains his/her F-1 visa. From this point, the Senior Vice President of Innovation and Strategic Planning or designee requires a flight itinerary from the student that shows the departure and arrival time of the flight, the flight number, and contact information. The flight itinerary paperwork is required to be submitted at least 2 weeks before the student arrives at the airport. The paperwork has contact information for the Senior Vice President of Innovation and Strategic Planning or designee.
- The Senior Vice President of Innovation and Strategic Planning or designee or a member of the staff greets every student at the airport. If the student fails to report to the airport, the Senior Vice President of Innovation and Strategic Planning or designee first attempts to contact airport security to notify authorities of the missing student. Attempts to contact the parents or guardian of the student or the recruiting agent from the student's home country follow if no contact is made through airport security. If all attempts to contact the student prove unsuccessful, the PDSO is required to terminate the student's I-20 document and notify the United States Customs and Immigration Services (USCIS) and The Department of Homeland Security via the Student and Exchange Visitor information Services (SEVIS) database of the failure to report. At this point, the student is considered an illegal alien to the United States and subject to deportation.

**Active Status International Student:**

- International students are required to supply the Senior Vice President of Innovation and Strategic Planning or designee with a phone number, off-campus address, as well as, contact information for parents or guardians in case of emergency. This information is available to the staff of the Student and Enrollment Services division. If an international student is missing from the college, the Senior Vice President of Innovation and Strategic Planning or designee in conjunction with the Office of Residence Life, will investigate the circumstances surrounding the disappearance. The family members of the missing student will immediately be notified in attempt to locate the student's whereabouts. If the student is missing for more than 24 hours, the local authorities will be notified.

If the student does not report back to campus, the PDSO is required to terminate his/her I-20 document and notify the United States Customs and Immigration Services (USCIS) and The Department of Homeland Security via the Student and Exchange Visitor information Services (SEVIS) within 30 days.

**Daily Crime Logs**

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

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

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

**Emergency Plans**

In the event of various types of emergencies, the College has set forth various plans of action including fire, tornado, hazardous material spill, hostage or active shooter situations, etc. These plans are available to view

on the Terra State Community College website  
[http://www.terra.edu/life\\_at\\_terra\\_state/student\\_services/campus\\_safety/index.php](http://www.terra.edu/life_at_terra_state/student_services/campus_safety/index.php) click on and open  
hyperlink.

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

The College deploys closed circuit television cameras in all buildings, terra village landings and other public areas. Cameras serve as a crime deterrent and provide an extra layer of security. Areas with cameras can be monitored quickly, providing valuable information to emergency responders. Video is also helpful during police investigations. Video camera updates and installation will take place Fall 2024

### **Education and Prevention**

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

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

### **Sex Offenders**

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

[Sexual Offender Registration and Notification](#)

[Sandusky County Sheriff](#)

[Ottawa County Sheriff Department](#)

[Seneca County Sheriff Office](#)

<http://www.drc.ohio.gov/offenders/Search>

### **Reporting Procedures**

#### **General Procedures**

It is imperative that all crime and suspicious activity be reported to either the Terra State Campus Safety & Security Office or the Fremont Police Department. There is a current written memorandum of understanding agreement with the local police department regarding the investigation of alleged criminal investigations however, by working together, the College community and the police can reduce crimes on campus. Members of the college community may report criminal activities or other emergencies in several different ways. While we encourage all campus community members to promptly report all crimes and other emergencies directly to campus safety and security or the Fremont Police Department, we recognize that some may prefer to report to other individuals or college offices. A list of titles of each person or organization to whom students and employees should report criminal offenses described in the law for the purpose of making timely warning reports and the annual statistical disclosure is included in the resources section.

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

Should a criminal action occur on campus during business hours (8 AM - 5 PM), students or employees should report details to the Safety & Security Office (419-559-2253 or extension 2253). Should a criminal action occur on campus after business hours, students or employees should report details to the Campus Safety and Security Office by calling 419-559-2253. If the situation is an emergency, contact the Fremont Police Department at 911 or 419-334-6464. In addition, you may report a crime to the following areas:

S.V.P. of Innovation & Strategic Planning	<a href="mailto:cstine@terra.edu">cstine@terra.edu</a>	(419) 559-2355
Dean of Student Success	<a href="mailto:tshaal01@terra.edu">tshaal01@terra.edu</a>	(419) 559-2416
Title IX Coordinator	<a href="mailto:ewooten01@terra.edu">ewooten01@terra.edu</a>	(419) 559-2361
Director of Campus Safety & Security	<a href="mailto:ahull01@terra.edu">ahull01@terra.edu</a>	(419) 559-2280

## Confidential Reporting

If you are witnessing a crime in progress, you should call 911 or Fremont Police at 419-334-6464. If you see crime or suspicious activity occurring on campus and you would like to anonymously report it, please call 419-559-2253 or report it through our [Report a Concern Page](#)

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

## Pastoral and Professional Counselors

Campus "Pastoral Counselors" and "Professional Counselors," when acting as such, are not considered to be a campus security authority for Clery Act purposes and are not required to report crimes for inclusion in the annual disclosure of crime statistics. As a matter of policy, the professional counselors at Terra State are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary confidential basis to CSAs.

### Pastoral Counselor

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

### Professional Counselor

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

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

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

### **Notification Policies**

#### **Timely Warning Policy and Procedure**

This Policy is promulgated to promote campus safety & security in compliance with requirements of the Jeanne Clery Disclosure and Campus Security Policy and Campus Crime Statistics Act (The “Clery Act”) and additional requirements of the Higher Education Opportunity Act (“HEOA”). Timely Warnings are provided to heighten safety awareness by giving students, faculty and staff notification of crimes that occur on campus property, non-campus property, or on public property immediately adjacent to and accessible from campus and are considered by Terra State Community College to present a serious or continuing threat to students and/or employees.

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

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

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

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

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

#### **Timely Warning Procedure**

In the event a crime is reported or a situation arises, within the Terra State Community College Clery Geography (On Campus, Public Property, and Non-campus property) that in the judgement of the

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

The Terra State Community College Campus Safety & Security office or their designee will develop timely warning notices for the College Community to notify members of the community about serious crimes against people that occur on campus, where it is determined that the incident may pose an ongoing threat to members of the College community. Timely Warning Notices are usually distributed for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: arson, criminal homicide, and robbery. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by the Terra State Community College Campus Safety and Security office. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other College community members, therefore; a Timely Warning Notice would not be distributed. Sexual Assaults are considered on a case by case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known by the Title IX Coordinator and/or their designee. Timely Warning Notices may be distributed for other crimes as determined necessary by the Director of Campus Safety & Security or his or her designee in his or her absence.

Information included in Timely Warnings:

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

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

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

Please note that Timely Warnings are a separate and distinct process from the emergency notification text messaging alerts provided by the TSCC Alert System. For more information about the TSCC Alert text

messaging system, please

visit [http://www.terra.edu/life\\_at\\_terra\\_state/student\\_services/campus\\_safety/alert\\_notification\\_system.php](http://www.terra.edu/life_at_terra_state/student_services/campus_safety/alert_notification_system.php).

## **Immediate Notification Policy**

This Policy is promulgated to promote campus safety & security in compliance with requirements of the Jeanne Clery Disclosure and Campus Security Policy and Campus Crime Statistics Act (The “Clery Act”) and additional requirements of the Higher Education Opportunity Act (“HEOA”). Included among Terra State’s efforts to maintain a safe campus environment are the following procedures designed to provide the campus community with immediate notification of significant campus health and safety emergencies, and timely warnings of crimes on or near the campus that may pose an ongoing or continuing threat.

In the event of an emergency, Terra State will initiate and provide, without delay, immediate notifications to the appropriate segment(s) of the College community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employee and visitors. The Campus Safety & Security staff is responsible for confirming an emergency in conjunction with campus administrators, local first responders and/or the national weather center.

In the event of a significant emergency or dangerous situation occurring on campus, Terra State Administrators shall, without delay, make an initial determination as to whether the situation presents an **immediate** threat to the health or safety of students and employees. If the administrators conclude that such a threat exists, they shall immediately notify the appropriate segments of the College community, unless issuing an immediate notification would, in the professional judgment of the College or other City, County or State entity, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The designated administrator shall also promptly consult with other senior College officials regarding any significant emergency or dangerous situation to determine what follow-up information the campus community may need and how best to disseminate follow-up notices.

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

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

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

<b>System to use</b>	<b>Primary Message Creator</b>	<b>Backup Message Creator</b>	<b>Authority for approving &amp; sending messages</b>	<b>Primary Message Sender/Distributor</b>	<b>Backup Message Sender/Distributor</b>
<b>PRIMARY WENS</b>	Campus Safety and Security Director or designee	Campus Safety and Security or designee	President of the College or their designee	Campus Safety and Security Director or designee	Campus Safety and Security or designee
<b>SECONDARY Email</b>	Campus Safety and Security Director or designee	Campus Safety and Security or designee	President of the College or their designee	Campus Safety and Security Director or designee	Campus Safety and Security or designee
<b>Social Media</b>	Marketing Associate or designee	Marketing Associate or designee	President of the College or their designee	Marketing Associate or designee	Marketing Associate or designee
<b>Local Media</b>	Marketing Associate or designee	Marketing Associate or designee	President of the College or their designee	Marketing Associate or designee	Marketing Associate or designee

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

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

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

Emergency notices shall describe the emergency or dangerous situation, outline immediate steps to be taken (including, if necessary, shelter and evacuation procedures), and indicate where additional information may be found. Emergency updates and further information will be provided by text or voice messages, postings to the listed social medial sites, and/or emails to the Terra State community and other methods as needed. If the situation requires evacuation, the College will provide members of the community with evacuation instructions. In the event that an extended evacuation is necessary, people will be directed to other buildings/areas on campus for support (information, food, shelter, medical attention, etc.). Specific details about the sites will be included in the Immediate Notification.

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

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

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

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

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

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

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

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



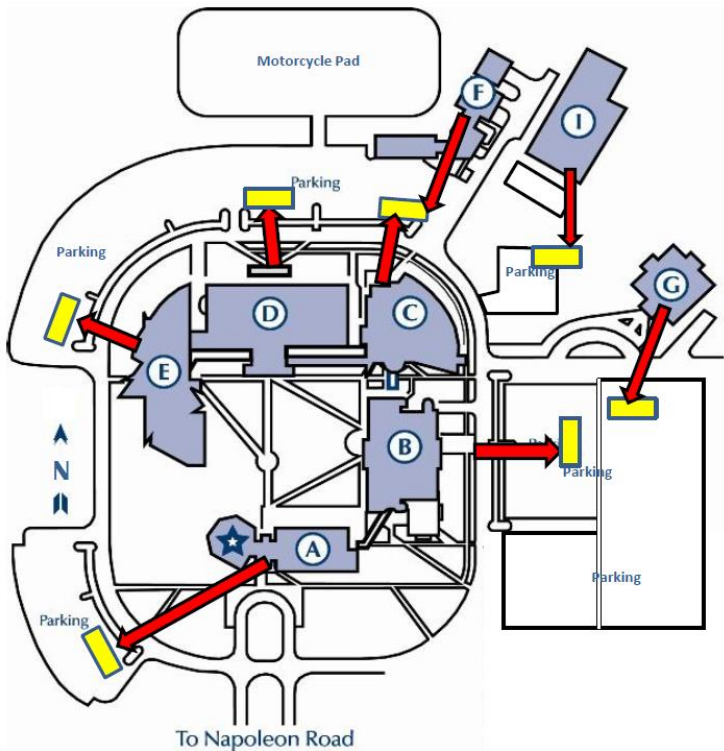
## **Declaration of Campus State of Emergency**

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

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

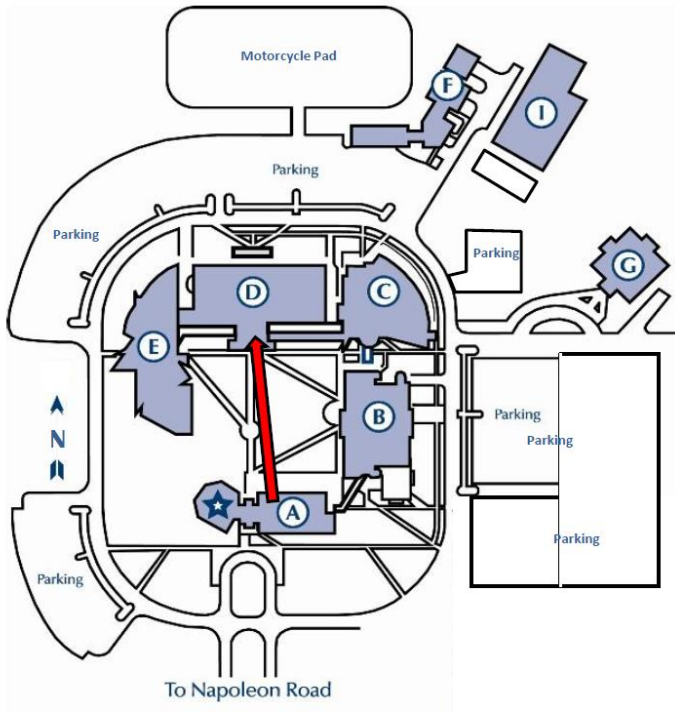
## **Campus Evacuations to Parking Lots**

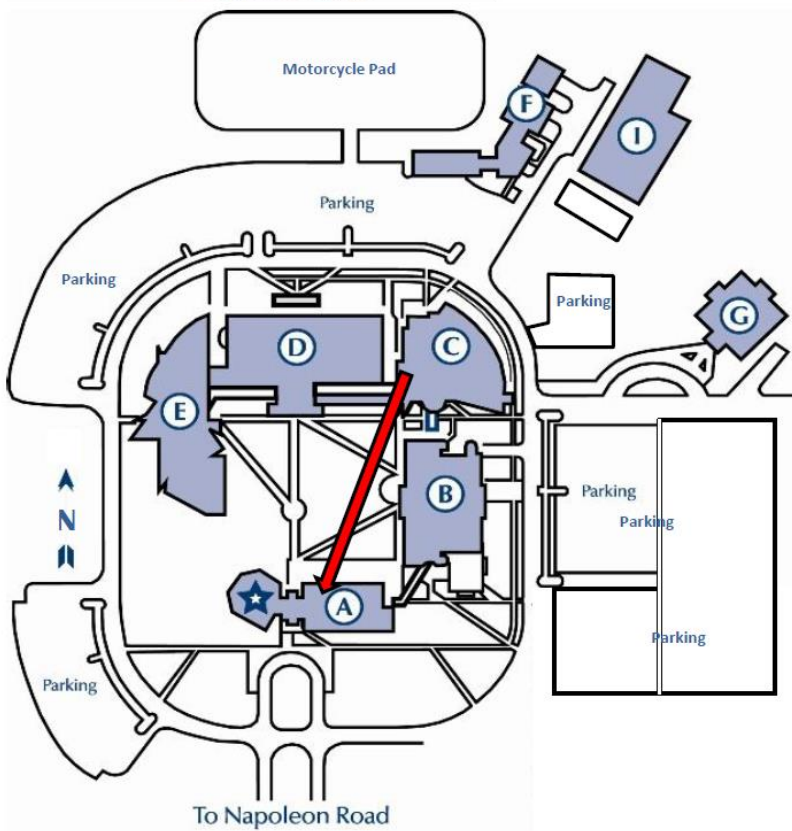
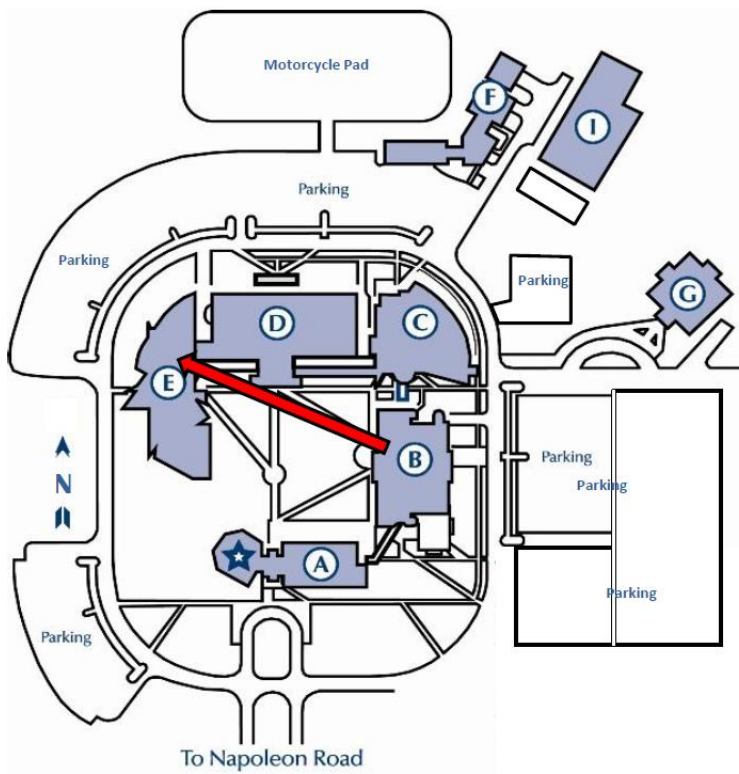
- (A) All building evacuations will occur when an audible alarm goes off with a warning that is issued via voice and over the phone text with the WEN System or TerraAlert (campus emergency notification system) upon notification by campus security officers or college personnel. Individuals are asked to take all personnel items with them when they leave.
- (B) In the event of a campus-wide evacuation, all individuals, with the exception of those who are a part of the Chain of Command, will be directed to designated rally points.
- (C) See evacuation rally points located on this map:**

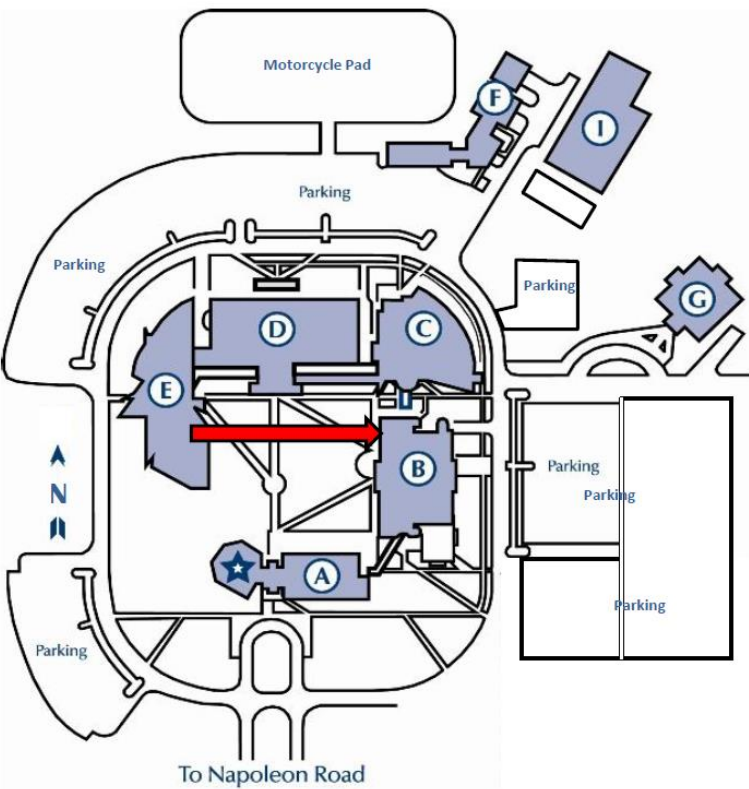
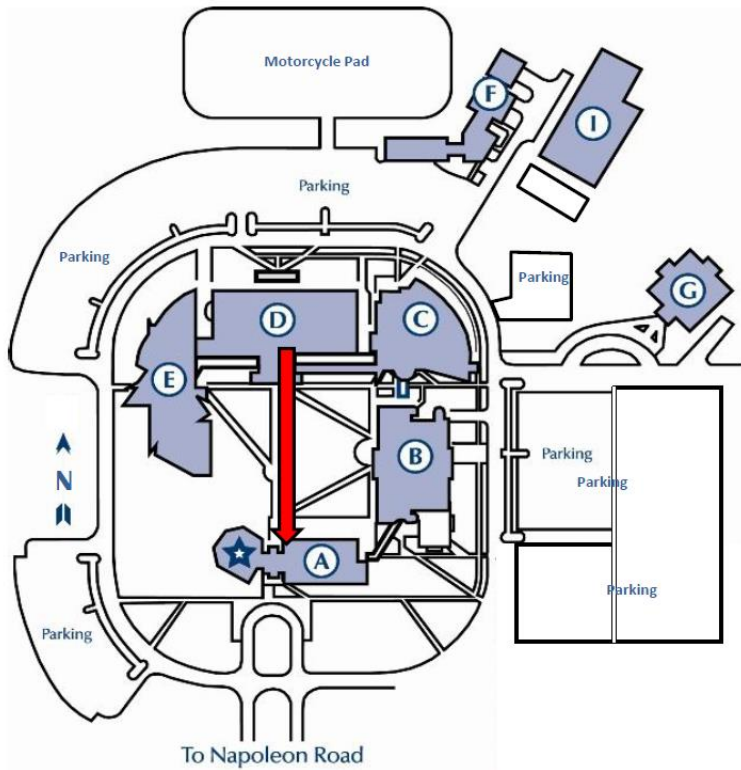


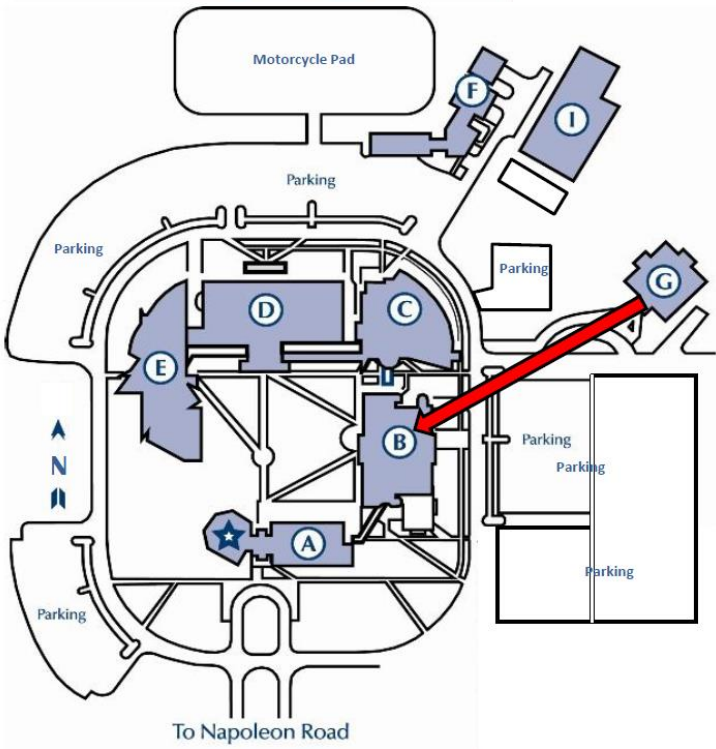
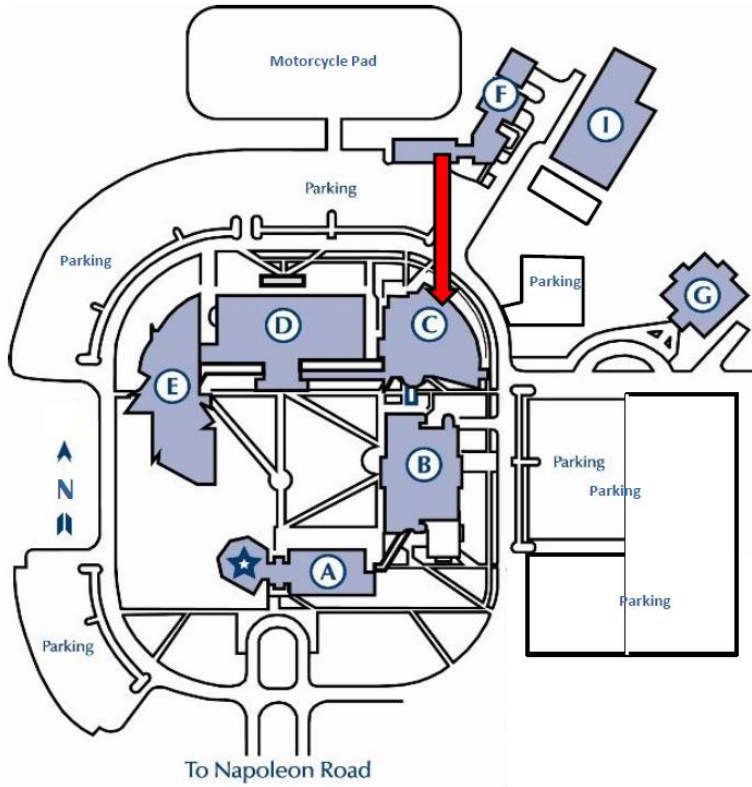
### Building Evacuations to Another Building

- (A) All building evacuations will occur when an audible alarm goes off with a warning that is issued via voice and over the phone text with the WEN System or TerraAlert (campus emergency notification system) upon notification by Campus Safety & Security Officers or College Personnel. Individuals are asked to take all personal items with them when they leave.
- (B) When a building evacuation occurs, leave by the nearest marked exit and alert others to do the same. The last one out of a room should close the door (except for bomb threats). Do not lock it. If you work in a building with multiple stories, a stairway will be your primary escape route if you are not on the first floor. Do not panic, descend stairs slowly and carefully. Once in a stairwell, proceed down to the first floor; never go up.
- (C) Assist persons with disabilities in exiting the building. If you are unable to assist, notify Campus Security immediately and identify the person and their location. Campus Safety & Security will facilitate their evacuation if necessary.
- (D) Faculty members and staff supervisors should be the last persons to leave a room. Report any persons not evacuating and their location to Campus Safety & Security.
- (E) Once outside, proceed to the designated evacuation area. **(see maps following paragraph (f) of this section.)**
- (F) DO NOT return to an evacuated building until you are notified that the building is reopened.

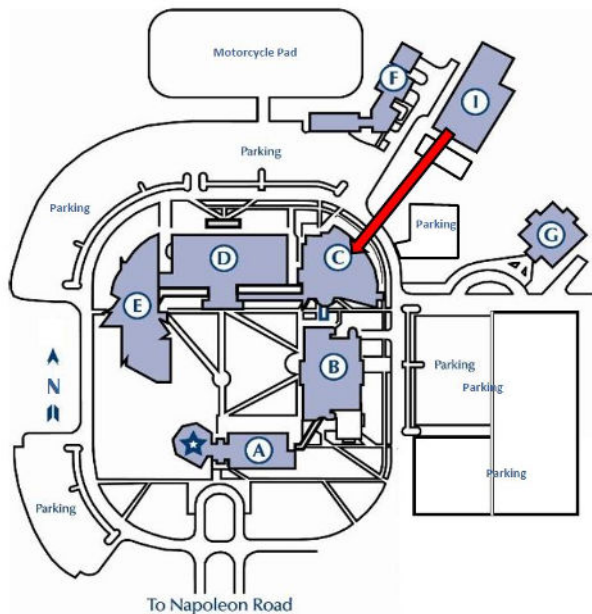












## **2024 BUILDING/DEPARTMENT COORDINATORS**

A list of individual names and phone numbers who will be contacted by Campus Safety & Security in a situation such as power failure, sewer backup, water leak, fire or other emergency affecting their areas or assist with evacuation procedures is listed in the Emergency Response Manual, and located in the Campus Safety & Security office located in E104.

All faculty, staff, student or visitor are to notify the Campus Safety & Security at extension 2253 or call 419-559-2253 if any incidents occur. For 2024 Building/ Department Coordinators contact Campus Safety & Security. Faculty and Staff can also view the list by visiting the Campus Safety & Security Department on the Terra SharePoint Page at [Terra State Community College SharePoint page](#)

Emergency evacuation route diagrams are conspicuously posted in most classrooms and offices. Additionally, various procedures for responding to emergencies can also be found on the Campus Safety & Security website [Terra State Campus Safety & Security](#)

## **EVACUATIONS FOR TORNADO WARNINGS**

- (A) If a tornado drill is issued by authorities or if tornado warning sirens are sounded, all people will be advised to move quickly to a designated tornado shelters on campus.
- (B) Campus notification will be completed by the WEN System (campus emergency notification system) or by personal notification by Campus Safety & Security.
- (C) If appropriate tornado shelters are not available people should use protected stairwells or sit in the first-floor hallways with their backs against the wall away from all glass.
- (D) Areas with glass windows or skylights should be avoided. Flying glass is responsible for many of the injuries resulting from tornado strikes on buildings.

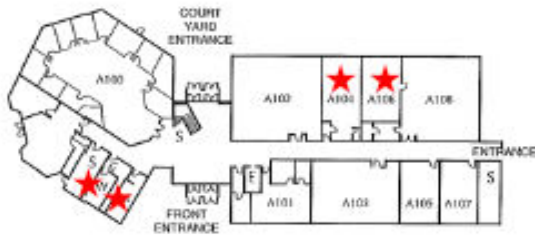
- (E) People should remain in their shelters until the all clear is given by Campus Safety& Security. Campus Safety & Security personnel will go through the buildings to make sure everyone is informed of the all clear.

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



# Storm Shelter Locations

Locations marked with a ★



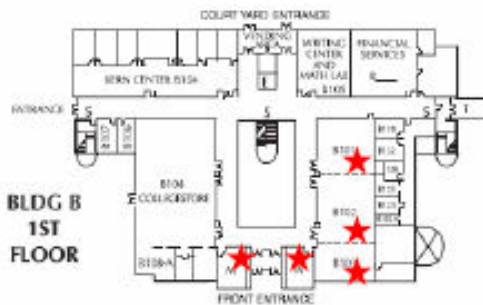
**A-Building**

- Room 104
- Room 106
- Restrooms (First Floor Only)



**D-Building**

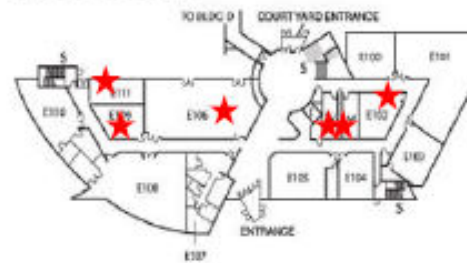
- Room 102
- Room 106
- Room 104
- Restrooms (First Floor Only)



**B-Building**

- Room 101
- Room 102
- Room 103
- Restrooms (First Floor Only)

**BLDG E-1ST FLOOR**



**E-Building**

- Room 102
- Room 109
- Room 106
- Room 111
- Restrooms (First Floor Only)

**BUILDING C, Student Activities Building (SAC)**

Bldg C-1st Floor



- Room C-114
- Restrooms (First Floor Only)



**I-Building**

- Room 103
- Restrooms



- Restrooms

## WEATHER EMERGENCIES

- (A) The College President or designee will make the determination on closing campus for weather emergencies.
- (B) An emergency call list will be prepared, maintained, and utilized for the determination and notification of closings. Notification through WEN System (campus emergency notification system) will be utilized to notify the faculty, staff and students who have signed up to receive these message alerts.
- (C) The College President will initiate notifications to be made to the public through the media (television, radio, and newspaper) as well as the college web site.
- (D) In case of snow emergencies, The Director of Facility Operations will coordinate for snow removal.
- (E) In cases where a snow emergency requires closing the school after the day has begun, the college will try to make the decision to close the college before roads become dangerous.
- (F) Plans will be established for caring for people trapped on campus by snow emergencies. These plans will include feeding and sleeping shelter arrangements on campus.

## **EMERGENCY PROCEDURE FOR STUDENTS WITH DISABILITIES**

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

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

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

### **Students with Mobility Impairments**

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

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

- For every building in which you have a class, locate an area where you will await rescue during a fire. This could include a stairway landing or adjacent room with fire-rated doors and walls.
- A stairway landing must be large enough for you to sit without obstructing the flow of traffic as people exit the building via the stairway.
- If using a stairway landing is not feasible, locate a room that is in close proximity to the stairway and has fire-rated doors and walls. Also, note any difficulty you may have opening the door and ask for assistance if necessary.

- In the case of a tornado, you should locate an interior room or hallway without windows to wait for assistance.
- Inform others of your plan. In most cases this should be your class instructor.
- This person should be responsible for the following:
  - Ensuring that you reach and access the area of refuge that you have identified earlier and alerting emergency personnel of your whereabouts in the building in addition to making them aware of the nature of your disability.
- Information such as whether or not you use a powered wheelchair is crucial.
- When an elevator becomes inoperable, students with mobility impairments should alert an employee of Terra State Community College to the situation.

## **Students with Visual Impairments**

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

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

## **Students with Seizure Disorders**

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

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

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

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

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

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

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

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

**Persons Otherwise Not Ambulatory**

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

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

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

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

**Individuals who are vision impaired**

Offer to become a sighted guide

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

6. Make modifications as necessary due to other disabilities or requests. If you have to be separated briefly, be sure the person is in contact with the wall, railing, or some other stable object until you return.

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

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

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

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

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

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

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

Plant Operations has an On-Call List for any problems that may occur during “non-operating hours” for emergencies, urgent, and routine response levels which are Monday through Thursday from 5:00 p.m. to 6:00 a.m. and after 4:30 p.m. on Friday until 6:00 a.m. on Monday morning. Maintenance works a regular staggered shift to ensure coverage Monday – Friday.

Any employee can call for any mechanical, utility or structural problem or other concerns, and also can fill out a maintenance request. Campus Safety & Security and Housekeeping are notified to contact the Director of Facilities if a situation arises during non-regular working hours to determine the level of need for maintenance response.

### Maintenance Requests and Response Levels

#### Terra State Community College And The Landings at Terra Village

Only Staff Members Should Contact Maintenance			
Priority Type	Description and Examples	Who to contact	Expected Response
<b>Emergency</b>	<b>Imminent threat to life, property or the environment.</b> Examples: No heat, No water, No electric, Fire Alarm or Continuous Flowing Water Leaks.	Duane Kimmet - 419-366-3614 Tina Taylor - 419-307-1099 Campus Safety 419-559-2253	Maintenance Staff will Respond ASAP, normally within the hour
<b>Urgent</b>	<b>Minimal threat to life, property or the environment.</b> Examples: Plugged toilet or sink, tripped breaker, no air conditioning, other inconveniences	Submit a work order	Maintenance Staff will Respond ASAP during normal business hours or sooner based on evaluation of the issue
<b>Routine</b>	Routine Maintenance request are for General Repair with no risk to facilities, systems, equipment or components.	Submit a work order	Maintenance Staff will Respond during normal business hours and when available
<b>NOTE</b>	For Landings Occupants, Staff should consider possible alternative options until maintenance responds per the "Expected Response" Level		

### Power Outages

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

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

### Utility emergency shutdown procedure

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

### Community Resources

Police - Fire - EMS		
Fremont Police Department	1141 W State St., Fremont, OH 43420	419-332-6464
Fremont Fire Department	1145 W State St., Fremont, OH 43420	419-332-4131
Ohio State Highway Patrol	Sandusky County	419-332-8246
Sandusky County E.M.S./E9-1-1 (Business Office)	2100 Countryside Place, Fremont, OH 43420	419-332-7313
Sandusky Co. Emergency Management Agency/E9-1-1	2323 Countryside Dr. St. B, Fremont, OH 43420	419-334-8933
Additional Emergency Numbers:		
Poison Control Center		800-222-1222

National Suicide Prevention Lifeline		800-273-8255
<b>Hospitals</b>		
Promedica Memorial Hospital	715 South Taft Ave, Fremont, OH 43420	419-332-7321
The Bellevue Hospital	1400 West Main St., Bellevue, OH 44811	419-483-4040 or 419-639-2065
Magruder Hospital	615 Fulton St., Port Clinton, OH 43452	419-734-3131
<b>Non-Emergency Support Numbers:</b>		
Sandusky County Highway Department		419-334-9731
State Highway Department	ODOT	419-332-1585
Sandusky Co. Health Department	2000 Countryside Dr., Fremont, OH 43420	419-334-6377
Liberty Center of Sandusky County	1421 East State St., Fremont, OH 43420	419-332-8777
Heartbeat Pregnancy Support Center Heartbeat Hotline/Crisis	118 North Arch St., Fremont, OH 43420	419-334-9079 800-395-HELP (4357)
The American Red Cross	1247 Napoleon St., Fremont, OH 43420	419-332-5574
Salvation Army	Central Territory	847-294-2000
Local Army Reserves		419-635-4021
Ohio National Guard	Dept 1 Co B 612 Engineering Bn	419-332-9244
National Weather Service	Cleveland	216-265-2370
Ohio Environmental Protection Agency	NW District -- Bowling Green	419-352-8461 or 800-686-6930
The Federal Emergency Management Agency (FEMA)		312-408-5515
<b>Utility Companies:</b>		
City of Fremont Utility Office (water/sewer)	Front St., Fremont, OH 43420	419-334-8966
Toledo Edison—Electric Power		888-544-4877 or 800-447-3333

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

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

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

### **Security and Access to Campus Facilities**

During business hours, the College will be open to students, parents, employees, contractors, guests, and invitees. **During non-business hours access to all College facilities by admittance via the Campus Safety & Security Responder only.** In the case of periods of extended closing, the College will admit only those with prior approval to all facilities. Technology plays a major role in our protective services and allows constant monitoring of key areas of both campuses and our residence hall, inside and limited outside. Overt video surveillance offers another tool in our proactive approach to providing the safest campus possible.

### **Security of Campus Facilities**

TSCC is an open College serving not only students but also the general public. Many of the facilities and services are available for public use throughout the weeks during normal operating hours. During business hours, the College is open to students, employees, contractors, guests, and the general public. During non-business hours, access to all College facilities is by or admittance by Campus Safety & Security personnel. In case of periods of extended closing, the College will admit only those with prior written approval to the facilities. Some facilities have individual hours which may vary at different times of the year. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

### **Security of the Landings**

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

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



Terra State Community College is committed to maintaining a safe environment. A safe environment is one which is free from accidents, injuries and work-related illnesses. Everyone must work together to create and maintain a safe environment for all employees, students and visitors. With several buildings located on campus, continuous preventative maintenance regularly locates and repairs items that are broken or in need of safety checks. Instances can range from lights that are inoperable in a parking lot to overgrown shrubbery near a building entrance. Items in need of repair should immediately be reported to Facilities Services by calling (419) 559-2390.

### **Education Programs**

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

During the first several weeks of school, the College provides a wide array of educational activities and programs to inform faculty and staff of the necessity of making strong personal choices for their overall safety and wellness. Personal bodily security is promoted by encouraging faculty and staff to walk in well-lighted areas and to always walk on sidewalks. Faculty and staff are expected to report any suspicious persons to the appropriate campus authorities or to the police immediately. This type of information is presented to the Faculty and Staff several times through each semester. Other security concerns, (i.e. vandalism, damaged equipment, etc.) are expected to be reported, addressed and corrected immediately while steps are taken to ensure security and safety until repairs can be made. Faculty and Staff are expected to assist in promoting security campus wide by reminding others of proper procedures.

#### **Crime Prevention Programs for Students**

During the first several weeks of school, the College provides a wide array of educational activities and programs to inform students of the necessity of making strong personal choices for their overall safety and wellness through our welcome week activities and involvement fairs through our student activities coordinator. During this time, the Residence Life Staff also conducts educational programs and facilitates discussions on a variety of topics ranging from alcohol issues to maintaining personal safety and awareness.

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

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

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

### **Crime Prevention and Safety Awareness**

#### **Staying Safe**

- Program your phone with Campus Safety & Security's number 419.559.2253
- Opt into the Terra State Alert System (WENS)
- Call for an Escort when walking alone at night or anytime you feel uncomfortable.
- Know your surroundings
- Report anything you deem suspicious
- Remove yourself from unsafe conditions and report them

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

- **Alcohol and other drugs** can impair your perceptions and decision-making. Do not place yourself in a vulnerable position by being intoxicated or under the influence of other drugs.
- **Travel in groups late at night.** Often, there is safety in numbers. If you are going to separate from your group, tell someone when you will return. Take a cell phone.
- **If you feel threatened,** cross the street or enter a store or business.
- **Have your keys in hand** as you approach your car. Check under the car and the back seat before you enter.
- **Stash valuables in your trunk.**
- **If you do drink,** set a limit and stick to it. Don't drink on an empty stomach. Also: Don't leave a drink unattended. If you are away from your drink any amount of time, toss it. It's not worth the risk.
- Out and about
- Use the **campus escort service.** Patrol members will escort students between campus locations during patrol hours.
- If you feel threatened or if you want to report something suspicious, report it to Campus Safety & Security.
- Program the College's Campus Safety & Security into your cell phone: **419-559-2253.** Or call 9-1-1.
- Notify the Campus Safety & Security if you notice anything **suspicious or unusual.**

### **In the residence halls**

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

### **Living off-campus:**

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

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

Terra State offered crime prevention and security awareness programs. Topics such as personal safety, residence hall security, drug and alcohol abuse awareness and sexual assault prevention are some examples of programs offered during the academic year.

All crime prevention and security awareness programs encourage students and employees to be responsible for their own security and the security of others. Participants in these programs are asked to be alert, security-conscious and involved and advised to call Terra State Campus Safety & Security to report suspicious behavior. For additional questions regarding crime prevention, contact the Campus Safety & Security Office directly at (419) 559-2253.

## **Drug and Alcohol Policy**

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

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

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

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

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in or at Terra State Community College. If a student engages in any of the above-prohibited activities, that student will be subject to disciplinary action. This action will include the filing of criminal charges and may include dismissal from the college.

### **Drug and Alcohol-Related Campus Sanctions**

Terra State Community College reserves the right to warn, reprimand, suspend or dismiss any student or employee who violates the college conduct and discipline policy or the law. The college's response will depend on the severity of the offense, number of previous offenses and extenuating circumstances. For students, all college judicial and appeals procedures will be followed except in rare cases when the possibility of imminent danger exists. For employees, due process will be followed.

The student may additionally be referred to an alcohol/drug counseling or treatment facility.

If a student is convicted of a criminal drug violation, the student must notify the college. The law requires the college, within 30 days of such notification, to:

1. Take appropriate action against such student, up to and including dismissal; or
2. Require such student to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purpose by a federal, state or local health, law enforcement or other appropriate agency

### **Drug Abuse Prevention Program**

Terra State Community College provides referral counseling and conducts a drug abuse prevention program for all students and employees. Community resources for counseling and treatment of drug abuse problems are updated annually and liaison contacts maintained throughout the year. Periodic on-campus educational and information workshops are conducted for students, staff and the community. By resolution of the Board of Trustees (May 23, 1989), Terra State Community College supports the intent of the Drug-Free Workplace Act of 1988.

### **2024 Biennial Review Recommendations**

**Based on our review of the DAAPP in place at Terra State Community College during the academic years of 2021-2022 and 2022-2023 we recommend the following:**

- The College should continue efforts to clearly define its DAAPP including identify all related activities and services and well as goals and targets.

- Ensure clear guidance and information provided to students, faculty, staff, visitors, and housing residents that they may have a clear understanding that although marijuana legislation has changed in Ohio, Terra State Community College and the Terra Village Landings will remain a drug free campus to comply with the Drug Free Schools and Communities Act Policies and Procedures.
- Work with the Dean of Student Success and Manager of Housing & Student Relations to ensure student cases are being completed in a timely manner by identifying any discrepancies in the process, providing suggestions for improvements while creating a consistent, fair, and equitable conduct process for all.
- Ensuring housing residents, faculty, staff, students, visitors and/or any other member of the college have a clear understanding of the proper protocol for reporting incidents.

The chart below shows Terra State Community College's number of alcohol and drug arrest and referrals for disciplinary action as reported in the Terra State Community College 2023 Jeanne Clery Annual Security Report. This data consolidates statistics from pp 74-84 of the report which can be accessed at [https://www.terra.edu/life\\_at\\_terra\\_state/student\\_services/campus\\_safety/annual\\_security\\_reports.php](https://www.terra.edu/life_at_terra_state/student_services/campus_safety/annual_security_reports.php)

Offense	Year	Geographic Location			
		On-Campus Property	On-Campus Student Housing	Non-Campus Property	Public Property
Arrests: Drug Violations	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Disciplinary Referrals: Drug Violation	2021	4	4	0	0
	2022	10	10	0	0
	2023	8	8	0	0
Arrests: Liquor Law Violations	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Disciplinary Referrals: Liquor Law Violation	2021	2	2	0	0
	2022	4	4	0	0
	2023	3	3	0	0

### State Drug Laws

Ohio law prohibits illicit selling, cultivating, manufacturing or otherwise trafficking in controlled substances, including cocaine, heroin, amphetamines and marijuana; knowingly or recklessly furnishing them to a minor and administering them to any person by force, threat or deception with intent to cause serious harm or if serious harm results. These offenses are felonies.

The law also prohibits knowingly obtaining, possession of using a controlled substance and permitting drug abuse on one's premises or in one's vehicle. These offenses may be either felonies or misdemeanors. The law further prohibits obtaining, possessing or using hypodermics for unlawful administration of drugs, and the sale to juveniles of paraphernalia for use with marijuana. These offenses are misdemeanors. A felony

conviction may lead to imprisonment or imprisonment and fine. The maximum prison term is 25 years. A misdemeanor conviction may lead to imprisonment for up to six months and/or fine of up to \$1,000.00.

**On November 7, 2023 Ohio became the 24<sup>th</sup> state to legalize adult-use cannabis. Below are FAQs Regarding Use of Marijuana on Terra State Community College Campus and Terra Village Landings**

**Q: Now that recreational marijuana is legal in Ohio, will Terra State Community College and Terra Village Landings change its policies prohibiting marijuana use and possession?**

**A:** No, in compliance with federal law, marijuana use and possession remain against TSCC policy, and any public consumption of marijuana remains prohibited and illegal. The federal government still considers marijuana to be an illicit drug. TSCC must abide by federal laws, including the Drug- Free Workplace Act and the Drug-Free Schools and Communities Act. If we fail to comply, TSCC could lose its eligibility for federal funding, including student financial aid programs and grants.

**Q: What if I use marijuana off-campus or possess it at my off-campus?**

**A:** Similar to alcohol laws and policies, if marijuana is used/possessed at an off-campus residence and done so in accordance with Ohio law, TSCC will not take conduct action, unless

If a student is convicted of a criminal drug violation, the student must notify the college. Law requires the college, within 30 days of such notification, to:

- Take appropriate action against such student, up to and including dismissal.
- Require such student to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purpose by a federal, state or local health, law enforcement or other appropriate agency.
- Protect the integrity of students, faculty, staff, the institution, and the College community.

It is against Ohio law for those under age 21 to use or possess marijuana. Additionally, if a student (or guest of a student) possesses marijuana or is actively under the influence of marijuana while on campus, they risk non-compliance with University policy, regardless of age.

Students who live on campus are subject to the conduct process if they use marijuana off campus

TSCC will continue to hold students accountable if they fail to maintain good conduct on or off-campus.

**Q: Will I be held accountable if I use off campus and return to my on-campus residence or main campus**

**A:** Yes. Students who live on campus that use marijuana off campus then return to their residence hall or main campus after doing so will be held accountable through the conduct process, regardless of age. This is in compliance with federal law.

**Q: Can I use medical marijuana on campus?**

**A:** No, all marijuana is prohibited on TSCC and Terra Village Landings property, including a prohibition from on-campus housing in accordance with State and Federal law.

**Q: Does TSCC Alcohol and Other Drug policy apply to faculty, staff, guests, and visitors?**

**A:** Yes, TSCC policy also prohibits faculty, staff, guests, and visitors from using, possessing, distributing, or being under the influence of marijuana while on college property or during college activities.

**Q: What happens if a student violates the Alcohol & Other Drug policy?**

**A:** Allegations of student violations of TSCC policy will be referred through the student conduct system. Sanctions may include Alcohol & Other Drug education, fines, parental notification, reflections, and can include probation, suspension or expulsion in the case of egregious or multiple offense.

**Drug Free Schools and Communities Act**

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

notification to students and employees, is available to pick up in the Campus Safety & Security Office. For more information please visit our website to learn about the [Drug and Alcohol Prevention Program \(DAAPP\)](#)

### **State Alcohol Laws**

With regard to beer and intoxicating liquor, Ohio law provides that a person under 21 years of age who orders, pays for, attempts to purchase, possesses or consumes beer or liquor or furnishes false information in order to affect a purchase commits a misdemeanor. Ohio law prohibits the possession of beer or liquor which was not lawfully purchased, and a court may order that any place where beer or liquor is unlawfully sold not be occupied for one year, or that the owner or occupant of the premises be required to furnish a surety bond of \$1,000 to \$5,000.00.

Federal law forbids the illegal possession of, or any trafficking in, controlled substances. A person convicted for the first time of possessing a controlled substance, other than crack cocaine, may be sentenced to up to one year in prison and fined between \$1,000. And \$100,000. A second conviction carries a prison term of up to two years and a fine of up to \$250,000. Subsequent convictions carry prison terms of up to three years and fines of up to \$250,000. Imprisonment for five to 20 years and fines of up to \$250,000 apply to persons possessing more than five grams of crack cocaine on the first conviction, three grams on the second and one gram on subsequent convictions.

In addition, a person convicted of possessing a controlled substance may be punished by forfeiture of property used to possess or facilitate possession if the offense is punishable by more than one year in prison, forfeiture of any conveyance used to transport or conceal a controlled substance, denial of federal benefits, such as student loans for up to five years, ineligibility to receive or purchases fire are mand a civil penalty of up to \$10,000.

### **ALCOHOL AND OTHER DRUGS**

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

#### **Legal Requirements**

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

#### **I. Underage Drinking**

- A. Purchase, order, pay for, or share the cost of alcohol if you are under 21.
- B. Possess alcohol if you are under 21.
- C. Consume alcohol if you are under 21, unless it is provided by and consumed in the presence of your parent, legal guardian, or adult spouse who is 21 or older.
- D. Sell alcohol to, buy alcohol for, or furnish alcohol to anyone under 21.
- E. Allow anyone under 21 who possesses or consumes alcohol to remain in your home, apartment, or residence hall room, or in other property that you own or occupy unless alcohol is given by and consumed in the presence of the underage person's parent, legal guardian, or adult spouse.
- F.

#### **II. False Identification**

- A. Show or give false information about your name, age, or other identification to purchase or obtain alcohol if you are under 21.

- B. Provide false information about the name, age or other identification of another person under 21 to purchase or obtain alcohol for that person.

C.

### **III. Open Containers**

- A. Have an open container of alcohol in your possession in any unlicensed public place.
- B. Have an open container of alcohol in your possession while driving or riding in or on a motor vehicle.
- C. Have an open container of alcohol in your possession while in or on a motor vehicle that is parked in or on a highway, street, or other place open to the public for parking.
- D. Open containers are not allowed at any Ohio State tailgating events.

### **IV. Transportation**

- A. Operate a vehicle under the influence. If you are under 21, you are considered to be operating a vehicle under the influence if your blood alcohol level is .02 or higher and 0.08 at age 21.
- B. Refusing an alcohol test results in an immediate administrative license suspension.
- C. Consume alcohol while in a motor vehicle.
- D. Drive while under the influence of alcohol.
- E. Be in physical control of a vehicle while drinking or under the influence of alcohol.

### **V. Disorderly Conduct**

- A. Engage in conduct likely to be offensive or cause inconvenience, annoyance, or alarm to others or that poses a risk of physical harm to yourself, to others, or to property while you are voluntarily intoxicated.

### **VI. Alcohol Sales**

- A. Hold an event where alcohol is sold, or an event where alcohol is provided without charge but there is an entrance fee, cover charge, or another fee, without an appropriate permit. Information on how to obtain a temporary liquor permit is available from the Ohio Division of Liquor Control.

### **VII. Illicit Drugs**

- A. Sell or offer to sell any controlled substance, or prepare or package any controlled substance for sale.
- B. Distribute any controlled substance, unless authorized to do so by law.
- C. Knowingly obtain, possess, or use a controlled substance without a prescription.

### **VIII. State of Ohio Alcohol and Drug Law Criminal Sanctions**

- A. Underage drinking: Ohio Revised Code (O.R.C.) 4301.63 provides that no person under the age of 21 shall purchase beer or intoxicating liquor. Penalty for violation: Violation of O.R.C. 4301.63 will result in a fine of not less than \$25 but not more than \$100. The court may order that the fine be paid by the performance of public work at a reasonable hourly rate established by the court and may specify the designated time in which the public work shall be completed.
- B. False identification used to purchase alcohol for someone under 21: O.R.C. 4301.633 provides that no person shall knowingly furnish any false information as to the name, age, or other identification of any

person under 21 years of age for the purpose of obtaining or with the intent to obtain, beer or intoxicating liquor for a person under 21 years of age, by purchase, or as a gift. Penalty for violation: Violation of O.R.C. 4301.633 is a misdemeanor of the first degree. The maximum penalty is imprisonment for not more than six months and a fine not more than \$1,000.

- C. False identification used to purchase alcohol by someone under 21: O.R.C. 4301.634 provides that no person under the age of 21 years shall knowingly show or give false information concerning the same person's name, age, or other identification for the purpose of purchasing or otherwise obtaining beer or intoxicating liquor in any place in this state where beer or intoxicating liquor is sold under a permit issued by the division of liquor control or sold by the division. Penalty for violation: Violation of O.R.C. 4301.634 is a misdemeanor of the first degree, punishable by up to six months imprisonment and fines up to \$1,000. If a false or altered state identification card was used in commission of a violation of O.R.C. 4301.634, the punishment is a first-degree misdemeanor with a fine of not less than \$250 but not more than \$1,000 and up to six months imprisonment.
- D. Open container in a motor vehicle: O.R.C. 4301.64 prohibits the consumption of beer or intoxicating liquor in a motor vehicle. Penalty for violation: Violation of O.R.C. 4301.64 is a misdemeanor of the fourth degree punishable by up to 30 days in jail and a fine up to \$250.
- E. Furnishing or selling alcohol to someone under 21: O.R.C. 4301.69(A) prohibits any person from selling or furnishing beer or intoxicating liquor to a person under 21 years of age, or buying it for any person under the age of 21. Penalty for violation: Violation of O.R.C. 4301.69(A) is a misdemeanor punishable by a fine of at least \$500 but not more than \$1,000, and up to six months imprisonment.
- F. Underage purchase, possession or consumption of alcohol: O.R.C. 4301.69(E) provides that no underage person shall knowingly order, pay for, share the cost of, attempt to purchase, possess, or consume any beer or intoxicating liquor in any public or private place or knowingly be under the influence of any beer or intoxicating liquor unless he or she is accompanied by a parent, spouse, or legal guardian who is not an underage person, or unless the beer or intoxicating liquor is given for religious purposes or by a physician for medical purposes. Penalty for violation: Violation of O.R.C. 4301.69(E) is a misdemeanor of the first degree. The maximum penalty is imprisonment for not more than six months and a fine up to \$1,000.
- G. Driving while intoxicated: O.R.C. 4511.19 prohibits any person from driving a motor vehicle while under the influence of alcohol or drugs. Penalty for violation: A violation of O.R.C. Section 4511.19 is a misdemeanor of the first degree, the maximum penalty for which is a jail term of up to six months and a fine up to \$1,000. The court may also impose additional fines, community rehabilitation or intervention programs, and suspend or revoke the offender's driver's license. Additional penalties exist for repeat offenders of O.R.C. 4511.19.
- H. Selling or distributing illicit drugs: O.R.C. 2925.03 prohibits any person from selling or offering to sell any controlled substance, preparing or packaging any controlled substance for sale, or distributing any controlled substances. Penalty for violation: Anyone who violates this statute is guilty of drug trafficking. Violation of this statute is a felony, the level of which depends on the specific criteria set forth in O.R.C. 2925.03(C), including type and weight of drug. The minimum penalty for a fifth-degree felony can include six to 12 months in jail and/or a fine up to \$2,500. The maximum penalty for a first-degree felony can include imprisonment up to 10 years and a fine up to \$20,000.
- I. Possessing or using illicit drugs: O.R.C. 2925.11 prohibits any person from knowingly obtaining, possessing, or using a controlled substance. Penalty for violation: Violation of O.R.C. 2925.11 is drug abuse, which may be a misdemeanor or a felony depending on the specific criteria set forth in O.R.C. 2925.11(C), including type and weight of drug. The minimum penalty, a fourth-degree misdemeanor, is



punishable by imprisonment of up to 30 days and a fine up to \$250. The maximum penalty, a first-degree felony, is punishable by up to 10 years in prison and a fine up to \$20,000.

J. A complete list of Ohio drug prohibitions can be found in Chapter 2925 of the Ohio Revised Code.

## **IX. Federal Drug Laws**

D. Federal law prohibits the trafficking and illegal possession of controlled substances as outlined in 21 United States Code, Sections 841 and 844.

Depending on the amount possessed, first offense maximum penalties for trafficking marijuana range from five years' imprisonment with a \$250,000 fine to imprisonment for life with a \$10 million fine for an individual, and from five years imprisonment with a \$1 million fine to imprisonment for life with a \$50 million fine if not an individual. Also depending on the amount possessed, first offense maximum penalties for trafficking Class I and Class II controlled substances (methamphetamine, heroin, cocaine, cocaine base, PCP, LSD, fentanyl analogue) First Offense: Not less than 10 yrs., and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. Second Offense: Not less than 15 yrs., and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. 2 or More Prior Offenses: Not less than 25 years. Fine of not more than \$20 million if an individual, \$75 million if not an individual.

E.

C. For the most current and complete information regarding Federal penalties for drug trafficking, visit the U.S. Drug Enforcement Administration Federal Trafficking Penalties.

## **X. Disclaimer**

A. This information is provided as a general summary of the major applicable laws. Laws are frequently amended and reinterpreted, and the application of law to specific situations generally requires an analysis of all of the facts and circumstances. This information should not be substituted for specific legal advice.

B. If you are charged with a crime it is a good idea to seek advice of an attorney. Updates to these laws are generally reflected on the websites mentioned here, but individuals are ultimately responsible for knowing the laws. This information should not be substituted for specific legal advice.

C. Terra State's Code of Student Conduct and The Landing Residential Policies and Rules are campus behavior and safety standards that may result in sanctions, educational outcomes or penalties that are independent of any criminal considerations.

D. Violation of the laws referenced previously may also be a violation of Terra State's Code of Student Conduct and the Landings policies and rules and could result in college sanctions. It should also be noted that the college's expectations for appropriate behavior are higher than those under the law.

## **Health Risks**

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low-to-moderate doses of alcohol also increase the incidence of a variety of aggressive acts including spouse and child abuse.

Moderate-to-high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death.

If combined with other depressants of the central nervous system, much lower doses of alcohol produce the effects just described.

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

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

- Alcohol - Addiction, brain damage, cancer (mouth, stomach, throat), heart disease, liver damage, ulcers, gastritis, birth defects, malnutrition, loss of coordination and speech,
- Marijuana - Addiction (psychological), distortion of time perception, increased heart rate, bronchitis, lung cancer, infertility.
- Cocaine/Crack - Addiction, nasal erosion, elevated blood pressure and heart rate, hyperactivity, pupil dilation, respiratory arrest, stroke, convulsions, seizures, malnutrition, death.
- Stimulants (caffeine, speed, amphetamines) - Addiction, elevated blood pressure and heart rate, insomnia, malnutrition, acute psychosis, nausea, liver damage, headache, sweating coma, possible death.
- Depressants (Quaaludes, barbiturates, tranquilizers) - Addiction, depression of central nervous system, decreased coordination and motor skills, liver damage, malnutrition, irritability, sleep, confusion, convulsions, possible death.
- Narcotics (opium, heroin, codeine) - Addiction, shallow breathing, nausea, panic, insomnia, malnutrition, constipation, respiratory arrest, possible death.
- Hallucinogens (PCP, LSD, acid) - Addiction, mental depression, bizarre behavior, severe disorientation, memory and perception impairment, impairment of judgment and motor function, violence, hallucinations, psychosis, convulsions, agitation, increased heart rate, confusion, possible death.
- Inhalants (white-out, glue, gasoline) - Addiction, depression of respiration, nausea, light-headedness, nasal erosion, fatigue, forgetfulness, depression, kidney and liver damage, malnutrition, heart failure, violence, suffocation, possible death.

## **Alcohol Poisoning**

Symptoms of alcohol poisoning:

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

## **Reporting Sexual Misconduct, Relational Violence and Stalking**

Terra State Community College is committed to providing a workplace and educational environment that is free from all forms of sexual misconduct. In furtherance of this commitment, the College has developed internal policies and procedures that comply with federal and state laws and regulations, which inform

members of the College community about prohibited behavior; provide supportive measures designed to remediate the effects of sexual harassment and other sexual misconduct; and provide a prompt, fair, and impartial process to address alleged violations of this policy. The College upholds the equal dignity of all members of our community and strives to balance the rights of the parties in the grievance process during what is often a difficult time. Terra State Community College strongly encourages any person with knowledge of a sexual misconduct or relational violence incident to immediately report the incident. In some case, bulletins or alerts may be issued however the names of victims are not included.

**Compliance Protection:** Compliance with these provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

### **Violence Against Women Act (VAWA)**

Terra State Community College prohibits any type of sexual assault, domestic violence, dating violence, or stalking on its campus properties as they are defined in the Clery Act. Terra State Community College supports maintaining an environment free of sexual misconduct (including sexual harassment and sexual assault/rape) and all forms of sexual intimidation, exploitation, and dating violence including stalking and domestic violence.

The College's comprehensive Title IX/ sexual misconduct policy is designed to protect all campus community members including students, staff, and visitors to the campus. Please access the link to view the TSCC Title IX /Sexual Misconduct Policy at [Title IX & Sexual Misconduct Policy](#)

As part of that commitment, during onboarding, every new Faculty and Staff member is required to read and understand the Institution's Title IX/ Sexual Misconduct Policy, and confirm, and attest that they understand and agree to abide by it and also signing that they understand. Primary Prevention and ongoing awareness training are offered during the year in collaboration with the safe college trainings offered through the college. Title IX/ Sexual misconduct will not be tolerated at TSCC. Sexual misconduct is a form of discrimination in violation of College policy and Title VII of the Federal Civil Rights Act of 1964 (as amended), Title IX of the 1972 Educational Amendments, and Section 4112 of the Ohio Revised Code.

Students, staff, and visitors at Terra State Community College have a right to an environment free of sexual misconduct, not only by persons in positions of power but by any TSCC employee, student, or visitor. Sexual misconduct constitutes a serious threat to the free interaction and exchange necessary for educational and personal development. Sexual misconduct is not only a clear violation of College policy; it is a form of discrimination and is illegal.

### **Violence Against Women Act (VAWA) Definitions:**

**Consent:** Ohio does not specifically define "consent." However, for the purpose of preventing resistance, the offender substantially impairs the other person's judgment or control by administering any drug, intoxicant, or controlled substance to the other person surreptitiously or by force, the threat of force, or deception.

The other person's ability to resist or consent is substantially impaired because of a mental or physical condition or because of advanced age, and the offender knows or has reasonable cause to believe that the other person's ability to resist or consent is substantially impaired because of a mental or physical condition or because of advanced age.

No person shall engage in sexual conduct with another when the offender purposely compels the other person to submit by force or threat of force.

A victim need not prove physical resistance to the offender. See, R.C. § 2907.02. Rape; evidence; marriage or cohabitation are not defenses to rape charges.

Also, submission to sexual conduct as a result of fear may be sufficient in proving lack of consent as physical force or threat of physical force need not be shown to prove rape, merely the overcoming of the victim's will by fear or duress. In re Adams (Ohio Ct.Cl. 1990) 61 Ohio Misc.2d 571, 575, 580 N.E.2d 861, 863.

TSCC defines consent in the campus Title IX/Sexual Misconduct as "Knowing, voluntary, and clear permission by word or action to engage in sexual activity. It is the responsibility of each party to determine that the other has consented before engaging in activity. If consent is not clearly provided prior to engaging in

the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the onset is strongly encouraged. For consent to be valid there must be a clear expression of words, or action(s) that the other individual consents to the specific sexual conduct. Reasonable reciprocation can be implied. Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, the sexual activity should cease within a reasonable time. Consent to some sexual contact cannot be presumed to be consent for other sexual activity. A current or previous intimate relationship is not sufficient to constitute consent.”

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

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

**Domestic Violence:** A felony or misdemeanor crime of violence committed:

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

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

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

**Stalking:**

- i. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to
  - A. Fear for the person’s safety or the safety of others; or
  - B. Suffer substantial emotional distress.
- ii. For this definition:
  - A. The course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or

means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.

B. A reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

C. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily, require medical or other professional treatment or counseling.

### **Ohio Revised Code (ORC) Definitions**

**Dating Violence:** The Ohio Revised Code does not define dating violence.

**Domestic Violence: (ORC 3113.31 definition and ORC 2919.25 statute)** The occurrence of one or more of the following acts against a family or household member:

- i. Attempting to cause or recklessly causing bodily injury;
- ii. Placing another person by the threat of force in fear of imminent serious physical harm or violating section [2903.211](#) or [2911.211](#) of the Revised Code; iii. Committing any act with respect to a child that would result in the child being an abused child, as defined in section [2151.031](#) of the Revised Code;

iv. Committing a sexually oriented offense.

(b) The occurrence of one or more of the acts identified in divisions (A)(1)(aa) (i) to (iv) of this section against a person with whom the respondent is or was in a dating relationship.

### **Sexual Assault/Rape: (ORC 2907.02)**

(A)(1) No person shall engage in sexual conduct with another who is not the spouse of the offender or who is the spouse of the offender but is living separate and apart from the offender when any of the following applies:

- a) For the purpose of preventing resistance, the offender substantially impairs the other person's judgment or control by administering any drug, intoxicant, or controlled substance to the other person surreptitiously or by force, the threat of force, or deception.
- b) The other person is less than thirteen years of age, whether or not the offender knows the age of the other person.
- c) The other person's ability to resist or consent is substantially impaired because of a mental or physical condition or because of advanced age, and the offender knows or has reasonable cause to believe that the other person's ability to resist or consent is substantially impaired because of a mental or physical condition or because of advanced age.

(2) No person shall engage in sexual conduct with another when the offender purposely compels the other person to submit by force or threat of force.

### **Stalking/Menacing by Stalking: (ORC 2903.211)**

1) No person by engaging in a pattern of conduct shall knowingly cause another person to believe that the offender will cause physical harm to the other person or a family or household member of the other person or cause mental distress to the other person or a family or household member of the other person. In addition to any other basis for the other person's belief that the offender will cause physical harm to the other person or the other person's family or household member or mental distress to the other person or the other person's family or household member, the other person's belief or mental distress may be based on words or conduct of the offender that is directed at or identify a corporation, association, or other organization that employs the other person or to which the other person belongs.

2) No person, through the use of any form of written communication or any electronic method of remotely transferring information, including, but not limited to, any computer, computer network, computer program, r-computer system, or telecommunication device shall post a message or use any intentionally written or verbal graphic gesture with the purpose to do either of the following:

- a. Violate division (A)(1) of this section:
- b. Urge or incite another to commit a violation of division (A)(1) of this section.

3) No person, with a sexual motivation, shall violate division (A)(1) or (2) of this section.

## **Disciplinary Proceedings for Dating/Domestic Violence, Sexual Assault, Stalking**

The Hearing Panel chair will provide written determination of responsibility for each allegation to be shared with the parties simultaneously. This written determination will include:

- i. The section (s) of College policy or procedure alleged to have been violated.
  - ii. The standard of evidence that was used in the decision-making process.
  - iii. A description of the procedural steps taken, from the receipt of the formal complaint through the hearing, including any notifications made to the parties, interviews with the parties and witnesses, site visits, or other mechanisms used to gather evidence, to the hearing held.
  - iv. Findings of fact that support the determination.
  - v. Conclusions regarding the application of the "findings of fact" to the alleged violations
  - vi. A statement of, and rationale for, the result as to each alleged violation, including a determination regarding responsibility, any disciplinary sanctions the recipient imposes on the respondent, and whether the College will provide remedies designed to restore or preserve equal access to the College's education program or activity to the complainant.
  - vii. Procedures for the appeal, including the bases upon which the parties may appeal.
- b. If, based on a preponderance of the evidence, it is found that a violation of the Equal Employment Opportunity Policy and this associated sexual misconduct procedure has occurred, the parties will be immediately and simultaneously notified of the finding in writing.
- c. Notification of the determination can be expected within sixty (60) calendar days of the formal report. If circumstances require more time for completion of the investigation and review, the parties will be notified of the reason for the delay and advised of subsequent timeframes for completion of the investigation and review.
- d. The simultaneous written notice to both parties of the complaint's outcome will include a notice of and option to appeal

## **Title IX- Sexual Misconduct Policy**

### **Policy Statement**

Terra State Community College (the College) is committed to providing a workplace and educational environment that is free from all forms of sexual misconduct. In furtherance of this commitment, the College has developed internal policies and procedures that comply with federal and state laws and regulations, which inform members of the College community about prohibited behavior; provide supportive measures designed to remediate the effects of sexual harassment and other sexual misconduct; and provide a prompt, fair, and impartial process to address alleged violations of this policy. The College upholds the equal dignity of all members of our community and strives to balance the rights of the parties in the grievance process during what is often a difficult time.

### **Policy Details**

#### **Scope and Jurisdiction**

##### **A. Scope and Jurisdiction**

1. This policy applies to all students, employees, third-party vendors, visitors on campus, or guests to the extent that there is an allegation of sexual misconduct made by them against College students or employees.
2. The College's prohibition against sexual misconduct encompasses a wide range of behaviors. The College also prohibits discrimination based on sex, including sex stereotyping, program exclusion, pregnancy, and other forms of disparate treatment. For the purposes of this policy, the term sexual misconduct refers to a broad range of prohibited behaviors that are further identified in paragraph 4, Prohibited Conduct.
3. The expectations for conduct contained within this policy apply to all aspects of the College's operations, locations, and programs, including, but not limited to property owned or controlled by the College; online programs; college-sponsored events, activities and travel; and in buildings owned or controlled by student organizations recognized by the College (collectively referred to as "on-campus").
4. Sexual misconduct that occurs other than on-campus may be addressed by other College policies and procedures, which may include supportive measures and/or disciplinary action. At times, these procedures can also be applicable to misconduct occurring other than on-campus that effectively deprives someone of access to the College's educational programs or when the Title IX Coordinator determines the misconduct affects a substantial College interest. A substantial interest may include: i. Any action that constitutes a criminal offense. This includes, but is not limited to single or repeat violations of any local, state or federal law ii. Any situation in which it is determined that the respondent poses an immediate threat to the physical health or safety of a student or other individual iii. Any situation that significantly infringes upon the rights, property, or achievements of oneself or others or significantly breaches the peace and/or causes social disorder iv. Any situation that is detrimental to the educational interests or mission of the College.
5. The policies of the College are written and interpreted broadly to include online manifestations of any of the behaviors prohibited in paragraph 4 below, when those behaviors occur in or have an effect on the College's education program and activities or use College networks, technology, or equipment.
6. Although the College may not control websites, social media, and other venues in which harassing communications are made, when such communications are reported to the College, it will engage in a variety of means to address and mitigate the effects
7. Any online posting or other electronic communication by students, including cyber-bullying, cyberstalking, cyber-harassment, etc., occurring completely outside of the College's control (e.g., not on College networks, websites, or between College email accounts) will only be subject to this Policy when such online conduct can be shown to cause a substantial in-program disruption or infringement on the rights of others.
8. Otherwise, such communications are considered speech protected by the First Amendment. Supportive measures for Complainants will be provided, but protected speech cannot legally be subjected to discipline.
9. Off-campus harassing speech by employees, whether online or in person, may be regulated when such speech negatively impairs or disrupts the Respondent's relationship with the College or the working environment.
10. Consensual relationships of an amorous or sexual nature between individuals of unequal authority are prohibited and more information can be found by reviewing the College's Consensual Relationship Policy Additional Information and full access to the Title IX/ Sexual Misconduct Policy and Procedure can be found at [Terra State Community College Title IX Office Website](#)

#### **Student Code of Conduct:**

Terra State Community College expects students to maintain standards of personal integrity that are in harmony with the educational goals of the institution and to assume responsibility for their actions; to observe national, state, and local laws and College regulations; and to respect the rights, privileges and property of other people.

A student assumes the personal responsibility for upholding standards imposed by Terra State Community College relevant to its missions, processes and functions. Foundational principles of academic integrity, personal honesty, tolerance, and respect for diversity, civility, and freedom from violence are examples of these standards

The College view the student conduct process as a learning experience which can result in growth, behavioral changes, and personal understanding of one's responsibilities and privileges within the College environment. To this end, the student conduct process attempts to balance an understanding and knowledge of students and their needs and rights with the needs and expectations of the College and larger community. Students are treated with care, fairness, tolerance and respect with decisions made relative to the needs and circumstances of all concerned. The student Code of Conduct is as follows:

### **Student Code of Conduct**

To support the mission and vision of Terra State Community College, we will implement restorative justice practices that allow students to experience taking personal responsibility for harm caused to an individual and/or community. These practices empower harmed parties to confront both issues the actions that have occurred, and the individuals who acted as the offender. This will provide a way for college community members to take ownership of problems, further demonstrating a culture of responsibility and accountability. In accordance with the Code of Student Conduct, restorative justice:

Provides an opportunity for interaction between the Respondent and any harmed party or Complaining Witness, but also may involve the community in the decision-making process. Community participants may be anyone in the community concerned about the behavior. The goal is to provide everyone a voice in the process and bring understanding to all parties. Restorative conferences also facilitate collaboration in addressing any underlying problems that led to the incident, and deciding what is to be done. Participation in a restorative conference is voluntary. All parties must willingly agree to attend. The Respondent must have previously accepted responsibility for the behavior in question in order for a restorative conference to occur. The Dean of Student Success or his/her provides designee annual training for restorative justice conference facilitators. Restorative justice may or may not result in additional restorative actions, depending on the outcome of the session.

### **ARTICLE A: DEFINITIONS**

1. The term “**COLLEGE**” means Terra State Community College.
2. The term “**STUDENT**” includes all persons taking courses at the College both full-time and part-time, pursuing undergraduate, or non-credit studies and those who attend post- secondary educational institutions other than Terra State Community College. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the College are considered “students.”
3. The term “**FACULTY MEMBER**” means any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty.
4. The term “**COLLEGE OFFICIAL**” includes any person employed by the College performing assigned administrative or professional responsibilities.
5. The term “**MEMBER OF THE COLLEGE COMMUNITY**” includes any person who is a student, faculty member, College official or any other person employed by the College. A person's status in a particular situation shall be determined by the Dean of Student Success.
6. The term “**COLLEGE PREMISES**” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College including adjacent streets and sidewalks.
7. The term “**ORGANIZATION**” means any number of persons who have complied with the formal requirements for College recognition of sanctions.
8. The term “**SHALL**” is used in the imperative sense.
9. The term “**MAY**” is used in the permissive sense.
10. The term “**STUDENT DISCIPLINE COMMITTEE**” means any person or persons authorized by the Dean of Student Success to determine whether a student has violated the Student Code and to recommend sanctions that may be imposed when a violation has been committed.
11. The term “**STUDENT CONDUCT OFFICER**” means a College official authorized on a case-by-case basis by the Dean of Student Success to impose sanctions upon a student who has violated the Student Code. The Dean of Student Success may authorize a Student Conduct Officer to serve simultaneously as a



Student Conduct Officer, the sole member, or one of the members of the Student Discipline Committee. The Dean of Student Success may authorize the same Student Conduct Officer to impose sanctions in all cases.

12. The term **“DISCIPLINE APPEALS COMMITTEE”** means any persons authorized by the Dean of Student Success to consider an appeal from a Student Discipline Committee’s determination as to whether a student violated the Student Code.
13. The term **“POLICY”** is defined as the written regulations of the College as found in, but not limited to, the College catalog, student handbook, College web pages and computer use policy.
14. **“LEVEL I”** infractions of the Student Code are those for which the sanctions may be a warning, disciplinary probation, special restriction, loss of privileges, fines, restitution, imposed reassignment of course section, or assignments of discretionary sanctions. Level I violations will generally be heard by a Student Conduct Officer.
15. **“LEVEL II”** infractions of the Student Code are those for which the sanctions may be, in addition to those listed in Level I, suspension, expulsion from the College, revocation, or withholding of a degree. Level II violations will generally be heard by the Student Discipline Committee.
16. The term **“CHEATING”** includes, but is not limited to (1) use of any unauthorized assistance in taking quizzes or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff.
17. The term **“PLAGIARISM”** includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. Examples include: the submission of an assignment purporting to be the student’s original work which has been wholly or partly created by another person; the presentation as one’s own, another person’s ideas, organization, or wording without acknowledgment of sources; knowingly permitting one’s own work to be submitted by another student as if it were the student’s own; and the use of material from the Internet, videos, encyclopedias, books, magazines, student papers, and copyrighted material without indicating where the material was found. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
18. The term **“SEXUAL HARASSMENT”** is defined as unwelcome sexual advances, requests for sexual favors, or other physical or verbal conduct of a sexual nature that is unwelcome and which, because of its severity and/ or persistence, interferes significantly with an individual’s or a group’s work or education, or adversely affects an individual or group’s living conditions.
19. The term **“SEXUAL EXPLOITATION”** is defined as taking non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, such as prostituting another student, non-consensual video or audio-taping of sexual activity, going beyond boundaries of consent, voyeurism, or knowingly transmitting an STI or HIV to another student.
20. The term **“NON-CONSENSUAL INTIMATE TOUCHING”** is defined as one person engaging in the intimate touching of another person, against such other person’s consent, or after such other person has withdrawn their consent, except that such intimate touching does not include oral, anal, or vaginal penetration or the fondling or manipulation thereof. This includes non-consensual kissing, or stroking, or fondling of a non-sexual body part, in an intimate way.
21. The term **“NON-CONSENSUAL SEXUAL CONTACT”** is defined as the intentional touching, manipulation or fondling either of the victim by the perpetrator or when the victim is forced to touch directly or through clothing another person’s groin, genitals, breasts, thighs or buttocks or when a person is compelled to touch the above named parts of their own bodies for the sexual gratification of another, against another person’s consent or after such other person has withdrawn their consent.
22. The term **“NON-CONSENSUAL SEXUAL INTERCOURSE”** is defined as any form of sexual intercourse with a person, without his or her consent, or after consent is withdrawn. This includes non-

consensual anal, oral, or vaginal penetration, whether by a finger, tongue, penis, or an inanimate object, as well as compelling an unwilling person to perform any of the above-named acts.

23. The term **“INTIMATE PARTNER VIOLENCE”** (domestic violence and dating violence) is defined as violence by a current or former spouse, cohabitant, significant other, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.
24. The term **“STALKING”** is defined as the repeated following of or communicating with another person with the intent to kill, injure, harass, or intimidate in a manner causing that person to be under emotional duress and/or in reasonable fear of death or injury to his/herself.
25. The term **“VOYEURISM”** is defined as invading the privacy of another to videotape, film, photograph, or otherwise record the other person in a state of nudity and/or in a manner where a person has a reasonable expectation of privacy.
26. The term **“REPORTING PARTY”** means any person who submits a charge alleging that a violation of this Student Code. When a person believes that they have been a victim of another student’s misconduct, the student who believes they has been a victim will have the same rights under this Student Code as are provided to the Responding Part, even if another member of the College community submitted the charge itself.
27. The term **“RESPONDING PARTY”** means any student accused of violating this Student Code.

The term **“ACCUSED STUDENT”** means any student accused of violating this Student Code.

## **ARTICLE B: STUDENT CODE AUTHORITY**

1. The Dean of Student Success shall determine the composition of the Student Discipline Committee and Discipline Appeals Committee and determine which Student Discipline Committee, Student Conduct Officer, and Discipline Appeals Committee shall be authorized to hear each case.
2. The Dean of Student Success is that person designated by the College President to be responsible for the administration of the Student Code. The Dean of Student Success or designee shall develop procedures for the administration of the student conduct system and rules for the conduct of conferences, which are not inconsistent with provisions of the Student Code.
3. Decisions made by the Student Discipline Committee and/or a Student Conduct Officer designated by the Dean of Student Success, shall be final, pending the normal appeal process.
4. A Student Discipline Committee may be designated as arbiter of disputes within the student community in cases, which do not involve a violation of the Student Code. All parties must agree to arbitration, and to be bound by the decision with no right of appeal.

## **ARTICLE C: CONDUCT RULES AND REGULATIONS**

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article F:

1. Violation of any College policy, rule, or regulation published in hard copy, posted on campus or available electronically on the College’s website.
2. Violation of federal, state, or local law on College premises or at College-sponsored or supervised activities.
3. Actions that endanger the student, the College or local community, or the academic process, or cause harm to others.
4. Acts of dishonesty, including but not limited to the following:
  - Cheating, plagiarism, or other forms of academic dishonesty.
  - Furnishing false information to any College official, faculty member or office.
  - Forgery, alteration, or misuse of any College document, record, or instrument of identification.
  - Helping or attempting to help another student commit an act of dishonesty.
  - Any form of academically unethical behavior involving misuse of College computers.
  - Tampering with the election of any College recognized student organization.

5. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public-service functions on or off campus, or other authorized non-college activities, when the act occurs on college premises.
6. Physical abuse, verbal abuse, threats, intimidation, bullying, harassment, coercion, stalking and/ or other conduct that has the purpose or effect of unreasonably interfering with an individual's work, academic performance, or creates a hostile, intimidating, or offensive working or educational environment. This includes the utilization of technology as a vehicle to exhibit the above-mentioned behaviors.
7. Acts of sexual misconduct, including but not limited to the following: sexual harassment, sexual exploitation, non-consensual intimate touching, non-consensual sexual contact, domestic violence, dating violence, stalking, voyeurism and non-consensual sexual intercourse.
8. Attempted or actual theft of and/or damage to property of the College, property of a member of the College community, or other personal or public property.
9. Hazing, defined as an act, which endangers the mental or physical health or safety of a student, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
10. Failure to comply with directions of college officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself when requested to do so.
11. Unauthorized possession, duplication, use of keys to any College premises, or unauthorized entry to or use of College premises.
12. Distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law; use or possession of drugs or drug paraphernalia.
13. Use, possession, or distribution of alcoholic beverages, except as permitted by the law and College regulations, or public intoxication. Alcoholic beverages may not, in any circumstances, be used by, possessed by, or distributed to any person under the age of 21.
14. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College premises, or any object by its intended or actual use may be used to threaten or harm people, or damage or destroy property.
15. Participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community to the extent that participation in such a demonstration is not protected by applicable law; leading or inciting others to disrupt scheduled and/ or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular on campus.
16. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at College-sponsored or supervised functions.
17. Conduct which is disorderly, lewd, or indecent breach of peace, aiding, abetting, or procuring another person to breach the peace on College premises or social media platforms, functions sponsored by, or participated in by the College or members of the academic community. This includes but is not limited to public urination and streaking.
18. Theft or other abuse of computer time, including but not limited to:
  - Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
  - Unauthorized transfer of a file.
  - Unauthorized use of another individual's identification and password.
  - Use of computing facilities to interfere with the work of another student, faculty member or college official.
  - Use of computing facilities to send obscene or abusive messages.
  - Use of computing facilities to interfere with normal operation of the college computing system.
19. Tampering with any telecommunication service, including but not limited to: telephone, cable television, and/or voice mail; providing unauthorized service to another room or suite by any means through unauthorized installation of wiring jacks or extensions.
20. Abuse of the Student Conduct System, including but not limited to:

- Failure to obey the summons of a Student Discipline Committee, Discipline Appeals Committee, Student Conduct Officer, or College official to appear for a meeting or conference as part of the Student Conduct System.
- Falsification, distortion, or misrepresentation of information before a Student Discipline Committee, or Student Conduct Officer.
- Disruption or interference with the orderly conduct of a proceeding.
- Attempting to discourage an individual's proper participation in, or use of, the Student Conduct System.
- Attempting to influence the impartiality of a member of a Student Discipline Committee or Discipline Appeals Committee prior to, and/or during, and/or after a student conduct proceeding.
- Harassment (verbal or physical), and/or intimidation of a member of a student conduct body prior to, during and/or after a student conduct proceeding.
- Failure to comply with the sanction(s) imposed under the Student Code.
- Influencing or attempting to influence another person to commit an abuse of the Student Conduct System.

#### **ARTICLE D: JURISDICTION OF THE TERRA STATE COMMUNITY COLLEGE STUDENT CODE**

The Terra State Community College Student Code shall apply to conduct that occurs on College premises, at College-sponsored activities, and to off-campus conduct that adversely affects the College community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct and conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

The Student Code of Conduct applies to guests of community members, whose student hosts may be held accountable for the misconduct of their guests. Visitors and guests of Terra State Community College are also protected by the Student Code of Conduct, and may initiate a grievance.

The Dean of Student Success or designee shall decide whether the Student Code shall be applied to conduct occurring off campus, on a case-by-case basis, in his/her sole discretion.

#### **ARTICLE E: VIOLATION OF LAW AND COLLEGE DISCIPLINE**

1. College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Dean of Student Success. Determinations made or sanctions imposed under this Student Code shall not be subject to change because criminal charges arising out of the same facts that gave rise to violation of College rules or regulations were dismissed, reduced, or resolved in favor of or against the criminal law defendant.
2. When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code, the College may advise off-campus authorities of the existence of the Student Code and of how much matters are typically handled within the College community. The College will cooperate with law enforcement or other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with applicable law). Individual students and other members of the College community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.
3. If a student is charged with an off- campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken by the College and sanctions imposed for grave

misconduct which demonstrates flagrant disregard for the College Community. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (e.g., “no contest” or nolo contendere”).

## **ARTICLE F: STUDENT CODE OF CONDUCT PROCEDURES**

All suspected violations of the Code will be reviewed in accordance with the procedures outlined below.

### **1. Disciplinary Correspondence**

All disciplinary correspondence will be sent to the student’s official Terra State Community College e-mail address and/or current mailing address as listed with the Office of Student Records. The College reserves the right to use other reasonable means to notify students.

### **2. Filing Complaints**

Any member of the College community may file charges against any student for misconduct. Charges shall be prepared in writing and directed to the Dean of Student Success or designee. Any charge should be submitted as soon as possible after the event takes place, preferably within forty-eight hours. The Dean of Student Success will designate himself/herself or a Student Conduct Officer. In cases of academic dishonesty and plagiarism, the Student Conduct Officer designated may be an academic official such as an academic dean. While action on a complaint of violating a College rule or regulation is pending, the status of the student shall not be altered except for reasons outlined in Section J.

### **3. Presumption of Non-Violation**

Any student charged with a violation under this Code shall be presumed not responsible until it is proven that, more likely than not, the violation of the rule or regulation occurred.

### **4. Preliminary Investigation**

When the Dean of Student Success or designee receives information, a student has allegedly violated College rules, regulations, local, state, or federal law, they shall investigate the alleged violation and determine whether further action is necessary. After completing a preliminary investigation, the Dean of Student Success or designee may:

- a. Find no basis for the complaint and dismiss the allegation as unfounded, or
- b. Contact the student for a discussion and either:
  1. Dismiss the allegation.
  2. Identify if the alleged violation(s) is equated to a Level I infraction and assign the case to a Student Conduct Officer to conduct a Student Conduct Meeting with the student(s).
  3. Identify if the alleged violation(s) is equated to a Level II infraction and schedule a conference with the Student Discipline Committee.

### **5. Summoning a Student for a Student Conduct Meeting**

A Student Conduct Meeting is a meeting between the student(s) involved in an alleged violation of the Code and a Student Conduct Officer and may include sanctions. In some cases, the meeting may resolve the matter.

- a. The Student Conduct Officer shall provide the student with:
  1. Written notice of the charge(s) and an outline of rights.
  2. Review of all available information, documents, exhibits, and a list of witnesses that may testify against the student.
- b. Following receipt of the notice of charges, a student:
  1. May elect not to contest the charges and to accept responsibility for them. If this election is made, the student must sign a waiver of the right to a conference, and must accept the sanction imposed by the Student Conduct Officer. The decision to waive a conference and accept the sanction is final and not appealable.
  2. May contest the charges and elect to proceed to a conduct conference. The conference shall be scheduled not less than five (5) and no more than 20 calendar days from the student conduct meeting.

## **ARTICLE G: CONDUCT CONFERENCE PROCESS**

Conduct conferences provide the forum where parties to an allegation are afforded the opportunity to present information for review by a Student Discipline Committee presided over by the chair of the Committee and moderated by the The Dean of Student Success. The Dean of Student Success is an ex-officio member of the committee. A time shall be set for a Student Discipline Committee conference, not less than five (5) nor more than 20 business days after the student has been notified. The maximum time limit for scheduling of conferences may be extended at the discretion of the Dean of Student Success or designee.

Conferences shall be conducted by the Student Discipline Committee according to the following guidelines, except as provided by article J below:

1. In cases in which the Student Discipline Committee has been authorized by the Dean of Student Success to conduct a conference, the recommendations of the members of the Student Discipline Committee shall be considered in an advisory capacity by the Dean of Student Success in determining and imposing sanctions.
2. Composition: The Student Discipline Committee is composed of six members, including two faculty appointed by the Dean of Student Success or designee, one staff member and one administrator appointed by the Manager of Human Resources or designee, and two students appointed by the Terra State Student Government.
3. Term of service: Members shall serve for one academic year and may continue to serve at the discretion of the Dean of Student Success.
4. Student eligibility: All students, full-time or part-time, shall be eligible for recommendation to the Student Discipline Committee provided they have maintained a 2.50 cumulative grade point average, are not currently on disciplinary probation, and have not been suspended from the College.
5. Training: All members of the Student Discipline Committee, upon receiving notice of appointment, shall be given all necessary information about their responsibilities and the means for carrying them out.
6. Three members from the Student Discipline Committee will be chosen by the Dean of Student Success to hear a proceeding. The conference panel should consist of a faculty member, administrator or staff, and a student.
7. Conferences normally shall be conducted in private.
8. The Reporting Party, the Responding Party and their advisors, if any, shall be allowed to attend the entire portion of the Student Discipline Committee conference at which information is received (excluding deliberations). Admission of any other person to the conference shall be at the discretion of the Student Discipline Committee and/or the Dean of Student Success, or designee.
9. In the case of Student Discipline Committee conferences involving more than one student as the Responding Party, the Dean of Student Success or designee, at his/ her discretion may permit the Student Discipline Committee conference concerning each student to be conducted either separately or jointly.
10. The Reporting Party and the Responding Party have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. Reporting Party and the Responding Party are responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any conferences before the Student Discipline Committee. A student should select an advisor whose schedule allows attendance at the scheduled date and time for the Student Discipline Committee because delays will not normally be allowed due to the scheduling conflicts of an advisor.
11. The Reporting Party, Responding Party, and the Student Discipline Committee may arrange for witnesses to present information to the Student Discipline Committee. The College will try to arrange the attendance of possible witnesses who are members of the College community, if reasonably possible, and who are identified by the Reporting Party and/or Responding Party at least two (2) business days prior to the Student Discipline Committee conference. Witnesses will provide information to and answer questions from the Student Discipline Committee. Questions may be suggested by the Reporting Party and/or Responding Party to be answered by each other or by other witnesses, with such questions directed to the chairperson, rather than to the witnesses directly. This method is used to preserve the educational tone of the conference and to avoid creation of an adversarial environment. Questions of whether

- potential information will be received shall be resolved at the discretion of the chairperson of the Student Discipline Committee, in consultation with the Dean of Student Success or designee.
12. Pertinent records, exhibits, and written statements (including Student Impact Statements) may be accepted as information for consideration by the Student Discipline Committee, at the discretion of the Dean of Student Success.
  13. All procedural questions are subject to the final decision of the Dean of Student Success.
  14. After the portion of the Student Discipline Committee conference concludes in which all pertinent information has been received, the Student Discipline Committee shall determine by majority vote whether the accused student has violated each section of the Student Code that the student is charged with violating.
  15. The Student Discipline Committee's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code.
  16. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Code proceedings.
  17. There shall be a single verbatim record, such as a transcription or tape recording, of all conferences before a Student Discipline Committee (not including deliberations). Deliberations shall not be recorded. Transcriptions and/or tapes made during Student Discipline Committee conferences shall be the property of the College. These materials are confidential. They are made available in case of appeal and, upon request, to the Discipline Appeals Committee deliberating the appeal.
  18. If the Responding Party, with notices, does not appear before a Student Discipline Committee conference, the information in support of the charges shall be presented and considered even if the Responding Party is not present. If the Responding Party fails to attend the conference, it shall be deemed that they deny all allegations. When appropriate, a sanction will be determined and both the Responding Party and Reporting Party will be notified in writing.
  19. The Student Discipline Committee may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, or other witness during the conference by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, audio tape, written statement, or other means, where and as determined in the sole judgment of the Dean of Student Success to be appropriate.

## ARTICLE H: SANCTIONS

1. The following sanctions may be imposed upon any student found to have violated the Student Code:
  - a. **WARNING**-a notice in writing to the student that the student is violating or has violated institutional regulations.
  - b. **PROBATION**-a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanction if the student is found to be violating any institutional regulation(s) during the probationary period.
  - c. **LOSS OF PRIVILEGES**-denial of specified privileges for a designated period of time.
  - d. **LOSS OF ACADEMIC CREDIT**- forfeiture or reduction in the grade assigned for an assignment, project, quiz, test, or course due to academic dishonesty.
  - e. **FINES**-previously established and published fines may be imposed.
  - f. **RESTITUTION**-compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - g. **DISCRETIONARY SANCTIONS**-work assignments, service to the College or other related discretionary assignments (such assignment must have the prior approval of the Student Conduct Officer.)
  - h. **COLLEGE SUSPENSION**-separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
  - i. **COLLEGE EXPULSION**-is permanent separation of the student from the College.

- j. **REVOCATION OF ADMISSION AND/ OR DEGREE**-Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the degree, or for other serious violation committed by a student prior to graduation.
  - k. **WITHHOLDING DEGREE**-The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code of Conduct, including the completion of all sanctions imposed, if any.
2. More than one of the sanctions listed above may be imposed for any single violation.
  3. Sanctions imposed for acts of academic dishonesty typically will follow a three-step progression. The sanctions for the first offense will include loss of academic credit for the assignment or loss of academic credit for the course and a warning. The sanctions for the second offense will include loss of academic credit for the assignment or loss of academic credit for the course and probation status for the duration of the student's enrollment at the College. The sanction for the third offense is college expulsion. The instructor of record for the course in which the academic dishonesty took place may recommend to the conference officer whether a loss of academic credit for the assignment or course should be sanctioned. The Dean of Student Success or designee maintains records of Code of Conduct offenses.
  4. Terra State Community Colleges reserves the right to notify parents or guardians of any conduct situation when alcohol and or narcotic/substance/ inhalant abuse or violations are suspected. The College may contact parents/guardians of dependents or non-dependent students who are under the age of 21. Terra State may also contact parents/guardians to inform them of situations in which there is an imminent health and/or safety risk.
  5. Other than College suspension, expulsion, or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions other than, College suspension or College expulsion, upon application to the Senior Vice President for Innovation and Strategic Planning. Cases involving the imposition of sanctions other than College suspension, College expulsion, or revocation or withholding of a degree shall be expunged from the student's disciplinary record three (3) years after the student completes all requirements for graduation.
  6. In situations where both the Responding Party and Reporting Party are both students (or student group[s] or organization[s]), the records of the process and the sanctions imposed, if any, shall be considered to be the education records of both the Reporting and Responding Parties because the educational career and chances of success in the academic community of each may be impacted.
  7. The following sanctions, in addition to those listed above, may be imposed upon groups or student organizations: community service including service to the College, loss of selected rights and privileges for a specified period of time, and/or deactivation/ loss of all privileges, including College recognition, for a specified period of time.
  8. In each case in which a Student Conduct Officer determines a student has violated the Student Code, the recommendation of the Student Conduct Officer shall be considered by the Dean of Student Success or designee in determining and imposing sanctions. In cases in which the Student Discipline Committee has been authorized to determine a student has violated the Student Code, the recommendation of all members of the Student Discipline Committee shall be considered by the Dean of Student Success in determining and imposing sanctions. The Dean of Student Success is not limited to sanctions recommended by members of the Student Discipline Committee.
  9. Following the Student Discipline Committee conference, the Dean of Student Success shall simultaneously advise the Responding Party and Reporting Party (including groups and organizations) in writing of the determination and/or the sanction(s) imposed, if any, and how to appeal. A copy of the notification will be retained in the Responding Party's disciplinary record. Cases involving suspension or expulsion or revocation or withholding of a degree will also be filed in the student's academic record.

## **ARTICLE I: APPEALS**



1. A decision reached by the Student Discipline Committee or a sanction imposed may be appealed by the accused student(s) or complainant(s) to the Discipline Appeals Committee within ten (10) school days of the decision. Such appeals shall be in writing and shall be delivered to the Senior Vice President for Innovation and Strategic Planning.
2. Composition: The Discipline Appeals Committee is composed of three members: (a) the president of the Terra Faculty Association; (b) an administrator appointed by the College President; and (c) the president of the Terra State Student Government or designee.
3. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim records of the Student Discipline Committee conference and supporting documents for one or more of the following purposes:
  - a. To determine whether the Student Discipline Committee conference was conducted fairly in light of the charges and evidences presented, and in conformity with prescribed procedures, giving the Reporting Party a reasonable opportunity to prepare and present evidence that the Student Code was violated, and giving the Responding Party a reasonable opportunity to prepare and to present a rebuttal of these allegations.
  - b. To determine whether the decision reached regarding the Responding Party was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code occurred.
  - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code, which the student was found to have committed.
  - d. To consider new evidence, sufficient to alter a decision, or other relevant facts because such evidence and/ or facts were not known and could not have been known to the person appealing at the time of the original conference.
4. If the Discipline Appeals Committee upholds an appeal, the matter may be returned to the original Student Discipline Committee for reopening of the Student Discipline Committee conference to allow reconsideration of the original determination and/or sanction(s).
  - a. In cases involving appeals by students accused of violating the Student Code, the Discipline Appeals Committee may, upon review of the case, reduce but not increase the sanctions imposed by the Student Discipline Committee.
  - b. In cases involving appeals by persons other than student(s) accused of violating the Student Code, the Discipline Appeals Committee may, upon review of the case, reduce or increase the sanctions imposed by the Student Discipline Committee.
5. Following the appeal, the Senior Vice President for Innovation and Strategic Planning shall simultaneously advise the Reporting Party, Responding Party and/or Groups and Organizations in writing.

## **ARTICLE J: EXCEPTIONAL PROCEDURES**

### **1. Interim Suspension**

In certain circumstances, the Senior Vice President for Innovation and Strategic Planning or designee may impose a College suspension prior to a student conduct meeting or a conduct conference before the Student Discipline Committee. Interim suspension is an action requiring a student immediately leave the campus and College property.

- a. Interim suspension may be imposed only: a) to ensure the safety and well-being of members of the College community or preservation of College property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses an ongoing threat of disruption of or interference with the normal operations of the College.
- b. During the interim suspension, the student shall be denied access to the campus (including classes) and/ or all other College activities or privileges for which the student might otherwise be eligible, as the Senior Vice President for Innovation and Strategic Planning or designee may determine to be appropriate.

## **2. Voluntary Withdraw Agreement**

In certain cases where a student's behavior and continued enrollment may adversely affect his or her well-being or the College, the Senior Vice President for Innovation and Strategic Planning or designee may work collaboratively with the student and his/her family to agree to discontinue the student's attendance at Terra State for a specified period of time and agree to conditions for re-admittance to the College. In such instances, the Senior Vice President for Innovation and Strategic Planning or designee and the student will sign a written withdrawal agreement.

## **3. Temporary Restriction from Personal Contact**

The Senior Vice President for Innovation and Strategic Planning or designee may temporarily restrict a student from any personal, verbal, written, telephone, electronic, and third-party contact with another person pending an investigation and/or conference whenever the contact could constitute a danger to the person or to the safety of the person or property, or the seriousness of the allegations warrants such action. Any student so restricted may obtain an explanation of the basis for such restriction upon request.

## **4. Withdrawal Prior to Student Conduct Proceedings**

The student who withdraws or fails to return to the College while disciplinary action is pending will be ineligible for readmission until the outstanding matter is resolved. The College reserves the right to formally restrict individual(s) from the campus grounds while such action is pending.

## **5. Interim Measures**

The Senior Vice President of Student for Innovation and Strategic Planning or designee may temporarily take Interim Measures which are individualized plans to assist those who report incidents of gender-based or sexual harassment or sexual assault continue their education at Terra State. This may include changes for either/both the Reporting Party and Responding Party's: class schedule, on-campus living arrangements, transportation, co-curricular activities among others.

## **ARTICLE K: INTERPRETATION AND REVIEW**

1. Any question of interpretation regarding the Student Code shall be referred to the Dean of Student Success for final determination.
2. The Student Code will be reviewed every three years under the direction of the Senior Vice President for Innovation and Strategic Planning.

Additional information may be found at [Terra State Student Code of Conduct](#)

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

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

The procedures for preparing the annual disclosure of crime statistics to the College community obtained from the following sources: The Fremont Police Department, Terra State Campus Safety & Security, Sandusky County Sheriff's Office, Ohio State Highway Patrol, and other security and law enforcement departments responsible in the jurisdiction on our campus, separate campus, and non-campus locations. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.

Terra State's checklist for data collection provides that the Director of Campus Safety & Security in Clery Compliance will send a written request to the local police department(s), Sheriff's Office and State Highway

Patrol, requesting crime statistics for the main campus, the public property surrounding the campus and non-campus (by address) associated with the campus.

A written request for statistic information is made on an annual basis to all campus security authorities. A designated campus authority includes, but is not limited to College deans, directors, department heads, residence life staff, and security officers. Statistical information is requested and provided to Campus Safety & Security by the employees at the College Counseling center, even though they are not required by law to provide statistics for the compliance document.

In addition, Campus Safety & Security works with the College Counseling Center to inform the persons that are being counseled of the procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

## Terra State Community College Clery Reportable Crimes

Offense	Year	Geographic Location			
		On-Campus Property	On-Campus Student Housing	Non-Campus Property	Public Property
Murder/ Non-Negligent Manslaughter	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Manslaughter by Negligence	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Rape	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Fondling	2021	0	0	0	0
	2022	0	0	0	0
	2023	2	2	0	0
Incest	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Statutory Rape	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Robbery	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Aggravated Assault	2021	1	0	0	0
	2022	0	0	0	0
	2023	2	1	0	0
Burglary	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Motor Vehicle Theft	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Arson	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0

**VAWA OFFENSES**

Offense	Year	Geographic Location			
		On-Campus Property	On-Campus Student Housing	Non-Campus Property	Public Property
Domestic Violence	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Dating Violence	2021	3	3	0	0
	2022	3	3	0	0
	2023	4	4	0	0
Stalking	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0

**ARREST AND REFERRALS**

Offense	Year	Geographic Location			
		On-Campus Property	On-Campus Student Housing	Non-Campus Property	Public Property
Arrests: Weapons	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Disciplinary Referrals: Weapons	2021	1	1	0	0
	2022	0	0	0	0
	2023	1	0	0	0
Arrests: Drug Violations	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Disciplinary Referrals: Drug Violation	2021	4	4	0	0
	2022	10	10	0	0
	2023	8	8	0	0
Arrests: Liquor Law Violations	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Disciplinary Referrals: Liquor Law Violation	2021	2	2	0	0
	2022	4	4	0	0
	2023	3	3	0	0

## UNFOUNDED CRIMES

2021: No unfounded crimes.

2022: No unfounded crimes.

202: No unfounded crimes.

## HATE CRIMES

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

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

## HATE CRIMES

### Category of Bias for crimes reported in 2021 – On – Campus

Criminal Offense	Total	Race	Religion	Sexual Orientation	Gender	Gender Identify	Disability	Ethnicity	National Origin
Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny/ Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/ Damage/ Vandalism of Property	0	0	0	0	0	0	0	0	0

Category of Bias for crimes reported in 2021– Non – Campus

Criminal Offense	Total	Race	Religion	Sexual Orientation	Gender	Gender Identify	Disability	Ethnicity	National Origin
Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny/ Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/ Damage/ Vandalism of Property	0	0	0	0	0	0	0	0	0

Category of Bias for crimes reported in 2021 – Public Property

Criminal Offense	Total	Race	Religion	Sexual Orientation	Gender	Gender Identify	Disability	Ethnicity	National Origin
Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny/ Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/ Damage/ Vandalism of Property	0	0	0	0	0	0	0	0	0



Category of Bias for crimes reported in 2022 – On – Campus

Criminal Offense	Total	Race	Religion	Sexual Orientation	Gender	Gender Identify	Disability	Ethnicity	National Origin
Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny/ Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/ Damage/ Vandalism of Property	0	0	0	0	0	0	0	0	0

Category of Bias for crimes reported in 2022 – Non – Campus

Criminal Offense	Total	Race	Religion	Sexual Orientation	Gender	Gender Identify	Disability	Ethnicity	National Origin
Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny/ Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/ Damage/ Vandalism of Property	0	0	0	0	0	0	0	0	0

Category of Bias for crimes reported in 2022– Public Property

Criminal Offense	Total	Race	Religion	Sexual Orientation	Gender	Gender Identify	Disability	Ethnicity	National Origin
Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny/ Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/ Damage/ Vandalism of Property	0	0	0	0	0	0	0	0	0

Category of Bias for crimes reported in 2023 – On – Campus

Criminal Offense	Total	Race	Religion	Sexual Orientation	Gender	Gender Identify	Disability	Ethnicity	National Origin
Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny/ Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/ Damage/ Vandalism of Property	0	0	0	0	0	0	0	0	0

Category of Bias for crimes reported in 2023 – Non – Campus

Criminal Offense	Total	Race	Religion	Sexual Orientation	Gender	Gender Identify	Disability	Ethnicity	National Origin
Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny/ Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/ Damage/ Vandalism of Property	0	0	0	0	0	0	0	0	0

Category of Bias for crimes reported in 2023– Public Property

Criminal Offense	Total	Race	Religion	Sexual Orientation	Gender	Gender Identify	Disability	Ethnicity	National Origin
Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny/ Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/ Damage/ Vandalism of Property	0	0	0	0	0	0	0	0	0

## **ANNUAL FIRE SAFETY REPORT 2024**

### **Fire Statistics**

#### **Fire Safety Systems in the Campus Housing Facility**

The Landings is a fully alarmed Residence Hall. The Fire Alarm system is equipped with individual room detectors. There are fire extinguishers and pull stations located on every floor at the Landing. The pull stations directly connect to the alarm company which will then notify the Fire Department. The ADA (Americans with Disabilities Act) compliant rooms are directly connected to the main operating system which is directly connected to the notification system for the City of Fremont. In the event of a fire in these facilities, as soon as an alarm is sounded, the local fire department is notified. The estimated time of their arrival is between 3-4 minutes. The residential unit falling under this system include the following:

	<b>Physical Location</b>	<b>Special Notes</b>
The Landings	3070 Terra Way, Fremont, Ohio 43420	Sprinkler Units: Room/Floor

The City of Fremont Fire Department conducts yearly walk-through inspections during the Fall Semester.

#### **Plan for Improvement to Fire Safety**

The College has improved and updated all fire safety alarms in Terra Village Housing in 2022. New fire alarm and all alarms partnered and contracted with System 28 and Convergent. Fire pump checks are run monthly, along with fire drills each school semester.

#### **Fire Safety Education and Training Programs Provided to Students and Employees**

The College takes fire safety seriously and has established fire safety programs for students living in on-campus residence halls. Fire drills are to be conducted twice each fall and spring semester on the on-campus residence hall. In addition to the fire drills, fire safety policy and procedures are given to all on-campus students and an overview is presented for all students living in an on-campus residence hall. The College also has specific fire safety programs that target employees working on campus such as fire extinguisher training, smoke simulation, and various types of fires.

#### **Titles of Each Person or Organization to Whom Students and Employees Should Report That a Fire Occurred**

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

- Terra State Community College Campus Safety & Security Department (419) 559-2253
- Terra State Community College Facilities Office (419) 559-2100

When calling, please provide as much information as possible about the location, date, time and cause of the fire.

### **Fire Log**

The crime and fire logs are the daily records of all crimes and fires that have been reported to Terra State Community College Campus Safety & Security Department. They are organized chronologically and are updated on a daily basis. Paper copies of both the crime and the fire logs are available upon request from Terra State Community College Campus Safety & Security Department. Requests can be made in person at the Safety & Security Office located in the Engineering Technologies Building E-104 during normal business hours.

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

### **FIRE SAFETY STANDARDS**

1. Fire doors in halls and stairwells must be kept closed at all times. Do not prop door open.
2. In case of fire, the alarm should be activated and the building evacuated, and the Fire Department called.
3. If you are in a room where a fire starts, leave immediately. Close the door to confine the blaze to that one room.
4. Always close the door to your room when you go to bed. Many people have died in their sleep by rising heat and toxic gases before they knew there was a fire.
5. If you wake up in the middle of the night and smell smoke, do not open your door until you feel it with your hand. If it is hot, leave it closed. This is a sign that you cannot live in the corridor long enough to get down the stairs. In that case, go to the window, and call for help unless you can get out through other rooms that do not lead into the corridor.
6. Know the location of all fire exits, fire alarms, and fire extinguishers.
7. Use only metal wastebaskets. You should empty your basket frequently.
8. Multiple outlet extension cords are not permitted. Do not string wires or extension cords under rugs, over hooks, or in any place where these may be subjected to wear or mechanical damage. All electrical cords should be checked periodically for wear and damage.
9. The purpose of fire extinguishers is to save lives in the event of fire. Damaged equipment may result in death. It is ILLEGAL to use fire extinguishers for other than firefighting purposes. Under section 2909.07 Ohio Revised Code, unauthorized use is a malicious destruction of property and is punishable up to a \$500 fine or 60 days in jail or both.
10. In case of an accident, illness, or other emergency, notify the RA or any other staff member, who will arrange assistance.
11. Fire alarm pull stations are designed to save lives in case of fire. It is illegal to sound a false alarm. It is considered criminal mischief which is a misdemeanor of the third degree.
12. Candles (used or unused), incense burners, Scents Burners, potpourri burners, any objects with open flames or open heating elements (i.e. hotplates) are not permitted in any residence.

### **Health and Safety Inspections**

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



In addition, a room entry authorized personnel may enter a Resident's room for reasons of health, safety, general welfare, or to make necessary repairs to rooms and room equipment. Insofar as possible, advance notification will be given. Authorized staff may also enter student rooms to investigate violations of the Housing Agreement or student handbook that endanger the health and safety of the residential community at any time with or without advanced notice or permission of the resident. The Owner retains the right to enter Resident rooms for maintenance purposes. Maintenance requests by Residents shall be considered permission to enter. In such cases, no notification of the entry will be given. For purposes of a health and sanitation inspection, 24 hours advance written notification will be given to Residents. Residents should also be aware that housing staff members may occasionally have to enter Resident rooms on matters relating to the comfort of fellow hall residents; for example, to turn off an alarm clock, shut a window, etc.

All residents must respect and comply with lifestyle expectations and all policies and procedures outlined in the Student Housing Handbook. A member of the Student Housing staff or Campus Safety & Security may key into a room to assess the imminent danger to the health and safety of any person or a clear indication that established conduct standards or health and safety regulations are being violated. During these investigations, Student Housing staff or Campus Safety & Security may search the apartment and/or resident's personal property

### **Summary of Fires On-Campus: 2021-2023**

<b>Facility</b>	<b>Address</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
The Landings	3070 Terra Way, Fremont, Ohio 43420	0	0	0

### **IMPORTANT CONTACTS and EMERGENCY NUMBERS**

#### **EMERGENCY NUMBERS**

Ambulance 911 or 419-332-4131  
 Fire 911 or 419-332-4131  
 Highway Patrol 419-625-6565  
 ProMedica Memorial Hospital 419-332-7321  
 Fremont Police Department 911 or 419-332-6464  
 Sheriff 419-354-9001  
 Academic Service Center 419-559-2439  
 24 Hour Emergency Hotline 1-800-613-4456  
 Campus Safety Phone 419-559-2253  
 Director of Campus Safety & Security.....419-559-2389  
 Firelands Counseling and Recovery 419-332-5524  
 Sandusky County Victims Advocate 419-334-6418  
 Title IX Coordinator 419-559-2361  
 Director of Facilities 419-559-2393

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

<b>Residential Facility</b>	<b>Address</b>	<b>Total Fires in Each Building 2023</b>	<b>Total Fires in Each Building 2022</b>	<b>Total Fires in Each Building 2021</b>	<b>Fire Number</b>	<b>Cause of Fire</b>	<b>Number of Injuries That Required Treatment at a Medical Facility</b>	<b>Number of Deaths Related to a Fire</b>
The Landings	3070 Terra Way, Fremont, Ohio 43420	0	0	0	0	0	0	0

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

<b>Residential Facilities</b>	<b>Addresses</b>	<b>Total Fire Drills in Each Building 2021</b>	<b>Total Fire Drills in Each Building 2022</b>	<b>Total Fire Drills in Each Building 2023</b>
The Landings	3070 Terra Way, Fremont, Ohio 43420	3	2	3

## EVACUATIONS FOR FIRE

In the event of fire in any of the buildings on campus please move outside to the designated yellow rally point signs in each parking lot. Building coordinators will give the all clear from Campus Safety & Security Responder when The Fremont Fire Department has given the approval to re-enter the building.

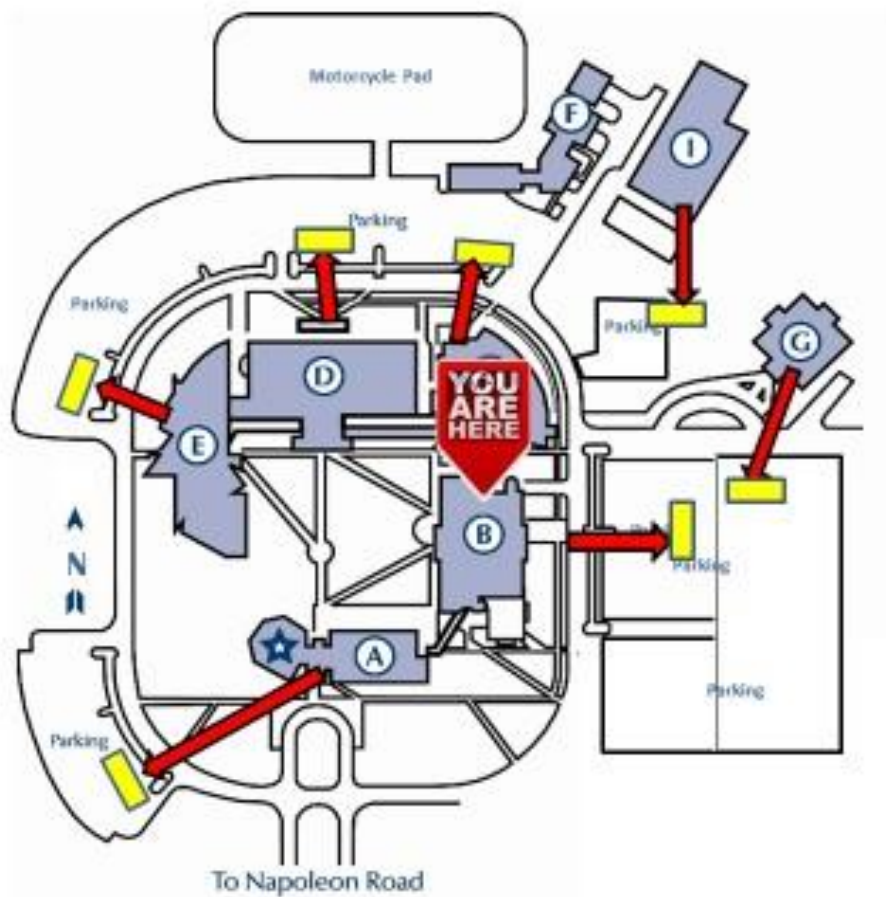
If a fire alarm sounds, all persons should gather their belongings, use the nearest stairway and proceed to leave the building. All persons shall exit the building in an orderly fashion, according to the procedures followed during a routine fire drill.

When exiting building proceed to designated yellow rally points. **(SEE MAP BELOW.)**

Elevators should never be used during a fire alarm.

Persons with mobility issues should wait at the stairwell until emergency personnel will assist them to the ground floor. An attempt should be made to notify Campus Safety of their location. In cases of imminent danger, others should immediately assist mobility-impaired people to reach safety.

Possible fire emergency(s) shall be reported to Campus Safety & Security Department. Campus Safety & Security Department will investigate and take charge of the situation until the fire department arrives. The same evacuation procedures apply for Explosions, Environmental explosions, Hazardous spills, Natural disasters, Mechanical failures, bomb threats, weapons of mass destruction and plane crashes.



**Designated Evacuation Rally Point For Each Building**

**DURING EVACUATION – LEAVE BUILDING THE NEAREST EXIT  
ONCE OUTSIDE, REPORT TO THE DESIGNATED RALLY POINT**

**Evacuation Rally Point**

## Appendix B

### TIFFIN UNIVERSITY – ROMANIA CAMPUS

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

#### Campus Security Personnel

This location has no police or security personnel on site.

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

This location has no police or security personnel on site.

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

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

#### Access to Campus Facilities

All access to this campus is provided by a third-party agreement between Fundatia “Ioan Mihailescu” c/o Mihailescu Marius dba, Fundatia “Ioan Mihailescu”. Contact Mihailescu at located on 6 Zorileni Street, Bucharest, Romania or via email: [marius@tiffinmba.ro](mailto:marius@tiffinmba.ro).

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

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

### CLERY REPORTABLE CRIMES

Offense	Year	Geographic Location	
		On-Campus Property	Non-Campus Property
Murder/ Non-Negligent Manslaughter	2023	**	**
	2022	0	0
	2021	**	**
Manslaughter by Negligence	2023	**	**
	2022	0	**

	2021	**	**
Rape	2023	**	**
	2022	0	0
	2021	**	**
Fondling	2023	**	**
	2022	0	0
	2021	**	**
incest	2023	**	**
	2022	0	0
	2021	**	**
Statutory Rape	2023	**	**
	2022	0	0
	2021	**	**
Robbery	2023	**	**
	2022	0	0
	2021	**	**
Aggravated Assault	2023	**	**
	2022	0	0
	2021	**	**
Burglary	2023	**	**
	2022	0	0
	2021	**	**
Motor Vehicle Theft	2023	**	**
	2022	0	0
	2021	**	**
Arson	2023	**	**
	2022	0	0
	2021	**	**

\*\*Stats not provided

#### VAWA OFFENSES

Offense	Year	Geographic Location	
		On-Campus Property	Non-Campus Property
Domestic Violence	2023	**	**
	2022	0	0
	2021	**	**
Dating Violence	2023	**	**
	2022	0	0

	2021	**	**
Stalking	2023	**	**
	2022	0	0
	2021	**	**

\*\*Stats not provided

#### ARREST AND REFERRALS

Offense	Year	Geographic Location	
		On-Campus Property	Non-Campus Property
Arrests: Weapons	2023	**	**
	2022	0	0
	2021	**	**
Disciplinary Referrals: Weapons	2023	**	**
	2022	0	0
	2021	**	**
Arrests: Drug Violations	2023	**	**
	2022	0	0
	2021	**	**
Disciplinary Referrals: Drug Violation	2023	**	**
	2022	0	0
	2021	**	**
Arrests: Liquor Law Violations	2023	**	**
	2022	0	0
	2021	**	**
Disciplinary Referrals: Liquor Law Violation	2023	**	**
	2022	0	0
	2021	**	**

\*\*Stats not provided

#### UNFOUNDED CRIMES

2021: Information requested but not provided

2022: Information requested but not provided

2023: No unfounded crimes

#### HATE CRIMES

TIFFIN UNIVERSITY – ROMANIA CAMPUS

2021: Requested but not reported  
2022: Reported 0  
2023: Requested but not reported