2020 Annual Security & Fire Safety Report

for the 2020-2021 academic year, containing Crime and Fire statistics for 2019, 2018, and 2017

Published: December 22, 2020
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Introduction
Campus security and safety are important issues in post-secondary 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 U.S. 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 Police Department (JCPD), with cooperation from the applicable law enforcement agencies, Residential & Student Life, and Student Services. Campus crime, arrest, and referral statistics include those reported to the JCPD, designated campus officials, and applicable law enforcement agencies.

This report is published by the date required by the U.S. Department of Education by the JCPD, and it 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: https://www.jeffco.edu/JCPD

The Annual Report may be viewed, downloaded, or printed from the College website. If you are unable to obtain a hard copy from the website, you may request one from the JCPD: 802 Mel Carnahan Drive, Apartment 214, Hillsboro, MO 63050; Jefferson College Arnold, 1687 Missouri State Road, Arnold, MO 63010; or Jefferson College Imperial, 4400 Jeffco Boulevard, Arnold, MO 63010.

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. 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 the College’s website.

All policy statements in this Annual Security and Fire Safety Report apply to the following campus locations (Hillsboro, Arnold, and Imperial) unless otherwise stated in the report.

I. Purpose

Campus Security and Fire Safety Policies

The purpose of the Campus Crime and Security Policies is to delineate the procedures for students, faculty, staff, 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 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 113-4) was signed into law. VAWA includes amendments to the Clery Act. These changes require institutions to disclose statistics, policies, and programs related to sexual assault, domestic violence, dating violence, and stalking, among other changes.

II. 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.

III. To Report a Crime

Jefferson College encourages the accurate and timely reporting of all crimes to the JCPD. Community members, students, faculty, staff, and guests are encouraged to report all crimes, emergencies, and public safety-related incidents on campus, on public property running through or immediately adjacent to the campus, or in other property that is owned or controlled by Jefferson College to the JCPD in a timely manner. To report a crime on the Jefferson College main campus or other College locations, contact JCPD at extension 3500 or 636-481-3500. For emergencies, dial 9-1-1. JCPD has installed an E911 server that pinpoints the exact location of 911 calls dialed from office phones for emergency responders. Additionally, faculty and staff can use the Alertus Desktop panic button icon to call for emergency assistance. The icon is available on computers in classrooms and offices that do not have phones, and they can also be made available in offices where faculty/staff meet regularly with the public. Two discreet clicks will alert the JCPD.
Crimes should be accurately and promptly reported to the JCPD or the appropriate police agency, when the victim of a crime elects to, or is unable to, make such a report. Alternately, crimes may be reported to these designated 2020-2021 Jefferson College Campus Security Authorities:

<table>
<thead>
<tr>
<th>Title</th>
<th>Phone Extension</th>
<th>Building Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice President of Student Services</td>
<td>3200</td>
<td>Student Center</td>
</tr>
<tr>
<td>Behavioral Concerns &amp; Student Conduct Coordinator</td>
<td>3262</td>
<td>Student Center</td>
</tr>
<tr>
<td>Director of Human Resources</td>
<td>3157</td>
<td>Administration</td>
</tr>
<tr>
<td>Jefferson College Police Department Chief</td>
<td>3500</td>
<td>Viking Woods, Apt #214</td>
</tr>
<tr>
<td>Jefferson College Police Department Supervisor</td>
<td>3503</td>
<td>Viking Woods, Apt #214</td>
</tr>
<tr>
<td>Jefferson College Police Department Officers</td>
<td>3500</td>
<td>Viking Woods, Apt #214</td>
</tr>
<tr>
<td>Director of Public Safety Programs</td>
<td>3420</td>
<td>Imperial</td>
</tr>
<tr>
<td>Associate Professor, Law Enforcement Academy</td>
<td>3442</td>
<td>Imperial</td>
</tr>
<tr>
<td>Director of Residential and Student Life</td>
<td>3296</td>
<td>Viking Woods Office</td>
</tr>
<tr>
<td>Residential Life Coordinator</td>
<td>3295</td>
<td>Viking Woods Office</td>
</tr>
<tr>
<td>Residential Life Student Employees</td>
<td>3294</td>
<td>Viking Woods Office</td>
</tr>
<tr>
<td>Director of Athletics</td>
<td>3386</td>
<td>Field House</td>
</tr>
<tr>
<td>Athletics Department Coaches</td>
<td>3394</td>
<td>Field House</td>
</tr>
<tr>
<td>Field House Coordinator</td>
<td>3391</td>
<td>Field House</td>
</tr>
<tr>
<td>Interim Director of Jefferson College Arnold</td>
<td>3230</td>
<td>Arnold</td>
</tr>
<tr>
<td>Enrollment Services Specialist</td>
<td>3286</td>
<td>Student Center</td>
</tr>
<tr>
<td>Academic Skills Coordinator</td>
<td>3284</td>
<td>Student Center</td>
</tr>
<tr>
<td>Disability Support Services Coordinator</td>
<td>3169</td>
<td>Technology Center</td>
</tr>
<tr>
<td>Director of Area Technical School</td>
<td>3423</td>
<td>Area Technical School</td>
</tr>
<tr>
<td>Mercy on Campus Health Clinic-Nurse Practitioner</td>
<td>636-543-2290</td>
<td>Viking Woods, Apt #215</td>
</tr>
<tr>
<td>Faculty &amp; Staff Advisors to Student Organizations</td>
<td>Various</td>
<td>Various</td>
</tr>
</tbody>
</table>

Students and employees should report criminal offenses to JCPD for the purpose of assessing the crime for potential distribution of a timely warning notice when deemed necessary and including them in the annual statistical disclosure.

The JCPD 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 available.

Response to a Report
9-1-1 dispatchers are available 24 hours a day to answer calls. In response to a call, JCPD will take the required action, either dispatching an officer or asking the victim and/or reporting party to report to JCPD to file an incident report. All reported crimes will be investigated by the JCPD and may become a matter of public record. All JCPD incident reports are forwarded to the Vice President of Student Services Office for review and referral to the Office of Behavioral Concerns and Student Conduct, as appropriate. JCPD officers will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Office of Behavioral Concerns and Student Conduct. If assistance is required from the Jefferson County Sheriff's Office, Arnold Police Department, Hillsboro Fire Department, or Rock Community Fire Department (Arnold or Imperial), JCPD will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including JCPD, will offer the victim a wide variety of services.

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 voluntary confidential report. With your permission, a JCPD 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 regarding a 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 crime statistics for the institution.

**Pastoral and Professional 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. Jefferson College encourages its Campus Professional Counselors, if and when they deem it 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. Pastoral Counselors are defined as: 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 his or her license as a pastoral counselor. Jefferson College does not employ pastoral counselors.

**IV. Timely Warnings**

Institutions must provide timely warnings in a manner likely to reach all members of the campus community. Timely warnings are limited to those crimes an institution is required to report and include in its Annual Security Report. There are differences between what constitutes a timely warning and an emergency notification; however, both systems are in place to safeguard students and campus employees.

*Timely Warning* determinations will be made on a case-by-case basis after consideration of the available facts. Factors considered in determining whether an alert will be issued include:

- The nature of the crime
- The seriousness or continuing danger to the campus community.

A *Timely Warning* will be considered whenever a Campus Security Authority receives a report that a Clery Act crime has occurred in the Clery Geography, and that crime is considered by the College to represent a serious or continuing threat to students and employees.

*Timely Warnings* are typically issued for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) crime classifications:

- Murder/Non-Negligent Manslaughter
- Aggravated Assault (cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if the individual is believed to be an ongoing threat to the larger Jefferson College community)
- Robbery involving force or violence (cases including pick pocketing and purse snatching will typically not result in the issuance of a *Timely Warning* Notice, but will be assessed on a case-by-case basis)
- Sexual Assault (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 JCPD Officer. In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a “timely” warning notice to the community. All cases of sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed for potential issuance of a *Timely Warning* Notice.
- Major incidents of Arson
- Other Clery crimes as determined necessary by the JCPD Chief, or his or her designee in his or her absence.

*Timely Warning* notices may also be posted for other crime classifications and locations, even though that is not required by the law, at the sole discretion of Jefferson College.

*Timely Warnings* will be issued for threats to persons or to property that pose a serious or continuing threat to the campus community.
When the President receives initial notification of a crime that needs to be assessed for a potential *Timely Warning*, the President will consult with the Incident Management Team (IMT) to determine if a *Timely Warning* notice is warranted. The IMT members include: President, Campus Police Chief, Vice President of Finance and Administration, Vice President of Student Services, Vice President of Instruction, Interim Chief Academic Officer, Director Human Resources, Director of IT, Director of Buildings and Grounds, and the Director of Public Relations and Marketing. In the event a crime arises on campus or on public property running through or immediately adjacent to campus, that, in the judgment of the Incident Management Team (IMT), constitutes a serious or continuing threat, a campus-wide *Timely Warning* will be issued. Timely Warning Notices will be distributed as soon as pertinent information is available, in a manner that withholds the names of victims as confidential, and with the goal of aiding in the prevention of similar crimes. One or more members of the IMT will determine the content and means of the notification. The PR/Marketing Director or designee is subsequently responsible for disseminating information to the campus community as appropriate, and through means which are appropriate to the situation. The JCPD Chief or his or her designee 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 accordance with the Jefferson College “Emergency/Crisis Communication Plan,” the President (or designated Vice President in his or her absence) will provide the authorization for any major decision including communication. The IMT will serve as the lead team for the College in the management of emergency response activities, in consultation with, and under the direction of the President.

The JCPD Chief or his or her designee will be the contact for all emergency personnel.

*Timely Warnings* will typically be issued via a campus-wide email blast to all Jefferson College assigned email accounts. Timely warnings may also be issued using some or all of the following methods of communication: text messages or emails sent through the College’s ALERT system, or building postings by Building Administrators.

Jefferson College is not required to issue a *Timely Warning* with respect to crimes reported to a pastoral or professional counselor.

**V. Emergency Response and Evacuation Procedures**

Institutions are required to inform the campus community about a “significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.” The following identified situations are examples which may warrant an emergency (immediate) notification after confirmation: armed/hostile intruder; bomb/explosives (threat); communicable disease outbreak; severe weather; terrorist incident; civil unrest; natural disaster; hazardous material incident and structural fire.

To report an emergency on the Jefferson College main campus or other College locations, dial 911.

In the event of an emergency, Jefferson College 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 following describes Jefferson College’s Emergency Response and Evacuation processes. The process to confirm that there is a significant emergency begins with a report to the JCPD or 911. The JCPD Chief or designee, in conjunction with the Incident Management Team (IMT), local first responders, and/or the National Weather Service, will confirm that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the campus community, relaying information to the President’s Office as soon as possible.

In accordance with the Jefferson College “Emergency/Crisis Communication Plan,” the President (or designated Vice President) will provide the authorization for any major decision including communication. The IMT will serve as the lead team for the College in the management of emergency response activities, in consultation with, and under the direction of the President. One or more members of the IMT will determine the content of the notification. The offices and people below will be responsible for determining the
appropriate segment(s) of the campus/community to notify and for initiating the appropriate notification systems.

Notification will be made by using some or all of the following methods depending on the type of emergency: College 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.

<table>
<thead>
<tr>
<th>System to Use</th>
<th>Primary Message Creator*</th>
<th>Backup Message Creator*</th>
<th>Authority for Approving &amp; Sending Messages</th>
<th>Primary Message Sender/Distributor</th>
<th>Backup Message Sender/Distributor</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRIMARY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alertus Desktop</td>
<td>Director of Buildings &amp; Grounds</td>
<td>Secretary to Director of Buildings &amp; Grounds</td>
<td>Director of Buildings &amp; Grounds</td>
<td>Secretary to Director of Buildings &amp; Grounds</td>
<td>Director of Buildings &amp; Grounds</td>
</tr>
<tr>
<td>Viking Text Message</td>
<td>Director of PR/Marketing</td>
<td>Webmaster</td>
<td>Director of PR/Marketing</td>
<td>Director of PR/Marketing</td>
<td>Webmaster</td>
</tr>
</tbody>
</table>

| SECONDARY              |                          |                         |                                            |                                  |                                  |
|------------------------|                          |                         |                                            |                                  |                                  |
| Campus Email/ Announcement | Webmaster | Director of PR/Marketing | Director of PR/Marketing | Webmaster | Director of PR/Marketing |
| Campus Voicemail Message | IT Analyst | Computer Support Specialist | IT Analyst | IT Analyst | Computer Support Specialist |
| Website Homepage       | Webmaster | Director of PR/Marketing | Director of PR/Marketing | Webmaster | Director of PR/Marketing |
| Social Media           | Webmaster | Director of PR/Marketing | Director of PR/Marketing | Webmaster | Director of PR/Marketing |
| Hillsboro Entrance Marquee | Director of PR/Marketing | Webmaster | Director of PR/Marketing | Webmaster | Director of PR/Marketing |
| Police Vehicle Loudspeakers | On Duty Police Officer | On Duty Police Officer | On Duty Police Officer | On Duty Police Officer | On Duty Police Officer |
| Voice-Sound Siren Systems | Director of Buildings & Grounds | Secretary to Director of Buildings & Grounds | Director of Buildings & Grounds | Secretary to Director of Buildings & Grounds | Director of Buildings & Grounds |

*The content of the notification is typically determined by the leader described above; however, the individuals listed as the “message creator” below have the authority to amend the message for each system.

The PR/Marketing 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 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 Jefferson College homepage and/or social media.

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

If there is an immediate threat to the health or safety of students or employees occurring on campus, the College will follow its “Emergency/Crisis Communication Plan.” An institution that follows its emergency notification procedures is not required to issue a Timely Warning based on the same circumstances; however, the institution must provide adequate follow-up information to the community as needed.
The JCPD Chief or designee will be the contact for all emergency personnel. The JCPD Chief or designee 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.

After the immediate situation has passed, the President convenes as many members of the IMT as possible for initial briefing and fact gathering. The President updates the Board of Trustees. The PR/Marketing Director serves as the primary contact for media inquiries.

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. Jefferson College will, without delay and taking in to account the safety of the community, determine the content of the notification and initiate the notification process, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

These notifications, when issued, will explain to the students, faculty, and staff the procedures they should take into consideration for the particular emergency at hand, including either evacuating from a particular area, building, or other location, or moving to shelter such as a basement or lower level in the event of severe weather.

Faculty and staff are periodically provided training and information on College policies and procedures. Additionally, Emergency Preparedness/Quick Response Guide flip charts have been distributed to and are available and visible in some classrooms and administrative offices and cover emergency situations and actions to be taken. The flip chart is a condensed version of the full written Emergency Procedures/Crisis Management Guidelines, both of which are also available on the JCPD webpage. Safety reminders/tips and safety videos are also promoted and made available on the JCPD webpage at: https://www.jeffco.edu/JCPD

Emergency Evacuation Procedures
The emergency evacuation procedures are tested at least twice each year. Students and employees learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. The JCPD does not tell building occupants in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, JCPD Officers on the scene will communicate information to students and employees regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. At Jefferson College, evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants ‘practice’ drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm.

General Evacuation Procedures
At the sound of a fire alarm or if you are instructed to evacuate, leave your work area immediately and proceed to the nearest exit, and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, and dial 9-1-1.

1. Remain calm.
2. Do NOT use elevators, use the stairs.
3. Assist the physically impaired. If an individual is unable to exit without using an elevator, secure a safe location near a stairwell, and immediately inform JCPD Officers or the responding fire department of the individual's location.
4. Proceed to a clear area at least 150 feet from the building. Keep all walkways clear for emergency vehicles.
5. Make sure all personnel are out of the building.
6. Do not re-enter the building.

Shelter-in-Place Procedures – What it Means to “Shelter-in-Place”
If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area...
may expose you to that danger. Thus, to “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments, this location can be made even safer and more comfortable until it is safe to go outside.

**Basic “Shelter-in-Place” Guidance**

If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, access card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest College building quickly. If police or fire department personnel are on the scene, follow their directions.

**How You Will Know to “Shelter-in-Place”**

A shelter-in-place notification may come from several sources, JCPD Officers, Residential Life staff members, other College employees, Jefferson County Sheriff’s Office, or other authorities utilizing the College’s emergency communications tools.

**How to “Shelter-in-Place”**

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
   - An interior room
   - Above ground level; and
   - Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary.
3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters, and fans. Close vents to ventilation systems as you are able. (College staff will turn off the ventilation as quickly as possible.)
5. Create a list of the people with you and be prepared to share with the JCPD, other emergency personnel, Residential Life staff, faculty, or other employees. If only students are present, one of the students should create the list.
6. Turn on a radio or TV and listen for further instructions.
7. Make yourself comfortable.
8. Wait for the all-clear notification from appropriate emergency personnel.

In the event of an active shooter incident and the best alternative is to shelter-in-place, barricade the location to make entry as difficult as possible. Turn OFF radios/TVs and put personal cell phones on vibrate to avoid making any noise that would alert the shooter to your presence.

Jefferson College maintains an Emergency Response Plan that outlines responsibilities of campus units during emergencies. This plan outlines incident priorities, campus organization and specific responsibilities of particular units or positions.

Emergencies occurring on campus should be reported to JCPD at extension 3500 or 63336-481-3500 or dial 9-1-1.

Efforts to test notification and emergency plans are ongoing and are conducted in a variety of ways, including:

- The Jefferson College Environment/Safety Committee reviews and makes recommendations for Emergency Preparedness.
- The JCPD coordinates and conducts Active Shooter/Threat Drills for faculty and staff.
- The JCPD uses campus facilities to train and practice emergency plans when the campus is closed. Emergency planning includes intruder/active shooter training and emergency response training in the buildings and firearms training at the Hillsboro Police Department range.
- The JCPD also participates in ongoing continuing education training per the Missouri Department of Public Safety Peace Officer and Standards Training (POST) requirements for 24 hours of continuing education/training every year. As a result, all training done on campus is logged through the
academy. All JCPD officers have completed (or are scheduled to complete) the 40-hour Crisis Intervention Team Training (CIT).

- The JCPD participates in tabletop exercises and discussions to coordinate emergency response teams with the Jefferson County Sheriff’s Office and local municipal police departments for responses to emergency situations at the College.
- The Viking Woods residential 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.
- The sound/voice and software notification systems are tested on the first Monday of each month, and fire extinguishers are inspected in-house monthly, and yearly for compliance by an outside certified inspector. Documentation of these tests is maintained in the Buildings & Grounds Office.
- Fire alarms have been updated to a single system, integrated directly with emergency services.
- The Hillsboro campus main entrance electronic marquee board/public address system is utilized for outside campus-wide notifications and is tested and monitored on a regular basis through constant use.
- The JCPD conducts enhanced security measures at various large campus events, including a sweep of the building and bag checks at doors.

In conjunction with other emergency agencies, JCPD will conduct emergency response trainings and briefings, such as tabletop exercises, field exercises. Various Jefferson College departments tests 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.

Each test is documented and includes a description of the exercise, the date and time of the exercise, and whether it was announced or unannounced. The campus will a summary of the emergency response and evacuation procedures at least once each year in conjunction with a test (exercise and drill) that meets all of the requirements of the Higher Education Opportunity Act.

Specific processes that Jefferson College takes in response to emergencies vary by the particular emergency at hand. Thus, it is impossible to provide a detailed response plan in this document for every emergency that could possibly arise.

**IMAGE 1:**

Students and employees can register (opt-in) to receive Viking Text Messaging by logging on to the “MyJeffco” portal. Click “HOME” and click on the “Viking Text” button. (See image below)
VI. Annual Disclosure of Crime Statistics

The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the College community obtained from the following sources: the JCPD, the Local Police Department, and Campus security Authorities. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported. JCPD, through email correspondence, notifies the Campus Security Authorities of their responsibility to routinely report allegations of crime made in good faith to the JCPD in a timely manner. Annually, the JCPD 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 JCPD Office. The JCPD Office compiles the data in the Annual Security Report that is submitted electronically each year to the U.S. Department of Education. A formal, written report is posted on the College website at: https://www.jeffco.edu/current-students/information/consumer-information and on our Campus Police Department webpage at: https://www.jeffco.edu/JCPD

Furthermore, this report is published by the date required by the U.S. Department of Education, 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.

VII. Jefferson College Facilities (Geography)

Jefferson College’s four “on campus” facilities include the main campus in Hillsboro, the adjacent Viking Woods residential complex, Jefferson College Arnold, and Jefferson College Imperial. The main campus in Hillsboro, located at 1000 Viking Drive, Hillsboro, MO, consists of 12 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 Office south satellite center.

The Viking Woods residential complex, located at 806 Mel Carnahan Drive, Hillsboro, MO, opened in Fall 2001. The complex consists of three residential facilities: Sycamore Hall (802 Mel Carnahan Drive), Maple Hall (804 Mel Carnahan Drive), and Hickory Hall (808 Mel Carnahan Drive) and is adjacent to the Hillsboro campus and within the City of Hillsboro, but also within the enforcement jurisdiction of the JCPD.

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 Recreation Center. Although within the City of Arnold, JCA is within the enforcement jurisdiction of the JCPD.

Jefferson College Imperial (JCI) opened in Fall 2010. This site is located at 4400 Jeffco Boulevard in an unincorporated area of Imperial, and within the enforcement jurisdiction of the JCPD.

Non-Campus Location: Located off-campus but controlled by Jefferson College

Jefferson College controls space at the Jefferson County Library Northwest Branch, located at 5680 Missouri PP, High Ridge, MO, used to provide Adult Education and Literacy Services. A “Memorandum of Understanding” includes the agreed upon dates and hours of August 10, 2019 – June 30, 2020: Monday & Wednesday 10:00 a.m. to 1:00 p.m., and 5:00 p.m. to 8:00 p.m.

VIII. 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 JCPD Officers. The Hillsboro campus and Arnold location are monitored by JCPD Officers. Jefferson College Imperial does not have a full-time campus police officer on site; however, there is a JCPD commissioned police officer located at this facility who is in charge of the Jefferson College Law Enforcement Academy. 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 JCPD Officers have the right to question the presence of individuals on campus, especially during the off-hours. JCPD officers conduct routine security and safety patrols of the academic and administrative buildings to monitor conditions and report any unusual circumstances.
Jefferson College utilizes an extensive system of cameras for the purpose of safety, security, and facilities maintenance. Cameras are located in many areas throughout campus locations, including public areas and primary pedestrian areas. Cameras are typically purchased by Jefferson College for high traffic, public areas. All cameras included on the Jefferson College campuses can be viewed by JCPD. All cameras are randomly monitored, but continually record.

Viking Woods residents are issued keys for their own apartments. Residents must immediately check-in any guest upon his or her arrival to Viking Woods. Guest check-in is not required for those who are 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. Housing staff and JCPD officers monitor security in the residential facilities and encourage building residents to report suspicious or unusual activity.

Security Considerations Used in the Maintenance of Campus Facilities
JCPD Officers and Buildings & 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.

Buildings & Grounds maintains campus facilities in a manner that minimizes hazardous and unsafe conditions. Parking lots and pathways are illuminated with lighting. JCPD works closely with Buildings & Grounds to address burned out lights promptly as well as malfunctioning door locks or other physical conditions that enhance security. Other members of the College community are helpful when they report equipment problems. Students and employees can report outages to the JCPD (636-481-3500) or Buildings & Grounds (636-481-3505).

Students and employees can also request 24-hour walking escort service from the JCPD, to and from any location on any of the Jefferson College campus locations. Campus Law Enforcement Authority and Jurisdiction.

IX. Campus Law Enforcement Authority and Jurisdiction
The JCPD Supervisor, (636-481-3503), is assisted by full-time officers. The JCPD reports to the JCPD Chief, (636-481-3500), who is a direct report to the Vice President of Finance & Administration, (636-481-3120), and then to the President, (636-481-3100). The JCPD 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.

JCPD Officers are sworn police officers and maintain strong working relationships with the Jefferson County Sheriff’s Office, Hillsboro Police Department, and Arnold Police Department, and they share assistance as needed. JCPD Officers receive training on the policies, procedures, rules, and laws affecting their performance.

The JCPD has complete police authority to apprehend and arrest anyone involved in illegal acts within their jurisdiction. The JCPD Officers have jurisdiction to operate on Jefferson College owned or controlled property.

If alleged violations of the Student Conduct Code or other College policies are suspected, the student will be referred to the Vice President of Student Services and/or Behavioral Concerns and Student Conduct Coordinator. Additionally, the JCPD provides service and assistance in a courteous and professional manner. JCPD Officers perform their duties within the scope of the College’s mission as a degree-granting institution of higher education.

Furthermore, the Jefferson County Sheriff’s Office 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 JCPD is engaged in mutual aid agreements with the Jefferson County Sheriff’s Office and Hillsboro Police Department to assist each other in an emergency. Additionally, Jefferson College has entered into a Memorandum of Understanding (MOU) with the City of Hillsboro, which gives officers employed by the JCPD the authority to enforce Hillsboro City Ordinances within the Viking Woods apartment complex. The JCPD does not have written agreements or MOUs regarding the investigation of criminal incidents between the JCPD and the Jefferson County Sheriff’s Office, Hillsboro Police Department, or
Arnold Police Department.

Jefferson College does not recognize or sponsor any non-campus student organizations that own or control housing facilities outside of the Jefferson College’s core campus. Therefore, local PD is not used to monitor and record criminal activity since there are no Non-campus locations of student organizations.

X. Jefferson College Police Department Crime Logs
The JCPD maintains a daily log of all crimes reported to the department in the order reports are received, and includes the nature of the crime, date, time, general location, and reference number to the full report. Complaint dispositions, including the date and 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 JCPD. 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 JCPD procedures for viewing the Daily Crime Log are as follows:
1. The logs are available to the public for viewing at the JCPD Office, 802 Mel Carnahan Drive, Apartment 214, Hillsboro, MO 63050; JCPD Office, 1687 Missouri State Road, Arnold, MO 63010; and Administration Office, 4400 Jeffco Boulevard, Arnold, MO 63010 every College business day from 8:00 am to 4:30 pm (College business days do not include weekends, holidays, administrative closure days, and inclement weather days.).

If there are any questions regarding the open logs, please contact the JCPD (636-481-3500).

XI. 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.

Jefferson College provides various crime prevention and security awareness programs throughout each academic year. There is typically an average of 4-6 programs per year, and some of them are described in this section. Faculty and staff are periodically provided training and information on College policies and procedures. Participants in these programs are asked to be alert, security-conscious and involved and advised to call JCPD to report suspicious behavior. For additional questions regarding crime prevention, contact the department directly at 636-481-3500.

As part of the department’s community-oriented policing philosophy, JCPD offers crime prevention presentations each semester to classrooms, campus clubs and student groups as requested. Topics of these presentations include personal safety awareness, and property protection strategies. 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 JCPD website. All faculty are encouraged 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, and JCPD Officers provide safety and active shooter briefings. Residential students are provided safety briefings by the JCPD Chief or Officer during Viking Woods Orientation. 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 JCPD 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. All current students and employees receive annual notice of the Annual Security & Fire Safety Report. Anyone interested in having a JCPD Officer speak to his or her classroom or group should contact JCPD at 636-481-3500.

The Environment/Safety Committee and the Campus Safety Initiative Task Force have and continue to work in conjunction with the JCPD to implement safety actions and campaigns and to investigate future safety upgrades. To date, they have provided temporary intruder door lock systems, using magnetic strips, for interior doors; worked to improve cell signals in the buildings on campus; initiated employee security surveys; helped to purchase metal detector wands for events; purchased additional security cameras and upgraded digital quality for cameras on all College campus locations; and worked together to offer safety/intruder
training to employees. The Committee sponsored Campus Safety Awareness events in the fall semester. Topics covered within these safety events include: Environment & Safety Committee Q&A/FAQs; Mercy on Campus Health; emergency first aid & throw kits; building emergency, evacuation plans, and fire prevention/ extinguisher training; College online emergency and safety resources; “R U OK?/VIKINGS CARE” events, including Title IX awareness events; COMTREA on Campus counseling; and support for students with disabilities.

XII. Drug and Alcohol Prevention Programs/Services
The Board of Trustees Policy II-023 (Prohibition Against Alcohol and Drugs) and Board of Trustees Policy VII-007 (Student Code of Conduct) collectively prohibit the possession, use, and sale of alcohol on campus property, except as permitted by the College President and when all applicable laws are observed and enforced. Missouri law, chapter 311, states, “Any person under the age of 21, who purchases or attempts to purchase, or has in his or her possession, any intoxicating liquor..., or show is visibly in an intoxicated condition...is guilty of a misdemeanor.” Missouri law also states it is unlawful to “sell, vend, give away or otherwise supply any intoxicating liquor...to any person under the age of 21...” The Board of Trustees Policy II-023 (Prohibition Against Alcohol and Drugs) and Board of Trustees Policy VII-007 (Student Code of Conduct) also collectively prohibit the possession, use, and sale of illegal drugs on campus. The possession, sale, manufacture, or distribution of any illegal drug is illegal under both state and federal laws. Such laws (including underage State drinking laws) are strictly enforced by the JCPD. In addition to College disciplinary actions, violators of this policy are also subject to prosecution where the offense is prohibited by state and federal laws.

In compliance with the Drug-Free Schools and Communities Act, Jefferson 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 Jefferson College students and employees. A complete description of these topics, as provided in the College’s annual notification to students and employees, is available online at: https://www.jeffco.edu/sites/default/files/studev/aodreport.pdf

XIII. Educational Programs and Campaigns
Jefferson College prohibits the crimes of sexual assault, domestic violence, dating violence, and stalking as defined by the Clery Act and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the college community. Toward that end, Jefferson College issues this statement of policy to inform the campus community of our programs to address domestic violence, dating violence, sexual assault and stalking as well as the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, which will be followed regardless of whether the incident occurs on or off campus when it is reported to a College official. Jefferson College provides campus community-wide prevention and awareness programs to students through residential life orientation; various academic, group, and club leaders programs; athletic orientation; and campus clubs and organizations; and to all employees through training for faculty and staff.

The College engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end sexual assault, domestic violence, dating violence, and stalking that:

A. Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees that:

A. Identifies sexual assault, domestic violence, dating violence, and stalking as prohibited conduct
B. Defines sexual assault, domestic violence, dating violence, and stalking according to both the Department of Education as well as state law definitions
C. Defines what behavior and actions constitute consent to sexual activity in the State of Missouri
D. Defines the College’s definition of consent AND the purposes for which that definition is used
E. Provides a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or
individuals to prevent harm or intervene when there is a risk of sexual assault, domestic violence, dating violence, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

F. Provides information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

G. Provides information regarding:
   a. Procedures victims should follow if a crime of sexual assault, domestic violence, dating violence, and stalking occurs (as described in “Procedures Victims Should Follow if a Crime of Sexual Assault, Domestic Violence, Dating Violence, and Stalking Occurs” elsewhere in this document);
   b. How the institution will protect the confidentiality of victims and other necessary parties (as described in “Confidentiality and Records” elsewhere in this document);
   c. Existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community (as described in “Procedures Jefferson College will Follow in the Case of Alleged Sexual Assault, Domestic Violence, Dating Violence, or Stalking” elsewhere in this document);
   d. Options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures (as described in “Procedures Jefferson College will Follow in the Case of Alleged Sexual Assault, Domestic Violence, Dating Violence, or Stalking” elsewhere in this document); and
   e. Procedures for institutional disciplinary action in cases of alleged sexual assault, domestic violence, dating violence, or stalking (as described in “Procedures Jefferson College will Follow in the Case of Alleged Sexual Assault, Domestic Violence, Dating Violence, or Stalking” elsewhere in this document).

Primary Prevention and Awareness Programs
Jefferson College utilizes a variety of strategies to provide primary prevention and awareness programs to all incoming students and new employees as well as current students and employees on the issues involving sexual assault, domestic violence, dating violence, and stalking. Upon enrolling, students are provided educational materials about the non-discrimination policy and sexual misconduct via informational brochures in their new student packets. Students receive additional educational materials and presentations on these topics and how to receive help, access resources, and how to report situations of concern on the Viking Care webpage in their Student Orientation Session. Students in each First Year Experience course also receive a Sexual and Interpersonal Violence Prevention and Response (SPARC) course/training, which includes information on the non-discrimination policy, terms and definitions, resources, bystander intervention, and It’s On Us campaign information. As well, all students living in residential housing are required to attend orientation, which includes a session on sexual and interpersonal violence. Student-athletes are provided information on these topics during their orientation. New student-athletes are also required to attend Step Up! Bystander Intervention training. Some of these programs may involve distributing educational materials, inviting guest speakers to campus, offering programs to the community, providing programs during orientation, providing online/training programs in First Year Experience courses, etc.

Specifically, the College offered the following **primary prevention and awareness programs** for all **incoming students** in 2019:

<table>
<thead>
<tr>
<th>Name of Program</th>
<th>Date Held</th>
<th>Location Held</th>
<th>Which Prohibited Behavior* Covered?</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Student Packets-Informational Title IX/VAWA Brochures</td>
<td>January-December (Enrollment Date for all students registered in person)</td>
<td>Enrollment Services (Arnold location, Hillsboro-ASI Building)</td>
<td>SA, DoV, DaV, S</td>
</tr>
<tr>
<td>Student Orientation Session (SOS)</td>
<td>January-August (53 programs)</td>
<td>Various (Arnold, Hillsboro, Online)</td>
<td>SA, DoV, DaV, S</td>
</tr>
</tbody>
</table>
Sexual & Interpersonal Violence Prevention and Response Course (SPARC) | January-December (93 Programs) | COL Courses (Arnold, Hillsboro, Imperial, Online) | SA, DoV, DaV, S

Residential Life Orientation | 7/31/2019, 8/16/2019, and 8/17/2019 (parent session and resident session) | ASI-119 | SA, DoV, DaV, S

Viking Woods Resident Rooms-Informational Title IX/VAWA Brochures | In each apartment | Viking Woods | SA, DoV, DaV, S

Athletic Orientation | 8/21/19 | Field House | SA, DoV, DaV, S

* SA=Sexual Assault, DoV=Domestic Violence, DaV=Dating Violence, and S=Stalking

The College offered the following **primary prevention and awareness programs** for all **new employees** in 2019:

<table>
<thead>
<tr>
<th>Name of Program</th>
<th>Date Held</th>
<th>Location Held</th>
<th>Which Prohibited Behavior* Covered?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title IX Online Training- New Employee Orientation</td>
<td>January-December 2019</td>
<td>Administration Building</td>
<td>SA, DoV, DaV, S</td>
</tr>
<tr>
<td>New Faculty - Responding to Behavioral &amp; Student Conduct Concerns</td>
<td>10/07/2019</td>
<td>Library</td>
<td>SA, DoV, DaV, S</td>
</tr>
<tr>
<td>JC101-Adjunct Instructors</td>
<td>January-December 2019</td>
<td>Online</td>
<td>SA, DoV, DaV, S</td>
</tr>
<tr>
<td>Title IX/VAWA/CSA Training for Responsible Employees and CSAS</td>
<td>November-December 2019</td>
<td>Online</td>
<td>SA, DoV, DaV, S</td>
</tr>
</tbody>
</table>

* SA=Sexual Assault, DoV=Domestic Violence, DaV=Dating Violence, and S=Stalking

**Ongoing Prevention and Awareness Campaigns**

The College offered the following **ongoing awareness and prevention programs** for **students** in 2019:

<table>
<thead>
<tr>
<th>Name of Program</th>
<th>Date Held</th>
<th>Location Held</th>
<th>Which Prohibited Behavior* Covered?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Info To Go- Campus Resource Fair- Information Table</td>
<td>2/13/2019</td>
<td>ASI Lobby &amp; JCA</td>
<td>SA, DoV, DaV, S</td>
</tr>
<tr>
<td>Residential Life Meeting</td>
<td>3/26/2019</td>
<td>Student Center Café</td>
<td>SA</td>
</tr>
<tr>
<td>“R U OK” ?/ Vikings Care” Healthy Relationships</td>
<td>2/5/2019</td>
<td>Online/ Email</td>
<td>DoV, DaV</td>
</tr>
<tr>
<td>Student Leadership Training</td>
<td>8/8/2019</td>
<td>Viking Room</td>
<td>SA, DoV, DaV, S</td>
</tr>
<tr>
<td>Resources Packets- New</td>
<td>8/15/2019</td>
<td>Nursing Department</td>
<td>SA, DoV, DaV, S</td>
</tr>
</tbody>
</table>
The College offered the following **ongoing awareness and prevention programs** for employees in 2019:

<table>
<thead>
<tr>
<th>Name of Program</th>
<th>Date Held</th>
<th>Location Held</th>
<th>Which Prohibited Behavior* Covered?</th>
</tr>
</thead>
<tbody>
<tr>
<td>“R U OK” ?/ Vikings Care” Healthy Relationships</td>
<td>2/6/19</td>
<td>Online/Email</td>
<td>DoV, DaV,</td>
</tr>
<tr>
<td>Denim Day</td>
<td>4/24/2019</td>
<td>Online</td>
<td>SA</td>
</tr>
<tr>
<td>Take Back the Night plus Informational Table</td>
<td>4/25/2019</td>
<td>Field House</td>
<td>SA, DoV, DaV, S</td>
</tr>
<tr>
<td>Adjunct Professional Development Seminar</td>
<td>8/10/2019</td>
<td>TC 206</td>
<td>SA, DoV, DaV, S</td>
</tr>
<tr>
<td>Opening Week Safety Event</td>
<td>8/28/2019</td>
<td>Viking Room</td>
<td>SA, DoV, DaV, S</td>
</tr>
<tr>
<td>Club Advisor Meeting</td>
<td>8/28/2019</td>
<td>Viking Room</td>
<td>SA, DoV, DaV, S</td>
</tr>
<tr>
<td>Family Violence</td>
<td>10/12/19</td>
<td>Field House</td>
<td>SA, DoV, DaV, S</td>
</tr>
</tbody>
</table>

* SA=Sexual Assault, DoV=Domestic Violence, DaV=Dating Violence, and S=Stalking

In addition to the primary prevention and awareness programs noted above, additional awareness and bystander intervention campaigns are provided through “R U OK?/ VIKINGS CARE”/ Care Team events and promotions, directed toward students and employees. Examples include: It’s On Us content in the Stall Street Journal, distribution of Jefferson College Title IX/VAWA brochure, 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 attend 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.

**A Title IX Webpage**, [www.jeffco.edu/titleix](http://www.jeffco.edu/titleix), includes information the Title IX Sexual Harassment Policy and Grievance Process, including what is prohibited conduct, how to report prohibited conduct, supportive measures available, how to file a formal complaint, the grievance process, that retaliation is prohibited, and additional information related to training, educational programs, and campaigns. This site is linked from the Non-Discrimination Policy webpage and the Vikings Care Helpful Resources (formerly “R U OK? VIKINGS CARE ? lifelinks”) webpage and has been publicized at prevention and awareness events.

**Safe and Positive Options for Risk Reduction and Bystander Intervention**: Bystanders play a critical
role in the prevention of sexual and relationship violence. They are “individuals who observe violence or
witness the conditions that perpetuate violence. They are not directly involved but have the choice to
intervene, speak up, or do something about it.” Jefferson College wants to promote a culture of community
accountability where bystanders are actively engaged in the prevention of violence without causing further
harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an
active bystander. If you or someone else is in immediate danger, dial 9-1-1. This could be when a person is
yelling at or being physically abusive towards another and it is not safe for you to interrupt. Watch out for
your friends and fellow students/employees. If you see someone who looks like they could be in trouble or
need help, ask if they are ok.

The following bystander interventions are provided by Not Alone (notalone.gov):

- Talk to your friends honestly and openly about sexual assault, domestic violence, dating violence, and
  stalking.
- Don’t be a bystander — if you see something, intervene in any way you can.
- Trust your gut. If something looks like it might be a bad situation, it probably is.
- Be direct. Ask someone who looks like they may need help if they’re okay.
- Get someone to help you if you see something — enlist a friend, RA, bartender, or host to help step in.
- Keep an eye on someone who has had too much to drink.
- If you see someone who is too intoxicated to consent, enlist their friends to help them leave safely.
- Recognize the potential danger of someone who talks about planning to target another person at a
  party.
- Be aware if someone is deliberately trying to intoxicate, isolate, or corner someone else.
- Get in the way by creating a distraction, drawing attention to the situation, or separating them.
- Understand that if someone does not or cannot consent to sex, it’s rape.
- Never blame the victim.

- If you are a victim or survivor, or helping someone in that situation, go to www.notalone.gov to get
  the resources and information you need. You can also call the National Sexual Assault Hotline at 1-800-
  656-HOPE.

Jefferson College recognizes that experiencing sexual or relationship violence is most often perpetrated by
someone the victim knows and trusts and is never the victim’s fault. Violence may also be perpetrated by
someone the victim does not know.

Risk Reduction

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the
following are some strategies to reduce one’s risk of sexual assault or harassment (taken from Rape, Abuse,
& Incest National Network, www.rainn.org)

1. **Be aware of your surroundings.** Knowing where you are and who is around you may help
   you to find a way to get out of a bad situation.
2. **Try to avoid isolated areas.** It is more difficult to get help if no one is around.
3. **Walk with purpose.** Even if you don’t know where you are going, act like you do.
4. **Trust your instincts.** If a situation or location feels unsafe or uncomfortable, it probably isn’t
   the best place to be.
5. **Try not to load yourself down** with packages or bags as this can make you appear more
   vulnerable.
6. **Make sure your cell phone is with you** and charged and that you have cab money.
7. **Don’t allow yourself to be isolated** with someone you don’t trust or someone you don’t
   know.
8. **Avoid putting music headphones in both ears** so that you can be more aware of your
   surroundings, especially if you are walking alone.
9. **When you go to a social gathering, go with a group of friends.** Arrive together, check in
   with each other throughout the evening, and leave together. Knowing where you are and who
   is around you may help you to find a way out of a bad situation.
10. **Trust your instincts.** If you feel unsafe in any situation, go with your gut. If you see
    something suspicous, contact law enforcement immediately (local authorities can be reached
    by calling 911 in most areas of the U.S.).
11. **Don’t leave your drink unattended** while talking, dancing, using the restroom, or making a
    phone call. If you’ve left your drink alone, just get a new one.
12. **Don’t accept drinks from people you don’t know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don’t drink from the punch bowls or other large, common open containers.

13. **Watch out for your friends, and vice versa.** If a friend seems out of it, is way too intoxicated for the amount of alcohol they’ve had, or is acting out of character, get him or her to a safe place immediately.

14. **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).** Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
   a. **Remember that being in this situation is not your fault.** You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
   b. **Be true to yourself.** Don’t feel obligated to do anything you don’t want to do. "I don’t want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
   c. **Have a code word** with your friends or family so that if you don’t feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
   d. **Lie.** If you don’t want to hurt the person’s feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.

16. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?

17. **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

**XIV. Sexual Violence Prevention and Response**

Federal Clery Act Definitions of Sexual Assault, Domestic Violence, Dating Violence, and Stalking

Jefferson College prohibits sexual assault, domestic violence, dating violence, and stalking, as they are defined for purposes of the *Clery Act*, which are as follows:

**Sexual Assault** is 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. This offense includes the rape of both males and females.

**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.

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3 Bystander intervention strategies adapted from Stanford University’s Office of Sexual Assault & Relationship Abuse.
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.

Domestic Violence is defined as a felony or misdemeanor crime of violence committed:
- by a current or former spouse or intimate partner of the victim.
- by a person with whom the victim shares a child in common.
- by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner.
- 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.
- 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.
- For the purpose of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

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. 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.
- For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Stalking is defined as engaging in a course of conduct 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.
  - 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.
- For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Jurisdictional Definitions of Sexual Assault, Domestic Violence, Dating Violence, and Stalking**

Missouri provides definitions that are different from the Clery Act, and are as follows:

**Sexual Assault,** RSMo 455.010 (1e), is causing or attempting to cause another to engage involuntarily in any sexual act by force, threat of force, duress, or without that person’s consent, which is applicable to criminal prosecutions for sexual assault in Missouri, but may differ from the definition used on campus to address policy violations, physical act or attempted acts of sexual violence, including unwanted/non-consensual sexual touching and unwanted/non-consensual sexual penetration, including instances where the victim is incapable of giving consent. Sometimes the term sexual assault is used interchangeably with the word “rape” (fondling, incest, or statutory rape); other times it is used to describe the sexual violence that pertains to a range of unwanted/non-consensual sexual contact.

- **Rape in the First Degree, Penalties—Suspended Sentences Not Granted, when (RSMo 566.030)**
  - A person commits the offense of rape in the first degree if he or she has sexual intercourse with another person who is incapacitated, incapable of consent, or lacks the capacity to
consent, or by the use of forcible compulsion. Forcible compulsion includes the use of a substance administered without a victim’s knowledge or consent which renders the victim physically or mentally impaired so as to be incapable of making an informed consent to sexual intercourse.

- The offense of rape in the first degree or an attempt to commit rape in the first degree is a felony for which the authorized term of imprisonment is life imprisonment or a term of years not less than five years, unless:
  - a. The offense is an aggravated sexual offense, in which case the authorized term of imprisonment is life imprisonment or a term of years not less than fifteen years
  - b. The person is a persistent or predatory sexual offender as defined in section 566.125 and subjected to an extended term of imprisonment under said section
  - c. The victim is a child less than twelve years of age, in which case the required term of imprisonment is life imprisonment without eligibility for probation or parole until the offender has served not less than thirty years of such sentence or unless the offender has reached the age of seventy-five years and has served at least fifteen years of such sentence, unless such rape in the first degree is described under subdivision (4) of this subsection; or
  - d. The victim is a child less than twelve years of age and such rape in the first degree or attempt to commit rape in the first degree was outrageously or wantonly vile, horrible, or inhumane, in that it involved torture or depravity of mind, in which case the required term of imprisonment is life imprisonment without eligibility for probation, parole, or conditional release.

- Subsection 4 of section 558.019 shall not apply to the sentence of a person who has been found guilty of rape in the first degree or attempt to commit rape in the first degree when the victim is less than twelve years of age, and "life imprisonment" shall mean imprisonment for the duration of a person's natural life for the purposes of this section.

- No person found guilty of rape in the first degree or an attempt to commit rape in the first degree shall be granted a suspended imposition of sentence or suspended execution of sentence.

- **Rape in the Second Degree, Penalties: RSMo 566.031**
  - A person commits the offense of rape in the second degree if he or she has sexual intercourse with another person knowing that he or she does so without that person's consent.
  - The offense of rape in the second degree is a class D felony.

- **Statutory Rape and Attempt to Commit in the First Degree, Penalties: RSMo 566.032**
  - A person commits the offense of statutory rape in the first degree if he or she has sexual intercourse with another person who is less than fourteen years of age.
  - The offense of statutory rape in the first degree or an attempt to commit statutory rape in the first degree is a felony for which the authorized term of imprisonment is life imprisonment or a term of years not less than five years, unless:
    - a. The offense is an aggravated sexual offense, or the victim is less than twelve years of age in which case the authorized term of imprisonment is life imprisonment or a term of years not less than ten years; or
    - b. The person is a persistent or predatory sexual offender as defined in section 566.125 and subjected to an extended term of imprisonment under said section.

- **Statutory Rape in the Second Degree, Penalties: RSMo 566.034**
  - A person commits the offense of statutory rape in the second degree if being twenty-one years of age or older, he or she has sexual intercourse with another person who is less than seventeen years of age.
  - The offense of statutory rape in the second degree is a class D felony.

- **Sodomy in the First Degree, Penalties: RSMo 566.060**
  - A person commits the offense of sodomy in the first degree if he or she has deviate sexual intercourse with another person who is incapacitated, incapable of consent, or lacks the capacity to consent, or by the use of forcible compulsion. Forcible compulsion includes the use of a substance administered without a victim's knowledge or consent which renders the victim physically or mentally impaired so as to be incapable of making an informed consent to sexual intercourse.
  - The offense of sodomy in the first degree or an attempt to commit sodomy in the first degree
is a felony for which the authorized term of imprisonment is life imprisonment or a term of years not less than five years, unless:

a. The offense is an aggravated sexual offense, in which case the authorized term of imprisonment is life imprisonment or a term of years not less than ten years

b. The person is a persistent or predatory sexual offender as defined in section 566.125 and subjected to an extended term of imprisonment under said section

c. The victim is a child less than twelve years of age, in which case the required term of imprisonment is life imprisonment without eligibility for probation or parole until the offender has served not less than thirty years of such sentence or unless the offender has reached the age of seventy-five years and has served at least fifteen years of such sentence, unless such sodomy in the first degree is described under subdivision (4) of this subsection; or

d. The victim is a child less than twelve years of age and such sodomy in the first degree or attempt to commit sodomy in the first degree was outrageously or wantonly vile, horrible, or inhumane, in that it involved torture or depravity of mind, in which case the required term of imprisonment is life imprisonment without eligibility for probation, parole or conditional release.

- Subsection 4 of section 558.019 shall not apply to the sentence of a person who has been found guilty of sodomy in the first degree or an attempt to commit sodomy in the first degree when the victim is less than twelve years of age, and "life imprisonment" shall mean imprisonment for the duration of a person's natural life for the purposes of this section.

- No person found guilty of sodomy in the first degree or an attempt to commit sodomy in the first degree shall be granted a suspended imposition of sentence or suspended execution of sentence.

- Sodomy in the Second Degree, Penalties: RSMo 566.061
  - A person commits the offense of sodomy in the second degree if he or she has deviate sexual intercourse with another person knowing that he or she does so without that person's consent.
  - The offense of sodomy in the second degree is a class D felony.

- Statutory Sodomy and Attempt to Commit in the First Degree, Penalties: RSMo 566.062
  - A person commits the offense of statutory sodomy in the first degree if he or she has deviate sexual intercourse with another person who is less than fourteen years of age.
  - The offense of statutory sodomy in the first degree is a felony for which the authorized term of imprisonment is life imprisonment or a term of years not less than five years, unless:
    - The offense is an aggravated sexual offense, or the victim is less than twelve years of age, in which case the authorized term of imprisonment is life imprisonment or a term of years not less than ten years; or
    - The person is a persistent or predatory sexual offender as defined in section 566.125 and subjected to an extended term of imprisonment under said section.

- Statutory Sodomy in the Second Degree, Penalties: RSMo 566.064
  - A person commits the offense of statutory sodomy in the second degree if he or she:
    - Subjects a child who is less than twelve years of age to sexual contact; or
    - Being more than four years older than a child who is less than seventeen years of age, subjects the child to sexual contact and the offense is an aggravated sexual offense.
  - The offense of statutory sodomy in the second degree is a class D felony.

- Child Molestation in the First Degree, Penalties: RSMo 566.067
  - A person commits the offense of child molestation in the first degree if he or she subjects another person who is less than fourteen years of age to sexual contact and the offense is an aggravated sexual offense.
  - The offense of child molestation in the first degree is a class A felony and, if the victim is a child less than twelve years of age, the person shall serve his or her term of imprisonment without eligibility for probation, parole, or conditional release.

- Child Molestation in the Second Degree, Penalties: RSMo 566.068
  - A person commits the offense of child molestation in the second degree if he or she:
    - Subjects a child who is less than twelve years of age to sexual contact; or
    - Being more than four years older than a child who is less than seventeen years of age, subjects the child to sexual contact and the offense is an aggravated sexual offense.
  - The offense of child molestation in the second degree is a class B felony.
- **Child Molestation in the Third Degree, Penalties: RSMo 566.069**
  o A person commits the offense of child molestation in the third degree if he or she subjects a child who is less than fourteen years of age to sexual contact.
  o The offense of child molestation in the third degree is a class C felony, unless committed by the use of forcible compulsion, in which case it is a class B felony.

- **Child Molestation in the Fourth Degree, Penalties: RSMo 566.071**
  o A person commits the offense of child molestation in the fourth degree if, being more than four years older than a child who is less than seventeen years of age, subjects the child to sexual contact.
  o The offense of child molestation in the fourth degree is a class E felony.

- **Sexual Misconduct Involving a Child, Penalties: RSMo 566.083**
  o A person commits the offense of sexual misconduct involving a child if such person:
    a. Knowingly exposes his or her genitals to a child less than fifteen years of age under circumstances in which he or she knows that his or her conduct is likely to cause affront or alarm to the child
    b. Knowingly exposes his or her genitals to a child less than fifteen years of age for the purpose of arousing or gratifying the sexual desire of any person, including the child
    c. Knowingly coerces or induces a child less than fifteen years of age to expose the child’s genitals for the purpose of arousing or gratifying the sexual desire of any person, including the child; or
    d. Knowingly coerces or induces a child who is known by such person to be less than fifteen years of age to expose the breasts of a female child through the internet or other electronic means for the purpose of arousing or gratifying the sexual desire of any person, including the child.
  o The provisions of this section shall apply regardless of whether the person violates this section in person or via the internet or other electronic means.
  o It is not a defense to prosecution for a violation of this section that the other person was a peace officer masquerading as a minor.
  o The offense of sexual misconduct involving a child is a class E felony unless the person has previously been found guilty of an offense under this chapter or has previously been found guilty of an offense in another jurisdiction which would constitute an offense under this chapter, in which case it is a class D felony.

- **Sexual Contact with a Student, Penalties: RSMo 566.086**
  o A person commits the offense of sexual contact with a student if he or she has sexual contact with a student of the school and is:
    a. A teacher, as that term is defined in subdivisions (4), (5), and (7) of section 168.104
    b. A student teacher;
    c. An employee of the school;
    d. A volunteer of the school or of an organization working with the school on a project or program who is not a student at the school; or
    e. An elected or appointed official of the school district; or
    f. A person employed by an entity that contracts with the school or school district to provide services.
  o For the purposes of this section, "school" shall mean any public or private school in this state serving kindergarten through grade twelve or any school bus used by the school district.
  o The offense of sexual contact with a student is a class E felony.
  o It is not a defense to prosecution for a violation of this section that the student consented to the sexual contact.

- **Sexual Misconduct in the First Degree, Penalties: RSMo 566.093**
  o A person commits the offense of sexual misconduct in the first degree if such person:
    a. Exposes his or her genitals under circumstances in which he or she knows that his or her conduct is likely to cause affront or alarm
    b. Has sexual contact in the presence of a third person or persons under circumstances in which he or she knows that such conduct is likely to cause affront or alarm; or
    c. Has sexual intercourse or deviate sexual intercourse in a public place in the presence of a third person.
  o The offense of sexual misconduct in the first degree is a class B misdemeanor unless the person has previously been found guilty of an offense under this chapter, or has previously
been found guilty of an offense in another jurisdiction which would constitute an offense under this chapter, in which case it is a class A misdemeanor.

- **Sexual Misconduct in the Second Degree, Penalties: RSMo 566.095**
  - A person commits the offense of sexual misconduct in the second degree if he or she solicits or requests another person to engage in sexual conduct under circumstances in which he or she knows that such request or solicitation is likely to cause affront or alarm.
  - The offense of sexual misconduct in the second degree is a class C misdemeanor.

- **Sexual Abuse in the First Degree, Penalties: RSMo 566.100** (Fondling under MO statutes)
  - A person commits the offense of sexual abuse in the first degree if he or she subjects another person to sexual contact when that person is incapacitated, incapable of consent, or lacks the capacity to consent, or by the use of forcible compulsion.
  - The offense of sexual abuse in the first degree is a class C felony unless the victim is less than fourteen years of age, or it is an aggravated sexual offense, in which case it is a class B felony.

- **Sexual Abuse in the Second Degree, Penalties: RSMo 566.101**
  - A person commits the offense of sexual abuse in the second degree if he or she purposely subjects another person to sexual contact without that person's consent.
  - The offense of sexual abuse in the second degree is a class A misdemeanor, unless it is an aggravated sexual offense, in which case it is a class E felony.

- **Incest, Penalties: RSMo 568.020**
  - A person commits the offense of incest if he or she marries or purports to marry or engages in sexual intercourse or deviate sexual intercourse with a person he or she knows to be, without regard to legitimacy, his or her:
    - Ancestor or descendant by blood or adoption; or
    - Stepchild, while the marriage creating that relationship exists; or
    - Brother or sister of the whole or half-blood; or
    - Uncle, aunt, nephew, or niece of the whole blood.
  - The offense of incest is a class E felony.
  - The court shall not grant probation to a person who has previously been found guilty of an offense under this section.

**Domestic Violence, RSMo 455.010 (5),** is abuse or stalking committed by a family or household member, which is applicable to criminal prosecution for domestic violence in Missouri but may differ from the definition used on campus to address policy violations.

- **A family or household member**, as defined in RSMo 455.010 (7) is a spouse, former spouses, any person related by blood or marriage, persons who are presently residing together or have resided together in the past, any person who is or has been in a continuing social relationship of a romantic or intimate nature with the victim, and anyone who has a child in common regardless of whether they have been married or have resided together at any time.

- **A domestic victim** is a household or family member including any child who is a member of the household or family.

  - **Domestic Assault in the First Degree, Penalties: RSMo 565.072**
    - A person commits the offense of domestic assault in the first degree if he or she attempts to kill or knowingly causes or attempts to cause serious physical injury to a domestic victim, as the term "domestic victim" is defined under section 565.002.
    - The offense of domestic assault in the first degree is a class B felony unless in the course thereof the person inflicts serious physical injury on the victim, in which case it is a class A felony.

  - **Domestic Assault in the Second Degree, Penalties: RSMo 565.073**
    - A person commits the offense of domestic assault in the second degree if the act involves a domestic victim, as the term "domestic victim" is defined under section 565.002, and he or she:
      - Knowingly causes physical injury to such domestic victim by any means, including but not limited to, use of a deadly weapon or dangerous instrument, or by choking or strangulation; or
      - Recklessly causes serious physical injury to such domestic victim; or
      - Recklessly causes physical injury to such domestic victim by means of any deadly weapon.
    - The offense of domestic assault in the second degree is a class D felony.
Domestic Assault in the Third Degree, Penalties: RSMo 565.074
a. A person commits the offense of domestic assault in the third degree if he or she attempts to cause physical injury or knowingly causes physical pain or illness to a domestic victim, as the term "domestic victim" is defined under section 565.002.
b. The offense of domestic assault in the third degree is a class E felony.

Domestic Assault in the Fourth Degree, Penalties: RSMo 565.076
a. A person commits the offense of domestic assault in the fourth degree if the act involves a domestic victim, as the term "domestic victim" is defined under section 565.002, and:
   - The person attempts to cause or recklessly causes physical injury, physical pain, or illness to such domestic victim
   - With criminal negligence the person causes physical injury to such domestic victim by means of a deadly weapon or dangerous instrument
   - The person purposely places such domestic victim in apprehension of immediate physical injury by any means
   - The person recklessly engages in conduct which creates a substantial risk of death or serious physical injury to such domestic victim
   - The person knowingly causes physical contact with such domestic victim knowing he or she will regard the contact as offensive; or
   - The person knowingly attempts to cause or causes the isolation of such domestic victim by unreasonably and substantially restricting or limiting his or her access to other persons, telecommunication devices, or transportation for the purpose of isolation.
b. The offense of domestic assault in the fourth degree is a class A misdemeanor, unless the person has previously been found guilty of the offense of domestic assault, of any assault offense under this chapter, or of any offense against a domestic victim committed in violation of any county or municipal ordinance in any state, any state law, any federal law, or any military law which if committed in this state two or more times would be a violation of this section, in which case it is a class E felony. The offenses described in this subsection may be against the same domestic victim or against different domestic victims.

Dating Violence: There is no state definition of dating violence. However, the state definition of domestic violence, RSMo 445.010 (5), includes persons who are or have been in a continuing social relationship of a romantic or intimate nature.

Stalking, RSMo 455.010 (14), is when any person purposely engages in an unwanted course of conduct that causes alarm to another person, or a person who resides together in the same household with the person seeking the order of protection when it is reasonable in that person's situation to have been alarmed by the conduct, which is applicable to criminal prosecutions for sexual assault in Missouri, but may differ from the definition used on campus to address policy violations. As used in this subdivision: (a) "Alarm" means to cause fear of danger of physical harm; and (b) "Course of conduct" means a pattern of conduct composed of two or more acts over a period of time, however short, that serves no legitimate purpose. Such conduct may include, but is not limited to, following the other person or unwanted communication or unwanted contact.

Stalking in the First Degree, Penalties: RSMo 565.225
- As used in this section and section 565.227, the term "disturbs" shall mean to engage in a course of conduct directed at a specific person that serves no legitimate purpose and that would cause a reasonable person under the circumstances to be frightened, intimidated, or emotionally distressed.
- A person commits the offense of stalking in the first degree if he or she purposely, through his or her course of conduct, disturbs or follows with the intent of disturbing another person and:
  - Makes a threat communicated with the intent to cause the person who is the target of the threat to reasonably fear for his or her safety, the safety of his or her family or household member, or the safety of domestic animals or livestock as defined in section 276.606 kept at such person’s residence or on such person’s property. The threat shall be against the life of, or a threat to cause physical injury to, the kidnapping of the person, the person's family or household members, or the person's domestic animals or livestock as defined in section 276.606 kept at such person’s residence or on such person’s property; or
b. At least one of the acts constituting the course of conduct is in violation of an order of protection and the person has received actual notice of such order; or
c. At least one of the actions constituting the course of conduct is in violation of a condition of probation, parole, pretrial release, or release on bond pending appeal; or
d. At any time during the course of conduct, the other person is seventeen years of age or younger and the person disturbing the other person is twenty-one years of age or older; or
e. He or she has previously been found guilty of domestic assault, violation of an order of protection, or any other crime where the other person was the victim; or
f. At any time during the course of conduct, the other person is a participant of the address confidentiality program under sections 589.660 to 589.681, and the person disturbing the other person knowingly accesses or attempts to access the address of the other person.

- Any law enforcement officer may arrest, without a warrant, any person he or she has probable cause to believe has violated the provisions of this section.
- This section shall not apply to activities of federal, state, county, or municipal law enforcement officers conducting investigations of any violation of federal, state, county, or municipal law.
- The offense of stalking in the first degree is a class E felony, unless the defendant has previously been found guilty of a violation of this section or section 565.227, or any offense committed in another jurisdiction which, if committed in this state, would be chargeable or indictable as a violation of any offense listed in this section or section 565.227, or unless the victim is intentionally targeted as a law enforcement officer, as defined in section 556.061, or the victim is targeted because he or she is a relative within the second degree of consanguinity or affinity to a law enforcement officer, in which case stalking in the first degree is a class D felony.
- **Stalking in the Second Degree, Penalties: RSMo 565.227**
  - A person commits the offense of stalking in the second degree if he or she purposely, through his or her course of conduct, disturbs, or follows with the intent to disturb another person.
  - This section shall not apply to activities of federal, state, county, or municipal law enforcement officers conducting investigations of any violation of federal, state, county, or municipal law.
  - Any law enforcement officer may arrest, without a warrant, any person he or she has probable cause to believe has violated the provisions of this section.
  - The offense of stalking in the second degree is a class A misdemeanor, unless the defendant has previously been found guilty of a violation of this section or section 565.225, or of any offense committed in another jurisdiction which, if committed in this state, would be chargeable or indictable as a violation of any offense listed in this section or section 565.225, or unless the victim is intentionally targeted as a law enforcement officer, as defined in section 556.061, or the victim is targeted because he or she is a relative within the second degree of consanguinity or affinity to a law enforcement officer, in which case stalking in the second degree is a class E felony.

Jefferson County nor Hillsboro Codes and Ordinances define sexual assault, domestic violence, dating violence, or stalking. Arnold Codes and Ordinances do not define sexual assault or dating violence. It does provide the following definitions for domestic assault and stalking:
- **Domestic Assault, Section 215.130**
  - A person commits the offense of domestic assault if the act involves a domestic victim, as the term "domestic victim" is defined under Section 565.002, RSMo., and:
    a. The person attempts to cause or recklessly causes physical injury, physical pain, or illness to such domestic victim
    b. With criminal negligence the person causes physical injury to such domestic victim by means of a deadly weapon or dangerous instrument; The person purposely places such domestic victim in apprehension of immediate physical injury by any means
    c. The person recklessly engages in conduct which creates a substantial risk of death or serious physical injury to such domestic victim
d. The person knowingly causes physical contact with such domestic victim knowing he or she will regard the contact as offensive; or
e. The person knowingly attempts to cause or causes the isolation of such domestic victim by unreasonably and substantially restricting or limiting his or her access to other persons, telecommunication devices, or transportation for the purpose of isolation.

- **Stalking, Section 215.160**
  - A person commits the offense of stalking if he or she purposely, through his or her course of conduct, disturbs, or follows with the intent to disturb another person.
  - This section shall not apply to activities of federal, state, county, or municipal law enforcement officers conducting investigations of any violation of federal, state, county, or municipal law.
  - Any law enforcement officer may arrest, without a warrant, any person he or she has probable cause to believe has violated the provisions of this section.
  - For the purposes of this section, “disturbs” shall mean to engage in a course of conduct directed at a specific person that serves no legitimate purpose and that would cause a reasonable person under the circumstances to be frightened, intimidated, or emotionally distressed.
  - Under certain circumstances, this offense can be a felony under state law.

**Jurisdictional Definitions of Consent**

**Consent, as it Relates to Sexual Activity, RSMo 556.061 (14)** or lack of consent may be expressed or implied. Assent does not constitute consent if: (a) It is given by a person who lacks the mental capacity to authorize the conduct charged to constitute the offense and such mental incapacity is manifest or known to the actor; or (b) It is given by a person who by reason of youth, mental disease or defect, intoxication, a drug-induced state, or any other reason is manifestly unable or known by the actor to be unable to make a reasonable judgment as to the nature or harmfulness of the conduct charged to constitute the offense; or (c) It is induced by force, duress, or deception.

Jefferson County, Hillsboro, and Arnold Codes and Ordinances do not provide a definition of consent.

**Institutional Definition of Consent**

Jefferson College defines consent, as it relates to sexual activity, as an active, conscious, voluntary, and freely-given decision by each participant to engage in mutually agreed-upon sexual activity. Consent must exist from the start to the finish of each form of sexual contact. Consent consists of mutually understandable words and/or actions that indicate a willingness to engage freely in sexual activity. Consent can never be effectively gained by force, threats, coercion, or by taking advantage of the incapacitated state of another individual. A lack of physical resistance or a lack of verbal refusal does not indicate that the person is providing consent. Consent may not be assumed or inferred based upon silence, passivity, lack of resistance, or lack of active response.

Any party may withdraw their consent for the sexual activity at any time during the sexual activity. Withdrawal of consent may be demonstrated in a variety of ways through words or actions that indicate a desire to end the sexual activity. Once consent is withdrawn, sexual activity must cease immediately. Recognizing the dynamic nature of sexual activity, individuals choosing to engage in sexual activity must evaluate consent in an ongoing manner and communicate clearly throughout the states of sexual activity. Consent to one form of sexual contact does not constitute consent to all forms of sexual contact. Consent to sexual activity with one person does not constitute consent to activity with any other person. Each participant in a sexual encounter must consent to each form of sexual contact with each participant. Additionally, individuals with a previous or current intimate relationship to each other do not automatically give initial or continual consent to sexual activity. The mere fact that there has been prior intimacy or sexual activity does not, by itself, imply consent to future acts.

There are times when a person may give consent, but the consent may not be considered effective. An individual who is under force, threat of force, coerced, or incapacitated is considered unable to provide effective consent. These situations are outlined in the next sections.

**Force and Coercion**

Force is the use or threat of physical violence, intimidation, or coercion in order to overcome another individual’s freedom to choose whether or not to participate in sexual activity. For the use of force to be demonstrated, there
is no requirement that an individual resist the sexual advance or request; however, resistance will be viewed as a clear demonstration of non-consent.

Coercion is the use of unreasonable pressure that compels another individual to initiate or continue sexual activity against their will. Coercion can include a range of behaviors, including physical/emotional force, intimidation, manipulation, implied threats, misuse of authority, or blackmail which places a person in fear of immediate harm or physical injury that causes them to engage in undesired sexual activity. Continuing to pressure an individual who has made it clear that they do not want to engage in sexual activity or go beyond a certain point of sexual interaction may be considered coercive. When evaluating coercive behavior, factors such as the frequency, duration, location (in regard to potential isolation of the recipient of the unwanted sexual contact), and intensity of coercive behaviors will be considered.

Incapacitation
Incapacitation is a state where an individual is unable to make an informed decision to engage in sexual activity because they lack conscious knowledge of the nature of the act (an ability to understand the who, what, when, where, why, or how of the sexual interaction). An individual who is incapacitated is unable to provide effective consent. An individual who knows or who should have reasonably known under the circumstances that the individual(s) they are attempting to or have engaged in sexual activity with violates College policy and procedures if the behavior falls within the elements found in the prohibited conduct section of Board Procedures II-001.8 (employees) and VII-012.1 (students), Title IX Sexual Harassment Procedure and Grievance Process. Behavior that may occur outside of the elements of prohibited conduct may be addressed by other College policies and procedures.

Incapacitation is defined as the inability, temporarily or permanently, to give consent because the individual is mentally and/or physically unable to make informed, reasonable judgements. An individual is incapacitated, and therefore unable to provide effective consent, if they are asleep, unconscious, or otherwise unaware that sexual activity is occurring.

Incapacitation may result from the use of alcohol and/or drugs. Incapacitation is a state beyond drunkenness or intoxication. Consumption of alcohol or other drugs alone is insufficient to establish incapacitation. The impact of alcohol and drugs varies from person to person; however, warning signs that a person may be approaching incapacitation include slurred speech, vomiting, diminished coordination, erratic behavior, combativeness, loss of consciousness, or emotional volatility. Evaluating incapacitation requires an assessment of how the consumption of alcohol and/or drugs affects an individual’s decision-making ability, awareness of consequences, ability to make informed judgments, and/or capacity to appreciate the nature of the act(s).

Evaluating incapacitation also requires an assessment of whether a person should have been aware of the other individual’s (or individuals’) incapacitation based on objectively and reasonable apparent indications of impairment when viewed from the perspective of a reasonable sober person. If there is any doubt as to the level or extent of the other individual’s intoxication or impairment, the safest course of action is to forgo or cease any sexual contact or activity. Use of alcohol or drugs is never an excuse for a person to commit sexual harassment (inclusive of all forms of sexual assault, dating violence, domestic violence, and stalking) and does not diminish a person’s responsibility to obtain informed, freely-given, and effective consent.

The following statements apply to all procedures for institutional disciplinary action in cases of alleged sexual assault, domestic violence, dating violence, or stalking, regardless of whether the alleged conduct will be resolved in accordance with the Title IX Sexual Harassment policy.

Procedures for institutional disciplinary action in cases of alleged sexual assault, domestic violence, dating violence, or stalking include a prompt, fair, and impartial process from the initial investigation to the final result.

A prompt, fair, and impartial proceeding includes a proceeding that:

- Is completed within reasonably prompt timeframes designated by an institution’s policy, including a process that allows for the extension of timeframes for good cause with written notice to the complainant and the respondent of the delay and the reason for the delay.
- Is conducted in a manner that:
  - Is consistent with the institution’s policies and transparent to the complainant and respondent.
  - Includes timely notice of meetings at which the complainant or respondent, or both, may be present.
  - Provides timely and equal access to the complainant, respondent, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings.
• Is conducted by officials who do not have a conflict of interest or bias for or against the complainant or the respondent.
• Is conducted by officials, who, at a minimum, receive annual training on the issues related to sexual assault, domestic violence, dating violence, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. This training will include the following topics: relevant evidence and how it should be used during a proceeding, proper techniques for questioning witnesses, basic procedural rules for conducting a proceeding, and avoiding actual and perceived conflicts of interest.
• Provides the complainant and the respondent with the same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice.
• Includes procedures for institutional disciplinary action in cases of alleged sexual assault, domestic violence, dating violence, or stalking that provides that the proceedings will not limit the choice of advisor or presence for either the complainant or the respondent in any meeting or institutional disciplinary proceeding; however, the institution may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.
• Requires simultaneous notification, in writing, to both the complainant and the respondent, of the result of any institutional disciplinary proceeding that arises from an allegation of sexual assault, domestic violence, dating violence, or stalking.
• Requires simultaneous notification, in writing, to both the complainant and the respondent, of the institutional procedures for the complainant and the respondent to appeal the result of the institutional disciplinary proceeding.
• Requires simultaneous notification, in writing, to both the complainant and the respondent, of any change to the result.
• Requires simultaneous notification, in writing, to both the complainant and the respondent, of when such results become final.

TITLE IX SEXUAL HARASSMENT POLICY: PROCEDURES VICTIMS SHOULD FOLLOW IN THE CASE OF ALLEGED SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, OR STALKING

The Title IX Sexual Harassment Procedure and Grievance Process is found in Board Procedures II-001.8 (employees) and VII-012.1 (students). These Board Procedures outline the procedures, grievance process, and disciplinary consequences adopted by the Board of Trustees action (September 2020). The Student Handbook also contains this detailed information. Sexual assault, domestic violence, dating violence, and stalking are serious campus concerns 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 an act of Sexual Assault, including Rape, Fondling, Incest, and Statutory Rape; Domestic Violence; Dating Violence; and/or Stalking while a student or employee at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. In Missouri, evidence may be collected even if you choose not to make a report to law enforcement.  

The Jefferson College Police Department (JCPD) strongly advocates that a victim of sexual assault, domestic violence, dating violence, or stalking reports the incident in a timely manner. Time is a critical factor for evidence collection and preservation, which is an important tool in achieving justice. Jefferson College will provide written information to any victim about the importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order. Evidence may be collected from the scene, but may also be collected from the victim’s body, clothes, and other personal belongings. Ideally, a victim of sexual assault, domestic violence, dating violence, or stalking should not bathe, shower, douche, use the toilet, or change clothing prior to a medical/legal exam. It is recommended to not disturb the crime scene and save all clothing and items involved. It is also recommended to not brush teeth, drink anything, or smoke until an exam has been performed. Although adhering to the guidelines is extremely difficult under traumatic conditions, the victim can help law enforcement agencies in the preservation of evidence.

• In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy or sexually transmitted infections.

 Victims of sexual assault, domestic violence, dating violence, and stalking are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs, or other copies of documents, if they have any, that would be useful to College investigators or police.
The College encourages victims of sexual assault, domestic violence, dating violence, and stalking to talk to somebody about what happened – so victims can get the support they need, and so law enforcement and the College can respond appropriately. Students have several options regarding the involvement of law enforcement, including the option to notify law enforcement about the offense, the option to be assisted by the Title IX Coordinator or a Deputy Title IX Coordinator (contact information provided below) in notifying law enforcement if they choose to do so, and the option to decline to notify law enforcement. It is recommended that any offense that occurs on campus be reported directly to a JCPD Officer, in person (Hillsboro-Viking Woods, 802 Mel Carnahan Drive, Apartment 214, Hillsboro, MO; Arnold-1687 Missouri State Road, Arnold, MO; Imperial-4400 Jeffco Boulevard, Arnold, MO) or by telephone (636-481-3500). For more information about the Jefferson College Police Department, please visit: https://www.jeffco.edu/JCPD

Please know that filing a police report with a JCPD 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, domestic violence, dating violence, or stalking 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.
- ensure that the victim has access to free confidential counseling from counselors specifically trained in the area of 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 you speak with law enforcement, you should expect to have privacy, that it may take a while, and that you can take a break. If you do not feel you are being taken seriously, or feel uncomfortable, you can ask to speak with the officer’s supervisor or next-highest ranking officer. You will be asked to tell your story and/or write out a statement. This can feel uncomfortable or intrusive. You may also be asked the same questions more than once. It is not because they do not trust you—after a trauma, it can be difficult to describe the details. Repeating a question or asking in a different way may prompt you to remember something you forgot the first time. It can be helpful and comforting to have support when communicating with law enforcement. This can be an advocate or someone you trust. However, there may be times when law enforcement may want to speak with you privately. (Adapted from RAINN.org)

It is also recommended that reports of any incidents be made to the Jefferson College Vice President of Student Services/Title IX Coordinator, Student Center 205, 636-481-3200 or kharvey@jeffco.edu or a Deputy Title IX Coordinator. The appropriate and specific contact information for reporting resources is listed below:

- **Jefferson College Police Department (JCPD)**
  Emergency 9-1-1, 636-481-3500; Hillsboro-Viking Woods, 802 Mel Carnahan Drive, Apartment 214, Hillsboro, MO; Arnold-1687 Missouri State Road, Arnold, MO; Imperial-4400 Jeffco Boulevard, Arnold, MO. (Please know that if an offense occurs off-campus, a police report will need to be filed with the police department in the jurisdiction in which the offense occurred.)
- **Title IX Coordinator**
  Dr. Kimberly Harvey-Manus, Vice President of Student Services, 636-481-3200, Student Center 205
- **Deputy Title IX Coordinators**
  Students: Kristine Bogue, Behavioral Concerns and Student Conduct Coordinator, 636-481-3262, Student Center 209
  Faculty: Dr. Michael Booker, Associate Dean, Humanities, 636-481-3312, Arts and Science I 110
  Staff: Tasha Welsh, Director of Human Resources, 636-481-3157, Administration Building 133
- **On-Campus Counseling/Mental Health**
  COMTREA on Campus: Student Center 202A, 636-481-3233
- **On-Campus Health/Mental Health**
  Mercy on Campus Health Clinic: Viking Woods, Apartment 215, 636-543-2290
- **Electronic and Anonymous Report**
- **Off-Campus Health/Mental Health**
  Mercy Hospital Jefferson, 636-933-1000
  Mercy Hospital South, 636-525-1000

4 Under the Violence Against Women Act and Department of Justice Reauthorization Act of 2005, starting in 2009, states must certify that they do not “require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, reimbursement for charges incurred on account of such an exam, or both.”
Jefferson College does not discriminate on the basis of sex in its educational, extracurricular, athletic, other programs, or in the context of employment. Sex discrimination and sexual harassment are prohibited by Title IX of the Education Amendments of 1972, stating that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

The Office for Civil Rights (OCR) within the United States Department of Education (DOE) has promulgated regulations implementing Title IX. Sex discrimination and sexual harassment are also prohibited under Title VII of the Civil Rights Act of 1964 and other applicable statutes.

Jefferson College’s Sexual Harassment Procedure and Grievance Process prohibits all forms of sexual harassment including sexual assault, domestic violence, dating violence, and stalking against any Jefferson College community.
Jefferson College recognizes the many intersecting identities that make up each individual’s lived experiences, and that harassment related to factors outside of gender, gender identity/expression, or sexual orientation can occur that are related to an individual’s race, color, national origin, religion, age, disability, or other statuses. Harassment and discrimination that occurs against a person based on these characteristics violates College policy and community principles, specifically the College’s Non-Discrimination policy. Matters that involve allegations of gender-based discrimination and allegations of identity-based discrimination described above will be handled by the College in accordance with the Non-Discrimination Policy.

Jefferson College will respond promptly, equitably, and thoroughly to all reports of sexual harassment in order to eliminate the harassment, prevent its recurrence, and address the effects or impacts on any individual(s) involved. This procedure provides Jefferson College community members with information to assist those who have been impacted by sexual harassment regardless of their status as a complainant, respondent, witness, or other participant/third-party, and provides for equitable procedures for reporting, investigation, and resolution of reports.

All Jefferson College community members are responsible for their actions and conduct and are required to follow College policies and procedures as well as local, state, and federal laws. The Jefferson College Sexual Harassment Procedure applies to conduct occurring on Jefferson College owned or controlled properties, at College-sanctioned events, educational programs or activities that take place off campus, including, but not limited to, study away (that occurs within the United States), internship programs, community-engaged learning, and athletics events. For the purposes of this procedure, the conduct must fall within the parameters set forth in these procedures that define sexual harassment, occur on College owned or controlled property or within the College’s educational program or activity off campus, and be committed against a person in the United States who is participating in or attempting to participate in the College’s educational programs or activities. Conduct that occurs outside of these parameters may be addressed by other applicable College policies and procedures, including but not limited to, the Board of Trustees Policies and Procedures, Administrative Policies and Procedures, Faculty/Staff Handbook, Adjunct Faculty Handbook, Student Handbook, Academic program-specific Handbooks, the Student-Athlete Handbook, or Student Conduct policies and procedures. Upon receipt of a report that falls outside the scope of this procedure and grievance process, the Title IX Coordinator or their designee may refer the report to the appropriate College official or department to address the report.

Investigation and Resolution of Complaints

Definitions
Complainant: This term is used to describe the individual who is alleged to be the victim of conduct that could constitute sexual harassment. To initiate a formal complaint under this policy, a complainant must be someone who is participating in or attempting to participate in the College’s educational programs or activities in the United States.

Respondent: This term is used to describe the person who is accused of violating policies of the College, including the Sexual Harassment Policy.

Title IX Coordinator: An employee of the College who has been designated to oversee the processes contained in this policy and to coordinate the College’s compliance with Title IX. Deputy Title IX Coordinators are employees of the College who may also receive reports of sexual harassment and will work with the Title IX Coordinator to implement reporting procedures, supportive measures, and the implementation of the grievance process as needed. Any person may report allegations of sex discrimination or sexual harassment to the Title IX Coordinator or a Deputy Title IX Coordinator.

Prohibited Conduct: Conduct that violates the policy and procedures of the College, specifically in this policy referring to any form of sexual harassment.

Making a report: Any person can make a report of alleged sex discrimination or sexual harassment to the Title IX Coordinator or Deputy Title IX Coordinators. This includes the complainant themselves, third parties, witnesses, or parents (as the law permits). Making a report is not the same thing as filing a formal complaint.

Filing a formal complaint: A formal complaint is a statement (written or via electronic message) from the complainant notifying the Title IX Coordinator that they desire that the school will investigate specific allegations of sexual harassment. The only persons who are able to file a formal complaint are the complainant themselves (who must be an active participant in the College’s programs or activities or attempting to be an active participant in the College’s programs or activities, including employment) or the Title IX Coordinator under specific circumstances.
**Supportive Measures:** Supportive measures are non-disciplinary, non-punitive measures put in place to assist any party impacted by sexual harassment in order to restore or preserve their equal access to their educational program, educational activity, or employment. Supportive measures are provided free of cost and may include such things as counseling services, safety escorts, reciprocal no contact orders, schedule changes, or living environment changes (where applicable). Supportive measures can be used by any person involved in a report of sexual harassment regardless of whether or not a formal complaint is filed.

**Investigation:** After a formal complaint is filed, the College will investigate the allegations promptly, thoroughly, and equitably. An investigation gathers all available information about the allegations through meetings and interviews with the complainant, respondent, witnesses, and other parties.

**Grievance Process:** The procedures used to initiate a formal complaint, investigate the complaint, and resolve the complaint using a live hearing process. The appeals process is considered the last step of the grievance process. The outcome becomes final when the grievance process has been fully concluded.

**Advisor:** Any complainant or respondent may have one advisor of their choosing present with them at any meeting or hearing as part of these procedures. Advisors may be a member of the College community, an attorney (hired at the complainant or respondent’s expense), or any other person that the complainant or respondent chooses to support them through these processes. Advisors are expected to conduct cross-examination at the live hearing. Any complainant or respondent who does not have an advisor at the time of the hearing will be assigned an advisor by the College.

**Standard of Evidence/Information:** In resolving matters of sexual harassment, the standard used to determine responsibility is the preponderance of the evidence standard, meaning "is it more likely than not" that the conduct occurred or that College policies were violated. No person shall be found Responsible or Not Responsible based solely on the role that they have in the process, and respondents are presumed to be Not Responsible until such time that there is a finding of responsibility through the grievance process.

**Remedies:** Remedies are measures designed to restore or preserve a complainant’s access to education or employment activities under this policy when a respondent has been found responsible through a grievance process.

**Retaliation:** Retaliation is taking action against a person as a result of their participation in any of the activities described in this policy and procedures including, but not limited to, making a report, filing a formal complaint, participating (or not participating) in an investigation, hearing, or appeals process. Retaliation is prohibited at Jefferson College.

**Prohibited Conduct**
Prohibited conduct encompasses sexual harassment as defined below. These acts can occur between individuals who are known to one another, or have an intimate or sexual relationship, or may involve individuals who are not known to one another. These acts can be committed by person(s) of any sex, gender, or other identity, and it can occur between people of the same or different sex or gender identities.

**Sexual Harassment:** Sexual Harassment is any conduct on the basis of sex that satisfies one or more of the following:

a. An employee of the College conditioning the provision of an aid, benefit, or service of the College on an individual’s participation in unwelcome sexual conduct

b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school’s education program or activity; or

c. Sexual Assault, Domestic Violence, Dating Violence, or Stalking as defined in the Clery Act amended by the Violence Against Women Act (VAWA).

**Reporting Prohibited Conduct**
According to Board Procedures II-001.8 (employees) and VII-012.1 (students) Title IX Sexual Harassment Procedure and Grievance Process, Jefferson College strongly encourages the prompt reporting of any incident of sexual or gender-based discrimination or harassment to the College. Because behavior that violates this policy may also be a violation of law, any individual who has been subjected to sexual assault or harassment is also encouraged to consider criminal or civil legal options. An individual may also file a complaint with the U.S. Department of Education’s Office for Civil Rights, the Equal Employment Opportunity Commission, and/or the Missouri Human Rights Commission.

Upon receipt of information alleging a violation of this policy, the Jefferson College Title IX Coordinator (or Deputy Title IX Coordinator) will respond promptly to the complainant to present options for filing a formal
complaint, to discuss the availability of and implementation of supportive measures designed to preserve educational and/or program access (including safety options and options for reporting to law enforcement), as well as to discuss the investigation and grievance process. The Title IX Coordinator will take the victim/complainant’s wishes into account when presenting information and evaluating whether or not to file a formal complaint against the responding party (respondent).

Jefferson College is committed to providing an educational, working, and living environment free of any form of sex discrimination and harassment. The College is unable to take actions to address sex discrimination and harassment if the actions are not reported to the appropriate parties. Therefore, all employees of the College, unless specifically designated as a confidential reporting source for Title IX, are required to report matters that fall under this policy to the Title IX Coordinator or to a Deputy Title IX Coordinator.

Jefferson College’s confidential reporting source is the licensed mental health therapist contracted to provide counseling services for the student body (office located on the second floor of the Student Center, or by calling 636-481-3233 to make an appointment) or medical provider(s) at the Mercy Health on campus clinic located in Viking Woods. All other Jefferson College employees are instructed to report matters of sex or gender-based discrimination, harassment, and/or assault to the Title IX Coordinator as soon as they become aware of an incident.

Any person who is aware of or who has experienced any form of sexual harassment may make a report at any time, within or outside College business hours, to the Title IX Coordinator. Reports may be made by the person who experienced the unwanted contact but may be made by any person including third parties, students, staff, faculty, parents, or community members. These reports may be made in person, verbally, by phone, in writing through mail or electronic mail, through the College’s Maxient reporting portal (found in MyJeffco or at Jeffco.edu/titleix), or any other manner that delivers the information to the Title IX Coordinator at any time.

**Compliance Officers**
The Board of Trustees designates the following individuals to act as the College’s compliance officers:

**Dr. Kimberly Harvey-Manus**
Vice President of Student Services/Title IX Coordinator
Jefferson College
1000 Viking Drive
Hillsboro, MO 63050
Student Center 205
636-481-3200

**Deputy Compliance Officer for Students:**
Kristine Bogue
Behavioral Concerns & Student Conduct Coordinator
Jefferson College
1000 Viking Drive
Hillsboro, MO 63050
Student Center 209
636-481-3262

**Deputy Compliance Officer for Faculty:**
Dr. Michael Booker
Associate Dean, Humanities
Jefferson College
1000 Viking Drive
Hillsboro, MO 63050
Arts and Science, I 110
636-481-3312
Deputy Compliance Officer for Staff:
Tasha Welsh
Director of Human Resources
Jefferson College
1000 Viking Drive
Hillsboro, MO 63050
Administration Building 133
636-481-3157

Complaint Process
Except as stated below, faculty who believe that they have been victims of Title IX Sexual Harassment may file a formal complaint with the Associate Dean, Humanities. Staff who believe that they have been a victim may file a formal complaint with the Director of Human Resources. Students may file a formal complaint with the Vice President of Student Services or Behavioral Concerns and Student Conduct Coordinator. All complaints will be promptly investigated.

Rights of Victims and the Institution's Responsibilities for Orders of Protection, Restraining Orders, or Similar Lawful Orders Issued by a Criminal, Civil, or Tribal Court, or by the Institution:
Pursuant to the Missouri Domestic Violence Act, Chapter 455, RSMo, a person may seek an order of protection from acts, attempts, or threats to them from a family or household member or intimate partner; or from acts of stalking or sexual assault. The petitioner must be 17 years of age or older or must otherwise be emancipated ('on your own,' such as married or a member of the military). A petition alleging sexual assault, domestic violence (including dating violence), or stalking must be filed in the county where the victim resides, where the alleged incident of sexual assault, domestic violence (including dating violence), or stalking occurred, or where the accused may be served.

Jefferson County Courthouse
300 Main Street
Hillsboro, MO 63050
636-797-5443

The Circuit Clerk’s Office will provide copies of the forms necessary for the presentation of the petition to the court. Additional information and the required forms can be found at www.courts.mo.gov by selecting Court Forms > Adult Abuse Forms. The court may choose to issue an ex parte order, or temporary order of protection, or issue a full order of protection after a hearing. An order of protection is an order issued by a Missouri court pursuant to the Domestic Violence Act that restrains a person from abusing, stalking, sexually assaulting, or harassing another person. The petition may request additional relief such as maintenance, child custody, child support, and/or visitation. Unlike a restraining order, an order of protection carries criminal penalties for violation.

The Jefferson College Police Department is responsible for enforcing any judicially issued protective measures, such as an ex parte order or a full order of protection. Any person who obtains an order of protection from Missouri or any other state should provide a copy to the Jefferson College Police Department (JCPD) and the Title IX Coordinator or Deputy Title IX Coordinator. A reporting party may then meet with JCPD and the Title IX Coordinator or Deputy Title IX Coordinator to develop a safety plan to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, changing classroom location, no contact orders, or allowing a student to complete assignments from home, etc.

Jefferson College Police Department (JCPD)
Emergency 9-1-1, 636-481-3500, Hillsboro-Viking Woods, 802 Mel Carnahan Drive, Apartment 214, Hillsboro, MO; Arnold-1687 Missouri State Road, Arnold, MO; Imperial-4400 Jeffco Boulevard, Arnold, MO

Title IX Coordinator
Dr. Kimberly Harvey-Manus, Vice President of Student Services, 636-481-3200, Student Center 205

Deputy Title IX Coordinators
Students: Kristine Bogue, Behavioral Concerns and Student Conduct Coordinator, 636-481-3262, Student Center 209
Faculty: Dr. Michael Booker, Associate Dean, Humanities, 636-481-3312, Arts and Science I 110
Staff: Tasha Welsh, Director of Human Resources, 636-481-3157, Administration Building 133
The Missouri Crime Victims' Compensation Program financially assists people who have sustained physical or psychological injury as a result of a violent crime by paying for reasonable medical and counseling expenses, as well as lost wages if the victim was gainfully employed on the crime date. For more information, please visit: http://dps.mo.gov/dir/programs/cvc/.

Victims may also choose to pursue a civil case against the accused. The goal of a civil suit is to hold defendants “liable” for committing the crime or allowing it to happen. You will need to hire an attorney.

Victims often use civil justice awards to pay for services they need, such as medical care, counseling, or repairing or replacing property.

Jefferson College does not issue orders of protection. However, individuals reporting violations of the College's Title IX Sexual Harassment policy may request a no contact order or no trespass notice. Such requests should be made to the Title IX Coordinator or Deputy Title IX Coordinator who will assess the need to implement the no contact order or no trespass notice.

**TITLE IX SEXUAL HARASSMENT POLICY: PROCEDURES JEFFERSON COLLEGE WILL FOLLOW IN THE CASE OF ALLEGED SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, OR STALKING**

The College has procedures in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges; the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services on and/or off campus; and additional remedies to prevent contact between a complainant and a respondent, such as changes to housing, academic accommodations, protective orders, transportation, and working situations, if reasonably available. The College will make such accommodations or protective measures, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to the Jefferson College Police Department or local law enforcement. Students and employees should contact:

**Title IX Coordinator**  
Dr. Kimberly Harvey-Manus, Vice President of Student Services, 636-481-3200, Student Center 205

**Deputy Title IX Coordinators**  
Students: Kristine Bogue, Behavioral Concerns and Student Conduct Coordinator, 636-481-3262, Student Center 209  
Faculty: Dr. Michael Booker, Associate Dean, Humanities, 636-481-3312, Arts and Science I 110  
Staff: Tasha Welsh, Director of Human Resources, 636-481-3157, Administration Building 133

If a report of sexual assault, domestic violence, dating violence, or stalking is reported to the College, below are the procedures that the College will follow:

<table>
<thead>
<tr>
<th>Incident Being Reported</th>
<th>Procedure College Will Follow</th>
</tr>
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<tbody>
<tr>
<td><strong>Sexual Assault</strong></td>
<td>1. Depending on when reported (immediate vs delayed report), the College will provide the complainant with access to medical care.</td>
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<tr>
<td></td>
<td>2. The College will assess immediate safety needs of the complainant.</td>
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<td>3. The College will assist the complainant with contacting local police if the complainant requests AND provide the complainant with contact information for the local police department.</td>
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<td>4. The College will provide the complainant with referrals to on and off campus mental health providers.</td>
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<td>5. The College will assess the need to implement supportive or long-term protective measures, if appropriate.</td>
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<td>6. The College will provide the victim with a written explanation of the victim’s rights and options.</td>
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<td>7. The College will provide written instructions on how to apply for a Protective Order.</td>
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the formal complaint process, including timeframes for the grievance process.

9. The College will provide notification of the formal complaint and investigation to the complainant and the respondent.
10. The College will assign an investigator(s) and conduct the investigation.
11. The investigator(s) will prepare an investigative report.
12. The complainant, respondent, and advisors will receive a copy of the investigative report and have the opportunity to provide feedback.
13. The investigator(s) will finalize the investigative report.
14. A live hearing will be conducted.
15. The hearing officer(s) will issue a written determination of responsibility.
16. The complainant and the respondent will have the opportunity to appeal the determination of responsibility.
17. The determination regarding responsibility will become final either on the date that the parties are provided with the written determination on the result of an appeal, if an appeal is filed. If an appeal is not filed, the determination becomes final on the date on which an appeal would no longer be considered timely.
18. The College will enforce and take immediate and separate action against parties that retaliate against a person for complaining of sexual harassment or for assisting in the investigation.

### Domestic Violence

1. Depending on when reported (immediate vs delayed report), the College will provide the complainant with access to medical care.
2. The College will assess immediate safety needs of the complainant.
3. The College will assist the complainant with contacting local police if the complainant requests AND provide the complainant with contact information for the local police department.
4. The College will provide the complainant with referrals to on and off campus mental health providers.
5. The College will assess the need to implement supportive or long-term protective measures, if appropriate.
6. The College will provide the victim with a written explanation of the victim’s rights and options.
7. The College will provide written instructions on how to apply for a Protective Order.
8. The College will provide a copy of the Title IX Sexual Harassment policy and discuss the formal complaint process, including timeframes for the grievance process.
9. The College will provide notification of the formal complaint and investigation to the complainant and the respondent.
10. The College will assign an investigator(s) and conduct the investigation.
11. The investigator(s) will prepare an investigative report.
12. The complainant, respondent, and advisors will receive a copy of the investigative report and have the opportunity to provide feedback.
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18. The College will enforce and take immediate and separate action against parties that retaliate against a person for complaining of sexual harassment or for assisting in the investigation.
**Dating Violence**

1. Depending on when reported (immediate vs delayed report), the College will provide the complainant with access to medical care.
2. The College will assess immediate safety needs of the complainant.
3. The College will assist the complainant with contacting local police if the complainant requests AND provide the complainant with contact information for the local police department.
4. The College will provide the complainant with referrals to on and off campus mental health providers.
5. The College will assess the need to implement supportive or long-term protective measures, if appropriate.
6. The College will provide the victim with a written explanation of the victim’s rights and options.
7. The College will provide written instructions on how to apply for a Protective Order.
8. The College will provide a copy of the Title IX Sexual Harassment policy and discuss the formal complaint process, including timeframes for the grievance process.
9. The College will provide notification of the formal complaint and investigation to the complainant and the respondent.
10. The College will assign an investigator(s) and conduct the investigation.
11. The investigator(s) will prepare an investigative report.
12. The complainant, respondent, and advisors will receive a copy of the investigative report and have the opportunity to provide feedback.
13. The investigator(s) will finalize the investigative report.
14. A live hearing will be conducted.
15. The hearing officer(s) will issue a written determination of responsibility.
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17. The determination regarding responsibility will become final either on the date that the parties are provided with the written determination on the result of an appeal, if an appeal is filed. If an appeal is not filed, the determination becomes final on the date on which an appeal would no longer be considered timely.
18. The College will enforce and take immediate and separate action against parties that retaliate against a person for complaining of sexual harassment or for assisting in the investigation.

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**Stalking**

1. Depending on when reported (immediate vs delayed report), the College will provide the complainant with access to medical care.
2. The College will assess immediate safety needs of the complainant.
3. The College will assist the complainant with contacting local police if the complainant requests AND provide the complainant with contact information for the local police department.
4. The College will provide the complainant with referrals to on and off campus mental health providers.
5. The College will assess the need to implement supportive or long-term protective measures, if appropriate.
6. The College will provide the victim with a written explanation of the victim’s rights and options.
7. The College will provide written instructions on how to apply for a Protective Order.
8. The College will provide a copy of the Title IX Sexual Harassment policy and discuss the formal complaint process, including timeframes for the grievance process.
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18. The College will enforce and take immediate and separate action against parties that retaliate against a person for complaining of sexual harassment or for assisting in the investigation.

Assistance for Victims: Rights & Options

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the college will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. Such written information will include:

- the procedures victims should follow if a crime of sexual assault, domestic violence, dating violence, or stalking has occurred;
- information about how the institution will protect the confidentiality of victims and other necessary parties;
- a statement that the institution will provide written notification to students and employees about victim services within the institution and in the community;
- a statement regarding the institution’s provisions about options for, available assistance in, and how to request accommodations and protective measures; and
- an explanation of the procedures for institutional disciplinary action.

Confidentiality

Victims may request that directory information on file with the College be withheld by request. Victims should contact Jefferson College’s Registrar, Stacy Wilson at 636-481-3207.

Regardless of whether a victim has opted-out of allowing the College to share “directory information,” personally identifiable information about the victim and other necessary parties will be treated as confidential. The College will keep confidential, to the extent practicable, any accommodation and/or supportive measures provided to the victim. However, some information may need to be shared to provide necessary accommodations or protective measures, or to enforce College policies. Confidentiality and personally identifiable student information obtained during the investigations/adjudicating will be maintained in accordance with federal and state law. By only sharing personally identifiable information with individuals on a need-to-know basis, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

Specifically, Jefferson College complies with the Clery Act, regarding statistics that are included in the Annual Security Report. Any disclosed statistics will not include any personally identifying information about the individuals involved in the crimes reflected in the statistics. In addition, no personally identifying information will be disclosed in the Daily Crime Log. Furthermore, if a Timely Warning Notice is issued on the basis of a report of sexual assault, domestic violence, dating violence, or stalking, the name of the victim and other personally identifiable information about the victim will be withheld.

When a student or employee reports to the College that they have been a victim of sexual assault, domestic violence, dating violence, or stalking, Jefferson College will provide the student or employee a written explanation of their rights and options, including:

- Upon receipt of a report of sexual assault, domestic violence, dating violence, or stalking, Jefferson College will provide written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available both within the College and in the community, which are as follows:

  **On-Campus Resources**

  **Counseling/Mental Health**
  Students: COMTREA on Campus: Student Center 202A, 636-481-3233
  Employees: Jefferson College does not provide on-campus counseling/mental health services.
Health/Mental Health
Mercy on Campus: Viking Woods, Apartment 215, 636-543-2290

Visa & Immigration
Kathy Johnston: Student Center 111, 636-481-3280

Disability Support Services
Christine Platter, Technology Center 101, 636-481-3169

Student Financial Services
Student Center 1st Floor, 636-481-3212

Jefferson College does not provide legal assistance or victim advocacy. However, the College will provide the contact information, as noted below, for off-campus legal assistance.

Off-Campus Resources

Counseling/Mental Health
BHR Hotline, 314-469-6644
COMTREA, 636-931-2700
Employees: CIGNA Employee Assistance Program, 877-622-4327 or cignabehavioral.com

Health/Mental Health
Mercy Hospital Jefferson, 636-933-1000
Mercy Hospital South, 314-525-1000

Victim Advocacy
COMTREA's A Safe Place, 636-232-2301 or 877-266-8732
Missouri Coalition Against Domestic and Sexual Violence, 573-634-4161

Legal Assistance
Legal Services of Missouri, 800-440-0514
Legal Advocates for Abused Women, 314-664-6699
Jefferson County Courthouse, 636-797-5443
Employees: CIGNA Employee Assistance Program, 877-622-4327, 800-538-3543, or cignabehavioral.com

Visa & Immigration
Citizenship and Immigration Services, 800-375-5283
Immigration and Customs, 866-341-2423
Homeland Security, Human Trafficking, 866-341-2423 or Victim Support 888-373-7888

Shelter
COMTREA's A Safe Place, 636-232-2301 or 877-266-8732

Student Financial Aid

Other
National Domestic Violence Hotline, 800-799-SAFE (7233)
National Sexual Assault Hotline, 800-656-HOPE (4673)
Department of Education-Office of Civil Rights, http://www2.ed.gov/about/offices/list/ocr/index.html
Department of Justice, https://www.justice.gov/ovw/sexual-assault
NotAlone, https://notaloneorg.org
• Written notification about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures.

Such measures may include, but are not limited to, no contact orders; no trespass notices; academic accommodations, such as course changes or other appropriate arrangements; residential accommodations for individuals living on campus; changes in employment arrangements, if applicable. At the victim’s request, and to the extent of the victim’s cooperation and consent, college offices will work cooperatively to assist the victim in obtaining accommodations. If reasonably available, a victim may be offered changes to academic, living, working, protective measures or transportation situations regardless of whether the victim chooses to report the crime to campus police or local law enforcement. Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Potential changes to living situations may include moving to a different room or apartment. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort, etc.; assistance with accessing counseling, disability services, safety escorts, etc.; and information and assistance with filing a report with law enforcement and/or seeking restraining orders or orders of protection. Such requests should be made to the Title IX Coordinator.

Title IX Coordinator
Dr. Kimberly Harvey-Manus
Vice President of Student Services
636-481-3200
Student Center 205

Deputy Title IX Coordinators:
Students: Kristine Bogue
Behavioral Concerns and Student Conduct Coordinator
636-481-3262
Student Center 209

Faculty: Dr. Michael Booker
Associate Dean, Humanities
636-481-3312
Arts and Science I 110

Staff: Tasha Welsh
Director of Human Resources
636-481-3157
Administration Building 133

The Title IX Coordinator or a Deputy Title IX Coordinator will assess the need to implement any such accommodations and/or supportive measures and is obligated to provide these accommodations and/or supportive measures if they are reasonably available and requested by the victim, regardless of whether the victim chooses to report the crime to law enforcement. The College will keep confidential, to the extent practicable, any accommodations and/or supportive measures provided to the victim.

• The right to notify law enforcement.

Victims have the right to notify law enforcement, including the Jefferson College Police Department, but are not required to do so. At the request of local law enforcement, the College may agree to defer for a short time its fact gathering until after the initial stages of a criminal investigation. The College will promptly resume its fact gathering as soon as it is informed that local law enforcement has completed its initial investigation. In accordance with Board Procedure II-001.8 (Title IX Sexual Harassment Procedure and Grievance Process-Employees) and Board Procedure VII-012.1 (Title IX Sexual Harassment Procedure and Grievance Process-Students) which has been adapted for the Student Handbook, the College will process complaints that meet the definition of Title IX Sexual Harassment to determine whether the conduct occurred in the context of its education program or had continuing effects on campus or in an off-campus program or activity.
Both the complainant and respondent have equal rights/access during any investigation or adjudication process.

The complainant and the respondent will each be allowed to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied by an advisor of their choice. The College will not limit the choice of advisor or presence for either the complainant or the respondent in any meeting or institutional disciplinary proceeding. However, an advisor may only consult and advise their advisee but not speak for the advisee at any meeting or hearing. Jefferson College will provide both the complainant and the respondent with simultaneous written notification of any result of any institutional disciplinary proceeding that arises from an allegation of sexual assault, domestic violence, dating violence, or stalking. If the 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.

Any individual reporting sexual harassment who would like to initiate disciplinary proceedings with Jefferson College may contact the Title IX Coordinator, Dr. Kimberly Harvey-Manus, Vice President of Student Services, 636-481-3200, Student Center 205, or her designee. Students may also contact Kristine Bogue, Behavioral Concerns and Student Conduct Coordinator, 636-481-3262, Student Center 209. Faculty members may also contact Dr. Michael Booker, Associate Dean, Humanities, 636-481-3312, Arts and Science I 110. Staff may also contact Tasha Welsh, Director of Human Resources, 636-481-3157, Administration Building 133. Reports may also be submitted electronically at https://cm.maxient.com/reportingform.php?JeffersonCollege&layout_id=2.

Upon receipt of a report, the Title IX Coordinator will select a trained investigator (or investigators) from within or external to the Jefferson College community. The Title IX Coordinator will assess any investigator(s) chosen to make sure that they are free of bias or conflict of interest.

The College desires to investigate and resolve complaints in a prompt and thorough manner. The entire grievance process may take approximately 140 College business days to complete and includes the steps listed below. This timeframe may be shorter or longer, depending on the factors and circumstances of each individual situation. Any delays for any part of the processes listed below will be communicated to both parties, in writing, and delivered simultaneously through electronic message.

- Filing of a formal complaint by the complainant in writing or via electronic message to the Title IX Coordinator or filing of a formal complaint by the Title IX Coordinator
- Notification of formal complaint and investigation to both the complainant and respondent, which includes the following information:
  - Information about the grievance process
  - Notice of the allegations of sexual harassment that potentially align with the definition(s)
  - Sufficient details, including the identities of the parties involved in the incident (if known), the conduct reportedly constituting sexual harassment, and the date and location of the reported incident (if known)
  - A statement that the respondent is presumed not responsible for the reported conduct and that a determination regarding responsibility is made at the conclusion of the grievance process
  - Information regarding the rights of both parties to have any one (1) advisor of their choosing, who may be but is not required to be an attorney (at their own expense), present with them at any meeting, hearing, or other proceeding under this policy and procedures;
  - Information regarding both parties’ (and their advisors’) rights to review and inspect information gathered during the investigation as well as prior to any hearing; and
  - Notice that if, during the course of the investigation, the investigator(s) choose to investigate allegations about the complainant or the respondent that were not included in the initial notice, that they will provide notice of the additional allegations to the parties whose identities are known.
- Investigation: 60 College business days
  - The investigation is designed to provide a fair, thorough, and impartial gathering of facts. All individuals participating in an investigation will be treated with respect. The College will seek to complete an investigation within sixty (60) College business days of providing notice of the investigation, but this timeframe may be extended depending on the individual circumstances of each report. At the request of local law enforcement, the College may agree to defer for a short time its fact gathering until after the initial stages of a criminal investigation. The College will promptly resume its fact gathering as soon as it is informed that local law enforcement has completed its initial investigation.
  - At all times, the burden of proof and gathering evidence or information sufficient to reach a determination of responsibility (based on the preponderance of the evidence standard) is upon the College and not on the parties themselves. However, parties shall have equal opportunity to provide information in the form of participating in investigative interviews and meetings, providing written or electronic statements, and...
providing other evidence and documents such as texts, videos, social media postings, or other materials. Both parties will be given opportunity to recommend witnesses, including expert witnesses (services provided by expert witnesses requested by the parties shall be paid for by the parties themselves), to the investigator(s).

- During the investigation, the investigator will seek to complete meetings, interviews, or other methods of communication with the complainant, the respondent, witnesses provided by either the complainant/respondent, as well as any witnesses that the investigator identifies. Witnesses must be persons who may have observed the acts in question, may have relevant information to share, or who offer information related to a party’s individual character. The investigator will gather all information, including supplemental information, which may take the form of electronic communication records, text messages, written statements, photographs, videos, social media postings, or other information pertaining to the allegations. All participants that the investigator seeks to gather information from will be notified of any investigatory meetings or interviews in writing with the proposed date, time, location, participants, and purpose of the meeting identified. Every participant shall be given sufficient time to prepare for any investigative meeting or interview.

- The complainant and respondent shall have equal rights to have anyone (1) advisor of their choosing present with them at any meeting for the investigation or hearing. An advisor may be, but is not required to be, an attorney. Any attorney hired by a party to serve as their advisor shall be done so at the individual party’s expense. A complainant or respondent who does not have an advisor may request that the Title IX Coordinator assign an advisor to them. The advisor may be a trained employee of Jefferson College or a third-party that the Title IX Coordinator designates. During an investigative meeting or interview, the party may consult with their advisor as needed; however, the advisor is not permitted to speak on behalf of the party. Information provided during investigations shall be provided by the complainant or respondent themselves and will apply equally to both parties.

- The investigator (or Title IX Coordinator, as applicable) will provide regular updates to both the complainant and respondent on the status of the investigation throughout all stages of the investigation and notify each party as to any delays or issues that may lengthen the investigation timeline.

- Investigative Report: 10 College business days
  - The investigator will prepare an investigative report. Prior to the finalization of the investigative report, the investigator will compile all information that has been gathered and is directly related to the allegations. The investigator will compile this information into a written report format, including any supplemental information, and notify both parties and their respective advisor simultaneously through electronic communication (through the use of the Jefferson College email system) of the availability of this information for their review and response.

- Review of the Investigative Report: 10 College business days
  - The investigator will provide the parties with an electronic copy of the report and associated materials accessible through the Jefferson College Google Drive system. Each party’s advisor will also receive the materials through the Google Drive system. These materials will be available to the parties and each party’s advisor for their review and response within ten (10) College business days. During or by the conclusion of the initial review period, either party may submit written responses to any of the information contained in the report materials. Parties may also submit additional information they wish to have included at this stage.

- Finalization of the Investigative Report: 5 College business days
  - At the conclusion of the review period, the investigator will compile, add, and review information submitted by the parties. Should the investigator identify additional interviews or information gathering that may need to take place, they have the discretion to do so at this stage. This may extend the approximate investigation timeline. The investigator will provide written updates to the parties informing them of any reasons that the investigation timeline will be lengthened.

- Upon the conclusion of the initial review and response by the parties as well as any additional information gathering determined by the investigator, the investigator will finalize the report and prepare the report materials to be sent to the hearing officer(s) in preparation for a live hearing. Both the complainant and the respondent (and their advisors) will be notified when the report materials have been finalized and be provided with a minimum of ten (10) College business days prior to any hearing where they are given an electronic copy viewable through the Google Drive system in order to review and respond to (written response) any report materials in preparation for the hearing.

- Live Hearing: 15 College business days
  - Upon the conclusion of an investigation, the investigator(s) will ensure all report materials are available for the Title IX Coordinator and any individual(s) designated to render a determination of responsibility in order to facilitate the scheduling of a hearing. Both the complainant and respondent shall have a
minimum of ten (10) College business days prior to any hearing where they will have electronic access to view all report materials in order to prepare for the hearing. Both the complainant and respondent have the opportunity to submit a written response to any of the finalized report materials in advance of a hearing. The investigator will receive any additional written responses and ensure that they are provided to the Title IX Coordinator and any individual(s) designated as a hearing officer prior to the hearing.

- The Title IX Coordinator, in conjunction with other partners at the College such as Deputy Title IX Coordinators or other College leadership, will assist in the scheduling, coordination, and implementation of a live hearing, as set forth below and in subsequent sections:
  - **Hearings shall be conducted live.** A hearing may be conducted with parties in remote locations or virtually, provided that the parties are able to see and hear each other simultaneously. The complainant and respondent are not required to be in the same room during a hearing provided the conditions for viewing and hearing simultaneously are met as stated above.
  - The College will provide an individual (or individuals, at their discretion) to serve as a hearing officer, who will make the determination as to whether this policy was violated. The hearing officer will have the appropriate training and experience to serve in this role and may be someone who works at the College or who is hired/contracted externally by the College to fulfill this role. The parties and their advisors will receive a notification advising them of the date, time, location, hearing officer(s) identity, and listing of other requested participants no less than ten (10) College business days in advance of the hearing. A hearing may be delayed or rescheduled at a party’s request provided the party submits information showing good cause for the delay to the Title IX Coordinator within three (3) College business days of the hearing. The Title IX Coordinator will notify each party of any delays or rescheduled hearings. Both the complainant and respondent (along with their advisors) may meet with or speak to the Title IX Coordinator to ask questions about the hearing process prior to the hearing.
  - Any witness whose presence is requested at a hearing shall receive a written notification advising them of the date, time, purpose, and location of the hearing. Any party (including witnesses) that wishes to ask questions about the hearing process may meet with or speak to the Title IX Coordinator prior to the hearing.
  - The Title IX Coordinator or their designee will assist in providing technical and logistical support for the hearing, including the scheduling, preparation, and notifications of parties to be present at a hearing. Person(s) involved in making a decision at the hearing will also have received training or information prior to the hearing regarding the type of technology that will be used.
  - During the live hearing, the hearing officer(s) as well as each party’s advisors will be provided with an opportunity to ask the parties as well as witnesses relevant questions and follow up questions, including questions that challenge credibility. The hearing officer(s) will ask their questions and follow up questions first, followed by each party’s advisor. Federal regulations stipulate that each party’s advisor be provided with the opportunity to “cross examine” the other party as well as witnesses during the hearing.
  - Questioning and cross-examination of the parties and witnesses must be conducted directly, orally, and in real time by the party’s advisor. At no time are the parties themselves permitted to engage in the questioning and cross-examination process. If a party does not have an advisor of their choice present at the hearing, the advisor does not agree to adhere to the standards of conduct for participants in a live hearing, or the advisor refuses to engage in asking questions or conducting cross-examination, the College will provide to the party an advisor of the College’s choice, at no cost to any party, in order to perform questioning and cross-examination during the hearing proceedings. In some circumstances, this may mean the live hearing is delayed or rescheduled.
  - **Determination of Responsibility and Standard of Evidence:** 15 College business days
    - The hearing officer will issue a written determination regarding responsibility generally within fifteen (15) College business days after the conclusion of the hearing. There may be circumstances where additional time to reach and communicate a determination of responsibility is needed, and in that event, the hearing officer or Title IX Coordinator will notify both parties of any delays.
    - The hearing officer will apply the preponderance of the evidence standard (i.e. “is it more likely than not”) to determine if it is more likely than not that the respondent is or is not responsible for a violation (or violations) of this policy.
    - The hearing officer will not make a decision solely based on the party’s role in the process, meaning that no individual will be found responsible solely because they are accused of misconduct. A hearing officer, once they have reached their decision, will communicate their written determination to the parties simultaneously via electronic communication.

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The Notification of Determination Regarding Responsibility from the hearing officer will include the following elements:

1. Identification of the allegations potentially constituting sexual harassment under this policy and procedures.
2. Description of the procedural steps taken from the receipt of the formal complaint through the determination. This description will also include information about the notifications that were sent to the parties, interviews and meetings that took place with the parties and witnesses, site visits, other methods that may have been used to gather information or evidence, and hearings held.
3. Findings of fact supporting the determination.
4. Conclusions regarding the application of Jefferson College’s policies to the facts.
5. Statement of and rationale for the result as to each allegation, including a determination of responsibility, any disciplinary sanctions to be imposed on a respondent, and whether remedies designed to restore or preserve equal access to the school’s education program or activity will be provided to the complainant. The Title IX Coordinator is the staff member responsible for implementing any remedies that are put in place as the result of a concluded grievance process.
6. Description of the procedures and bases for an appeal that are available to both the complainant and respondent.

The determination regarding responsibility becomes final either on the date that the parties are provided with the written determination on the result of an appeal, if an appeal is filed, or if an appeal is not filed the determination becomes final on the date on which an appeal would no longer be considered timely.

Appealing the Determination of Responsibility from a Hearing (25 College business days)

Following the issuance of a hearing outcome letter (determination of responsibility and/or non-responsibility for violation(s) of this policy), both the complainant and the respondent shall have equal rights to appeal the outcome. The hearing outcome letter that is issued to both parties will outline the appeal process, bases for appeal, and appeal deadlines. The Title IX Coordinator will contact both parties to discuss the appeal process and answer questions about the appeal process that either party may have.

Either (or both) parties may submit an appeal of the determination, in writing, on any of the following bases, within ten (10) College business days of the issuance of the hearing outcome letter:

1. Procedural Irregularity: There was a procedural irregularity that affected the outcome of the matter.
2. New Information/Evidence: There is new information that was not reasonably available at the time the determination regarding responsibility was made, and the information is such that it could affect the outcome of the matter.
3. Conflict of Interest or Bias on the part of persons involved in the process: The Title IX Coordinator, investigator(s), and/or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent and it affected the outcome of the matter.

Once an appeal is filed by either party, the Title IX Coordinator will notify the other party in writing that an appeal has been filed and implement appeal procedures equally for both parties. Appeal procedures are as follows:

- Appeals are to be submitted in writing to the Title IX Coordinator by the deadline specified in the hearing outcome letter, which will be set at ten (10) College business days from the date of issuance of the hearing outcome letter.
- Either party may submit an appeal on the bases listed above. More than one appeal base may be used in an appeal.
- The Title IX Coordinator will notify the other party of the presence of an appeal.
- Both parties will have an equal opportunity to submit, in writing, a statement of support of the outcome or a challenge of the outcome.
- The Title IX Coordinator will ensure that the person(s) hearing the appeal were not involved in the investigation, hearing, or determination of responsibility process. Persons who hear an appeal under this policy may be persons within the College community or third parties external to the College community, selected by the Title IX Coordinator or their designee. In all cases, person(s) hearing an appeal will have the required training to implement fair and effective appeal processes.
- The person(s) assigned to hear the appeal will review the information and statements submitted by the parties, as well as be provided access to review the investigative report and record of the hearing.
- The appeal body will issue a written decision describing the result of the appeal and the rationale for the result of the appeal generally within fifteen (15) College business days of the
receipt of the appeal(s). The appeal body may alter the hearing decision with regard to responsibility, and/or assign/modify remedies and/or sanctions. If the appeal process requires additional time to render a written result and rationale, the Title IX Coordinator will notify both parties of any delay or extension of time within this process.

- The appeal body’s written outcome letter will be delivered to both parties via electronic message simultaneously.
- The decision of the appeal body is final and concludes the grievance process. Once the grievance process is concluded, any sanctions or remedies will be considered final and implemented by the Title IX Coordinator or designee(s).

If the respondent is a student, disciplinary and/or other remedial action will be taken in accordance with Board of Trustees Procedure VII-012.1 Title IX Sexual Harassment Procedure and Grievance Process, Board of Trustees Procedure VII-007 Student Conduct, and/or in accordance with federal and state law. Complaints regarding employees will be resolved utilizing Board of Trustees Procedure II-001.8 Title IX Sexual Harassment Procedure and Grievance Process and Board Procedure II–001.2 Employee Conduct. Employees will be disciplined, up to and including employment termination. Students will be disciplined, which may include warning, probation, suspension, or expulsion. Patrons, contractors, visitors, or others who violate this policy may be prohibited from College grounds or otherwise restricted while on College grounds.

**Sanctions**
A hearing officer has the discretion to assign sanctions and remedies following a determination of responsibility where the respondent has been found to be in violation of this policy. Sanctions are disciplinary actions consisting of one or more of the following for students and employees:

- Formal/final/written warnings, disciplinary probation, employment probation, loss of privileges, loss of access to all or parts of campus, restitution/community service, educational sanctions, counseling, mandated counseling or assessments, classes, fines, suspension, expulsion, temporary or permanent removal from employment, or other disciplinary actions or sanctions either found in College publications or assigned at the discretion of the hearing officer(s).

**Remedies**
Remedies are measures designed to restore or preserve a complainant’s equal access to Jefferson College’s education program or activity following the conclusion of a grievance process where the respondent has been found responsible for a violation (or violations) of this policy. Remedies may include a continuation of supportive measures for a complainant that were put in place prior to or during the grievance process.

Remedies may also be disciplinary actions or sanctions that are punitive in nature and differ from Supportive Measures.

Individuals reporting violations of the College’s Title IX Sexual Harassment Policy may request supportive measures or accommodations. Such measures may include, but are not limited to, no contact orders; no trespass notices; academic accommodations, such as course changes or other appropriate arrangements; residential accommodations for individuals living on campus; changes in employment arrangements if applicable; assistance with accessing counseling, disability services, safety escorts, etc.; and information and assistance with filing a report with law enforcement and/or seeking restraining orders or orders of protection. Such requests should be made to the Title IX Coordinator. The Title IX Coordinator or a Deputy Title IX Coordinator will assess the need to implement any such accommodations and/or supportive measures and will provide these accommodations and/or supportive measures if they are reasonably available and requested by the victim. The College will keep confidential, to the extent practicable, any accommodations and/or supportive measures provided to the victim.

Jefferson College will follow these policies yet also remain flexible without allowing undue delays. Both the complainant and the respondent will have timely notice of meetings. The proceeding will be fair and clear to all parties, and care will be taken to ensure that the official conducting a disciplinary proceeding does not have a conflict of interest or bias either for or against the complainant or the respondent.

**College-Initiated Protective Measures**
In addition to those protective measures previously described, the Title IX Coordinator or their designee will determine whether interim interventions and protective measures should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to: a College order of no contact, apartment relocation, adjustment of course schedules, a leave of absence, or reassignment
to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. Violations of the Title IX Coordinator’s directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by Jefferson College.

**STUDENT CONDUCT POLICY: PROCEDURES VICTIMS SHOULD FOLLOW FOR NON-TITLE IX RESOLUTION OF ALLEGED SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, OR STALKING INVOLVING STUDENTS**

The *Student Handbook* and Board Procedure VII-012 outline the Non-Discrimination and Complaint Procedure and disciplinary consequences adopted by the Board of Trustees action (Nov. 1993, updated July 2011, updated September 2020). Sexual assault, domestic violence, dating violence, and stalking are serious campus concerns 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. The procedures described below apply to sexual assault, domestic violence, dating violence, and stalking that reportedly occur off-campus and outside the context of an institution’s program or activity; sexual assault, domestic violence, dating violence, and stalking that occur within the context of the institution’s program or activity, but outside the United States; sexual assault, domestic violence, dating violence, and stalking that involve a third-party accuser when a student is also involved as an accused; and sexual assault, domestic violence, dating violence, and stalking for which a formal complaint has been dismissed by the Title IX Coordinator in accordance with 34 C.F.R. §106.45(b)(3).

If you are a victim of an act of Sexual Assault, including Rape, Fondling, Incest, and Statutory Rape; Domestic Violence; Dating Violence; and/or Stalking while a student at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. In Missouri, evidence may be collected even if you choose not to make a report to law enforcement.4

The Jefferson College Police Department (JCPD) strongly advocates that a victim of sexual assault, domestic violence, dating violence, or stalking reports the incident in a timely manner. Time is a critical factor for evidence collection and preservation, which is an important tool in achieving justice. Jefferson College will provide written information to any victim about the importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order. Evidence may be collected from the scene, but may also be collected from the victim’s body, clothes, and other personal belongings. Ideally, a victim of sexual assault, domestic violence, dating violence, or stalking should not bathe, shower, douche, use the toilet, or change clothing prior to a medical/legal exam. It is recommended to not disturb the crime scene and save all clothing and items involved. It is also recommended to not brush teeth, drink anything, or smoke until an exam has been performed. Although adhering to the guidelines is extremely difficult under traumatic conditions, the victim can help law enforcement agencies in the preservation of evidence.

- In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy or sexually transmitted infections.

Victims of sexual assault, domestic violence, dating violence, and stalking are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs, or other copies of documents, if they have any, that would be useful to College investigators or police.

The College encourages victims of sexual assault, domestic violence, dating violence, and stalking to talk to somebody about what happened – so victims can get the support they need, and so law enforcement and the College can respond appropriately. Students have several options regarding the involvement of law enforcement, including the option to notify law enforcement about the offense, the option to be assisted by the Vice President of Student Services and/or Behavioral Concerns and Student Conduct Coordinator (contact information provided below) in notifying law enforcement if they choose to do so, and the option to decline to notify law enforcement. It is recommended that any offense that occurs on campus be reported directly to a JCPD Officer, in person (Hillsboro-Viking Woods, 802 Mel Carnahan Drive, Apartment 214, Hillsboro, MO; Imperial- 4400 Jeffco Boulevard, Arnold, MO) or by telephone (636-481-3500). For more information about the Jefferson College Police Department, please visit: [https://www. jeffco.edu/JCPD](https://www.jeffco.edu/JCPD).

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4 Under the Violence Against Women Act and Department of Justice Reauthorization Act of 2005, starting in 2009, states must certify that they do not “require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, reimbursement for charges incurred on account of such an exam, or both.”
Please know that filing a police report with a JCPD 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, domestic violence, dating violence, or stalking 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.
- ensure that the victim has access to free confidential counseling from counselors specifically trained in the area of 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 you speak with law enforcement, you should expect to have privacy, that it may take a while, and that you can take a break. If you do not feel you are being taken seriously, or feel uncomfortable, you can ask to speak with the officer’s supervisor or next-highest ranking officer. You will be asked to tell your story and/or write out a statement. This can feel uncomfortable or intrusive. You may also be asked the same questions more than once. It is not because they do not trust you—after a trauma, it can be difficult to describe the details. Repeating a question or asking in a different way may prompt you to remember something you forgot the first time. It can be helpful and comforting to have support when communicating with law enforcement. This can be an advocate or someone you trust. However, there may be times when law enforcement may want to speak with you privately. (Adapted from RAINN.org)

It is also recommended that reports of any incidents be made to the Jefferson College Vice President of Student Services, Student Center 205, 636-481-3200 or kharvey@jeffco.edu or the Behavioral Concerns and Student Conduct Coordinator, Student Center 209, 636-481-3262 or kbogue1@jeffco.edu. The appropriate and specific contact information for reporting resources is listed below:

- **Jefferson College Police Department (JCPD)**
  Emergency 9-1-1, 636-481-3500; Hillsboro-Viking Woods, 802 Mel Carnahan Drive, Apartment 214, Hillsboro, MO; Arnold-1687 Missouri State Road, Arnold, MO; Imperial-4400 Jeffco Boulevard, Arnold, MO. (Please know that if an offense occurs off-campus, a police report will need to be filed with the police department in the jurisdiction in which the offense occurred.)
- **Compliance Officer**
  Dr. Kimberly Harvey-Manus, Vice President of Student Services, 636-481-3200, Student Center 205
- **On-Campus Counseling/Mental Health**
  COMTREA on Campus: Student Center 202A, 636-481-3233
- **On-Campus Health/Mental Health**
  Mercy on Campus Health Clinic: Viking Woods, Apartment 215, 636-543-2290
- **Electronic and Anonymous Report**
- **Off-Campus Health/Mental Health**
  Mercy Hospital Jefferson, 636-933-1000
  Mercy Hospital South, 636-525-1000
- **Off-Campus Victim Advocacy**
  COMTREA’s A Safe Place, 636-232-2301 or 877-266-8732
  Missouri Coalition Against Domestic and Sexual Violence, 573-634-4161
  National Domestic Violence Hotline, 800-799-SAFE (7233)
  National Sexual Assault Hotline, 800-656-HOPE (4673)

If a victim contacts the JCPD, a JCPD officer will respond if the assault occurred on-campus. If the assault occurred off-campus, the local police department will need to be contacted. If the student resides in residential housing, the Manager of Residential and Student Life, Assistant Manager of Residential and Student Life, and/or a residential advisor will also be notified. The victim of a sexual assault, domestic violence, dating violence, or stalking may choose for the investigation to be pursued through the criminal justice system and/or the College disciplinary system. The victim also has a right to decline an investigation. The Vice President of Student Services or Behavioral Concerns and Student Conduct Coordinator will guide the victim through the available options and provide support. Counseling and support referral services within and outside the College system can be obtained through these offices and agencies. The Vice President of Student Services or Behavioral Concerns and Student Conduct Coordinator will assist the student in notifying these authorities, if the student requests the assistance of College personnel:

- Mercy Hospital Jefferson: 636-933-1000
- Mercy Hospital South: 636-525-1000
Mercy on Campus Health Clinic: Viking Woods, 802 Mel Carnahan Drive, Apartment 215, Hillsboro Campus, 636-543-2290
COMTREA on Campus: licensed professional counselor: 636-481-3233
Community Mental Health Treatment Center (COMTREA): 636-931-2700
COMTREA’s A Safe Place 24 hour hotline: 636-232-2301 or 877-266-8732
Missouri Coalition Against Domestic and Sexual Violence: www.mocadsv.org
National Domestic Violence Hotline: 800-799-7233
National Sexual Assault Hotline/Rape, Abuse, and Incest National Network: 1-800-656-HOPE and online: www.rainn.org
JCPD 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 assault, domestic violence, dating violence, and stalking, are detailed in the Student Handbook and Board Procedure VII-012. The Handbook provides, in part, that the complainant and the respondent will each be allowed to have an advisor of their choice appear with them and to consult with such advisor during the hearing. Both the complainant and respondent will be informed of the outcome of the hearing. Student complainants have the option to change their academic, on-campus living, and working situations to avoid a hostile environment. Individuals reporting sexual assault, domestic violence, dating violence, or stalking may notify the JCPD, 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. The College’s disciplinary process includes a prompt, fair, and impartial investigation and resolution process. In all instances, the process will be conducted in a manner that is consistent with the institution’s policy and that is transparent to the complainant and the respondent.

Jefferson College will, upon written request, disclose to the 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 accused of such crime or offense. If the victim is deceased as a result of the crime or offense, the next of kin of such victim shall be treated as the victim for purposes of this paragraph.

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

ILLEGAL DISCRIMINATION AND HARASSMENT COMPLAINTS

Discrimination Prohibited
Jefferson College is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities, and facilities. Discrimination or harassment against employees, students, or others on the basis of age, ancestry, color, creed, disability, genetic information, marital status, national origin, race, religion, gender identity or expression, sexual orientation, or veteran status as well as discrimination on the basis of sex, or any other characteristic protected by law, is strictly prohibited. The College also prohibits:

- Retaliatory actions based on making complaints of prohibited discrimination or harassment or based on participation in an investigation, formal proceeding, or informal resolution concerning prohibited discrimination or harassment.
- Aiding, abetting, inciting, compelling, or coercing discrimination or harassment.
- Discrimination or harassment against any person because of such person’s association with a person protected from discrimination or harassment due to one (1) or more of the above-stated characteristics.

All students must immediately report to the College for investigation any incident or behavior that could constitute illegal discrimination or harassment.

Investigation and Resolution of Complaints

Definitions
Complaint – a verbal or written report of discrimination or harassment made to the compliance officer.
**Discrimination** – conferring, refusing, or denying benefits or providing differential treatment to a person or class of persons in violation of law based on age, ancestry, color, creed, disability, genetic information, marital status, national origin, race, religion, sex, gender identity or expression, sexual orientation, or veteran status, or any other characteristic protected by law.

**Harassment** – a form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment. Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on age, ancestry, color, creed, disability, genetic information, marital status, national origin, race, religion, sex, gender identity or expression, sexual orientation, or veteran status, or any other characteristic protected by law: graffiti; display of written material or pictures; name calling; slurs; jokes; gestures; threatening, intimidating, or hostile acts; thefts; or damage to property.

**Compliance Officer**
The Board of Trustees designates the following individual to act as the College’s compliance officer for students:

Dr. Kimberly Harvey-Manus  
Vice President of Student Services  
Jefferson College  
1000 Viking Drive  
Hillsboro, MO 63050  
Student Center 205  
636-481-3200

The Compliance Officer will:
- Coordinate compliance with this policy and the law.
- Receive all student complaints regarding discrimination and harassment at the College.
- Serve as the College’s contact person for compliance with discrimination laws.
- Investigate or assign persons to investigate complaints; monitor the status of complaints; and recommend consequences.
- Seek legal advice when necessary to enforce this policy.
- Report to the College President and the Board of Trustees aggregate information regarding the number and frequency of complaints and compliance with this policy.
- Make recommendations regarding the implementation of this policy.
- Coordinate and institute training programs for College staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination and harassment.
- Perform other duties as assigned by the College President.

**Complaint Process**
Except as stated below, students may file a formal complaint with the Vice President of Student Services or Behavioral Concerns and Student Conduct Coordinator. All complaints will be promptly investigated.

Student complaints of disability discrimination should be filed and processed pursuant to Board Procedure VII-012.

**Procedure for Investigation of Complaints**
The compliance officer or his/her designee will promptly investigate all complaints. All persons are required to cooperate fully in the investigation. The compliance officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation. Investigations will be commenced within two (2) school days of the compliance officer’s receipt of the report. Absent extenuating circumstances, investigations will be completed within ten (10) school days after the investigation commences. These deadlines are subject to extensions by the College for good cause or if extenuating circumstances exist.

The College will notify the complainant and the respondent of any delay and the reason for the delay.

In determining whether alleged conduct constitutes discrimination or harassment, the College will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred, and all other relevant information.
Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely than not that discrimination, harassment, or other prohibited behavior has occurred, the College will take immediate corrective action.

The following procedure will be used as a guideline for investigating complaints:

- Interview complainant regarding the nature and specifics of the incident(s)
- Interview the respondent; and
- Interview other possible witnesses, if appropriate.

**Consequences**

Following the investigation, the Vice President of Student Services or Behavioral Concerns and Student Conduct Coordinator shall make a determination regarding the complaint and determine the appropriate discipline, if any. Appropriate due process procedures will be followed. Usually, the resolution of sexual assault, domestic violence, dating violence, or stalking complaints are completed within sixty (60) days of the report. This deadline is subject to an extension by the College for good cause or if extenuating circumstances exist. The College will notify the complainant and the respondent of any delay and the reason for the delay.

**Possible Sanctions**
- Disciplinary probation, suspension, expulsion, educational sanctions, counseling, and restrictions on campus privileges—including housing, participation in student activities, working, etc.

**Confidentiality and Records**

To the extent permitted by law, the College will keep confidential the identity of the person filing a complaint and any complaint or other document that is generated or received pertaining to complaints. Information may be disclosed, if necessary, to further the investigation or resolution of a complaint, or if necessary, to carry out disciplinary measures. The College will disclose information to the College’s attorney, law enforcement, and others, when necessary, to enforce this policy or when required by law. In implementing this policy, the College will comply with state and federal laws regarding the confidentiality of student records. Information regarding any resulting student disciplinary action will be maintained and released in the same manner as any other disciplinary record.

**Rights of Victims and the Institution’s Responsibilities for Orders of Protection, Restraining Orders, or Similar Lawful Orders Issued by a Criminal, Civil, or Tribal Court, or by the Institution:**

Pursuant to the Missouri Domestic Violence Act, Chapter 455, RSMo, a person may seek an order of protection from acts, attempts, or threats to them from a family or household member or intimate partner; or from acts of stalking or sexual assault. The petitioner must be 17 years of age or older or must otherwise be emancipated (‘on your own,’ such as married or a member of the military). A petition alleging sexual assault, domestic violence (including dating violence), or stalking must be filed in the county where the victim resides, where the alleged incident of sexual assault, domestic violence (including dating violence), or stalking occurred, or where the accused may be served.

Jefferson County Courthouse
300 Main Street
Hillsboro, MO 63050
636-797-5443

The Circuit Clerk’s Office will provide copies of the forms necessary for the presentation of the petition to the court. Additional information and the required forms can be found at www.courts.mo.gov by selecting Court Forms > Adult Abuse Forms. The court may choose to issue an ex parte order, or temporary order of protection, or issue a full order of protection after a hearing. An order of protection is an order issued by a Missouri court pursuant to the Domestic Violence Act that restrains a person from abusing, stalking, sexually assaulting, or harassing another person. The petition may request additional relief such as maintenance, child custody, child support, and/or visitation. Unlike a restraining order, an order of protection carries criminal penalties for violation.

The Jefferson College Police Department is responsible for enforcing any judicially issued protective measures, such as an ex parte order or a full order of protection. Any person who obtains an order of protection from Missouri or any other state should provide a copy to the Jefferson College Police Department (JCPD) and the Vice President of Student Services or Behavioral Concerns and Student Conduct Coordinator. A reporting party may then meet with JCPD and the Vice President of Student Services or Behavioral Concerns and Student Conduct Coordinator to develop a safety plan to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, changing classroom location, no contact orders, or allowing a student to complete assignments from home, etc.
Jefferson College Police Department (JCPD)
Emergency 9-1-1, 636-481-3500; Hillsboro-Viking Woods, 802 Mel Carnahan Drive, Apartment 214, Hillsboro, MO; Arnold-1687 Missouri State Road, Arnold, MO; Imperial-4400 Jeffco Boulevard, Arnold, MO

Compliance Officer
Dr. Kimberly Harvey-Manus, Vice President of Student Services, 636-481-3200, Student Center 205

The Missouri Crime Victims' Compensation Program financially assists people who have sustained physical or psychological injury as a result of a violent crime by paying for reasonable medical and counseling expenses, as well as lost wages if the victim was gainfully employed on the crime date. For more information, please visit: http://dps.mo.gov/dir/programs/cvc/.

Victims may also choose to pursue a civil case against the accused. The goal of a civil suit is to hold defendants “liable” for committing the crime or allowing it to happen. You will need to hire an attorney.

Victims often use civil justice awards to pay for services they need, such as medical care, counseling, or repairing or replacing property.

Jefferson College does not issue orders of protection. However, individuals reporting violations of the College's Illegal Discrimination and Harassment policy may request a no contact order or no trespass notice. Such requests should be made to the Vice President of Student Services or Behavioral Concerns and Student Conduct Coordinator who will assess the need to implement the no contact order or no trespass notice.

STUDENT CONDUCT POLICY: PROCEDURES JEFFERSON COLLEGE WILL FOLLOW FOR NON-TITLE IX RESOLUTION OF ALLEGED SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, OR STALKING INVOLVING STUDENTS

The College has procedures in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges; the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services on and/or off campus; and additional remedies to prevent contact between a complainant and a respondent, such as changes to housing, academic accommodations, protective orders, transportation and working situations, if reasonably available. The College will make such accommodations or protective measures, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to the Jefferson College Police Department or local law enforcement. Students should contact:

Compliance Officer
Dr. Kimberly Harvey-Manus, Vice President of Student Services, 636-481-3200, Student Center 205

If a report of sexual assault, domestic violence, dating violence, or stalking is reported to the College, below are the procedures that the College will follow:

<table>
<thead>
<tr>
<th>Incident Being Reported</th>
<th>Procedure College Will Follow</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sexual Assault</td>
<td>1. Depending on when reported (immediate vs delayed report), the College will provide the complainant with access to medical care.</td>
</tr>
<tr>
<td></td>
<td>2. The College will assess immediate safety needs of the complainant.</td>
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<tr>
<td></td>
<td>3. The College will assist the complainant with contacting local police if the complainant requests AND provide the complainant with contact information for the local police department.</td>
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<td></td>
<td>4. The College will provide the complainant with referrals to on and off campus mental health providers.</td>
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<td>5. The College will assess the need to implement supportive or long-term protective measures, if appropriate.</td>
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<td></td>
<td>6. The College will provide the victim with a written explanation of the victim’s rights and options.</td>
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<tr>
<td></td>
<td>7. The College will provide a “No Tresspass” directive to the respondent, if deemed appropriate.</td>
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</tbody>
</table>
8. The College will provide written instructions on how to apply for a Protective Order.
9. The College will provide a copy of the policy applicable to Sexual Assault to the complainant and inform the complainant regarding timeframes for inquiry, investigation, and resolution.
10. The College will inform the complainant of the outcome of the investigation, whether or not the respondent will be administratively charged, and what the outcome of the hearing is.
11. The College will enforce and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.

**Domestic Violence**

1. The College will assess the immediate safety needs of the complainant.
2. The College will assist the complainant with contacting local police if the complainant requests AND provide the complainant with contact information for the local police department.
3. The College will provide written instructions on how to apply for a Protective Order.
4. The College will provide written information to the complainant on how to preserve evidence.
5. The College will assess the need to implement supportive or long-term protective measures to protect the complainant, if appropriate.
6. The College will provide the victim with a written explanation of the victim's rights and options.
7. The College will provide a “No Trespass” directive to the respondent, if deemed appropriate.

**Dating Violence**

1. The College will assess immediate safety needs of the complainant.
2. The College will assist the complainant with contacting local police if the complainant requests AND provide the complainant with contact information for the local police department.
3. The College will provide written instructions on how to apply for a Protective Order.
4. The College will provide written information to the complainant on how to preserve evidence.
5. The College will assess the need to implement supportive or long-term protective measures to protect the complainant, if appropriate.
6. The College will provide the victim with a written explanation of the victim’s rights and options.
7. The College will provide a “No Trespass” directive to the respondent, if deemed appropriate.

**Stalking**

1. The College will assess the immediate safety needs of the complainant.
2. The College will assist the complainant with contacting local police if the complainant requests AND provide the complainant with contact information for the local police department.
3. The College will provide written instructions on how to apply for a Protective Order.
4. The College will provide written information to the complainant on how to preserve evidence.
5. The College will assess the need to implement supportive or long-term protective measures to protect the complainant, if appropriate.
6. The College will provide the victim with a written explanation of the victim’s rights and options.
7. The College will provide a “No Trespass” directive to the respondent, if deemed appropriate.

The College desires to protect the identity of the complainant for as long of a time as it is able to do so in accordance with the law. The College will keep confidential, to the extent practicable, any accommodation and/or supportive measures provided to the victim. However, some information may need to be shared to provide necessary accommodations or protective measures, or to enforce College policies. Confidentiality and personally identifiable student information obtained during the investigations will be maintained in accordance with federal and state law. Specifically, Jefferson College complies with the Clery Act, regarding statistics that are included in the Annual Security
Report. Any disclosed statistics will not include any personally identifying information about the individuals involved in the crimes reflected in the statistics. In addition, no personally identifying information will be disclosed in the Daily Crime Log.

When a student reports to the College that they have been a victim of sexual assault, domestic violence, dating violence, or stalking, whether the offense occurred on- or off-campus, Jefferson College will provide the student a written explanation of his or her rights and options, including:

- Written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available both within the College and in the community, which are as follows:

  **On-Campus Resources**

  **Counseling/Mental Health**
  Students: COMTREA on Campus: Student Center 202A, 636-481-3233

  **Health/Mental Health**
  Mercy on Campus: Viking Woods, Apartment 215, 636-543-2290

  **Visa & Immigration**
  Kathy Johnston: Student Center 111, 636-481-3280

  **Disability Support Services**
  Christine Platter, Technology Center 101, 636-481-3169

  **Student Financial Services**
  Student Center 1st Floor, 636-481-3212

  Jefferson College does not provide legal assistance or victim advocacy. However, the College will provide the contact information, as noted below, for off-campus legal assistance.

  **Off-Campus Resources**

  **Counseling/Mental Health**
  BHR Hotline, 314-469-6644
  COMTREA, 636-931-2700

  **Health/Mental Health**
  Mercy Hospital Jefferson, 636-933-1000
  Mercy Hospital South, 314-525-1000

  **Victim Advocacy**
  COMTREA's A Safe Place, 636-232-2301 or 877-266-8732
  Missouri Coalition Against Domestic and Sexual Violence, 573-634-4161

  **Legal Assistance**
  Legal Services of Missouri, 800-440-0514
  Legal Advocates for Abused Women, 314-664-6699
  Jefferson County Courthouse, 636-797-5443

  **Visa & Immigration**
  Citizenship and Immigration Services, 800-375-5283
  Immigration and Customs, 866-341-2423
  Homeland Security, Human Trafficking, 866-341-2423 or Victim Support 888-373-7888

  **Shelter**
  COMTREA's A Safe Place, 636-232-2301 or 877-266-8732

  **Student Financial Aid**
Written notification about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures.

Such measures may include, but are not limited to, no contact orders; no trespass notices; academic accommodations, such as course changes or other appropriate arrangements; residential accommodations for individuals living on campus; changes in employment arrangements, if applicable; assistance with accessing counseling, disability services, safety escorts, etc.; and information and assistance with filing a report with law enforcement and/or seeking restraining orders or orders of protection. At the victim’s request, and to the extent of the victim’s cooperation and consent, college offices will work cooperatively to assist the victim in obtaining accommodations. If reasonably available, a victim may be offered changes to academic, living, working, protective measures or transportation situations regardless of whether the victim chooses to report the crime to campus police or local law enforcement. Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Potential changes to living situations may include moving to a different apartment. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student park in a different location, assisting the student with a safety escort, etc.; assistance with accessing counseling, disability services, safety escorts, etc.; and information and assistance with filing a report with law enforcement and/or seeking restraining orders or orders of protection.

Such requests should be made to the Compliance Officer

Compliance Officer
Dr. Kimberly Harvey-Manus
Vice President of Student Services
636-481-3200
Student Center 205

The Vice President of Student Services or the Behavioral Concerns and Student Conduct Coordinator will assess the need to implement any such accommodations and/or supportive measures and is obligated to provide these accommodations and/or supportive measures if they are reasonably available and requested by the victim, regardless of whether the victim chooses to report the crime to law enforcement. The College will keep confidential, to the extent practicable, any accommodations and/or protective measures provided to the victim.

The right to notify law enforcement.

Victims have the right to notify law enforcement, including the Jefferson College Police Department, 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. In accordance with Board Procedure VII-012 (Non-Discrimination for Students) which has been adapted for the Student Handbook under Non-Discrimination and Complaint Procedure, the College will process all complaints, regardless of where the conduct occurred, to determine whether the conduct occurred in the context of its education program or had continuing effects on campus or in an off-campus program or activity.

Both the complainant and respondent have equal rights/access during any investigation or adjudication process.

The complainant and the respondent will each be allowed to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied by an advisor of their choice. The College will not limit the choice of advisor or presence for either the complainant or the respondent in any meeting or
institutional disciplinary proceeding. However, an advisor may only consult and advise their advisee but not speak for the advisee at any meeting or hearing. Jefferson College will provide both the complainant and the respondent with simultaneous written notification of any result of any institutional disciplinary proceeding that arises from an allegation of sexual assault, domestic violence, dating violence, or stalking. If the 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.

Prior to proceeding with the procedures described in the College’s Non-Discrimination and Complaint Procedure, the College will notify the victim. If the victim does not wish to proceed with this process or does not consent to the disclosure of their name to the alleged assailant, the College’s ability to respond to the alleged assault may be limited. While the College will generally try to honor a victim’s wishes with regard to pursuing a complaint, there may be circumstances where the College determines that ensuring the safety of the campus community requires that some investigation or adjudication process be pursued. If the College makes such a determination, the Vice President of Student Services or Behavioral Concerns and Student Conduct Coordinator will notify the victim before sharing personally identifying information and will work to minimize the impact of the College’s investigation and adjudication process on the victim. The College prohibits retaliation against individuals reporting sexual violence, and complaints of retaliation will be addressed by the Vice President of Student Services or the Behavioral Concerns and Student Conduct Coordinator.

Any individual reporting sexual violence who would like to initiate disciplinary proceedings with Jefferson College may contact Dr. Kimberly Harvey-Manus, Vice President of Student Services, 636-481-3200, Student Center 205, or her designee. Students may also contact Kristine Bogue, Behavioral Concerns and Student Conduct Coordinator, 636-481-3262, Student Center 209. https://cm.maxient.com/reportingform.php?JeffersonCollege&layout_id=2.

Upon receipt of a report, the Vice President of Student Services may choose to investigate the complaint or may alternatively appoint an investigator from the College to investigate complaints against students or utilize an attorney or other professionals to conduct an investigation. All investigations and resolution procedures will be conducted by officials who do not have a conflict of interest or bias for or against the complainant or the respondent.

The College desires to investigate and resolve complaints in a prompt and thorough manner. The investigation will be commenced within two (2) school days of the Vice President of Student Services’ receipt of the report. Absent extenuating circumstances, investigations will be completed within ten (10) school days after the investigation commences. These deadlines are subject to extensions by the College for good cause or if extenuating circumstances exist. The College will notify the complainant and the respondent of any delay and the reason for the delay. Usually, the resolution of domestic violence, dating violence, sexual assault, or stalking complaints are completed within sixty (60) days of the report.

In determining whether alleged conduct constitutes sexual violence, the College will consider the surrounding circumstances, the nature of the behavior, and the relationship between the parties involved, past incidents, the context in which the alleged incidents occurred, and all other relevant information. Whether a particular action or incident constitutes a violation requires a determination based on all the facts and surrounding circumstances and will be based on the preponderance of the evidence is it more likely than not that the conduct occurred or that College policies were violated. As a guide for investigating complaints, an interview with the complainant regarding the nature and specifics of the incident(s) will occur first; then an interview with the respondent; and then an interview with other possible witnesses, if appropriate. These steps may be repeated as needed, and timely notice will be provided to the parties before any such interview will occur.

At the conclusion of the investigation, the Vice President of Student Services or Behavioral Concerns and Student Conduct Coordinator will review the investigation report and make a determination regarding the validity of the complaint within five (5) school days. The complainant, the respondent, and appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary meetings and hearings. Regardless of the determination made with respect to the complaint, the College may take appropriate, immediate corrective action to minimize the opportunity for future issues or concerns to arise.

Where an appeal is permitted under the applicable policy, the complainant and the respondent will be notified simultaneously in writing of the procedures for the respondent and the complainant to appeal the result of the institutional disciplinary proceeding. When an appeal is filed, the complainant and the respondent will be notified simultaneously in writing of any change to the result prior to the time that it becomes final as well as of the final result once the appeal is resolved.
If, after investigation, the Vice President of Student Services or Behavioral Concerns and Student Conduct Coordinator determines that it is more likely than not (preponderance of the evidence) that sexual violence or other prohibited behavior has occurred, the College will take immediate corrective action.

If the respondent is a student, disciplinary and/or other remedial action will be taken in accordance with Board-established student discipline regulations and/or in accordance with federal and state law. Students will be disciplined, which may include warning, probation, suspension, or expulsion. Patrons, contractors, visitors, or others who violate this policy may be prohibited from College grounds or otherwise restricted while on College grounds.

Individuals reporting violations of the College’s Non-Discrimination and Complaint Procedure may request supportive measures or accommodations. Such measures may include, but are not limited to, no contact orders; no trespass notices; academic accommodations, such as course changes or other appropriate arrangements; residential accommodations for individuals living on campus; changes in employment arrangements, if applicable; assistance with accessing counseling, disability services, safety escorts, etc.; and information and assistance with filing a report with law enforcement and/or seeking restraining orders or orders of protection. Such requests should be made to the Vice President of Student Services. The Vice President of Student Services or Behavioral Concerns and Student Conduct Coordinator will assess the need to implement any such accommodations and/or supportive measures and will provide these accommodations and/or supportive measures if they are reasonably available and requested by the victim. The College will keep confidential, to the extent practicable, any accommodations and/or supportive measures provided to the victim.

Jefferson College will follow these policies yet also remain flexible without allowing undue delays. Both the complainant and the respondent will have timely notice of meetings. The proceeding will be fair and clear to all parties, and care will be taken to ensure that the official conducting a disciplinary proceeding does not have a conflict of interest or bias either for or against the complainant or the respondent.

Jefferson College 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.

College-Initiated Protective Measures
In addition to those protective measures previously described, the Compliance Officer or their designee will determine whether interim interventions and protective measure should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to: a College order of no contact, apartment relocation, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. Violations of the Compliance Officer’s directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by Jefferson College.

TITLE VII POLICY: PROCEDURES VICTIMS SHOULD FOLLOW FOR NON-TITLE IX RESOLUTION OF ALLEGED SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, OR STALKING INVOLVING EMPLOYEES

The Faculty/Staff Handbook and Board Procedure II-001.5 outline the Non-Discrimination and Complaint Procedure and disciplinary consequences adopted by the Board of Trustees action (Nov. 1993, updated July 2011, updated September 2020). Sexual assault, domestic violence, dating violence, and stalking are serious campus concerns 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. The procedures described below apply to sexual assault, domestic violence, dating violence, and stalking that reportedly occur off-campus and outside the context of an institution’s program or activity; sexual assault, domestic violence, dating violence, and stalking that occur within the context of the institution’s program or activity, but outside the United States; sexual assault, domestic violence, dating violence, and stalking that involve a third-party accuser when an employee is also involved as an accused; and sexual assault, domestic violence, dating violence, and stalking for which a formal complaint has been dismissed by the Title IX Coordinator in accordance with 34 C.F.R. §106.45(b)(3).

If you are a victim of an act of Sexual Assault, including Rape, Fondling, Incest, and Statutory Rape; Domestic Violence; Dating Violence; and/or Stalking while an employee at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. In Missouri, evidence may be collected even if you choose not to make a report to law enforcement.
The Jefferson College Police Department (JCPD) strongly advocates that a victim of sexual assault, domestic violence, dating violence, or stalking reports the incident in a timely manner. Time is a critical factor for evidence collection and preservation, which is an important tool in achieving justice. Jefferson College will provide written information to any victim about the importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order. Evidence may be collected from the scene, but may also be collected from the victim’s body, clothes, and other personal belongings. Ideally, a victim of sexual assault, domestic violence, dating violence, or stalking should not bathe, shower, douche, use the toilet, or change clothing prior to a medical/legal exam. It is recommended to not disturb the crime scene and save all clothing and items involved. It is also recommended to not brush teeth, drink anything, or smoke until an exam has been performed. Although adhering to the guidelines is extremely difficult under traumatic conditions, the victim can help law enforcement agencies in the preservation of evidence.

- In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy or sexually transmitted infections.

Victims of sexual assault, domestic violence, dating violence, and stalking are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs, or other copies of documents, if they have any, that would be useful to College investigators or police.

The College encourages victims of sexual assault, domestic violence, dating violence, and stalking to talk to somebody about what happened – so victims can get the support they need, and so law enforcement and the College can respond appropriately. Employees have several options regarding the involvement of law enforcement, including the option to notify law enforcement about the offense, the option to be assisted by the Director of Human Resources (contact information provided below) in notifying law enforcement if they choose to do so, and the option to decline to notify law enforcement. It is recommended that any offense that occurs on campus be reported directly to a JCPD Officer, in person (Hillsboro-Viking Woods, 802 Mel Carnahan Drive, Apartment 214, Hillsboro, MO; Arnold-1687 Missouri State Road, Arnold, MO; Imperial-4400 Jeffco Boulevard, Arnold, MO) or by telephone (636-481-3500). For more information about the Jefferson College Police Department, please visit: https://www.jeffco.edu/JCPD

Please know that filing a police report with a JCPD 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, domestic violence, dating violence, or stalking 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.
- ensure that the victim has access to free confidential counseling from counselors specifically trained in the area of 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 you speak with law enforcement, you should expect to have privacy, that it may take a while, and that you can take a break. If you do not feel you are being taken seriously, or feel uncomfortable, you can ask to speak with the officer’s supervisor or next-highest ranking officer. You will be asked to tell your story and/or write out a statement. This can feel uncomfortable or intrusive. You may also be asked the same questions more than once. It is not because they do not trust you—after a trauma, it can be difficult to describe the details. Repeating a question or asking in a different way may prompt you to remember something you forgot the first time. It can be helpful and comforting to have support when communicating with law enforcement. This can be an advocate or someone you trust. However, there may be times when law enforcement may want to speak with you privately. (Adapted from RAINN.org)

It is also recommended that reports of any incidents be made to the Director of Human Resources, Administration Building 133, 636-481-3157 or twelsh@jeffco.edu. The appropriate and specific contact information for reporting resources is listed below:

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4 Under the Violence Against Women Act and Department of Justice Reauthorization Act of 2005, starting in 2009, states must certify that they do not “require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, reimbursement for charges incurred on account of such an exam, or both.”
Jefferson College Police Department (JCPD)
Emergency 9-1-1, 636-481-3500; Hillsboro-Viking Woods, 802 Mel Carnahan Drive, Apartment 214, Hillsboro, MO; Arnold-1687 Missouri State Road, Arnold, MO; Imperial-4400 Jeffco Boulevard, Arnold, MO. (Please know that if an offense occurs off-campus, a police report will need to be filed with the police department in the jurisdiction in which the offense occurred.)

Compliance Officer
Tasha Welsh, Director of Human Resources, 636-481-3157, Administration Building 133

On-Campus Health/Mental Health
Mercy on Campus Health Clinic: Viking Woods, Apartment 215, 636-543-2290

Electronic and Anonymous Report

Off-Campus Health/Mental Health
Mercy Hospital Jefferson, 636-933-1000
Mercy Hospital South, 636-525-1000

Off-Campus Victim Advocacy
COMTREA’s A Safe Place, 636-232-2301 or 877-266-8732
Missouri Coalition Against Domestic and Sexual Violence, 573-634-4161
National Domestic Violence Hotline, 800-799-SAFE (7233)
National Sexual Assault Hotline, 800-656-HOPE (4673)

If a victim contacts the JCPD, a JCPD officer will respond if the assault occurred on-campus. If the assault occurred off-campus, the local police department will need to be contacted. The victim of a sexual assault, domestic violence, dating violence, or stalking may choose for the investigation to be pursued through the criminal justice system and/or the College disciplinary system. The victim also has a right to decline an investigation. The Director of Human Resources or designee will guide the victim through the available options and provide support. Counseling and support referral services within and outside the College system can be obtained through these offices and agencies. The Director of Human Resources will assist the employee in notifying these authorities, if the employee requests the assistance of College personnel:

- Mercy Hospital Jefferson: 636-933-1000
- Mercy Hospital South: 636-525-1000
- Mercy on Campus Health Clinic: Viking Woods, 802 Mel Carnahan Drive, Apartment 215, Hillsboro Campus, 636-543-2290
- Community Mental Health Treatment Center (COMTREA): 636-931-2700
- COMTREA’s A Safe Place 24 hour hotline: 636-232-2301 or 877-266-8732
- Missouri Coalition Against Domestic and Sexual Violence: www.mocadsdv.org
- National Domestic Violence Hotline: 800-799-7233
- National Sexual Assault Hotline/Rape, Abuse, and Incest National Network: 1-800-656-HOPE and online: www.rainn.org
- JCPD 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 assault, domestic violence, dating violence, and stalking, are detailed in the Faculty/Staff Handbook. The Handbook provides, in part, that the complainant and the respondent will each be allowed to have an advisor of their choice appear with them and to consult with such advisor during the hearing. Both the complainant and respondent will be informed of the outcome of the hearing. Employee complainants have the option to change their working situations to avoid a hostile environment. Individuals reporting sexual assault, domestic violence, dating violence, or stalking may notify the JCPD, 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. The College’s disciplinary process includes a prompt, fair, and impartial investigation and resolution process. In all instances, the process will be conducted in a manner that is consistent with the institution’s policy and that is transparent to the complainant and the respondent.

Jefferson College will, upon written request, disclose to the 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 employee who is accused of such crime or offense. If the victim is deceased as a result of the crime or offense, the next of kin of such victim shall be treated as the victim for purposes of this paragraph.

Additionally, Jefferson College will provide both the complainant and the respondent 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; including any change to the result and when the result becomes final. In these cases, it is not necessary for a complainant to make a written request.

ILLEGAL DISCRIMINATION AND HARASSMENT COMPLAINTS

Discrimination Prohibited
Jefferson College is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities, and facilities. Discrimination or harassment against employees, students, or others on the basis of age, ancestry, color, creed, disability, genetic information, marital status, national origin, race, religion, gender identity or expression, sexual orientation, or veteran status as well as discrimination on the basis of sex, or any other characteristic protected by law, is strictly prohibited. The College also prohibits:

- Retaliatory actions based on making complaints of prohibited discrimination or harassment or based on participation in an investigation, formal proceeding, or informal resolution concerning prohibited discrimination or harassment.
- Aiding, abetting, inciting, compelling, or coercing discrimination or harassment.
- Discrimination or harassment against any person because of such person’s association with a person protected from discrimination or harassment due to one (1) or more of the above-stated characteristics.

All employees must immediately report to the College for investigation any incident or behavior that could constitute illegal discrimination or harassment.

Investigation and Resolution of Complaints

Definitions:

Complaint – a verbal or written report of discrimination or harassment made to the compliance officer.

Discrimination – conferring, refusing, or denying benefits or providing differential treatment to a person or class of persons in violation of law based on age, ancestry, color, creed, disability, genetic information, marital status, national origin, race, religion, sex, gender identity or expression, sexual orientation, or veteran status, or any other characteristic protected by law.

Harassment – a form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment. Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on age, ancestry, color, creed, disability, genetic information, marital status, national origin, race, religion, sex, gender identity or expression, sexual orientation, or veteran status, or any other characteristic protected by law; graffiti; display of written material or pictures; name calling; slurs; jokes; gestures; threatening, intimidating, or hostile acts; thefts; or damage to property.

Compliance Officer
The Board of Trustees designates the following individual to act as the College’s compliance officer for employees:

Tasha Welsh
Director of Human Resources
Jefferson College
1000 Viking Drive
Hillsboro, MO 63050
Administration Building 133
636-481-3157

The Compliance Officer will:
- Coordinate compliance with this policy and the law.
- Receive all employee complaints regarding discrimination and harassment at the College.
- Serve as the College’s contact person for compliance with discrimination laws.
- Investigate or assign persons to investigate complaints; monitor the status of complaints; and recommend consequences.
- Seek legal advice when necessary to enforce this policy.
● Report to the College President and the Board of Trustees aggregate information regarding the number and frequency of complaints and compliance with this policy.
● Make recommendations regarding the implementation of this policy.
● Coordinate and institute training programs for College staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination and harassment.
● Perform other duties as assigned by the College President.

Complaint Process
Except as stated below, employees who believe that they have been victims of illegal discrimination or harassment may file a formal complaint with the Director of Human Resources. All complaints will be promptly investigated.

Employee complaints of disability discrimination should be filed and handled pursuant to Board Procedure II-003.2.

Procedure for Investigation of Complaints
The compliance officer or their designee will promptly investigate all complaints. All persons are required to cooperate fully in the investigation. The compliance officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation. Investigations will be commenced within two (2) school days of the compliance officer’s receipt of the report. Absent extenuating circumstances, investigations will be completed within ten (10) school days after the investigation commences. These deadlines are subject to extensions by the College for good cause or if extenuating circumstances exist. The College will notify the complainant and the respondent of any delay and the reason for the delay.

In determining whether alleged conduct constitutes discrimination or harassment, the College will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred, and all other relevant information.

Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely than not that discrimination, harassment, or other prohibited behavior has occurred, the College will take immediate corrective action.

The following procedure will be used as a guideline for investigating complaints:
● Interview complainant regarding the nature and specifics of the incident(s)
● Interview the respondent; and
● Interview other possible witnesses, if appropriate.

Consequences
Following the investigation, the Director of Human Resources shall confer with the College President and shall make a recommendation regarding the complaint. The College President shall decide on the appropriate discipline, if any. Appropriate due process procedures will be followed. Usually, the resolution of sexual assault, domestic violence, dating violence, or stalking complaints are completed within sixty (60) days of the report. This deadline is subject to an extension by the College for good cause or if extenuating circumstances exist. The College will notify the complainant and the respondent of any delay and the reason for the delay.

Possible Sanctions
● Formal warning, mandatory training and education, transfer, demotion, suspension, probation, and separation from the College.

Confidentiality and Records
To the extent permitted by law, the College will keep confidential the identity of the person filing a complaint and any complaint or other document that is generated or received pertaining to complaints. Information may be disclosed, if necessary, to further the investigation or resolution of a complaint, or if necessary, to carry out disciplinary measures. The College will disclose information to the College’s attorney, law enforcement, and others, when necessary, to enforce this policy or when required by law. In implementing this policy, the College will comply with state and federal laws regarding the confidentiality of employee records. Information regarding any resulting employee disciplinary action will be maintained and released in the same manner as any other disciplinary record.

Rights of Victims and the Institution’s Responsibilities for Orders of Protection, Restraining Orders, or Similar Lawful Orders Issued by a Criminal, Civil, or Tribal Court, or by the Institution:
Pursuant to the Missouri Domestic Violence Act, Chapter 455, RSMo, a person may seek an order of protection from acts, attempts, or threats to him or her from a family or household member or intimate partner; or from acts of stalking or
sexual assault. The petitioner must be 17 years of age or older or must otherwise be emancipated ('on your own,' such as married or a member of the military). A petition alleging sexual assault, domestic violence (including dating violence), or stalking must be filed in the county where the victim resides, where the alleged incident of sexual assault, domestic violence (including dating violence), or stalking occurred, or where the accused may be served.

Jefferson County Courthouse
300 Main Street
Hillsboro, MO 63050
636-797-5443

The Circuit Clerk’s Office will provide copies of the forms necessary for the presentation of the petition to the court. Additional information and the required forms can be found at www.courts.mo.gov by selecting Court Forms > Adult Abuse Forms. The court may choose to issue an ex parte order, or temporary order of protection, or issue a full order of protection after a hearing. An order of protection is an order issued by a Missouri court pursuant to the Domestic Violence Act that restrains a person from abusing, stalking, sexually assaulting, or harassing another person. The petition may request additional relief such as maintenance, child custody, child support, and/or visitation. Unlike a restraining order, an order of protection carries criminal penalties for violation.

The Jefferson College Police Department is responsible for enforcing any judicially issued protective measures, such as an ex parte order or a full order of protection. Any person who obtains an order of protection from Missouri or any other state should provide a copy to the Jefferson College Police Department (JCPD) and the Director of Human Resources. A reporting party may then meet with JCPD and the Director of Human Resources to develop a safety plan to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, changing classroom location, or no contact orders, etc.

Jefferson College Police Department (JCPD)
Emergency 9-1-1, 636-481-3500; Hillsboro-Viking Woods, 802 Mel Carnahan Drive, Apartment 214, Hillsboro, MO; Arnold-1687 Missouri State Road, Arnold, MO; Imperial-4400 Jeffco Boulevard, Arnold, MO

Compliance Officer
Tasha Welsh, Director of Human Resources, 636-481-3157, Administration Building 133

The Missouri Crime Victims’ Compensation Program financially assists people who have sustained physical or psychological injury as a result of a violent crime by paying for reasonable medical and counseling expenses, as well as lost wages if the victim was gainfully employed on the crime date. For more information, please visit: http://dps.mo.gov/dir/programs/cvc/.

Victims may also choose to pursue a civil case against the accused. The goal of a civil suit is to hold defendants “liable” for committing the crime or allowing it to happen. You will need to hire an attorney.

Victims often use civil justice awards to pay for services they need, such as medical care, counseling, or repairing or replacing property.

Jefferson College does not issue orders of protection. However, individuals reporting violations of the College’s Illegal Discrimination and Harassment policy may request a no contact order or no trespass notice. Such requests should be made to the Director of Human Resources who will assess the need to implement the no contact order or no trespass notice.

TITLE VII POLICY: PROCEDURES JEFFERSON COLLEGE WILL FOLLOW FOR NON-TITLE IX RESOLUTION OF ALLEGED SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, OR STALKING INVOLVING EMPLOYEES

The College has procedures in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges; the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services on and/or off campus; and additional remedies to prevent contact between a complainant and a respondent, such as academic/teaching accommodations, protective orders, transportation and working situations, if reasonably available. The College will make such accommodations or protective measures, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to the Jefferson College Police Department or local law enforcement. Employees should contact:
If a report of sexual assault, domestic violence, dating violence, or stalking is reported to the College, below are the procedures that the College will follow:

<table>
<thead>
<tr>
<th>Incident Being Reported</th>
<th>Procedure College Will Follow</th>
</tr>
</thead>
</table>
| Sexual Assault          | 1. Depending on when reported (immediate vs delayed report), the College will provide the complainant with access to medical care.  
2. The College will assess immediate safety needs of the complainant.  
3. The College will assist the complainant with contacting local police if the complainant requests AND provide the complainant with contact information for the local police department.  
4. The College will provide the complainant with referrals to on and off campus mental health providers.  
5. The College will assess the need to implement supportive or long-term protective measures, if appropriate.  
6. The College will provide the victim with a written explanation of the victim’s rights and options.  
7. The College will provide a “No Trespass” directive to the respondent, if deemed appropriate.  
8. The College will provide written instructions on how to apply for a Protective Order.  
9. The College will provide a copy of the policy applicable to Sexual Assault to the complainant and inform the complainant regarding timeframes for inquiry, investigation, and resolution.  
10. The College will inform the complainant of the outcome of the investigation, whether or not the respondent will be administratively charged, and what the outcome of the hearing is.  
11. The College will enforce and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation. |
| Domestic Violence        | 1. The College will assess the immediate safety needs of the complainant.  
2. The College will assist the complainant with contacting local police if the complainant requests AND provide the complainant with contact information for the local police department.  
3. The College will provide written instructions on how to apply for a Protective Order.  
4. The College will provide written information to the complainant on how to preserve evidence.  
5. The College will assess the need to implement supportive or long-term protective measures to protect the complainant, if appropriate.  
6. The College will provide the victim with a written explanation of the victim’s rights and options.  
7. The College will provide a “No Trespass” directive to the respondent, if deemed appropriate. |
| Dating Violence          | 1. The College will assess immediate safety needs of the complainant.  
2. The College will assist the complainant with contacting local police if the complainant requests AND provide the complainant with contact information for the local police department.  
3. The College will provide written instructions on how to apply for a Protective Order.  
4. The College will provide written information to the complainant on how to preserve evidence.  
5. The College will assess the need to implement supportive or long-term protective measures to protect the complainant, if appropriate.  
6. The College will provide the victim with a written explanation of the victim’s rights and options.  
7. The College will provide a “No Trespass” directive to the respondent, if deemed appropriate. |
1. The College will assess the immediate safety needs of the complainant.
2. The College will assist the complainant with contacting local police if the complainant requests AND provide the complainant with contact information for the local police department.
3. The College will provide written instructions on how to apply for a Protective Order.
4. The College will provide written information to the complainant on how to preserve evidence.
5. The College will assess the need to implement supportive or long-term protective measures to protect the complainant, if appropriate.
6. The College will provide the victim with a written explanation of the victim's rights and options.
7. The College will provide a “No Trespass” directive to the respondent, if deemed appropriate.

The College desires to protect the identity of the complainant for as long of a time as it is able to do so in accordance with the law. The College will keep confidential, to the extent practicable, any accommodation and/or supportive measures provided to the victim. However, some information may need to be shared to provide necessary accommodations or protective measures, or to enforce College policies. Confidentiality and personally identifiable employee information obtained during the investigation will be maintained in accordance with federal and state law. Specifically, Jefferson College complies with the Clery Act, regarding statistics that are included in the Annual Security Report. Any disclosed statistics will not include any personally identifying information about the individuals involved in the crimes reflected in the statistics. In addition, no personally identifying information will be disclosed in the Daily Crime Log. When an employee reports to the College that they have been a victim of sexual assault, domestic violence, dating violence, or stalking, whether the offense occurred on- or off-campus, Jefferson College will provide the employee a written explanation of their rights and options, including:

- Written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services available both within the College and in the community, which are as follows:

  **On-Campus Resources**
  
  **Counseling/Mental Health**
  Jefferson College does not provide on-campus counseling/mental health services for employees.

  **Health/Mental Health**
  Mercy on Campus: Viking Woods, Apartment 215, 636-543-2290

  **Visa & Immigration**
  Kristen Sides: Administration Building 133, 636-481-3133

  **Employee Accommodations**
  Tasha Welsh: Administration Building 133, 636-481-3157

  Jefferson College does not provide legal assistance or victim advocacy. However, the College will provide the contact information, as noted below, for off-campus legal assistance.

  **Off-Campus Resources**
  
  **Counseling/Mental Health**
  BHR Hotline, 314-469-6644
   COMTREA, 636-931-2700
   CIGNA Employee Assistance Program, 877-622-4327 or cignabehavioral.com

  **Health/Mental Health**
  Mercy Hospital Jefferson, 636-933-1000
  Mercy Hospital South, 314-525-1000
Victim Advocacy
COMTREA's A Safe Place, 636-232-2301 or 877-266-8732
Missouri Coalition Against Domestic and Sexual Violence, 573-634-4161

Legal Assistance
Legal Services of Missouri, 800-440-0514
Legal Advocates for Abused Women, 314-664-6699
Jefferson County Courthouse, 636-797-5443
CIGNA Employee Assistance Program, 877-622-4327, 800-538-3543, or cignabehavioral.com

Visa & Immigration
Citizenship and Immigration Services, 800-375-5283
Immigration and Customs, 866-341-2423
Homeland Security, Human Trafficking, 866-341-2423 or Victim Support 888-373-7888

Shelter
COMTREA's A Safe Place, 636-232-2301 or 877-266-8732

Other
National Domestic Violence Hotline, 800-799-SAFE (7233)
National Sexual Assault Hotline, 800-656-HOPE (4673)
Department of Education-Office of Civil Rights, http://www2.ed.gov/about/offices/list/ocr/index.html
Department of Justice, https://www.justice.gov/ovw/sexual-assault
NotAlone, https://notaloneorg.org

- Written notification about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures.
  Such measures may include, but are not limited to, no contact orders; no trespass notices; academic accommodations, such as course changes or other appropriate arrangements; residential accommodations for individuals living on campus; changes in employment arrangements, if applicable; assistance with accessing counseling, disability services, safety escorts, etc.; and information and assistance with filing a report with law enforcement and/or seeking restraining orders or orders of protection. At the victim’s request, and to the extent of the victim’s cooperation and consent, college offices will work cooperatively to assist the victim in obtaining accommodations. If reasonably available, a victim may be offered changes to academic, living, working, protective measures or transportation situations regardless of whether the victim chooses to report the crime to campus police or local law enforcement. Examples of options for a potential change to the academic situation may be teaching a different class or changing the teaching modality. Potential changes to living situations may include moving to a different apartment if residing on campus. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the employee park in a different location, assisting the employee with a safety escort, etc.; assistance with accessing counseling, disability services, safety escorts, etc; and information and assistance with filing a report with law enforcement and/or seeking restraining orders or orders of protection. Such requests should be made to the Compliance Officer.

Compliance Officer
Tasha Welsh
Director of Human Resources
636-481-3157
Administration Building 133

The Director of Human Resources will assess the need to implement any such accommodations and/or supportive measures and is obligated to provide these accommodations and/or supportive measures if they are reasonably available and requested by the victim, regardless of whether the victim chooses to report the crime to law enforcement. The College will keep confidential, to the extent practicable, any accommodations and/or supportive measures provided to the victim.
• **The right to notify law enforcement.**
  Victims have the right to notify law enforcement, including the Jefferson College Police Department, 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. In accordance with Board Procedure II-001.5 (Non-Discrimination for Employees) which has been adapted for the Faculty/Staff Handbook under Non-Discrimination and Complaint Procedure, the College will process all complaints, regardless of where the conduct occurred, to determine whether the conduct occurred in the context of its education program or had continuing effects on campus or in an off-campus program or activity.

• **Both the complainant and respondent have equal rights/access during any investigation or adjudication process.**
  The complainant and the respondent will each be allowed to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied by an advisor of their choice. The College will not limit the choice of advisor or presence for either the complainant or the respondent in any meeting or institutional disciplinary proceeding. However, an advisor may only consult and advise their advisee but not speak for the advisee at any meeting or hearing. Jefferson College will provide both the complainant and the respondent with simultaneous written notification of any result of any institutional disciplinary proceeding that arises from an allegation of sexual assault, domestic violence, dating violence, or stalking. If the 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.

Prior to proceeding with the procedures described in the College’s Non-Discrimination and Complaint Procedure, the College will notify the victim. If the victim does not wish to proceed with this process or does not consent to the disclosure of their name to the alleged assailant, the College’s ability to respond to the alleged assault may be limited. While the College will generally try to honor a victim’s wishes with regard to pursuing a complaint, there may be circumstances where the College determines that ensuring the safety of the campus community requires that some investigation or adjudication process be pursued. If the College makes such a determination, the Director of Human Resources will notify the victim before sharing personally identifying information and will work to minimize the impact of the College’s investigation and adjudication process on the victim. The College prohibits retaliation against individuals reporting sexual violence, and complaints of retaliation will be addressed by the Director of Human Resources.

Any individual reporting sexual violence who would like to initiate disciplinary proceedings with Jefferson College may contact Tasha Welsh, Director of Human Resources, 636-481-3157, Administration Building 133, or her designee. Reports may also be submitted electronically at: https://cm.maxient.com/reportingform.php?JeffersonCollege.

Upon receipt of a report, the Director of Human Resources may choose to investigate the complaint or may alternatively appoint an investigator from the College to investigate complaints against employees or utilize an attorney or other professionals to conduct an investigation. All investigations and resolution procedures will be conducted by officials who do not have a conflict of interest or bias for or against the complainant or the respondent.

The College desires to investigate and resolve complaints in a prompt and thorough manner. The investigation will be commenced within two (2) school days of the Director of Human Resources receipt of the report. Absent extenuating circumstances, investigations will be completed within ten (10) school days after the investigation commences. These deadlines are subject to extensions by the College for good cause or if extenuating circumstances exist. The College will notify the complainant and the respondent of any delay and the reason for the delay. Usually, the resolution of sexual assault, domestic violence, dating violence, or stalking complaints are completed within sixty (60) days of the report. In determining whether alleged conduct constitutes sexual violence, the College will consider the surrounding circumstances, the nature of the behavior, the relationship between the parties involved, past incidents, the context in which the alleged incidents occurred, and all other relevant information. Whether a particular action or incident constitutes a violation requires a determination based on all the facts and surrounding circumstances and will be based on the preponderance of the evidence is it more likely than not that the conduct occurred or that College policies were violated. As a guide for investigating complaints, an interview with the complainant regarding the nature and specifics of the incident(s) will occur first; then an interview with the respondent; and then an interview with other possible witnesses, if appropriate. These steps may be repeated as needed, and timely notice will be provided to the parties before any such interview will occur.

At the conclusion of the investigation, the Director of Human Resources will review the investigation report and make a determination regarding the validity of the complaint within five (5) school days, in consultation with the College President. The complainant, the respondent, and appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary meetings and hearings. Regardless of the determination made with respect to the complaint, the College may take appropriate, immediate corrective action to minimize the opportunity for future issues or concerns to arise.
Where an appeal is permitted under the applicable policy, the complainant and the respondent will be notified simultaneously in writing of the procedures for the respondent and the complainant to appeal the result of the institutional disciplinary proceeding. When an appeal is filed, the complainant and the respondent will be notified simultaneously in writing of any change to the result prior to the time that it becomes final as well as of the final result once the appeal is resolved.

If, after investigation, the Director of Human Resources determines that it is more likely than not (preponderance of the evidence) that sexual violence or other prohibited behavior has occurred, the College will take immediate corrective action.

Complaints regarding employees will be resolved utilizing the following procedures: Board Procedure II–001.5 Illegal Discrimination and Harassment Complaints and Board Procedure II–001.2 Employee Conduct. Employees will be disciplined, up to and including employment termination. Patrons, contractors, visitors, or others who violate this policy may be prohibited from College grounds or otherwise restricted while on College grounds.

Individuals reporting violations of the College’s Illegal Discrimination and Harassment Complaint Procedure may request supportive measures or accommodations. Such measures may include, but are not limited to, no contact orders; no trespass notices; academic/teaching accommodations, such as course changes or other appropriate arrangements; residential accommodations for individuals living on campus; changes in employment arrangements, if applicable; assistance with accessing counseling, disability services, safety escorts, etc.; and information and assistance with filing a report with law enforcement and/or seeking restraining orders or orders of protection. Such requests should be made to the Director of Human Resources. The Director of Human Resources will assess the need to implement any such accommodations and/or supportive measures and will provide these accommodations and/or supportive measures if they are reasonably available and requested by the victim. The College will keep confidential, to the extent practicable, any accommodations and/or supportive measures provided to the victim.

Jefferson College will follow these policies yet also remain flexible without allowing undue delays. Both the complainant and the respondent will have timely notice of meetings. The proceeding will be fair and clear to all parties, and care will be taken to ensure that the official conducting a disciplinary proceeding does not have a conflict of interest or bias either for or against the complainant or the respondent.

Jefferson College 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.

College-Initiated Protective Measures
In addition to those protective measures previously described, the Compliance Officer or their designee will determine whether interim interventions and protective measures should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to: a College order of no contact, apartment relocation if residing on campus, adjustment of teaching or staffing schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. Violations of the Compliance Officer’s directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by Jefferson College.

XV. 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, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency 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, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student. The JCPD web page provides a link to the Missouri Sex Offender Registry.

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

XVI. Missing Student Notification

- Reports of suspected missing students from the Viking Woods residential complex should be reported immediately to the JCPD 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 residential complex is given the option on an annual basis to register a confidential missing person contact to be notified by Jefferson College no later than 24 hours after the time the student is determined to be missing by the designated College officials authorized to make that determination (specifically, the JCPD) or the local law enforcement agency in which the student went missing. When students are informed of their options to provide a confidential contact, they are advised that their contact information will be registered confidentially, and that this information will be accessible only to authorized campus officials and law enforcement officers in furtherance of a missing person investigation.

- Regardless of their age, all Viking Woods residents are advised that if they are reported missing, the College must notify their confidential missing person contact within 24 hours of the determination that they are missing. If they have not registered a contact person, the JCPD 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 the missing person contact designated by the student. For all missing students, Jefferson College will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

- When an individual reports to a Viking Woods Residential Assistant (636-212-1827), the Residential Life Coordinator (636-481-3295), or the Director of Residential and Student Life (636-481-3296) that a resident is missing, the Director immediately contacts the JCPD by calling 636-481-3500 who initiates the investigation and missing person procedures.

Should the JCPD investigate and determine that a residential student is missing, contact will then be made to the missing person contact, if contact information has been provided, within 24 hours of the determination that the student is missing by the JCPD. If the student is under the age of 18 and is not an emancipated individual, JCPD will notify the student’s parent or guardian and any other designated contact person within 24 hours.

Annual Fire Safety Report

In addition to publishing this Annual Security Report, Jefferson College is required to publish an Annual Fire Safety Report that contains information about fire safety policies and procedures in student residential facilities as well as statistics for any fires occurring in those facilities

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 residential 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 electronically 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 pavilion. Other fire safety restrictions and precautions are outlined in the Guide.

<table>
<thead>
<tr>
<th>Residential Facilities (Name and Address)</th>
<th>Fire Alarm Monitoring Done On Site</th>
<th>Partial 5 Sprinkler System</th>
<th>Full 6 Sprinkler System</th>
<th>Smoke Detection</th>
<th>Fire Extinguisher Devices</th>
<th>Evacuation Plans/Placards</th>
<th>Number of Evacuation (Fire) Drills Each Calendar Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hickory Hall (808 Mel Carnahan)</td>
<td>X</td>
<td>X (24 units)</td>
<td>X (24 units)</td>
<td>X (24 units)</td>
<td>X (24 units)</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Maple Hall (804 Mel Carnahan)</td>
<td>X</td>
<td>X (20 units)</td>
<td>X (20 units)</td>
<td>X (20 units)</td>
<td>X (20 units)</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Sycamore Hall (802 Mel Carnahan)</td>
<td>X</td>
<td>X (12 units)</td>
<td>X (12 units)</td>
<td>X (12 units)</td>
<td>X (12 units)</td>
<td></td>
<td>2</td>
</tr>
</tbody>
</table>

5 Partial Sprinkler System is defined as having sprinklers in the common areas only.
6 Full Sprinkler System is defined as having sprinklers in both the common areas and individual rooms.

Fire Safety Education Programs
Fire safety education programs for all students living in Viking Woods and all employees who 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.

Procedures for Student Housing Evacuation in Case of a Fire
In these programs, procedures that students and employees should follow in case of a fire are reviewed and include the following:

Student Housing Evacuation Procedures In Case of a Fire
- Evacuate immediately.
- Call 911. Evacuation
- In advance of an emergency, determine the nearest exit to your location and the best route to follow.
- Walk, do not run. If safe to do so, assist people with special needs as indicated by that person.
- Notify the Housing staff, JCCPD, or fire personnel if you know or suspect someone is trapped inside a building.
- Gather at the grassy area next to the Clubhouse and behind the volleyball court.
- Housing staff will take a headcount before further instructions are given.

Procedures Students and Employees Should Follow in Case of a Fire
In case of an open flame, the College expects that all Viking Woods residents will use fire extinguishers, if doing so does not put them at risk or in danger.

In the event of a fire, the College expects that all Viking Woods residents will evacuate to the nearest exit, close doors, activate a building fire alarm by using the red “Fire Alarm” pull stations located in building
breezeways, and call 9-1-1 when safely out of the building. In the event fire alarms sound, College policy is that all occupants must evacuate from the building, closing doors as they leave. 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. Students and/or staff are informed where to relocate by staff if circumstances warrant at the time of the alarm. The local fire department(s) and the JCPD will respond to any activated fire alarm. The JCPD Officer will further coordinate evacuation, notification, and investigative procedures, as necessary.

No training is provided to students or staff in firefighting as this is inherently dangerous and each community member's only duty is to exit safely and quickly, shutting doors along the exit path as they go to contain the spread of flames and smoke, and to activate the alarm as they exit. At no time should the closing of doors or the activation of the alarm delay the exit from the building.

**Reporting a Fire for Inclusion in the Fire Statistics**

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 JCPD 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: JCPD: 636-481-3500 or Viking Woods: 636-212-1827. 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 by the Office of Residential & Student Life. 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, 2019, 2018, and 2017, for Viking Woods, located adjacent to the main Hillsboro campus, are as follows:

### 2019 Fire Statistics

<table>
<thead>
<tr>
<th>Residential Facilities (Name and Address)</th>
<th>Total Number of Fires in Each Building</th>
<th>Fire Number</th>
<th>Cause of Fire</th>
<th>Number of Injuries That Required Treatment at a Medical Facility</th>
<th>Number of Deaths Related to a Fire</th>
<th>Value of Property Damage Caused by Fire (in USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hickory Hall (808 Mel Carnahan)</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Maple Hall (804 Mel Carnahan)</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Sycamore Hall (802 Mel Carnahan)</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### 2018 Fire Statistics

<table>
<thead>
<tr>
<th>Residential Facilities (Name and Address)</th>
<th>Total Number of Fires in Each Building</th>
<th>Fire Number</th>
<th>Cause of Fire</th>
<th>Number of Injuries That Required Treatment at a Medical Facility</th>
<th>Number of Deaths Related to a Fire</th>
<th>Value of Property Damage Caused by Fire (in USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hickory Hall (808 Mel Carnahan)</td>
<td>2</td>
<td>2</td>
<td>Cooking</td>
<td>0</td>
<td>0</td>
<td>$0-$99</td>
</tr>
<tr>
<td>Maple Hall (804 Mel Carnahan)</td>
<td>1</td>
<td>1</td>
<td>Cooking</td>
<td>0</td>
<td>0</td>
<td>$0-$99</td>
</tr>
<tr>
<td>Sycamore Hall (802 Mel Carnahan)</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
## 2017 Fire Statistics

<table>
<thead>
<tr>
<th>Residential Facilities (Name and Address)</th>
<th>Total Number of Fires in Each Building</th>
<th>Fire Number</th>
<th>Cause of Fire</th>
<th>Number of Injuries That Required Treatment at a Medical Facility</th>
<th>Number of Deaths Related to a Fire</th>
<th>Value of Property Damage Caused by Fire (in USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hickory Hall (808 Mel Carnahan)</td>
<td>1</td>
<td>1</td>
<td>Cooking</td>
<td>0</td>
<td>0</td>
<td>$0-$99</td>
</tr>
<tr>
<td>Maple Hall (804 Mel Carnahan)</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Sycamore Hall (802 Mel Carnahan)</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### Plans for Improvement to Fire Safety
Fire alarms have been updated to a single system, integrated directly with emergency services. The College is planning to upgrade the cabling to fiber optic to enhance system operation and prevent false alarms. As the College continues to upgrade its facilities, staff will continue to look at ways to improve fire safety and training. During the 2020-2021 academic year, the College plans to conduct additional fire and safety training.

### Daily Fire Log
The Daily Fire Log is available in the Office of Residential and Student Life and the JCPD, from 8 a.m.–5 p.m. Monday through Friday, excluding holidays. The information in the fire log includes information about fires that occur in residential facilities, including the nature, date, time, and general location.
Crime Statistics Summary
Year 2019

(For the Three Years 2019, 2018, 2017)
<table>
<thead>
<tr>
<th>Type of Offense</th>
<th>Year</th>
<th>On-Campus (Includes Residential)</th>
<th>Residential Facilities</th>
<th>Non-Campus</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-Negligent Manslaughter</td>
<td>2017</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2018</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2019</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Manslaughter by Negligence</td>
<td>2017</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2018</td>
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<td>0</td>
</tr>
<tr>
<td></td>
<td>2019</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Rape</td>
<td>2017</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2018</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2019</td>
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<td>0</td>
</tr>
<tr>
<td>Fondling</td>
<td>2017</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2018</td>
<td>5</td>
<td>2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2019</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Statutory Rape (No Force)</td>
<td>2017</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2018</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2019</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Incest (No Force)</td>
<td>2017</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2018</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>2019</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>2017</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
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**Crimes reported in the Residential Facilities Column are included in the On-Campus category.
HATE CRIMES FOR JEFFERSON COLLEGE HILLSBORO CAMPUS 2019, 2018, 2017:

2019: No hate crimes were reported on the Hillsboro campus in 2019.

2018: One on-campus hate crime with simple assault and one on-campus hate crime with intimidation was reported on the Hillsboro campus in 2018.

2017: One on-campus intimidation motivated by sexual orientation was reported on the Hillsboro campus in 2017.

UNFOUNDED CRIMES:

Starting in 2014, campuses had to start reporting Clery crimes that are "unfounded." Crimes can only be unfounded by a sworn law enforcement agency based on crimes that were "false or baseless."


2018: There was one unfounded crime on the Hillsboro campus in 2018.

2017: There were three unfounded crimes on the Hillsboro campus in 2017.
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HATE CRIMES FOR JEFFERSON COLLEGE ARNOLD LOCATION 2019, 2018, 2017:

2019: No hate crimes were reported at the Arnold location in 2019.
2018: No hate crimes were reported at the Arnold location in 2018.
2017: No hate crimes were reported at the Arnold location in 2017.

UNFOUNDED CRIMES:

Starting in 2014, campuses had to start reporting Clery crimes that are “unfounded.” Crimes can only be unfounded by a sworn law enforcement agency based on crimes that were “false or baseless.”

2019: No crimes were unfounded at the Arnold location in 2019.
2018: No crimes were unfounded at the Arnold location in 2018.
2017: No crimes were unfounded at the Arnold location in 2017.
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HATE CRIMES FOR JEFFERSON COLLEGE IMPERIAL LOCATION 2019, 2018, 2017:

2019: No hate crimes were reported at the Imperial location in 2019.
2018: No hate crimes were reported at the Imperial location in 2018.
2017: No hate crimes were reported at the Imperial location in 2017.

UNFOUNDED CRIMES:

Starting in 2014, campuses had to start reporting Clery crimes that are “unfounded.” Crimes can only be unfounded by a sworn law enforcement agency based on crimes that were “false or baseless.”

2019: No crimes were unfounded at the Imperial location in 2019.
2018: No crimes were unfounded at the Imperial location in 2018.
2017: No crimes were unfounded at the Imperial location in 2017.
Crime Definitions

The following definitions are to be used for reporting the crimes listed in the Clery Act, in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting (UCR) Program. The definitions for murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, weapons: carrying, possessing, etc., law violations, drug abuse violations, and liquor law violations are from the “Summary Reporting System (SRS) User Manual” from the FBI's UCR Program. The definitions of fondling, incest, and statutory rape are excerpted from the “National Incident-Based Reporting System (NIBRS) User Manual” from the FBI's UCR Program. The definitions of larceny-theft (except motor vehicle theft), simple assault, intimidation, and destruction/damage/vandalism of property are from the “Hate Crime Data Collection Guidelines and Training Manual” from the FBI's UCR Program.

Crime Definitions From the Summary Reporting System (SRS) User Manual From the FBI's UCR Program

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

Criminal Homicide—Manslaughter by Negligence
The killing of another person through gross negligence.

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

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.

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 or violence and/or by putting the victim in 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 usually is 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 and probably would result in serious personal 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 felony; breaking and entering with the intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft
The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned—including joyriding.)

Weapons: Carrying, Possessing, Etc.
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.

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. 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.

**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.

**Crime Definitions From the National Incident-Based Reporting System (NIBRS) User Manual from the FBI's UCR Program**

**Sex Offenses**
Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

A. *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 incapacity.

B. *Incest*—Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

C. *Statutory Rape*—Sexual intercourse with a person who is under the statutory age of consent.

**Crime Definitions from the Hate Crime Data Collection Guidelines and Training Manual From the FBI's UCR Program**

**Larceny-Theft (Except Motor Vehicle Theft)**
The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. 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.
Campus Maps:

- Jefferson College Hillsboro (JCH) & Viking Woods
- Jefferson College Arnold (JCA)
- Jefferson College Imperial (JCI)
Jefferson College Arnold

Jefferson County Library- Arnold

Arnold Recreation Center

Jefferson College Imperial

...Dotted lines: On Campus
Other Areas: Public Property