



Office of Research & Planning

**1000 Viking Drive
Hillsboro, Missouri 63050**

Annual Security & Fire Safety Report

***This report contains crimes statistics data that spans the calendar
years 2013, 2014, & 2015***

Reported: September 30, 2016

Jefferson College Annual Security & Fire Safety Report

Introduction

Campus security and safety are important issues in postsecondary education. Providing students with a safe learning environment and keeping students, parents and employees well informed about campus security are goals that have been voiced by many groups. These goals were advanced by the *Crime Awareness and Campus Security Act of 1990*. The U.S. Department of Education is committed to ensuring that postsecondary institutions are in full compliance with this act, and that the enforcement of the act remains a priority. Compliance with this act, now known as the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, or simply “*Clery Act*”, provides students and families, as higher education consumers, with the information they need to make informed decisions.¹ Detailed information about this Act is available from the Department of Education website: www.ed.gov/admins/lead/safety/campus.html .

Data for the *Annual Security and Fire Safety Report* for Jefferson College is compiled each year by the Jefferson College Campus Police Department (JCCPD), with cooperation from the local law enforcement agencies surrounding our main campus and alternate sites, Residential & Student Life, Student Services, Child Development Center, and the Office of Research & Planning. Campus crime, arrest and referral statistics include those reported to the JCCPD, designated campus officials (including but not limited to directors, deans, department heads, and designated staff, advisors, coaches), and local law enforcement agencies.

The report is published by October 1st each year by the JCCPD and Office of Research & Planning, and is available online to the general public, prospective and current students, and employees, at this site:

<http://www.jeffco.edu/current-students/information/consumer-information>

and on our “Campus Police Department” webpage at:

http://www.jeffco.edu/welcome/about-jefferson-college/campus-police-department#.V9A4_qKKvws

The Annual Report may be viewed, downloaded or printed from the web. If you are unable to obtain a hard copy from the website, you may request one from the JCCPD, 802 Mel Carnahan Drive, Apartment #214, Hillsboro, MO 63050.

In addition to the posted web-based report, direct notification to all current students and employees is accomplished in several ways. Individual emails are sent to all current students and employees through the campus web-based email system by October 1. This email notifies students and employees of the report’s availability, lists a brief description of the information contained within the report, and contains the exact address (URL) of the Annual Security and Fire Safety Report on our Internet website.

Also, a notification form is distributed to all prospective students within our application for admission, as well as to all prospective employees who complete an application for employment at Jefferson College. This notification form summarizes the availability and provides the web site addresses of all required federal disclosures, including notification of the Annual Security and Fire Safety Report. This notification form is also an integral part of the student and faculty/staff handbooks.

¹ U.S. Department of Education, Office of Postsecondary Education, *The Handbook for Campus Safety and Security Reporting*, 2016, p. 1-1.

Campus Security and Fire Safety Policies

Purpose

The purpose of the Campus Crime and Security Policies is to delineate the procedures for students and others to report criminal actions or other emergencies occurring on Jefferson College grounds. These laws and acts provide students and families, as higher education consumers, with the information they need to make informed decisions.

In 1990, Congress enacted the *Crime Awareness and Campus Security Act of 1990* (Title II of Public Law 101-542), which amended the *Higher Education Act of 1965 (HEA)*. This act required all postsecondary institutions participating in HEA's Title IV student financial assistance programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998, 2000 and 2008. The 1998 amendments renamed the law the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* in memory of a student who was slain in her dorm room in 1986. It is generally referred to as the *Clery Act*.

In 2008, the *Higher Education Opportunity Act or HEOA* (Public Law 110-315) reauthorized and expanded the *Higher Education Act of 1965*, as amended. HEOA amended the *Clery Act* and created additional safety- and security-related requirements for institutions.

On March 7, 2013, the *Violence Against Women Reauthorization Act of 2013 (VAWA)* (Public Law 113-14) was signed into law. VAWA includes amendments to the *Clery Act*. These changes require institutions to disclose statistics, policies and programs related to dating violence, domestic violence, sexual assault and stalking, among other changes.

Reportable Crimes

Reporting of the following crimes is mandated by the *Clery Act*, as amended by the HEOA, which requires our institution to disclose four general categories of crime statistics:

- **Criminal Offenses**—Criminal Homicide, including Murder and Non-negligent Manslaughter, and Manslaughter by Negligence; Sexual Assault, including Rape, Fondling, Incest and Statutory Rape; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson;
- **Hate Crimes**—Any of the above-mentioned offenses, and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property that were motivated by bias;
- **VAWA Offenses**—Any incidents of Domestic Violence, Dating Violence and Stalking. (Note that Sexual Assault is also a VAWA Offense but is included in the Criminal Offenses category for *Clery Act* reporting purposes); and
- **Arrests and Referrals for Disciplinary Action for Weapons**—Carrying, Possessing, Etc. Law Violations, Drug Abuse Violations and Liquor Law Violations.

To Report a Crime

Jefferson College encourages the accurate and timely reporting of all crimes to the JCCPD. Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the JCCPD in a timely manner.

To report a crime on the Jefferson College main campus or other JC locations, contact JCCPD at extension 3500, or 636-481-3500. For emergencies, dial 9-1-1.

Alternately, crimes may be reported to these designated 2016-17 Jefferson College *Campus Security Authorities*:

Title	Phone Extension	Building Location
President	3100	Administration
Vice President of Instruction	3300	Administration
Vice President of Finance & Administration	3120	Administration
Vice President of Student Services	3200	Student Center
Dean of Arts & Science Education	3333	Technology Center
Dean of Career & Technical Education	3400	Career Education
Director of Building & Grounds	3501	Building & Grounds
Behavioral Concerns & Student Conduct Coordinator/ Title IX Investigator	3262	Student Center
Student Service Supervisor – JCA	3553	Jefferson College Arnold
JCCPD Chief & Director of Public Safety Programs	3420	Jefferson College Imperial
JCCPD Campus Police Supervisor	3503	Viking Woods, Apt #214
JCCPD Police Department Officers	3500	Viking Woods, Apt #214
Director of Residential and Student Life	3296	Viking Woods Office
Assistant Director of Residential and Student Life	3295	Viking Woods Office
Viking Woods Student Housing Employees	3295	Viking Woods Office
Director of Athletics	3386	Field House
Athletics Department Coaches	3394	Field House
Mercy on Campus Health Clinic-Nurse Practitioner	636-543-2290	Viking Woods, Apt. 215
Faculty & Staff Advisors to Student Organizations	Various	Various
Wellness Program Coordinator	3257	Student Center

The JCCPD can also assist victims with off-campus referral services through local hospitals, mental health agencies, and other support organizations. The Office of the Vice President of Student Services will also assist the victim with changes in academic and/or campus living arrangements if desired and if available.

Voluntary Confidential Crime Reporting

If you are the victim or witness of a crime and do not want to pursue action within the college system or the criminal justice system, you may still want to consider making a confidential report. With your permission, a JCCPD Supervisor or Officer can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking 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, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community with *Timely Warnings* to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

Counselors and Confidential Crime Reporting

Campus Professional Counselors, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary, confidential basis for inclusion into the annual crime statistics. Professional Counselors are defined as: An employee of an institution whose official responsibilities include providing mental health counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the JCCPD Supervisor, constitutes an ongoing or continuing threat, a campus wide *Timely Warning* will be issued, that withholds the names of victims as confidential. The warning will be issued through the college’s electronic *MyJeffco* announcements to students, faculty, and staff, broadcasted to all as a personal announcement through the

email system, and posted at strategic locations throughout the affected areas. The main entrance message board can also be utilized. The JCCPD Supervisor communicates with the Sheriff's Office and Local Police Departments, and/or other pertinent authorities, to ensure prompt and efficient coordination of safety activities and responses. In addition, the Alertus System can interrupt all campus-networked computers to flash warning messages on all networked monitors. Moreover, the voice-sound siren systems at the Hillsboro campus can alert the entire campus. And finally, students may sign up for mobile phone text messaging that can be utilized in emergency notification situations.

Annual Disclosure of Crime Statistics

Each year the College President, through email correspondence, notifies the Campus Security Authorities of their responsibility to routinely report allegations of crime made in good faith to the JCCPD in a timely manner. Annually in the spring, the JCCPD contacts local law enforcement agencies for pertinent information regarding reported crimes on public property adjacent to, and easily accessible from, campus property at all campus locations. All reportable crimes from the previous calendar year are then categorized, summarized and forwarded to the JCCPD Office. The JCCPD Office compiles these data in the *Annual Security Report* that is submitted electronically each year to the U.S. Department of Education. By October 1st each year, a formal, written report is posted on the college web site at: <http://www.jeffco.edu/current-students/information/consumer-information> and on our [Campus Police Department web page](#).

Furthermore, by October 1st, a written notice that includes information about the content and method for accessing the *Annual Security & Fire Safety Report* and all other required federal disclosures is emailed directly to each currently enrolled student and employee via the campus email system. All employees and students are routinely issued a College email address, and they are required to check this account for official College notices and warnings. In addition, an electronic notice is provided to all prospective students and employees following each online application submission.

Jefferson College Facilities (Geography)

Jefferson College's four "on campus" facilities include the main campus in Hillsboro, the adjacent Viking Woods residential apartments, the Jefferson College Arnold, and Jefferson College Imperial. (The Northwest site closed in August, 2014.)

The main campus in Hillsboro, located at 1000 Viking Drive, Hillsboro, MO, consists of twelve primary buildings in a rural setting of approximately 450 acres north of the incorporated town of Hillsboro. The campus also houses the Jefferson County Sheriff's Department south satellite center.

The Viking Woods student housing apartment complex, located at 806 Mel Carnahan Drive, Hillsboro, MO, opened in Fall, 2001. The complex is adjacent to the Hillsboro campus and within the City of Hillsboro, but also within the enforcement jurisdiction of the JCCPD.

Jefferson College Arnold (JCA) opened in Fall 2007 and is located in the city of Arnold in a modern, state-of-the-art facility. JCA is located at 1687 Missouri State Road, Arnold, MO, in close proximity to the Arnold branch of the Jefferson County Library and Arnold Community Center. Although within the City of Arnold, the education center is within the enforcement jurisdiction of the JCCPD.

Jefferson College Imperial (JCI) is located on Jeffco Blvd and opened in the fall of 2010. This site is located at 4400 Jeffco Blvd. in an unincorporated area of Imperial, and within the enforcement jurisdiction of the JCCPD.

The Northwest site (JCN), closed in August, 2014, was located one-half mile from Highway 30 and Missouri Route BB, on Cedar Hill Road. This site opened in October, 2010, which was relocated from the previous location in High Ridge, and consisted of an intermediate public school building, leased from the Northwest School District. It is in an unincorporated area of Cedar Hill (Jefferson County), but was within the enforcement jurisdiction of the JCCPD.

Campus and Facility Access

College faculty and staff have access to the campus and its facilities at all times; however, their presence may be questioned by JCCPD personnel. The Hillsboro and Arnold campuses are monitored by JCCPD personnel, and the JCA site has a building alarm. Jefferson College Imperial does not have a full-time campus police officer on site; however, the JCCPD Police Chief resides at this facility. Students and visitors may access the facilities whenever they are open. Visitors should inquire at the administrative office in each building where classes are conducted so as not to disrupt the educational processes. Again, the JCCPD personnel have the right to question the presence of individuals on campus, especially during the off-hours.

Viking Woods residents are issued keys for their own apartment. Residents must immediately check-in any guest upon his or her arrival who is not merely dropping off or picking up persons or items. The guest must be present and must have a state-issued ID available for each check-in. Jefferson College campus and facility access policies apply to the Viking Woods student apartments on the Hillsboro campus.

Faculty, staff, and students at all Jefferson College locations are encouraged to contact JCCPD at Ext. 3500 or 636-481-3500 to report any instances of criminal activity, or call 9-1-1, who will dispatch JCCPD as well as any other emergency response that may be deemed appropriate.

JCCPD officers and Building & Grounds employees regularly check and maintain outside pathway and parking lot lighting, as well as inside stairwell and hallway lighting, at all Jefferson College locations. Students and employees can report outages to JCCPD (ext. 3500) or Building & Grounds (ext. 3505). Students and employees can also request 24-hour walking escort service, from the JCCPD, to and from any location on any of the Jefferson College campuses.

Campus Law Enforcement Authority and Jurisdiction

The JCCPD Supervisor, Beau Besancenez (ext. 3503), is assisted by full and part-time officers. The JCCPD reports to the JCCPD Police Chief, Diane Scanga (ext. 3420), who is a direct report to the VP of Finance & Administration, Daryl Gehbauer (ext. 3120), and then to the President, Dr. Ray Cumiskey, (ext. 3100). The Jefferson College Campus Police Department is charged with the responsibility of enforcing federal, state, and local laws, as well as enforcing any and all policies and procedures set forth by the Board of Trustees of Jefferson College.

The JC Campus Police have complete police authority to apprehend and arrest anyone involved in illegal acts on campus and areas immediately adjacent to the campus. If minor offenses involving College rules and regulations are committed by a Jefferson College student, the Campus Police may also refer the individual to the disciplinary division of Student Services. Additionally, the department provides service and assistance in a courteous and professional manner. The Department personnel discharge their duties within the scope of the College's mission as a degree-granting institution of higher education.

Furthermore, the Jefferson County Sheriff's Department has a satellite office on the Hillsboro campus for the convenience of its deputies. Sheriff's deputies access their office on the Hillsboro campus grounds 24 hours a day. The JCCPD personnel maintain a close working partnership with the Sheriff's Department deputies.

Jefferson College does not sponsor any non-campus student organizations.

Jefferson College Campus Police Department Crime Logs

The JCCPD Office maintains a daily log of all crimes reported to the department in the order reports are received and includes the nature of the crime, the date, time, general location, and reference number to the full report. Complaint dispositions including the date & time occurred and the date reported are added to the daily log when known. All log entries or updates are completed within two business days of the reporting of the information to the campus police. Most recent daily logs (within 60 days) are immediately available to the public. Older logs will be made available within two business days. All supporting records, including daily logs, are maintained for three years following the publication of the last annual security report to which they apply.

The JCCPD procedures for viewing the Daily Crime Log are as follows:

1. The logs are made available to the public at the JCCPD Office, 802 Mel Carnahan Drive, Apartment #214, Hillsboro, MO 63050, every College business day by 10:00 a.m. (College business days do not include weekends, holidays, administrative closure days, and inclement weather days.)
2. Each individual requesting to view the security log is asked to sign an attached sheet.
3. The JCCPD is not required to provide any copies of any log nor are they responsible for providing materials for a hand-written copy of the log.
4. Individuals viewing the log are asked to not write or mark on the log so that other people may view it as well.

If there are any questions regarding the open logs, the JCCPD (ext. 3500) may be contacted Monday through Friday, between 8:00am - 4:30pm.

Crime Prevention and Security Awareness Programs

All students, faculty, and staff are strongly encouraged to accept personal responsibility for their own security and the security of others. Prudent personal behavior and prompt reporting of suspected or apparent criminal activity is everyone's responsibility.

Campus Police Officers are sworn police officers. Campus Police Officers do maintain strong relationships with the Jefferson County Sheriff's Office, Hillsboro Police Department, and the Arnold Police Department, and share assistance as needed. JCCPD personnel receive additional, extensive training from the JCCPD Supervisor on the policies, procedures, rules, and laws affecting their performance. Faculty and staff are periodically provided training and information on College policies and procedures. Additionally, the Jefferson College "Emergency Procedures/Crisis Management Guidelines," a listing of safety/emergency equipment locations on all campuses, safety reminders/tips, and safety videos are all promoted and made available on the College's Campus Police Department website. All faculty are sent an email at the beginning of each semester that encourages them to watch the Run-Hide-Fight video and to view the A.L.I.C.E. PowerPoint presentation with their students during week one introductions and announcements. Additionally, the Run-Hide-Fight videos are shared in all first year experience courses. Faculty are also encouraged to talk to their students about classroom and building exits, fire extinguishers, and preparations for lock down and/or counter, and/or to schedule a time for a police officer to talk with their classes. Faculty/staff are encouraged to schedule a safety/security evaluation of individual classroom and/or office areas; and Intruder Training is offered to all employees, and required of all full-time employees. All current students and employees receive annual notice of the Annual Security & Fire Safety Report. Students and employees are encouraged to accept responsibility for, and to act responsibly on behalf of, their own security and the security of others.

The Environment/Safety Subcommittees, including the Campus Safety Initiative Task Force and the Threat Assessment Team Subcommittee, have and continue to implement safety actions and campaigns. The Campus Safety Initiative Task Force has worked to provide temporary intruder door lock systems, using magnetic strips, for interior doors; has worked to improve cell signals in the buildings on campus; has initiated employee security surveys; and has helped to purchase metal detector wands for events.

Prevention Programs/Services:

Jefferson College recognizes drug/alcohol dependency to be an illness presenting major health problems ranging from temporary disorientation to permanent organ damage or death. Students needing assistance in dealing with drug/alcohol dependency are encouraged to make contact with College staff who will provide confidential assistance, information, or appropriate resources in the area, and employees are encouraged to contact HR staff with the same.

Jefferson College will inform students and employees of the College Drug and Alcohol Abuse Policy on a twice annual basis and provide information on community resources available to assist individuals in dealing with drug/alcohol related problems. Additionally, the College will make drug/alcohol abuse information and educational information available to members of the College community on an ongoing basis and will review its Drug and Alcohol Abuse Policy and prevention efforts biennially.

Jefferson College has developed programs to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides dissemination of informational materials, educational programs, counseling services, referrals and college disciplinary actions. The Board of Trustees Policy II-023

(Prohibition against Alcohol/Drugs) specifically prohibits the use of unlawful controlled substances and alcohol on campus property. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the JCCPD. Violation of this policy by students will result in disciplinary action including suspension or dismissal. In addition to College disciplinary actions, violators of this policy are also subject to civil prosecution where the offense is prohibited by state. Statutes of the State of Missouri and federal or local municipal and county governments shall take precedence over any actions taken by Jefferson College. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of the Jefferson College Alcohol/Drug policy for anyone to consume or possess alcohol in any public or private area of campus. This policy is also published in the Student Handbook and the Faculty & Staff Handbook.

Additionally, Policy IX-010 (Tobacco-Free/Smoke-Free Policy) prohibits the use of all tobacco and smoke-related products on all properties owned or leased by Jefferson College, including buildings, facilities, and student housing, as well as outdoor areas such as sidewalks, parking lots, athletic fields, and common areas, except inside personal vehicles. This policy is also published in the Student Handbook and the Employee Handbook.

Other prevention and information programs, such as National Depression Screening Day and Alcohol Awareness Week, are coordinated through the Office of Student Development (ext. 3231). In addition, the "R U OK?" programs cover a variety of student health and safety topics through numerous awareness events and campaigns on campus, some of which include: "It's on Us" engaged bystander campaign, "Ready Set-Spring Break" for a being safe campaign, "Clothes Line Project" for domestic violence awareness, Active Minds "Take Back the Night", "The Power of Six" crisis support, the "Semicolon Project" for depression or addiction awareness, the "Stupid Drink" event for alcohol awareness, and "Consent Culture" event. All awareness events and campaigns are advertised through email, posters and on the "R U OK?" MyJeffco tab. Additionally, Student Orientation Seminars review the Title IX resources available to students on the "R U OK?" tab. All events are free and sometimes include giveaways.

Jefferson College also has in place a Behavioral Concerns Team that addresses intervention with individuals displaying disruptive, concerning, or harmful behavior. Our onsite COMTREA counselor, located on the top floor of the JCH Student Center, and once weekly at JCA, (ext. 3233), provides Mental Health First Aid for students and staff. The Mercy on Campus Health Clinic, located in the Viking Woods housing complex on the Hillsboro campus, at 802 Mel Carnahan Drive, Apartment 215, (636-543-2290), provides a convenient source of medical treatment and is an affordable alternative to hospital emergency rooms and acute care centers. The Mercy Clinic is available to all employees, students and community members. There are numerous community resources that students and staff can utilize for concerns about personal, physical, mental and legal health, well-being, and victim advocacy. Information about additional resources can be obtained on a professionally confidential basis from the COMTREA on Campus Counselor, the Mercy Clinic, or from the Human Resources Office (ext. 3157) in the Administration Building.

At the Viking Woods student housing apartment complex, new residents are given written materials that reinforce the policies that the campus is an alcohol and drug free place. They are also given written information about emergency procedures for various types of disasters including a list of resource telephone numbers. Further educational programs are conducted for residents throughout the year by Viking Woods staff, including information regarding sexual assault among college students. Specific information regarding these procedures and programs can be obtained from the Director of Residential and Student Life, (636-481-3296).

The Human Resources Department conducts required sessions for all new employees on anti-harassment issues. Additionally, faculty and staff are trained in Title IX reporting through the Maxient conduct reporting system, and the College is currently implementing an annually required viewing of the Title IX Safe Colleges video for all faculty and staff. Furthermore, informational brochures have been developed containing the guidelines related to drugs and alcohol (*Drug Free Workplace Guidelines*) and sexual harassment (*Sexual Harassment*), available through the Human Resources Office; and Title IX (*Gender, Discrimination and Sexual Misconduct*), Coordinator, Dr. Kimberly Harvey, ext. 3207. These brochures are also included in orientation information packets given to all new students during the orientation sessions; and students are informed about and encourage to report situations of concern through the Student-Initiated Incident Report Form, available on the R U OK? Tab in MyJeffco.

Educational Programs and Campaigns

RAINN Day: RAINN (Rape, Abuse & Incest National Network). Each year the College hosts RAINN Day. RAINN's annual campaign is designed to raise awareness and educate students against sexual violence on college campuses. Information is provided on protection, dealing with the aftermath, and how to help others.

The Campus Sexual Violence Elimination Act (SaVE): Jefferson College prohibits sexual violence; and in accordance with The Campus Sexual Violence Elimination Act (SaVE), Jefferson College provides campus community-wide prevention and awareness programs to all resident students through Residence Life Orientation; to students through various group and club leaders programs, athletic orientation, campus clubs and organizations; and to all employees through training for faculty and staff. Bystander intervention campaigns are provided through R U OK? events and promotions, directed toward students and employees. Examples include a rape prevention program hosted by Active Minds, the "R U OK?" campaigns through Student Activities, and available "What is Consent?" video on the Campus Police Department website.

Sex After Dark: Each year Jefferson College Residential Life hosts a sex education program for all housing residents. Students are given the opportunity to ask a sex related question anonymously by putting their question in a hat, and questions are read by a staff facilitator. A medical professional attends to provide a health perspective to the student questions or concerns. Topics discussed may also include mental health and social implications related to sexual decisions/behaviors.

Behavioral Concerns Team: Jefferson College has established a Behavioral Concerns Team to assist any individuals who have been victimized to report offenses and participate in campus proceedings to resolve situations, as well as a new position, specifically assigned to this area: Behavioral Concerns & Student Conduct Coordinator/ Title IX Investigator, (ext. 3262), kruth@jeffco.edu.

Sexual Assault Prevention and Response

The *Student Handbook* specifies the Sexual Violence Awareness and Reporting Procedure and disciplinary consequences adopted by the Board of Trustee action (Nov., 1993, and updated July, 2011 as the Non-Discrimination and Complaint Procedure). Sexual assault, a criminal under the uniform crime reporting system of the Federal Bureau of Investigation and a VAWA offence, is a serious campus concern and a violation of the rights and dignity of the individual and will not be tolerated on college property or at any College-sponsored activity.

If you are a victim of a sexual violence (covering sexual assault, including Rape, Fondling, Incest and Statutory Rape; Domestic Violence; and Dating Violence and Stalking) at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The JCCPD strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation.

An assault should be reported directly to a JCCPD Officer, in person or by telephone (636-481-3500), and/or to a Housing Residential Advisor. A report of the incident should also be made to the Jefferson College Vice President of Student Services/Title IX Coordinator – Student Center 205, (636) 481-3200/797-3000, ext. 3200 or kharvey@jeffco.edu.

Filing a police report with a JCCPD Officer will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim.
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later. (Ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam).
- ensure that the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.
- ensure that the victim has access to information to obtain or enforce a no contact directive or restraining order, as issued by the court.

When a sexual assault victim contacts the JCCPD, the Jefferson County Sheriff's Department will be notified as well. If the student resides at Viking Woods, a residential advisor will also be notified. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the College disciplinary system or only the latter. A College representative will guide the victim through the available options and support the victim in his or her decision. Counseling and support referral services within and outside the College system can be obtained through these offices and agencies; and College personnel will assist the student in notifying these authorities, if the student requests the assistance of College personnel:

- Mercy Hospital Jefferson: (636) 933-1000
- St. Anthony's Medical Center: (636) 525-1000
- Mercy On-Campus Health Clinic: Viking Woods, Apt. 215, Hillsboro Campus, 636-543-2290
- COMTREA on Campus: Sandy Davis, a licensed professional counselor: 636-481-3233
- Community Mental Health Treatment Center (COMTREA): (636) 931-2700
- Missouri Coalition Against Sexual Assault: 1-(877)-7MO-CASA
- Rape, Abuse, and Incest National Network: 1-(800)-656-HOPE, and online: rainn.org
- Active Minds (student organization): (ext. 3233) or www.activeminds.org
- JCCPD Escort Service (ext. 3500): 24-hour walking escort service to and from any location at any Jefferson College location

College disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, are detailed in the *Student Handbook*. The *Handbook* provides, in part, that the accused and the victim will each be allowed to have an adviser of his/her choice appear with him/her and to consult with such adviser during the hearing. Both the victim and accused will be informed of the outcome of the hearing. Student victims have the option to change their academic, on-campus living, and working situations to avoid a hostile environment. Individuals reporting Sexual Violence may notify the JCCPD, but are not required to do so. The existence of a criminal investigation or proceeding will not delay the College's own investigation or disciplinary proceedings.

Jefferson College will, upon written request, disclose to the alleged victim of a violent crime or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the College against the student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Additionally, Jefferson College will provide both the accused and the accuser with simultaneous written notification of any result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault or stalking. In these cases, it is not necessary for a victim to make a written request.

Faculty and staff disciplinary referrals are addressed in the *Faculty & Staff Handbook* and are managed in a similar fashion.

Sex Offender Registration

In accordance with the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the *Clery Act*, and the Family Educational Rights and Privacy Act of 1974, the JCCPD web page provides a link to the Jefferson County Sheriff's Office Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. **Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable.**

Jefferson County Sheriff's Office information concerning registered sex offenders living in Jefferson County who may be enrolled or employed at Jefferson College is available at:

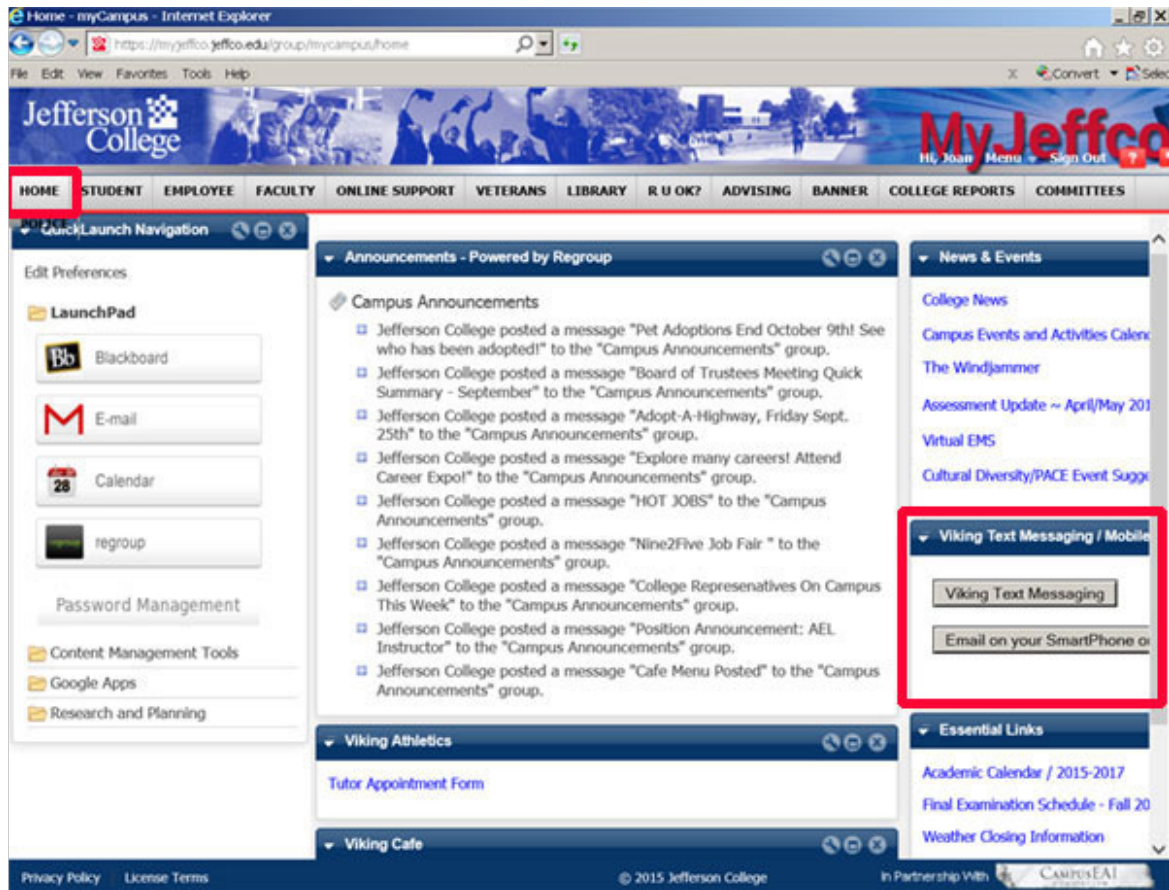
<http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/CRID/SOR/SORPage.html>

Information is also available on this page for St. Louis and statewide Missouri offender lists.

Emergency Response and Evacuation Procedures

- The campus community is immediately notified upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on campus in several ways. (1.) A sound/voice alarm system is located on the highest point of land on the Hillsboro campus for broadcasting an alarm siren and voice messages. (2.) A software program (Alertus) will "take over" all campus networked computers and flash the appropriate warning message on the monitors with directions for actions to be taken. Campus networked computers include those at the Hillsboro, Arnold, and Imperial sites. (3.) Students and employees may also sign up for mobile phone text messaging. (4.) Email messages can be sent out to all students and employees. All students and employees are routinely issued a College email address, and they are required to check this account for official College notices and warnings. (5.) The JCH main entrance electronic message board and/or various sandwich board signs can be utilized in specific areas on campus. (6.) Emergency Preparedness: Quick Response Guide flip charts have been distributed to and are available and visible in all classrooms and administrative offices that cover emergency situations and actions to be taken. The flipchart is a condensed version of the full written *Emergency Procedures/Crisis Management Guidelines*, both of which are also available on the [JCCPD web page](#).

Students and employees can register to receive Viking Text Messaging and/or emails by logging on to the "MyJeffco" portal. Click "HOME" and click on the appropriate button within the "Viking Text Messaging/Mobile Devices" section. (See image below)



- To report a crime on the Jefferson College main campus or other JC locations, contact JCCPD at extension 3500, or 636-481-3500. For emergencies, dial 9-1-1.
- The institution will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.
- The process to confirm that there is a significant emergency begins with a report to the JCCPD office. The JCCPD Supervisor or Officer will notify the Vice President of Finance & Administration and the President of the College, who will jointly determine the content of the notification, and the appropriate segment(s) of the campus/community to notify, and initiate the notification system. There will be a continuing assessment of the situation, and additional segments of the campus community may be notified if a situation warrants such action.
- The Public Relations Director is subsequently responsible for disseminating information to the larger community as appropriate, and through means which are appropriate to the situation and area affected.
- The sound/voice and software notification systems are tested on the first Monday of each month, fire extinguishers are inspected in-house monthly, and yearly for compliance by an outside certified inspector; and the Alertus System (which can interrupt all campus-networked computers to flash warning messages on all networked monitors) is tested twice annually. Documentation of these tests is maintained in the Building & Grounds Office.

- The Viking Woods residence complex conducts scheduled fire and evacuation drills during the fall and spring semesters each year and documents the exercises in a written log. Likewise, the Child Development Center conducts scheduled fire and tornado drills monthly and earthquake drills every three months. The Child Development Center also documents the exercises, including a description of the exercise, the date and time, and time required to evacuate.

Missing Student Notification

- Reports of students missing from the Viking Woods residences are directed to the JCCPD at 636-481-3500, who investigates the report and initiates the notifications and missing person activities as appropriate.
- Each student living in the Viking Woods on-campus student housing facility has the option to register a confidential contact person to be notified in the case that the 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.
- All Viking Woods residents are advised, even if they have not registered a contact person, that the JCCPD will be notified that the student is missing, within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student.
- All Viking Woods residents, less than 18 years of age and not emancipated, are advised that their parent or guardian must be notified within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student.
- All missing persons reports are submitted to the JCCPD, who ensures that the official missing student reports are referred immediately to local law enforcement as appropriate.
- When an individual reports to a Viking Woods Residential Advisor or the Director (636-481-3296) that a resident is missing, the Director immediately contacts the JCCPD who initiates the investigation and missing person procedures.

Annual Fire Safety Report

On-Campus Student Housing Facility Fire Safety Systems

- Each apartment in the Viking Woods residential complex contains a sprinkler system. Fire extinguishers are located in the common area of each apartment. Residents are trained how to properly use the fire extinguishers.
- Fire alarms and sprinkler systems are monitored and reported to the fire department and sprinkler maintenance company whenever activated or malfunctioned.
- The Viking Woods residence complex conducts fire and evacuation drills during the fall and spring semesters each year and documents the exercises in a written log.
- The *Viking Woods Resident Guide* is distributed to each student with the admonition to be thoroughly knowledgeable of its contents and safety procedures.
- The *Guide* specifically delineates the fire safety policies. No portable electrical appliances with open coils or flames are permitted. No open flames are permitted in the apartments. Smoking is not permitted on the college campus, which includes Viking Woods, except in personal vehicles. Personal barbecue grills are not allowed; community grills are available near the clubhouse. Other fire safety restrictions and precautions are outlined in the *Guide*.
- Prescribed evacuation procedures are outlined in the *Guide* along with the disciplinary action that will be taken for non-compliance. Evacuation drills and exercises are run during the fall and spring semesters each year.
- In case of an open flame, the College expects that all Viking Woods residents will use fire extinguishers. Residents will not put themselves at risk or in danger to extinguish an open flame fire. In case of a fire emergency, residents will activate a building fire alarm by using the red “Fire Alarm” pull stations located in building breezeways, evacuate immediately, and call 911. Residents are to gather at the grassy area next to the clubhouse and behind the volleyball court, where housing staff will take a headcount before further instructions are given. (The local fire department(s) and the JCCPD will respond to any activated fire alarm. The JCCPD Officer will coordinate the necessary evacuation, notification, and investigative procedures.)
- Fire safety education programs for all students living in Viking Woods and all employees that have any association with on-campus student housing are held during mandatory housing orientation. Fire safety education is designed to familiarize everyone with the fire safety system in each housing facility, train everyone on the procedures to be followed in case there is a fire, and to distribute information on the College’s fire safety policies. Everyone is also instructed on evacuation routes, fire alarm equipment locations, and extinguisher and pull station use.
- Per federal law, Jefferson College is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Listed below are the non-emergency numbers to call to report fires that have already been extinguished in on-campus student housing. These are fires for which you are unsure whether the JCCPD 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:

JCCPD: 636-481-3500

Viking Woods Housing: 636-481-3296

When calling, please provide as much information as possible about the location, date, time and cause of the fire.

- Fire statistics are collected and recorded in incident reports that are maintained in the Viking Woods Office. The statistics include the number of fires, the cause of each, the number of deaths related to each fire, the number of injuries related to that fire that resulted in treatment at a medical facility, the value of property damage related to the fire, and the number of fire drills conducted each year. The statistics for calendar years 2013, 2014, and 2015 for Viking Woods, located adjacent to the main, Hillsboro campus are as follows:

Fire Statistics Reporting Table Jefferson College -- Viking Woods

Fire Statistic-2015	Description
Fire	1
Cause	1-grease fire on stove
Deaths	NA
Injuries	No injuries
Value of Property Damage	No property damage
Fire Drills Conducted	2 - Fall and Spring semesters

Fire Statistic-2014	Description
Fire	1
Cause	1-grease fire on stove
Deaths	NA
Injuries	No injuries
Value of Property Damage	No property damage
Fire Drills Conducted	2 - Fall and Spring semesters

Fire Statistic-2013	Description
Fire	3
Cause	1-grease fire on stove
Deaths	NA
Injuries	No injuries
Value of Property Damage	No property damage
Fire Drills Conducted	2 - Fall and Spring semesters

Crime Statistics Summary Year 2015

(For the Three Years 2013, 2014, 2015)

Jefferson College Hillsboro (JCH)

Type of Offence	Year	On Campus	Residential Facilities**	Non Campus	Public Property
Murder/Non Negligent Manslaughter	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Negligent manslaughter	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Rape	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Fondling	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Statutory Rape	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Incest	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Robbery	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Aggravated Assault	2013	2	2	0	0
	2014	1	0	0	0
	2015	0	0	0	0
Burglary	2013	5	5	0	0
	2014	5	1	0	0
	2015	0	0	0	0
Motor Vehicle Theft	2013	0	0	0	0
	2014	1	0	0	0
	2015	0	0	0	0
Arson	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Liquor Law Arrests	2013	21	21	0	0
	2014	6	6	0	0
	2015	5	5	0	0
Liquor Law Violations	2013	64	64	0	0
	2014	44	44	0	0
	2015	24	24	0	0
Drug Law Arrests	2013	2	2	0	0
	2014	2	1	0	0
	2015	1	1	0	0
Drug Law Violations Referred For Disciplinary Action	2013	2	2	0	0
	2014	0	0	0	0
	2015	2	2	0	0
Illegal Weapons Possession Arrests	2013	4	4	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Illegal Weapons Possession Violations Referred For Disciplinary Action	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Domestic Violence	2013	2	2	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Dating Violence	2013	4	4	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Stalking	2013	0	0	0	0
	2014	1	0	0	0
	2015	6	1	0	0
Hate Crimes	2013	0	0	0	0
	2014	1	1	0	0
	2015	0	0	0	0

**Crimes Reported in the Residential Facilities Column Are Included in the On Campus Category

Jefferson College Arnold (JCA)

Type of Offence	Year	On Campus	Public Property
Murder/Non Negligent Manslaughter	2013	0	0
	2014	0	0
	2015	0	0
Negligent manslaughter	2013	0	0
	2014	0	0
	2015	0	0
Rape	2013	0	0
	2014	0	0
	2015	0	0
Fondling	2013	0	0
	2014	0	0
	2015	0	0
Statutory Rape	2013	0	0
	2014	0	0
	2015	0	0
Incest	2013	0	0
	2014	0	0
	2015	0	0
Robbery	2013	0	0
	2014	0	0
	2015	0	0
Aggravated Assault	2013	0	0
	2014	0	0
	2015	0	0
Burglary	2013	0	0
	2014	0	0
	2015	0	0
Motor Vehicle Theft	2013	0	0
	2014	0	0
	2015	0	0
Arson	2013	0	0
	2014	0	0
	2015	0	0
Liquor Law Arrests	2013	0	0
	2014	0	0
	2015	0	0
Liquor Law Violations	2013	0	0
	2014	0	0
	2015	0	0
Drug Law Arrests	2013	0	0
	2014	0	0
	2015	0	0
Drug Law Violations Referred For Disciplinary Action	2013	0	0
	2014	0	0
	2015	0	0
Illegal Weapons Possession Arrests	2013	0	0
	2014	0	0
	2015	0	0
Illegal Weapons Possession Violations Referred For Disciplinary Action	2013	0	0
	2014	0	0
	2015	0	0
Domestic Violence	2013	0	0
	2014	0	0
	2015	0	0
Dating Violence	2013	0	0
	2014	0	0
	2015	0	0
Stalking	2013	0	0
	2014	0	0
	2015	1	0
Hate Crimes	2013	0	0
	2014	0	0
	2015	0	0

Jefferson College Imperial (JCI)

Type of Offence	Year	On Campus	Public Property
Murder/Non Negligent Manslaughter	2013	0	0
	2014	0	0
	2015	0	0
Negligent manslaughter	2013	0	0
	2014	0	0
	2015	0	0
Rape	2013	0	0
	2014	0	0
	2015	0	0
Fondling	2013	0	0
	2014	0	0
	2015	0	0
Statutory Rape	2013	0	0
	2014	0	0
	2015	0	0
Incest	2013	0	0
	2014	0	0
	2015	0	0
Robbery	2013	0	0
	2014	0	0
	2015	0	0
Aggravated Assault	2013	0	0
	2014	0	0
	2015	0	0
Burglary	2013	0	0
	2014	0	0
	2015	0	0
Motor Vehicle Theft	2013	0	0
	2014	0	0
	2015	0	0
Arson	2013	0	0
	2014	0	0
	2015	0	0
Liquor Law Arrests	2013	0	0
	2014	0	0
	2015	0	0
Liquor Law Violations	2013	0	0
	2014	0	0
	2015	0	0
Drug Law Arrests	2013	0	0
	2014	0	0
	2015	0	0
Drug Law Violations Referred For Disciplinary Action	2013	0	0
	2014	0	0
	2015	0	0
Illegal Weapons Possession Arrests	2013	0	0
	2014	0	0
	2015	0	0
Illegal Weapons Possession Violations Referred For Disciplinary Action	2013	0	0
	2014	0	0
	2015	0	0
Domestic Violence	2013	0	0
	2014	0	0
	2015	0	0
Dating Violence	2013	0	0
	2014	0	0
	2015	0	0
Stalking	2013	0	0
	2014	0	0
	2015	0	0
Hate Crimes	2013	0	0
	2014	0	0
	2015	0	0

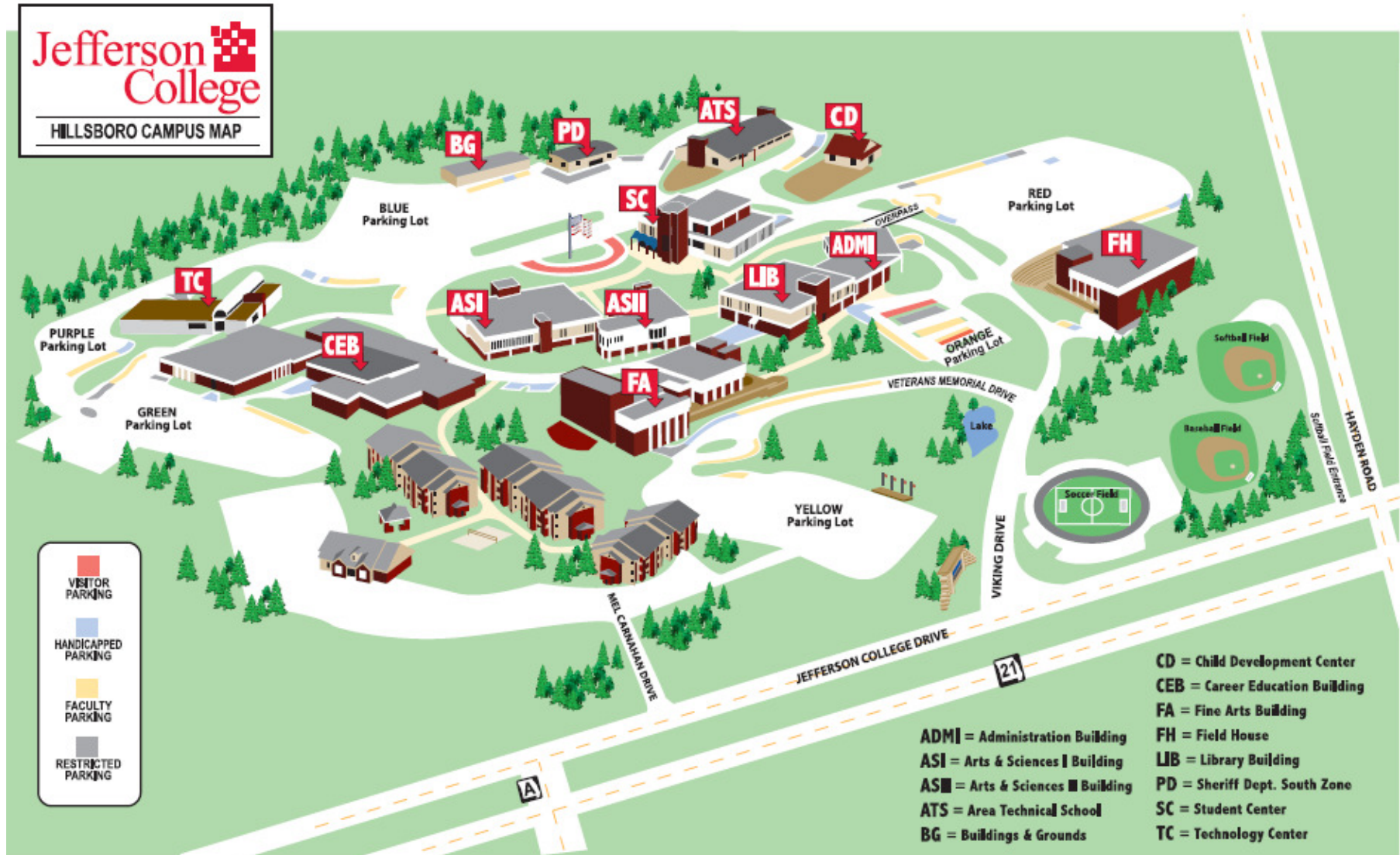
Jefferson College Northwest (JCN) -- Closed August, 2014

Type of Offence	Year	On Campus	Public Property
Murder/Non Negligent Manslaughter	2013	0	0
	2014	0	0
	2015	Closed	
Negligent manslaughter	2013	0	0
	2014	0	0
	2015	Closed	
Rape	2013	0	0
	2014	0	0
	2015	Closed	
Fondling	2013	0	0
	2014	0	0
	2015	Closed	
Statutory Rape	2013	0	0
	2014	0	0
	2015	Closed	
Incest	2013	0	0
	2014	0	0
	2015	Closed	
Robbery	2013	0	0
	2014	0	0
	2015	Closed	
Aggravated Assault	2013	0	0
	2014	0	0
	2015	Closed	
Burglary	2013	0	0
	2014	0	0
	2015	Closed	
Motor Vehicle Theft	2013	0	0
	2014	0	0
	2015	Closed	
Arson	2013	0	0
	2014	0	0
	2015	Closed	
Liquor Law Arrests	2013	0	0
	2014	0	0
	2015	Closed	
Liquor Law Violations	2013	0	0
	2014	0	0
	2015	Closed	
Drug Law Arrests	2013	0	0
	2014	0	0
	2015	Closed	
Drug Law Violations Referred For Disciplinary Action	2013	0	0
	2014	0	0
	2015	Closed	
Illegal Weapons Possession Arrests	2013	0	0
	2014	0	0
	2015	Closed	
Illegal Weapons Possession Violations Referred For Disciplinary Action	2013	0	0
	2014	0	0
	2015	Closed	
Domestic Violence	2013	0	0
	2014	0	0
	2015	Closed	
Dating Violence	2013	0	0
	2014	0	0
	2015	Closed	
Stalking	2013	0	0
	2014	0	0
	2015	Closed	
Hate Crimes	2013	0	0
	2014	0	0
	2015	Closed	

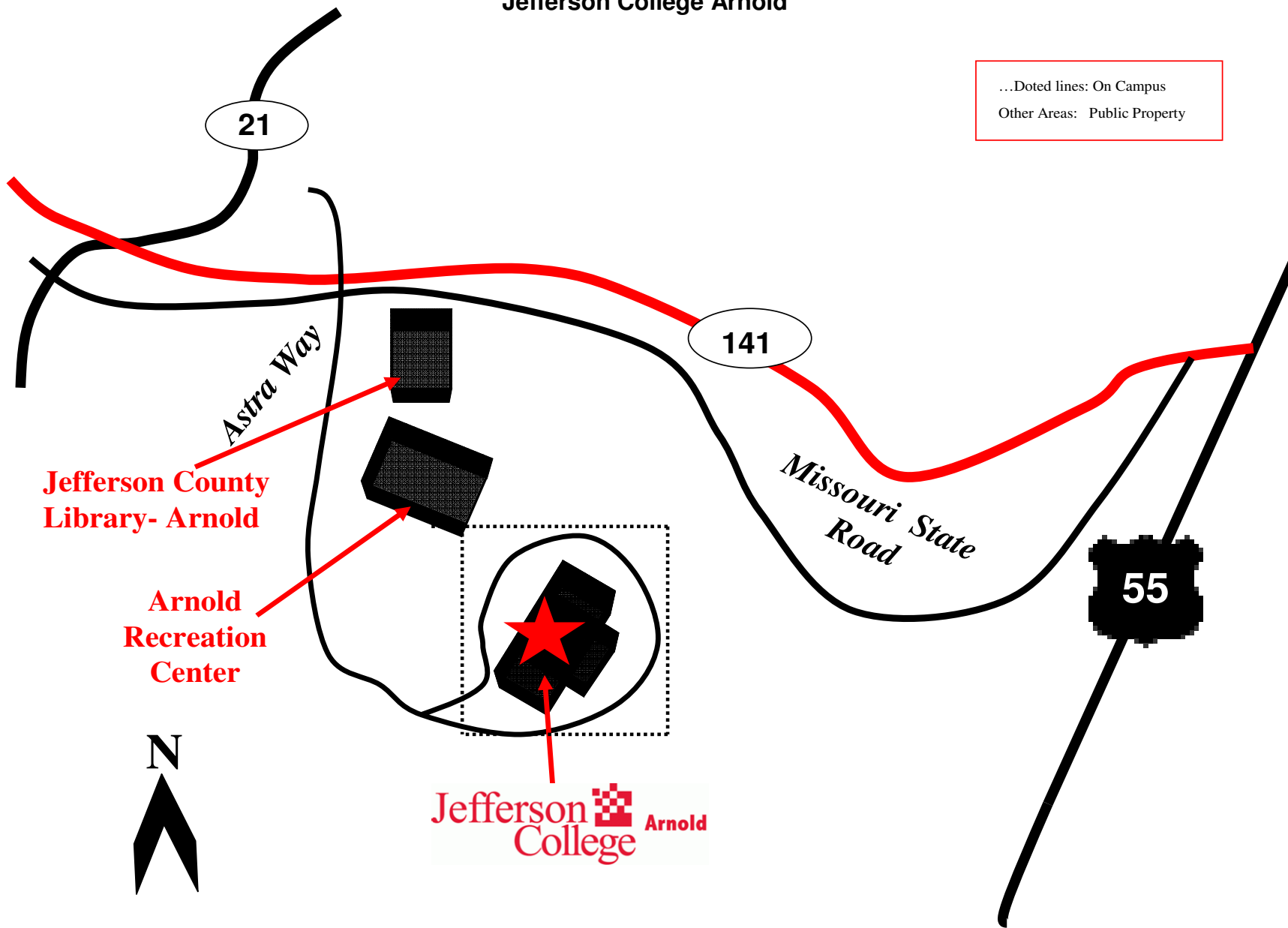
Campus Maps:

- **Jefferson College Hillsboro (JCH)
& Viking Woods**
- **Jefferson College Arnold (JCA)**
- **Jefferson College Imperial (JCI)**
- **Jefferson College Northwest (JCN)
—Closed August, 2014**

Jefferson College Hillsboro (Main Campus & Viking Woods On-Campus Student Housing)



Jefferson College Arnold



Jefferson College Imperial



Jefferson College Northwest—**Closed August, 2014**

