



**1000 Viking Drive  
Hillsboro, Missouri 63050**

# **2023 Annual Security & Fire Safety Report**

*(This annual report contains information for the  
2023-2024 academic year and statistical information  
for calendar years 2022, 2021, and 2020)*

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# Jefferson College Annual Security & Fire Safety Report

## 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 post-secondary 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.<sup>1</sup> Detailed information about this Act is available from the U.S. Department of Education website: [www.ed.gov/admins/lead/safety/campus.html](http://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 Life, and Student Services. Campus crime, arrest, and referral statistics include those reported to the JCPD, designated campus officials, and applicable law enforcement agencies. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported. A written request for statistical information is made on an annual basis to all Campus Security Authorities (as defined by federal law).

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.

## **Campus Security and Fire Safety Policies**

### **I. Purpose**

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 1990, Congress enacted the *Crime Awareness and Campus Security Act of 1990* (Title II of Public Law 101-542), which amended the *Higher Education Act of 1965 (HEA)*. This act required all postsecondary institutions participating in *HEA*’s Title IV student financial assistance programs to disclose campus crime

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

statistics and security information. The act was amended in 1992, 1998, 2000, and 2008. The 1998 amendments renamed the law the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, in memory of a student who was slain in her dorm room in 1986. It is generally referred to as the *Clery Act*.

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

On March 7, 2013, the *Violence Against Women Reauthorization Act of 2013 (VAWA)* (Public Law 113-4) was signed into law. *VAWA* includes amendments to the *Clery Act*. These changes require institutions to disclose statistics, policies, and programs related to dating violence, domestic violence, sexual assault, and stalking, among other changes.

## 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 Dating Violence, Domestic 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 the following Law violations—Weapons: Carrying, Possessing, etc., 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 or primary Jefferson College Campus Security Authorities (CSAs):

Title	Phone Extension	Building Location
Vice President of Student Services	3200	Student Center
Director of Student Compliance	3258	Student Center
Student Conduct and Care Team Coordinator	3262	Student Center

Senior Director of Human Resources	3157	Administration
Jefferson College Police Department Personnel	3500	Viking Woods, Apt #214
Director Law Enforcement Academy	3420	Imperial
Law Enforcement Instructor, Law Enforcement Academy	3442	Imperial
Residential Life Manager	3296	Viking Woods Office
Residential Life Coordinator	3295	Viking Woods Office
Residential Life Student Employees	3294	Viking Woods Office
Director of Athletics	3386	Field House
Athletics Department Coaches	3394	Field House
Field House Coordinator	3391	Field House
Director of Jefferson College Arnold/Coordinator of Retention Services	3286	Arnold
Director of Student Support Services	3282	Student Center
Accessibility Resource Office Coordinator	3169	Arts and Sciences I
Senior Director of Area Technical School	3423	Area Technical School
Faculty & Staff Advisors to Student Organizations	Various	Various
Student Advocate	3267	Student Center

Students and employees should report criminal offenses to JCPD and/or primary CSAs 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. See above list of primary CSAs.

The JCPD can also assist victims with on- and off-campus resources and 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 to accommodations and protective measures such as 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 JCPD incident reports related to student conduct or student safety are forwarded to the Vice President of Student Services Office for review and referral to the Department of Student Compliance, as appropriate. JCPD will investigate all crime reports that occur on campus when deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Department of Student Compliance. If assistance is required from the Jefferson County Sheriff's Office, Arnold Police Department, Hillsboro Fire Department, Rock Community Fire Department (Arnold or Imperial), or Goldman Fire Department, JCPD will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including JCPD, will provide the victim with a written explanation of their rights and options.

- A. Reports of all dating violence, domestic violence, sexual assault, and/or stalking made to JCPD will automatically be referred to the Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges.

### **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 (except to the Title IX Coordinator in the event of a reported sex offense or sexual harassment). 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 daily crime log and 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 in the daily crime log and 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 in the daily crime log and 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 (UCR) Program/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)
- A string of Burglaries or Motor Vehicle Thefts that occur in reasonably close proximity to one another.
- 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: College President, Vice President of Academic Affairs & CAO, Vice President of Student Services, Dean of Institutional Effectiveness & Equity, Vice President of Finance & Administration, Dean of Instruction, Senior Director of Human Resources, Director of Marketing & Communications, Senior Director of Operations, Chief of Police/Director of Emergency Management, Senior Director of IT, and Director of Buildings & Grounds. In the event a crime is reported within the Jefferson College Clery Geography (on campus, on public property running through or immediately adjacent to campus, and non-campus property), 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 Director of Marketing & Communications, 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 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 Notifications**

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 9-1-1.

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, employees, and visitors occurring on campus.



The following describes Jefferson College's Emergency Notification 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 of these systems fail or the College deems it appropriate, in person communication may be used to communicate an emergency.

System to Use	Primary Message Creator*	Backup Message Creator*	Authority for Approving & Sending Messages	Primary Message Sender/Distributor	Backup Message Sender/Distributor
<b>PRIMARY</b>					
Alertus Desktop	Director of Buildings & Grounds	Sr. Administrative Specialist to Director of Buildings & Grounds	Director of Buildings & Grounds	Sr. Administrative Specialist to Director of Buildings & Grounds	Director of Buildings & Grounds
Viking Text Message	Director of Marketing & Communications	Webmaster	Director of Marketing & Communications	Director of Marketing & Communications	Webmaster
<b>SECONDARY</b>					
Campus Email/Announcement	Webmaster	Director of Marketing & Communications	Director of Marketing & Communications	Webmaster	Director of Marketing & Communications
Campus Voicemail Message	IT Analyst	Computer Support Specialist	IT Analyst	IT Analyst	Computer Support Specialist
Website Homepage	Webmaster	Director of Marketing & Communications	Director of Marketing & Communications	Webmaster	Director of Marketing & Communications
Social Media	Webmaster	Director of Marketing & Communications	Director of Marketing & Communications	Webmaster	Director of Marketing & Communications
Hillsboro Entrance Marquee	Director of Marketing & Communications	Webmaster	Director of Marketing & Communications	Webmaster	Director of Marketing & Communications
Police Vehicle Loudspeakers	On-Duty Police Officer	On-Duty Police Officer	On-Duty Police Supervisor	On-Duty Police Officer	On-Duty Police Officer
Voice-Sound Siren Systems	Director of Buildings & Grounds	Sr. Administrative Specialist to Director of Buildings & Grounds	Director of Buildings & Grounds	Sr. Administrative Specialist 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” above have the authority to amend the message for each system.

The Director of Marketing & Communications 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 Director of Marketing & Communications 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 into 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 Response and 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, including JCPD Officers, Residential Life staff members, other College employees, the 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, 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 636-481-3500, 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 (CIT) Training.
- 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 Early Childhood Center conducts scheduled fire and tornado drills monthly and earthquake drills every three months. The Early Childhood 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 provides security measures at various large campus events, by enhanced police presence.

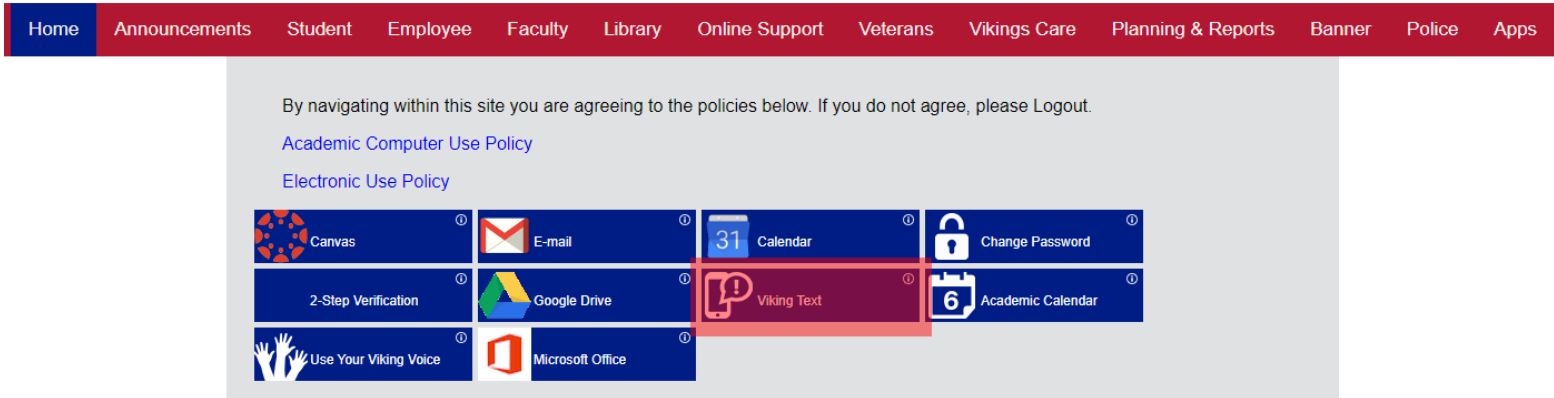
In conjunction with other emergency agencies, JCPD will conduct emergency response trainings and briefings, such as tabletop exercises and field exercises. Various Jefferson College departments test the emergency notification systems on campus. These tests, which may be announced or unannounced, are 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 publicize 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 at <https://myjeffco.jeffco.edu>. 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/currentstudents/information/consumerinformation> 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, and 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 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 Arnold near Imperial, and within the enforcement jurisdiction of the JCPD.

## **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 has full-time police officers on site and is monitored by JCPD Officers. Jefferson College Arnold does not have a full-time campus police officer on site; however, it is always monitored by surveillance cameras and officer walkthroughs. 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. Sensitive areas such as file rooms, the armory, and other similar areas may not be accessible to all students or potentially all employees. The responsible parties will be the only ones with access and will monitor activity in that area to ensure only those with permission are able to access the area. 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. Additionally, Jefferson College has a flock camera system that records motion license plate information of cars inbound to campus, and generates a historical record of vehicle traffic on campus that JCPD can utilize for investigations and notifications of vehicles of concern.

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.

## **IX. Campus Law Enforcement Authority and Jurisdiction**

The JCPD Supervisor, (636-481-3511), is assisted by full-time officers. The JCPD reports to the JCPD Chief, (636-481-3500), who is a direct report to the Senior Director of Operations, (636-481-3115), 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, Arnold Police Department, and Missouri State Highway Patrol, 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 Code of Conduct or other College policies are suspected, the student will be referred to the Vice President of Student Services and/or Department of Student Compliance. 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.

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 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.

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 a.m. to 4:30 p.m. (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 at 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. The institution held an average of 4-6 programs during the 2022-2023 academic year, and some of them are described in this section. Topics such as personal safety, alcohol abuse awareness, and sexual assault prevention are some examples of programs offered during the prior academic year. 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 are advised to call JCPD to report suspicious behavior. For additional questions regarding crime prevention, contact JCPD 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 First Year Experience courses when requested, and JCPD Officers provide safety and active shooter briefings. 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. 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. Topics covered within these safety events include: Environment & Safety Committee Q&A/FAQs; 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/COMPASS on Campus counseling; and support for students with disabilities.

## **XII. Drug and Alcohol Prevention Programs/Services**

Board of Trustees Policy II-027 (Use of Alcoholic Beverages on College Property), and Board of Trustees Procedure VII-007 (Student Code of Conduct) collectively prohibit the possession, use, distribution, 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 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/Drugs) and Board of Trustees Procedure VII-007 (Student Code of Conduct) also collectively prohibit the possession, use, distribution, 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. State underage drinking laws and Federal and State drug 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 local, 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>.

#### **Notification to Victims of Crimes of Violence**

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 such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the 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.

#### **Prohibition On Retaliation**

Jefferson College, or an officer, employee, or agent of Jefferson College, may not retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities.

Student Complaints alleging discrimination: There will be no retaliation against or adverse treatment of an employee who uses this procedure to resolve a concern when such complaint has been brought in the reasonable, good faith belief that the employee has been subjected to discrimination/harassment on the basis of a Protected Category.

#### **Sex Offender Registration**

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, 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.

Information regarding registered sex offenders in the State of Missouri under section 121 of the Adam Walsh Child Protection and Safety Act of 2006 (42 U.S.C 16921) may be obtained by clicking on the State of Missouri Sex Offender Database List at <https://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/CRID/SOR/SORPage.html>. The Revised Statutes of Missouri, Sections 589.400 to 589.425 and 43.650, RSMo., mandates that the Missouri State Highway Patrol shall maintain a sex offender database and a website on the Internet that is accessible to the public. The information on the web site refers only to persons who have been convicted of, found guilty of, or plead guilty to committing or attempting to commit sexual offenses and may not reflect the entire criminal history of a particular individual.

### **XIII. 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 option 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. Students are advised that 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 Residential Life Manager (636-481-3296) that a resident is missing, the Manager 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 has been missing for 24 hours, 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. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, JCPD will inform the local PD (or the local law enforcement with jurisdiction) that the student is missing within 24 hours<sup>11</sup>.

#### **XIV. Sexual Violence Prevention and Response**

##### **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by the Violence Against Women Reauthorization Act of 2013**

Jefferson College prohibits the offenses of dating violence, domestic violence, sexual assault, 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 dating violence, domestic violence, sexual assault, and stalking when it is reported to a College official; which will be followed regardless of whether the incident occurs on or off campus when it is reported to a College official; as well as the procedures for Jefferson College disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, and/or stalking, which will be followed when an incident occurs under the jurisdiction of the Jefferson College Title IX Sexual Harassment Procedure and Grievance Process or other relevant college processes.

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

The Clery Act defines the crimes of dating violence, domestic violence, sexual assault, and stalking as follows:

- A. Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
- a. 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.
  - b. For the purposes of this definition—
    - i. Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
    - ii. Dating Violence does not include acts covered under the definition of domestic violence.
  - c. For the purposes of complying with the requirements of this section and Section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

<sup>11</sup> Added to enhance the missing student policy statement for clarification purposes

**B. Domestic Violence:**

- a. A felony or misdemeanor crime of violence committed—
  - i. By a current or former spouse or intimate partner of the victim;
  - ii. By a person with whom the victim shares a child in common;
  - iii. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
  - iv. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
  - v. 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.
- b. For the purposes of complying with the requirements of this section and Section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

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

- a. **Rape** is defined as 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.*)
- b. **Fondling** is defined as 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.
- c. **Incest** is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- d. **Statutory Rape** is defined as sexual intercourse with a person who is under the statutory age of consent.

**D. Stalking:**

- a. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
  - i. Fear for the person's safety or the safety of others; or
  - ii. Suffer substantial emotional distress.
- b. For the purposes of this definition—
  - i. *Course of conduct* means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
  - ii. *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
  - iii. *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- c. For the purposes of complying with the requirements of this section and Section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

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

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

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

**C. Domestic Assault in the First Degree, Penalties: RSMo 565.072**

- a. 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.
- b. 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.

**D. Domestic Assault in the Second Degree, Penalties: RSMo 565.073**

- a. 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:
  - i. 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
  - ii. Recklessly causes serious physical injury to such domestic victim; or
  - iii. Recklessly causes physical injury to such domestic victim by means of any deadly weapon.
- iv. The offense of domestic assault in the second degree is a class D felony.

**E. 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.

**F. 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:
  - i. The person attempts to cause or recklessly causes physical injury, physical pain, or illness to such domestic victim;
  - ii. With criminal negligence, the person causes physical injury to such domestic victim by means of a deadly weapon or dangerous instrument;
  - iii. The person purposely places such domestic victim in apprehension of immediate physical injury by any means;
  - iv. The person recklessly engages in conduct which creates a substantial risk of death or serious physical injury to such domestic victim;
  - v. The person knowingly causes physical contact with such domestic victim knowing he or she will regard the contact as offensive; or
  - vi. 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.

**G. Sexual Assault; RSMo 455.010** (1f), 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.

**a. Rape in the First Degree, Penalties—Suspended Sentences Not Granted, when: (RSMo 566.030)**

- i. 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.
- ii. 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:
  1. 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;
  2. 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;
  3. 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
  4. 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.
- iii. 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.
- iv. 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.

**b. Rape in the Second Degree, Penalties: RSMo 566.031**

- i. 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.
- ii. The offense of rape in the second degree is a class D felony.

**c. Statutory Rape and Attempt to Commit in the First Degree, Penalties: RSMo 566.032**

- i. 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.
- ii. 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:

1. 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
  2. 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.
- d. Statutory Rape in the Second Degree, Penalties: RSMo 566.034**
- i. 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.
  - ii. The offense of statutory rape in the second degree is a class D felony.
- e. Sodomy in the First Degree, Penalties: RSMo 566.060**
- i. 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.
  - ii. 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:
    1. 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;
    2. 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;
    3. 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
    4. 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.
  - iii. 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.
  - iv. 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.
- f. Sodomy in the Second Degree, Penalties: RSMo 566.061**
- i. 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.
  - ii. The offense of sodomy in the second degree is a class D felony.
- g. Statutory Sodomy and Attempt to Commit in the First Degree, Penalties: RSMo 566.062**
- i. 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.
  - ii. The offense of statutory sodomy in the first degree or an attempt to commit 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:

1. 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
  2. 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.
- h. Statutory Sodomy in the Second Degree, Penalties: RSMo 566.064**
- i. A person commits the offense of statutory sodomy in the second degree if being twenty-one years of age or older, he or she has deviate sexual intercourse with another person who is less than seventeen years of age.
  - ii. The offense of statutory sodomy in the second degree is a class D felony.
- i. Child Molestation in the First Degree, Penalties: RSMo 566.067**
- i. 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.
  - ii. 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.
- j. Child Molestation in the Second Degree, Penalties: RSMo 566.068**
- i. A person commits the offense of child molestation in the second degree if he or she:
    1. Subjects a child who is less than twelve years of age to sexual contact; or
    2. 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.
  - ii. The offense of child molestation in the second degree is a class B felony.
- k. Child Molestation in the Third Degree, Penalties: RSMo 566.069**
- i. 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. ii. 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.
- l. Child Molestation in the Fourth Degree, Penalties: RSMo 566.071**
- i. 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.
  - ii. The offense of child molestation in the fourth degree is a class E felony.
- m. Sexual Misconduct Involving a Child, Penalties: RSMo 566.083**
- i. A person commits the offense of sexual misconduct involving a child if such person:
    1. 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;
    2. 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;
    3. 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
    4. 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.
  - ii. 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.
  - iii. 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.
  - iv. 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 the person 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.

**n. Sexual Contact with a Student, Penalties: RSMo 566.086**

- i. 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:
  1. A teacher, as that term is defined in subdivisions (4), (5), and (7) of Section 168.104; or
  2. A student teacher; or
  3. An employee of the school; or
  4. 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
  5. An elected or appointed official of the school district; or
  6. A person employed by an entity that contracts with the school or school district to provide services.
- ii. 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.
- iii. The offense of sexual contact with a student is a class E felony.
- iv. It is not a defense to prosecution for a violation of this section that the student consented to the sexual contact.

**o. Sexual Misconduct in the First Degree, Penalties: RSMo 566.093**

- i. A person commits the offense of sexual misconduct in the first degree if such person:
  1. 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;
  2. 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
  3. Has sexual intercourse or deviate sexual intercourse in a public place in the presence of a third person.
- ii. 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.

**p. Sexual Misconduct in the Second Degree, Penalties: RSMo 566.095**

- i. 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.
- ii. The offense of sexual misconduct in the second degree is a class C misdemeanor.

**q. Sexual Abuse in the First Degree, Penalties: RSMo 566.100 (Fondling under MO statutes)**

- i. 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.
- ii. 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.

**r. Sexual Abuse in the Second Degree, Penalties: RSMo 566.101**

- i. 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.
- ii. 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.

**s. Incest, Penalties: RSMo 568.020**

- i. 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:

1. Ancestor or descendant by blood or adoption; or
2. Stepchild, while the marriage creating that relationship exists; or
3. Brother or sister of the whole or half-blood; or
4. Uncle, aunt, nephew, or niece of the whole blood.
  - a. The offense of incest is a class E felony.
  - b. The court shall not grant probation to a person who has previously been found guilty of an offense under this section

**H. Stalking, RSMo 455.010 (15)**, 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:

- **"Alarm"** means to cause fear of danger of physical harm; and
- **"Course of conduct" means** two or more acts that serve no legitimate purpose including, but not limited to, acts in which the stalker directly, indirectly, or through a third party follows, monitors, observes, surveils, threatens, or communicates to a person by any action, method, or device.

**a. Stalking in the First Degree, Penalties: RSMo 565.225**

- i. 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.
- ii. 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:
  1. 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, or 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
  2. 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
  3. 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
  4. 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
  5. 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
  6. 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.
- iii. 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.
- iv. 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.
- v. 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.

**b. Stalking in the Second Degree, Penalties: RSMo 565.227**

- i. 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.
  1. 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.
  2. 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.
  3. 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, Arnold, nor Hillsboro Codes and Ordinances define dating violence and sexual assault. Arnold and Hillsboro Codes and Ordinances do provide the following definitions for domestic assault:

**A. Domestic Assault, (Arnold: Section 215.130)**

- a. 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:
  - i. The person attempts to cause or recklessly causes physical injury, physical pain, or illness to such domestic victim;
  - ii. With criminal negligence the person causes physical injury to such domestic victim by means of a deadly weapon or dangerous instrument;
  - iii. The person purposely places such domestic victim in apprehension of immediate physical injury by any means;
  - iv. The person recklessly engages in conduct which creates a substantial risk of death or serious physical injury to such domestic victim;
  - v. The person knowingly causes physical contact with such domestic victim knowing he or she will regard the contact as offensive; or
  - vi. 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. Domestic Assault, (Hillsboro 14-7.1)**

- a. A person commits the offense of domestic assault if the act involves a domestic victim and:
  - i. The person attempts to cause or recklessly causes physical injury, physical pain, or illness to such domestic victim;
  - ii. With criminal negligence the person causes physical injury to such domestic victim by means of a deadly weapon or dangerous instrument;
  - iii. The person purposely places such domestic victim in apprehension of immediate physical injury by any means;
  - iv. The person recklessly engages in conduct which creates a substantial risk of death or

- serious physical injury to such domestic victim;
- v. The person knowingly causes physical contact with such domestic victim knowing he or she will regard the contact as offensive; or
- vi. 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.
  1. The term "domestic victim" includes any household or family member as the term "family" or "household member" is defined in Section 455.010, RSMo, including any child who is a member of the household or family.

Hillsboro Codes and Ordinances do not define stalking.

Jefferson County and Arnold Codes and Ordinances define stalking:

**A. Stalking, (Jefferson County: Section 205.060)**

- a. No person shall commit the crime of stalking in the unincorporated area of Jefferson County, Missouri. A person commits the crime of stalking if he or she purposely, through his or her course of conduct, harasses, or follows with the intent of harassing, another person.
- b. As used in this Section, the following terms shall mean:
  - i. COURSE OF CONDUCT
    1. A pattern of conduct composed of two (2) or more acts, which may include communication by any means, over a period of time, however short, evidencing a continuity of purpose.
  - ii. HARASSES
    1. 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.

**B. Stalking, (Arnold: Section 215.160)**

- a. 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.
- b. 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.
- c. 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.
- d. 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.
- e. Under certain circumstances, this offense can be a felony under state law.

**Jurisdictional Definition of Consent**

- a. 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:
  - i. 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
  - ii. 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
  - iii. It is induced by force, duress, or deception.
- b. Jefferson County, Hillsboro, and Arnold Codes and Ordinances do not provide a definition of consent.

**Institutional Definition of Consent**

- a. 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. The purpose of this definition is to be used as it relates to sexual acts and student conduct.

- i. 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.
- ii. 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.
  1. **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.
  2. **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.
  3. **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.
    - a. 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.
- b. 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).
- c. 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 reasonably 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 dating violence, domestic violence, sexual assault, and stalking) and does not diminish a person's responsibility to obtain informed, freely-given, and effective consent.

### **How to Be an Active Bystander**

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.”<sup>2</sup> 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<sup>3</sup> of some ways to be an active bystander. Further information regarding bystander intervention may be found by participating in Jefferson College's Sexual and Interpersonal Violence Prevention and Response Course (SPARC) at [www.jeffco.edu/SPARC](http://www.jeffco.edu/SPARC). If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

#### **A. Create a distraction.**

- a. Do something to draw attention away from what is happening to assist in getting someone out of a harmful situation.

#### **B. Act directly.**

- a. Do something in the moment to prevent, reduce, or respond to harm.

#### **C. Refer to a helpful resource.**

- a. Suggest a resource that may be able to help the person.

#### **D. Enlist others.**

- a. Get other people to help intervene in the situation.

#### **E. Stop and act later.**

- a. If someone is not in immediate danger, make a plan to follow up with the person after the situation is over.

<sup>2</sup> Burn, S.M. (2009). A situational model of sexual assault prevention through bystander intervention. *Sex Roles*, 60, 779-792.

<sup>3</sup> Bystander intervention strategies adapted from Missouri Partners in Prevention Engage: Care, Make an Impact, Commit to Community.

### *SPARC Bystander Intervention:*

1. Direct: Be direct and step in to voice your opinion about how what is occurring is not okay.
2. Distract: You can try to disrupt the interaction by trying to distract those involved.
3. Delegate: If you do not feel comfortable addressing the situation yourself, there is nothing wrong with delegating.

### **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](http://www.rainn.org)).

- A. **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.
- B. Try to **avoid isolated areas**. It is more difficult to get help if no one is around.
- C. **Walk with purpose**. Even if you don't know where you are going, act like you do.
- D. **Trust your instincts**. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- E. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
- F. **Make sure your cell phone is with you** and charged and that you have cab money.
- G. **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
- H. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
- I. **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.
- J. **Trust your instincts**. If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
- K. **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.
- L. **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.
- M. **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.
- N. **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).
- O. 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.
- P. **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?
- Q. **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.

### **Programs to Prevent Dating Violence, Domestic Violence, Sexual Assault, and Stalking**

The College engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, 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
- B. 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 prevention and awareness campaigns for students and employees that:

- A. Identifies that Jefferson College prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking (as defined by the Clery Act);
- B. Defines dating violence, domestic violence, sexual assault, and stalking according to both the Department of Education as well as Missouri law definitions;
- C. Defines what behavior and actions constitute consent, in reference to sexual activity, in Missouri;
- D. Defines the College's definition of consent AND the purpose 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 dating violence, domestic violence, sexual assault, and/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 students and employees, when they report to Jefferson College that they have been a survivor<sup>4</sup> of dating violence, domestic violence, sexual assault, and/or stalking, whether the offense occurred on- or off-campus, with written information regarding their rights and options:

<sup>4</sup> Jefferson College chooses to refer to the individual who experienced dating violence, domestic violence, sexual assault, and/or stalking as a survivor until which time that survivor chooses to make a report to the College, in which case the survivor will be referred to as a Complainant, as required by Title IX. Survivor and victim are often used interchangeably.

- a. Procedures survivors should follow if a crime of dating violence, domestic violence, sexual assault, and/or stalking occurs (as described in “Procedures Survivors Should Follow if a Crime of Dating Violence, Domestic Violence, Sexual Assault, and/or Stalking Occurs” elsewhere in this document);
- b. How Jefferson College will protect the confidentiality of complainants<sup>5</sup> and other necessary parties (as described in “Assistance for Complainants: Written Explanation of Rights and Options” 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 complainants, both within Jefferson College and in the community (as described in “On and Off Campus Resources and Services” 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 “Accommodations and Protective Measures” elsewhere in this document); and
- e. Procedures for Jefferson College disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, and/or stalking (as described in “Procedures for Institutional Disciplinary Proceedings Arising from an Allegation of Dating Violence, Domestic Violence, Sexual Assault, and/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 dating violence, domestic violence, sexual assault, and stalking. Some of these programs may involve the distribution of educational materials to new students and employees, participating in and presenting information and materials during new student and employee orientations, providing programs by invitation at staff meetings or in academic courses, participating in events to promote awareness, etc.

Jefferson College notifies applicants for admission and employment that it is the policy of Jefferson College that no person shall, on the basis of ... sex, gender identity or expression, sexual orientation,....be subject to discrimination in employment or in admission to any educational program or activity of the College. In compliance with Federal Rules and Regulations, Jefferson College has adopted a procedure for resolving complaints of discrimination. The procedure is available to any Jefferson College student, employee, or applicant who feels they have been discriminated against in employment, student programs, or student activities.

Specifically, the College offered the following **primary prevention and awareness programs** for all **incoming students** in 2022:

Name of Program	Date Held	Location Held	Which Prohibited Behavior* Covered?
New Student Packets - Informational Title IX/VAWA Brochures	January-December	Hillsboro, Arnold	SA, DoV, DaV, S
Sexual & Interpersonal Violence Prevention and Response Course (SPARC)	January-December (78 programs)	Intro to College Courses (Arnold, Hillsboro, Imperial, Online)	SA, DoV, DaV, S
Vikings Ready Orientations	July-August (9 sessions)	Online	SA, DoV, DaV, S
Sexual & Interpersonal Violence Prevention and Response Course (SPARC)	January-December	Vikings Care New Student Outreach Email	SA, DoV, DaV, S
Viking Woods Resident Rooms- Informational Title IX/VAWA Brochures	August	Viking Woods, in each apartment	SA, DoV, DaV, S
Residential Life Orientation	August-September	Hillsboro	SA, DoV, DaV, S

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

<sup>5</sup> Title IX, Education Amendments of 1972, section 106.30, defines a complainant as “an individual who is alleged to be the victim of conduct that could constitute sexual harassment, inclusive of dating violence, domestic violence, sexual assault, and stalking.



The College offered the following **primary prevention and awareness programs** for all **new employees** in 2022:

Name of Program	Date Held	Location Held	Which Prohibited Behavior* Covered?
Title IX Online Training - New Employee Orientation	January-December	Online	SA, DoV, DaV, S

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

### Ongoing Prevention and Awareness Campaigns

The College has developed an annual educational campaign consisting of virtual, in-person, passive, and active programming:

The College offered the following **ongoing awareness and prevention programs** for **students** in 2022:

Name of Program	Date Held	Location Held	Which Prohibited Behavior* Covered?
Stalking Bingo	1/21/2022, 1/25/2022, 2/1/2022	Hillsboro, Viking Woods, Arnold	S
Vikings Care Day-Healthy Relationships	1/31/2022	Email/Website/Text	SA, DoV, DaV, S
Club Spirit Day and Resource Fair	2/3/2022, 3/3/2022	Hillsboro, Arnold	SA, DoV, DaV, S
SMNEA Future Teachers Club Presentation	2/18/2022	Hillsboro	SA, DoV, DaV, S
Bystander Intervention Training	3/9/2022	Hillsboro	SA, DoV, DaV, S
Vikings Care Day-Sexual Assault Awareness	4/5/2022	Emails, Text Message, Academic Buildings, including Arnold and Imperial	SA
Denim Day	Every Wednesday in April	Email	SA
Bystander Intervention Training	4/26/2022	Hillsboro	SA, DoV, DaV, S
'Pathways to Prevention'	4/28/2022	Hillsboro	SA, DoV, DaV, S
Vikings Care Day-Campus Safety Awareness	9/6/2022	Email	SA, DoV, DaV, S
Club Spirit Day & Resource Fair	9/7/2022, 9/13/2022	Hillsboro, Arnold	SA, DoV, DaV, S
Don't Cancel That Class-Healthy Relationships	9/8/2022, 9/21/2022	Hillsboro	SA, DoV, DaV, S
Don't Cancel That Class-Engage Overview	9/14/2022, 11/21/2022, 10/27/2022	Hillsboro, Online	DaV
Don't Cancel that Class-Behind the Post	9/27/2022, 10/28/2022	Hillsboro, Online	DaV, DoV
Student-Athlete Orientation	9/1/2022	Hillsboro	SA, DoV, DaV, S
Vikings Care Day-Domestic/ Dating Violence Awareness	October	Emails, Text Message, Academic Buildings, including Arnold and Imperial	DoV, DaV
Don't Cancel That Class - Healthy Relationships Presentations	November	Hillsboro	DoV, SaV
Vikings Care Initiative Email (SPARC included)	11/21/2022	Email	SA, DoV, DaV, S
Engage with Athletics	11/21/2022, 11/22/2022, 11/28/2022	Hillsboro	DaV
Engage with Housing	11/28/2022, 12/6/2022	Hillsboro	DaV
Engage (Bystander Intervention Program), Interpersonal Violence Deeper Dives	12/5/2022, 12/7/2022, 12/8/2022	Hillsboro, Arnold	SA,DoV, DaV, S

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

The College offered the following **ongoing awareness and prevention programs for employees** in 2022:

Name of Program	Date Held	Location Held	Which Prohibited Behavior* Covered?
JC 101-Responding to Adjunct Instructors	January-December	Online	SA, DoV, DaV, S
Vikings Care Day-Sexual Assault Awareness	April	Emails, Text Message, Academic Buildings, including Arnold and Imperial	SA
'Pathways to Prevention'	April	Online, Hillsboro, Arnold	SA
Club Advisor Training	August	Hillsboro	SA, DoV, DaV, S
Interpersonal Violence 1.0 Training: Your Role and Supporting Students	8/9/2022, 8/16/2022, 10/18/2022	Hillsboro, Online	SA, DoV, DaV, S
CSA Training	September	Online	SA, DoV, DaV, S
MUSIC Sexual Misconduct: Staff-to-Student Training for Employees in Contact with Minors (Area Technical School and Early Childhood Center employees)	September	Online	SA
Title IX Training for All Employees	September	Online	SA, DoV, DaV, S
Vikings Care Day - Dating/Domestic Violence Awareness	October	Emails, Text Message, Academic Buildings, including Arnold and Imperial	DoV, DaV
Responding to Disruptive Behaviors in the Classroom	11/16/2022	Hillsboro	SA, DoV, DaV, S
OVW Large CCRT Cultural Competency Training	12/8/2022	Hillsboro	SA, DoV, DaV, S

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

Jefferson College's Title IX webpage, [www.jeffco.edu/titleix](http://www.jeffco.edu/titleix), also includes information on the Title IX Sexual Harassment Procedure 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 webpage and has been publicized at prevention and awareness events. Additionally, the Sexual and Interpersonal Violence Response Course (SPARC) was added to the website so that anyone can access the course.

### **Procedures Survivors Should Follow if a Crime of Dating Violence, Domestic Violence, Sexual Assault, and/or Stalking Has Occurred**

#### **Options for Seeking Immediate Assistance and Preserving Evidence**

There is no one correct response - simply different options to access support and different reporting options. A survivor's immediate and long-term safety is what is most important. The resources and options outlined in this protocol and related protocols (procedures) may be helpful to a survivor when deciding what next steps are a good fit for them.

- A. **Safety First:** Safety may look different for each person. If you are in immediate danger or seriously injured, consider calling **9-1-1**. Although it may not be easy, keep the following points in mind<sup>6</sup>:
  - a. **Your safety is important.** If you are not feeling safe, consider reaching out to someone you trust for support.
  - b. **What happened was not your fault.** Something happened to you that you didn't want to happen and that is NOT okay.
  - c. **You can get help at a pace that makes you comfortable.**

- d. Safety Plan: A safety plan can help you anticipate the potential risks before or after an incident occurs. To create a safety plan, please consider following these steps<sup>7</sup>:
    - i. Identify safe friends and safe places;
    - ii. Identify the essential items you will need to take to leave the place of danger;
    - iii. Consider creating a change in your routine;
    - iv. Keep gas in your vehicle; and
    - v. Stay aware of your surroundings.
  - e. For online safety planning assistance, the myPlan app is available for download or you can visit <https://www.myplanapp.org/>.
- B. Jefferson College encourages any individual who has experienced dating violence, domestic violence, sexual assault, and/or stalking to talk to somebody about what happened – so they can get the support they need, and so law enforcement and the College can respond appropriately. You have several options when seeking assistance, and the College will comply with your request for assistance in notifying authorities, including:
- a. The option to notify law enforcement authorities about the offense;
  - b. The option to be assisted by campus authorities in notifying law enforcement if the survivor chooses to do so; and
  - c. The option to decline to notify such authorities.
  - d. **Medical Attention and Evidence Preservation:** Consider obtaining medical treatment as soon as possible. You can receive medical attention at any medical facility; however, certain facilities have specially-trained staff to help survivors and/or have the ability to offer a sexual assault forensic exam (SAFE). Completing a forensic examination will not require you to file a police report. In Missouri, evidence may be collected even if you choose not to make a report to law enforcement. Completing an exam does help preserve evidence in case you decide at a later date to file a police report. Medical exams can also address other physical needs or trauma and access for sexually transmitted infections or pregnancy.
    - i. **The following medical facility has specially-trained Sexual Assault Nurse Examiners (SANE):**
      - 1. SSM St. Louis University Hospital, 314-257-1320, 1202 South Grand Boulevard, St. Louis, MO 63110
    - ii. **The following locations offer Sexual Assault Forensic Examinations (SAFE), although they may or may not be administered by a SANE nurse.**
      - 1. Mercy Hospital Jefferson, 636-933-1000, 1400 US-61, Festus, MO 63028
      - 2. Mercy Hospital South, 314-525-1000, 10010 Kennerly Road, St. Louis, MO 63128
    - iii. **The Missouri Sexual Assault Survivors' Bill of Rights, found in Section 595.201 of the Missouri Revised Statutes and at <https://dps.mo.gov/dir/programs/cvsu/victimrights.php>, provides, in part, that before, during, and after a forensic examination, a survivor has a right:**
      - 1. To consult with an advocate before and during a forensic examination.
      - 2. To have a support person of your choice present.
      - 3. To delay the exam if a victim advocate cannot arrive soon, and to be informed of what it means to delay the exam.
      - 4. To receive an examination at no charge, paid for by the Missouri Department of Public Safety.
      - 5. To shower at no cost after an examination, unless showering facilities are not reasonably available.
      - 6. To prompt analysis of sexual assault forensic evidence.
      - 7. Evidence collected from your forensic sexual assault examination shall not be used to prosecute you for misdemeanor crimes or search for further evidence of any unrelated misdemeanor crimes, including misdemeanor drug offenses under chapter 579 of the Missouri Revised Statutes.

8. To be informed, upon your request, of the results of the analysis of your sexual assault forensic evidence. You may receive this information through a secure and confidential message in writing from the crime laboratory.
- iv. **Additional Evidence Preservation:** It is important to preserve evidence that may assist in proving that dating violence, domestic violence, sexual assault, and/or stalking occurred, even if you do not want to complete a medical exam. This may also be helpful in obtaining a protection order or in proceeding with a criminal investigation or a campus disciplinary process should you choose to pursue any of these options.
  1. Time is a critical factor for evidence collection and preservation. As time passes, evidence may dissipate or become lost or unavailable, thereby making an investigation, possible prosecution, disciplinary proceedings, or obtaining a protection order related to the incident more difficult.
  2. Evidence may be collected from the scene and may also be collected from the survivor's body, clothes, and other personal belongings. It is important that a survivor of sexual assault not bathe, douche, smoke, change clothing, or clean the bed/linen/area where they were assaulted if the offense occurred within the past 72 hours, to preserve evidence that may be necessary as to the proof of criminal activity. There are times that this evidence can still be collected after 72 hours, depending on the evidence.
  3. In cases of dating violence, domestic violence, sexual assault, and/or stalking, survivors are also encouraged to preserve evidence that would be useful to College investigators or police by saving the following, if available:
    - a. Text or instant message;
    - b. Social networking pages;
    - c. Any other virtual or written communication; and
    - d. Pictures, logs, or other copies of documents.

### **Options about the Involvement of Law Enforcement and Campus Authorities**

Although Jefferson College strongly encourages all members of its community to report dating violence, domestic violence, sexual assault, and/or stalking to law enforcement (including on campus law enforcement and/or local police), it is the survivor's choice whether or not to make such a report. Furthermore, survivors have the right to decline to notify law enforcement. The College's Title IX Coordinator and Deputy Coordinators, or their designee(s), will all assist any complainant with notifying law enforcement if the complainant so chooses.

- A. If the crime occurred on campus, the Jefferson College Police Department (JCPD) can assist you with evidence collection. The JCPD may also seek assistance from the Jefferson County Sheriff's Office.
  - a. Jefferson College Police Department (JCPD): 9-1-1 or 636-481-3500
    - i. Hillsboro-Viking Woods, 802 Mel Carnahan Drive, Apartment 214, Hillsboro, MO;
    - ii. Arnold-1687 Missouri State Road, Arnold, MO; and
    - iii. Imperial-4400 Jeffco Boulevard, Arnold, MO.
  - iv. Additional information about the Jefferson College Police Department may be found online at: <https://www.jeffco.edu/JCPD>.
- B. If the crime occurred off-campus, the JCPD recommends that you contact the police department where you live or where the assault occurred. Local police departments include, but are not limited to:
  - a. Hillsboro Police Department: 636-797-3334; 101 Main Street, Hillsboro, MO 63050;
  - b. Arnold Police Department: 636-296-3204; 2101 Jeffco Boulevard, Arnold, MO 63010; and
  - c. Jefferson County Sheriff's Office: 636-797-9999; 400 First Street, Hillsboro, MO 63050.
- C. The Missouri Sexual Assault Survivors' Bill of Rights, found in section 595.201 of the Missouri Revised Statutes and at <https://dps.mo.gov/dir/programs/cvsu/victim-rights.php>, provides, in part, that before, during, and after an interview with law enforcement, a survivor has a right:
  - a. To consult with an employee or volunteer of a crisis center (sometimes called an "advocate") during any interview by a law enforcement official, prosecutor, or defense attorney, unless this person cannot arrive promptly. The interviewer will contact the advocate for you before starting the interview;

- b. To have your lawyer present during an interview by a law enforcement officer;
  - c. To have a support person of your choice present during any interview by a law enforcement officer, prosecutor, or defense attorney. If the interviewer determines that having the support person present would hurt the interviewer, the support person may be asked to leave; and
  - d. To be interviewed by a law enforcement officer of the gender of your choice. If a law enforcement officer of that gender is not reasonably available, you may not be interviewed by an available law enforcement officer unless you agree.
- D. Filing a police report will not obligate you to prosecute, nor will it subject you to scrutiny or judgmental opinions from officers. Filing a police report will:
- a. Ensure that a survivor of dating violence, domestic violence, sexual assault, and/or stalking receives the necessary medical treatment and tests, at no expense to the survivor;
  - b. Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later;
  - c. Ensure that the survivor has access to free confidential counseling from counselors specifically trained in the area of crisis intervention;
  - d. Ensure that the survivor has access to information to obtain or enforce an institutional No Contact Order or No Trespass Notice and civil ExParte/Order of Protection, as issued by the court.
- E. If you choose to 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<sup>8</sup>.
- F. When the JCPD takes a report, they may need to speak with the accused individual to investigate the reported crime and/or determine whether or not there is an immediate threat to the physical health or safety of any student, employee, or other individual. The JCPD will inform you if this will occur.
- G. Reports of all dating violence, domestic violence, sexual assault, and/or stalking made to JCPD will automatically be referred to the Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges.

### **Reporting Incidents of Dating Violence, Domestic Violence, Sexual Assault, and/or Stalking to Jefferson College**

If you have experienced dating violence, domestic violence, sexual assault, and/or stalking, you should report the incident promptly to any of the following options if the survivor so desires:

- A. Jefferson College Police Department, Emergency 911 or 636-481-3500,
  - a. JCH-802 Mel Carnahan Drive, Apartment 214, Hillsboro, MO;
  - b. JCA-1687 Missouri State Road, Arnold, MO; or
  - c. JCI-4400 Jeffco Boulevard, Arnold, MO.
- B. Reports of all dating violence, domestic violence, sexual assault, and/or stalking made to the Jefferson College Police Department will automatically be referred to the Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges.
- C. Title IX Coordinator: Dr. Kimberly Harvey-Manus, Vice President of Student Services, 636-481-3200; 1000 Viking Drive, Student Center Room 205, Hillsboro, MO; or [kharvey@jeffco.edu](mailto:kharvey@jeffco.edu)
- D. Deputy Title IX Coordinator for Students: Kristine Bogue, Director of Student Compliance, 636-481-3258; 1000 Viking Drive, Student Center Room 209, Hillsboro, MO; or [kbogue1@jeffco.edu](mailto:kbogue1@jeffco.edu)

- E. Deputy Title IX Coordinator for Faculty: Dr. Michael Booker, Associate Dean, Humanities, 636-481-3312; 1000 Viking Drive, Arts and Science I Room 110, Hillsboro, MO; or [mbooker@jeffco.edu](mailto:mbooker@jeffco.edu)
- F. Deputy Title IX Coordinator for Staff: Tasha Welsh, Senior Director of Human Resources, 636-481-3157; 1000 Viking Drive, Administration Building Room 133, Hillsboro, MO; or [twelsh@jeffco.edu](mailto:twelsh@jeffco.edu)
- G. Reports may be made at any time within or outside College business hours by the person who experienced the unwanted contact but may also be made by any person including third parties, students, staff, faculty, parents, or community members. 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 <https://www.jeffco.edu/non-discrimination-policy>), or any other manner that delivers the information to the appropriate Coordinator at any time.

### **Additional Options for Receiving Support After Incidents of Dating Violence, Domestic Violence, Sexual Assault, and/or Stalking**

It may be helpful to tell someone about what you experience, but not necessarily for the purposes of officially reporting the incident to the police, to the College, or for criminal, civil, or disciplinary action. It is okay to tell someone because you need someone to talk to or because you want help finding services.

- A. **Student Advocate:** The Student Advocate has been specially trained to explain the options that are available to you and assist you in making the decision that is best for you, whether the alleged incident occurred on or off campus. The Student Advocate is exempt from putting the College on notice of sexual harassment; inclusive of dating violence, domestic violence, sexual assault, and/or stalking, via making a report to the Title IX Coordinator, but is required to report statistical information regarding any reported crime that occurs in the College setting.
  - a. Alexis Lowery: 636-481-3267/[alowery3@jeffco.edu](mailto:alowery3@jeffco.edu); Jefferson College Hillsboro, Student Center, Room 207
- B. **Jefferson College's Counseling Services (students):** The COMTREA/COMPASS On-Campus Therapist and Central Methodist University's Clinical Counseling Center are both contracted to provide counseling services for Jefferson College students and are exempt from reporting requirements. These individuals can provide you with confidentiality.
  - a. COMTREA/COMPASS's On-Campus Therapist: Heather Bond; 636-481-3215/[counseling@jeffco.edu](mailto:counseling@jeffco.edu); Jefferson College Hillsboro, Student Center, Room 202; Appointments may be made directly at: <https://calendly.com/hbond3>.
  - b. Central Methodist University's Clinical Counseling Center: [cccjeffco@centralcmethodist.edu](mailto:cccjeffco@centralcmethodist.edu) (Virtual Appointments Only).
- C. **Jefferson College Employees:** Although many people at Jefferson College may be available to support you through this time, it is important to know that all employees of Jefferson College, excluding the Student Advocate and Counseling Services staff, are required to report violations of College policy to the Title IX Coordinator.
- D. **Community Resources:** These community resources may also be able to help you if you have experienced dating violence, domestic violence, sexual assault, and/or stalking and would like to talk about your options.
  - a. A statewide victim services directory is available at: <https://dps.mo.gov/dir/programs/cvsu/victimservices/>
  - b. Domestic Violence (also includes sexual assault and stalking) and the Law-A Practical Guide for Survivors is available at: [https://missourilawyershelp.org/wp-content/uploads/2021/06/DVandtheLaw\\_MObarHandbook\\_FINAL\\_092019\\_web-1.pdf](https://missourilawyershelp.org/wp-content/uploads/2021/06/DVandtheLaw_MObarHandbook_FINAL_092019_web-1.pdf)
  - c. COMTREA/COMPASS's A Safe Place - Domestic Violence Shelter-24/7 Hotline for all Sexual & Interpersonal Violence Crimes: 636-232-2301 or 877-266-8732
  - d. Mary Daniels Foundation - Domestic Violence Advocacy-8:00 a.m.-4:00 p.m., some evenings: 636-253-3396
  - e. Jefferson County Sheriff's Office Victim Services Coordinator: 636-797-5017 or [pshort@jeffcomo.org](mailto:pshort@jeffcomo.org)

- f. ALIVE - Domestic Violence Prevention Agency-24/7 Crisis Line for all Sexual & Interpersonal Violence Crimes: 636-933-2777
- g. Safe Connections - Domestic & Sexual Violence Crisis Intervention & Prevention Agency: 314-531-2003
- h. Legal Services of Eastern Missouri - Civil Legal Assistance: 314-534-4200, 1-800-444-0514, 4232 Forest Park Avenue, St. Louis, MO 63108
- i. National Domestic Violence Hotline: 800-799-SAFE (7233)
- j. National Sexual Assault Hotline: 800-656-HOPE (4673)
- k. National Human Trafficking Hotline: 800-373-7888
- l. Victim Connect Resource Center-Stalking Victim Assistance: 8:00 a.m.-4:00 p.m. Telephone or text: 855-484-2846

**Rights of Survivors and Jefferson College's Responsibilities for Orders of Protection, "No Contact" Orders, Restraining Orders, or Similar Lawful Orders Issued by a Criminal, Civil, or Tribal Court or by Jefferson College**

**A. Lawful Orders issued by Criminal, Civil, or Tribal Court:**

- a. **Ex Parte/Order of Protection** - 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. An Ex Parte Order of Protection is a temporary emergency order. A Full Order of Protection is the longer-lasting order. A petition alleging sexual assault, domestic violence (including dating violence), or stalking must be filed in the county where the survivor resides; where the alleged incident of sexual assault, domestic violence (including dating violence), or stalking occurred; or where the accused may be served. The court clerk will provide the paperwork to be filled out, which will include information about you and the other party in regards to demographics, relationships, and the abuse. For additional information about how to file for an Ex Parte Order or Full Order of Protection, please visit [www.courts.mo.gov](http://www.courts.mo.gov).
  - i. Jefferson County Courthouse: 636-797-5443, 300 Main Street, Hillsboro, MO 63050.
- b. **Enforcement of Order of Protection:** Jefferson College does not issue Orders of Protection. However, Jefferson College will comply with and enforce any court order. The Jefferson College Police Department (JCPD) is responsible for enforcing any judicially-issued protective measures, such as an Ex Parte Order or a Full Order of Protection.
  - i. Any person who obtains an Order of Protection should provide a copy to the JCPD and the Title IX Coordinator to ensure enforcement of the order and 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. (See the Accommodations and Protective Measures section below for additional options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures, including the option to prevent contact between a complainant and a respondent.)
- c. The College cannot apply for a legal order of protection for a victim from the applicable jurisdiction(s).

**B. Issued by Institution:**

- a. **No Contact Order** - Reciprocal, non-punitive administrative directive from the school designed to preserve access to educational and employment opportunities.
  - i. Request for a No Contact Order can be made through:
    - 1. Dr. Kimberly Harvey-Manus, Vice President of Student Services/Title IX Coordinator, 636-481-3200/[kharvey@jeffco.edu](mailto:kharvey@jeffco.edu), Student Center, Room 205, 1000 Viking Drive, Hillsboro, MO 63050
    - 2. Kristine Bogue, Director of Student Compliance/Deputy Title IX Coordinator for Students, 636-481-3258/[kbogue1@jeffco.edu](mailto:kbogue1@jeffco.edu), Student Center, Room 209, 1000 Viking Drive, Hillsboro, MO 63050

3. Holli Gillam, Student Conduct and Care Team Coordinator, 636-481-3262/[hgillam1@jeffco.edu](mailto:hgillam1@jeffco.edu), Student Center, Room 211, 1000 Viking Drive, Hillsboro, MO 63050
  4. Tasha Welsh, Senior Director of Human Resources/Deputy Title IX Coordinator for Staff, 636- 481-3157/[twelsh@jeffco.edu](mailto:twelsh@jeffco.edu); Administration Building, Room 133, 1000 Viking Drive, Hillsboro, MO 63050
- ii. A No Contact Order may be issued when:
    1. The survivor/complainant and the responding party/respondent are both affiliated with the College (e.g., student or employee); and
    2. The College believes the responding party/respondent may pose a threat to the survivor/complainant.
- b. **No Trespass Notice** - A notice restricting access to College property.
- i. Requests for a No Trespass Notice can be made through the Jefferson College Police Department: 9-1-1 or 636-481-3500; Hillsboro-Viking Woods, Apartment 214, 802 Mel Carnahan Drive, Hillsboro, MO; Arnold-1687 Missouri State Road, Arnold, MO; Imperial-4400 Jeffco Boulevard, Arnold, MO.
    1. The Title IX Coordinator, Deputy Title IX Coordinators, or designee can assist you with contacting JCPD to request a No Trespass Notice.
      - a. A No Trespass Notice is issued when:
        - i. The responding party/respondent is not affiliated with the College (e.g., student or employee);
        - ii. The responding party/respondent is on campus property without an appropriate purpose/not reasonably related to the College's educational function or an approved College-related activity; or
        - iii. The JCPD believes there is an ongoing threat and/or safety concern relating to our students, faculty, staff, and visitors.
- c. Jefferson College does not issue civil Ex Partes or Full Orders of Protection.

**Procedures Jefferson College Will Follow When a Crime of Dating Violence, Domestic Violence, Sexual Assault, and/or Stalking is Reported**

The College has procedures in place that serve to be sensitive to complainants who report dating violence, domestic violence, sexual assault, and/or stalking. Jefferson College will respond promptly, equitably, and thoroughly to all reports of sexual harassment, inclusive of dating violence, domestic violence, sexual assault, and stalking, in order to eliminate the harassment, prevent its recurrence, and address the effects or impacts on any individual(s) involved. Below are the procedures that the College will follow when a report of dating violence, domestic violence, sexual assault, and/or stalking is received.

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Incident Being Reported:	Procedures the College will Follow:
<p><b>Dating Violence, Domestic Violence, Sexual Assault, and/or Stalking</b></p>	<ol style="list-style-type: none"> <li>1. Depending on when reported (immediate vs. delayed report), Jefferson College will provide the complainant with access to medical care.</li> <li>2. Jefferson College will assess the immediate safety needs of the complainant.</li> <li>3. Jefferson College will provide written information to the complainant on how to preserve evidence.</li> <li>4. Jefferson College will provide the complainant with contact information for the local police department AND assist the complainant with contacting local police if they so request.</li> <li>5. Jefferson College will provide written instructions on how to apply for a civil Ex Parte Order/Full Order of Protection.</li> <li>6. Jefferson College will provide an institutional No Contact Order or No Trespass Notice to the accused party if deemed appropriate.</li> <li>7. Jefferson College will provide the complainant with a written explanation of the complainant's rights and options.</li> <li>8. Jefferson College will provide the complainant with information regarding how Jefferson College protects the confidentiality of complainants.</li> <li>9. Jefferson College will provide the complainant with referrals to on and off campus resources and services.</li> <li>10. Jefferson College will assess the need to implement supportive measures to protect the complainant, if appropriate.</li> <li>11. Jefferson College will provide a copy of the Jefferson College Title IX Sexual Harassment Procedure and Grievance Process to the complainant; inform the complainant of their right to initiate an investigation and proceed with a grievance process; and discuss the formal complaint process, including time frames for the grievance process.</li> <li>12. If a matter that has been reported does not fall under the jurisdiction/scope of Title IX due to the nature of the circumstances report, the location of reported incident, or the identity of the parties involved, Jefferson College will provide other relevant processes to the complainant with an explanation of that investigative and hearing process.</li> <li>13. Jefferson College will inform the complainant whether or not a grievance process will occur as a result of the reported allegation.</li> <li>14. Jefferson College will take immediate and separate action against parties that retaliate against a person for reporting dating violence, domestic violence, sexual assault, and/or stalking or for assisting in the investigation.</li> </ol>

**Assistance for Complainants: Written Explanation of Rights & Options**

Regardless of whether a complainant elects to pursue a criminal complaint or whether the incident is alleged to have occurred on or off campus, the College will assist those who report experiencing dating violence, domestic violence, sexual assault, and/or stalking and will provide survivors with a written explanation of their rights and options, including:

- A. The procedures survivors should follow if a crime of dating violence, domestic violence, sexual assault, and/or stalking has occurred (as described in “Procedures Survivors Should Follow if a Crime of Dating Violence, Domestic Violence, Sexual Assault, and/or Stalking Has Occurred” elsewhere in this document);
- B. Information about how Jefferson College will protect the confidentiality and privacy of the complainant and other necessary parties (as described in “Confidentiality” 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 complainants, both on campus and in the community (as described in “On and Off Campus Resources and Services” 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-including the option to prevent contact between a complainant and a respondent (as described in “Accommodations and Protective Measures” elsewhere in this document); and

- a. Jefferson College must make such accommodations or provide such protective measures if the complainant requests them and if they are reasonably available, regardless of whether the complainant chooses to report the crime to the Jefferson College Police Department, local law enforcement, or initiate a college investigation through a Formal Complaint.

E. An explanation of the procedures for Jefferson College disciplinary action.

### **Confidentiality**

Jefferson College must keep confidential the identity of any individual who has made a report or filed a formal complaint of sexual harassment (inclusive of dating violence, domestic violence, sexual assault, and/or stalking); any complainant; any individual who has been reported to be the perpetrator of sex harassment; any respondent; and any witnesses, except as may be permitted by the FERPA statute, or as required by law, or to carry out the purposes of Title IX, including the conduct of any investigation, hearing, or disciplinary proceedings arising thereunder.

#### **A. Publicly Available Recordkeeping**

- a. Individuals may request that directory information on file with the College be withheld by contacting the Registrar, Stacey Wilson, in the Office of Enrollment Services, at 636-481-3207 or on the first floor of the Student Center, Hillsboro, MO or at the front desk at Jefferson College Arnold (if a student) or the Office of Human Resources (if an employee) at 636-481-3157 or Administration Building, Room 133, Hillsboro, MO.
- b. Regardless of whether a complainant has opted-out of allowing the College to share “directory information,” personally identifiable information about the complainant and other necessary parties will be treated as confidential, even if the survivor does not specifically request confidentiality. Information will only be shared with persons who have a specific need-to-know, i.e., those who are investigating or adjudicating the report or those involved in providing support services to the survivor, as described in “Accommodations and Protective Measures” elsewhere in this document. The Title IX Coordinator (or designee) is responsible for determining what information about a survivor is disclosed and to whom this information will be disclosed. By only sharing personally identifiable information with individuals on a need-to-know basis, the College will maintain as confidential any accommodations or protective measures provided to the complainant to the extent that maintaining such confidentiality would not impair the ability of the College to provide the accommodations or protective measures or when a FERPA exception exists.
- c. All reports of dating violence, domestic violence, sexual assault, and/or stalking that take place on College-owned or controlled properties or at College-sponsored programs or events are provided to the College’s Clery Compliance Coordinator (or designee) to be assessed for inclusion in daily crime statistics, timely warning reports, emergency notifications, and for potential inclusion in the College’s Annual Security and Fire Safety Report.
  - i. The College does not publish the name of crime victims or other identifiable information regarding victims in the Daily Crime Log or in the annual crime statistics that are disclosed in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*. Furthermore, if a Timely Warning Notice is issued, the name of the complainant and other personally identifiable information about the complainant will be withheld.

#### **B. Provided Accommodations or Protective Measures**

- a. The College must maintain as confidential any accommodations or protective measures, also known as supportive measures, provided to the complainant or respondent to the extent that maintaining such confidentiality would not impair the ability of the College to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures (as described in “Accommodations and Protective Measures” elsewhere in this document).

### On- and Off-Campus Resources and Services

Upon receipt of a report of dating violence, domestic violence, sexual assault, and/or stalking, Jefferson College will provide written notification to students and employees about existing assistance with and/or information about obtaining resources and services including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for survivors, both within the institution and in the community. These resources include the following:

ON-CAMPUS	Type of Services Available	Service Provider	Contact Information
Counseling*	Student: Professional counseling services	COMTREA/COMPASS On-Campus Therapist	636-481-3215 Student Center Room 202
Health* and **	There are no on-campus services**		
Mental Health*	Student: Professional mental health services	COMTREA/COMPASS On-Campus Therapist	636-481-3215 Student Center Room 202
Victim Advocacy*	Student: Support for victims of dating violence, domestic violence, sexual assault, or stalking	Student Advocate	636-481-3267 Student Center Room 207
Legal Assistance*	No On-Campus Service		
Visa and Immigration Assistance*	Student: Assist student with Visa and Immigration issues	Admissions	636-481-3220 Student Center Room 134
Student Financial Aid*	Student: Assist students with issues involving financial aid and loan repayment terms	Student Financial Aid	636-481-3218 Student Center 1st Floor
Other*	Student: Accessibility Resource Office	Accessibility Resource Office	636-481-3169 Arts & Sciences II Room 303

\*There are no on-campus services for Employees

\*\*The Jefferson County Health Department will periodically bring their Mobile Wellness Unit to the Hillsboro campus. When this occurs, a campus-wide announcement is sent to students and employees with the specific dates and how to schedule an appointment. Services provided include: acute primary care; a general wellness check; and screenings for blood pressure, diabetes, and weight check.

OFF-CAMPUS	Type of Services Available	Service Provider	Contact Information
Counseling	Professional counseling services	COMTREA/COMPASS	227 East Main Street Festus, MO 63028 636-931-2700
	Crisis Lifeline	BHR Hotline	314-469-6644 <a href="http://www.bhrstl.org">www.bhrstl.org</a>
	Professional counseling services	Chestnut Health Services	10640 Highway 21 Hillsboro, MO 63050 800-446-0972
	Professional counseling services (virtual appointments)	Central Methodist University	<a href="mailto:cccjefco@centralmethodist.edu">cccjefco@centralmethodist.edu</a>
	Full-Time Staff and Faculty: Professional counseling services	Personal Assistance Services	800-356-0845 or visit <a href="http://www.paseap.com">www.paseap.com</a>
Health	Medical Care	Mercy Hospital Jefferson	1400 US Highway 61 Festus, MO 63028 636-933-1000
	Medical Care	Mercy Hospital South	10114 Kennerly St. Louis, MO 63128 314-525-1000
	Forensic Nurse-Health Sexual Assault Nurse Examiner (SANE)	SSM Health St. Louis University	3635 Vista Avenue St. Louis, MO 63110

	Complete a medical exam and/or Sexual Assault Forensic Exam (SAFE) helps preserve evidence in case you decide at a later date to file a police report. Does not require filing a police report.	Hospital	314-257-1320
Mental Health	Professional mental health services.	COMTREA/COMPASS Mercy Hospital-Jefferson	227 East Main Street Festus, MO 63028 636-931-2700  1400 US Highway 61 Festus, MO 63028 636-933-1000
Victim Advocacy	Provides emergency domestic violence shelter, advocacy, education, and therapy (women & children). Service hours are 24/7.	COMTREA/COMPASS's A Safe Place	227 East Main Street, Festus, MO 63018636-232-2301 or 877-266-8732
	Provide support for victims of domestic violence through their hotline, emergency transportation and sanctuary, court advocacy, and counseling	ALIVE	24 Hour Crisis Line: 636-933-2777
	Provide support for victims of relationship violence and sexual assault through through their crisis line, therapy, and community education	Safe Connections	2165 Hampton Ave St. Louis, MO 63139 314-531-2003
	Provide support for victims of domestic violence through emergency short-term housing, resource connection, support, and education	Mary Daniels Foundation	<a href="mailto:info@marydanielsfoundation.org">info@marydanielsfoundation.org</a>
Legal Assistance	Legal help for low-income and disadvantaged in Jefferson County	Jefferson County Courthouse	300 Main Street Hillsboro, MO 63050 636-797-5443
	Legal help for low-income and disadvantaged in Missouri	Legal Services of Eastern Missouri	4232 Forest Park Avenue St. Louis, MO 63108 314-543-4200 or 800-440-0514
	Legal help for abused women	Legal Advocates for Abused Women	539 N. Grand Blvd., Ste. 400 St. Louis, MO 63103 314-664-6699
	Protection Orders	COMTREA/COMPASS Court Advocate	636-797-5437
	Employees: Legal help to full-time staff and faculty	Personal Assistance Services	800-356-0845 or visit <a href="http://www.paseap.com">www.paseap.com</a>
Visa and Immigration Assistance	Visa and immigration assistance	Citizenship and Immigration Services	Robert A. Young Federal Bldg. 1222 Spruce Street, Rm. 2205 St. Louis, MO 63103 800-375-5283
	Visa and immigration assistance	Immigration and Customs	Robert A. Young Federal Bldg. 1222 Spruce Street, Rm. 2205 St. Louis, MO 63103 866-341-2423
	Protects against human trafficking	Homeland Security	Robert A. Young Federal Bldg. 1222 Spruce Street, Rm. 2205 St. Louis, MO 63103 866-341-2423 or Victim Support 888-373-7888
Student Financial Aid	Student financial aid resource	U.S. Department of Education	<a href="http://studentaid.ed.gov">studentaid.ed.gov</a>

- Other resources available to persons who report being the victim of dating violence, domestic violence, sexual assault, and/or stalking, include:
  - National Domestic Violence Hotline, 800-799-SAFE (7233)
  - National Sexual Assault Hotline, 800-656-HOPE (4673)
  - Missouri Coalition Against Domestic and Sexual Violence, 573-634-4161
  - U.S. Department of Education–Office of Civil Rights, <http://www2.ed.gov/about/offices/list/ocr/index.html>
  - Adult Abuse/Stalking Orders for Protection, <http://www.courts.mo.gov/page.jsp?id=533>
  - Rape, Abuse, and Incest National Network, <http://www.rainn.org>
  - Crisis Text Line, Text HOME to 741741
  - U.S. Department of Justice, <https://www.justice.gov/ovw/sexual-assault>
  - Stalking Resource Center, <http://www.victimsofcrime.org/our-programs/stalking-resource-center>
  - Stalking Prevention, Awareness & Resource Center, <https://www.stalkingawareness.org/about-sparc/>
  - 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.

### **Accommodations and Protective Measures**

Upon receipt of a report of dating violence, domestic violence, sexual assault, and/or stalking, Jefferson College will provide written notification to students and employees about accommodations and protective measures available to them; also known as supportive measures. The written notification will include information regarding the options for, available assistance in, and how to request supportive measures including academic, living, transportation, working situations, or protective measure modifications. Supportive measures are free of cost and designed to facilitate the complainant's continued access to college employment or education programs; restore or preserve equal access to educational programs or activities without reasonably burdening the other party; protect the safety of all parties or the College's educational environment; or deter sexual harassment (inclusive of dating violence, domestic violence, sexual assault, and stalking). Supportive measures are not disciplinary nor punitive in nature.

#### **A. Options**

- a. Academic: 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, extensions of deadlines, or other course-related adjustments, etc.
- b. Living: Potential changes to living situations may include moving to a different room and/or apartment building.
- c. Transportation: 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.
- d. Working: Possible changes to work situations may include changing working hours.
- e. Additional Protective Measures: Examples may include referrals to counseling, mutual restrictions on contact between the parties, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

#### **B. Available Assistance**

- a. At the complainant's request, and to the extent of the complainant's cooperation and consent, College offices will work cooperatively to assist the complainant in obtaining supportive measures and consider the complainant's wishes with respect to supportive measures.
- b. The College will provide reasonable supportive measures to third parties as appropriate and available, taking into account the role of the third party and the nature of any contractual relationship with the College.
- c. The College must make such supportive measures if the complainant requests them and if they are reasonably available, without fee or charge to the complainant or the respondent regardless of whether the complainant chooses to report the crime to the Jefferson College Police Department, local law enforcement, or initiate a college investigation through a Formal Complaint.
- d. Supportive measures may be implemented on an interim basis or may be extended permanently.

### C. How to Request

- a. The Title IX Coordinator is responsible for coordinating the effective implementation of the supportive measures and has the discretion to implement and/or modify any supportive measure based on all available information. The Title IX Coordinator is available to meet with a complainant or a respondent to address any concerns about the provision, scope, or application of the supportive measures.
- b. To request supportive measures, parties should contact:
  - Title IX Coordinator: Dr. Kimberly Harvey-Manus, Vice President of Student Services, 636-481-3200; 1000 Viking Drive, Student Center Room 205, Hillsboro, MO; or [kh Harvey@jeffco.edu](mailto:kh Harvey@jeffco.edu)
  - Deputy Title IX Coordinator for Students: Kristine Bogue, Director of Student Compliance, 636-481-3258; 1000 Viking Drive, Student Center Room 209, Hillsboro, MO; or [kbogue1@jeffco.edu](mailto:kbogue1@jeffco.edu)
  - Deputy Title IX Coordinator for Faculty: Dr. Michael Booker, Associate Dean, Humanities, 636-481-3312; 1000 Viking Drive, Arts and Science I Room 110, Hillsboro, MO; or [mbooker@jeffco.edu](mailto:mbooker@jeffco.edu)
  - Deputy Title IX Coordinator for Staff: Tasha Welsh, Senior Director of Human Resources, 636-481-3157; 1000 Viking Drive, Administration Building Room 133, Hillsboro, MO; or [twelsh@jeffco.edu](mailto:twelsh@jeffco.edu)

## Procedures for Institutional Disciplinary Proceedings in Cases of Allegations of Dating Violence, Domestic Violence, Sexual Assault, and/or Stalking

### How the College Determines Which Proceeding will be Used

Whether or not criminal charges are filed, the College<sup>9</sup> or a person may file a complaint under the following policies:

- A. Except in the cases outlined below, if a formal complaint is filed, the College will investigate and resolve the allegations through the **Title IX Sexual Harassment Procedure and Grievance Process**.
  - a. The Title IX Sexual Harassment Procedure and Grievance Process applies to conduct occurring:
    - i. On Jefferson College-owned or controlled properties,
    - ii. 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.
  - b. For the purposes of this procedure, the conduct must:
    - i. Fall within the parameters set forth in the Title IX Sexual Harassment Procedure and Grievance Process, which defines sexual harassment, inclusive of dating violence, domestic violence, sexual assault, and stalking; and
    - ii. Occur on College-owned or controlled property or within the College's educational program or activity off-campus; and
    - iii. 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.
  - c. Jefferson College will investigate allegations in a formal complaint, unless the College is prohibited from doing so by Title IX regulations or other laws. Upon receipt of a formal complaint, the Title IX Coordinator will review the allegations set forth and determine whether the complaint may proceed.
- B. Mandatory Dismissal of Formal Complaints under Title IX: Jefferson College is obligated to dismiss a formal complaint (in part or in whole) in these circumstances:
  - a. If the reported conduct in a formal complaint would not constitute Sexual Harassment as defined in the Title IX Sexual Harassment Procedure and Grievance Process even if proved.

<sup>9</sup> Where a Complainant may decline to file a formal complaint, the Title IX Coordinator will assess the known circumstances of the situation and determine whether or not a formal complaint will be filed by the Title IX Coordinator themselves. In this situation, the Title IX Coordinator will contact the Complainant to discuss supportive measures, the filing of a formal complaint, and the grievance process. The Title IX Coordinator will take the Complainant's wishes into account as well as the need for campus safety when evaluating whether or not to file a complaint.

- b. The formal complaint is signed by someone who does not meet the definition of a Complainant or who is not the Title IX Coordinator in cases where the Title IX Coordinator initiates the formal complaint.
- c. The formal complaint is filed against someone who is not a part of Jefferson College's education program or activity (i.e. the Respondent was not affiliated with the College).
- d. If the reported conduct in a formal complaint did not occur within Jefferson College's education program or activity, or did not occur against a person in the United States, then the school must dismiss the formal complaint with regard to that conduct for the purposes of this policy.

After an initial review of the formal complaint, the Title IX Coordinator will continue to monitor the investigation and evaluate the formal complaint to determine if the above criteria for dismissal apply.

- C. Discretionary Dismissal of Formal Complaints - Jefferson College may dismiss a formal complaint, or the allegations contained within a formal complaint, under these three circumstances:
  - a. A formal complaint may be dismissed if, at any time during the investigation or hearing, a Complainant notifies the Title IX Coordinator in writing that they would like to withdraw the formal complaint or any allegations within the complaint.
  - b. A formal complaint may be dismissed if the Respondent (student or employee) is no longer enrolled or employed by the school.
  - c. A formal complaint may be dismissed if specific circumstances prevent the school from gathering information sufficient to reach a determination as to the formal complaint or the allegations contained within the formal complaint.
  
- D. In cases of mandatory or discretionary dismissals of formal complaints (whether in whole or in part), Jefferson College reserves the right to address the conduct under other applicable policies and procedures, including but not limited to, Board of Trustees Policies and Procedures, Human Resources procedures, and Student Conduct procedures, depending upon the nature of the allegation and status of the complainant and/or respondent (student or employee). The Title IX Coordinator will forward the dismissed complaint to the appropriate designee, who will decide how the complaint proceeds.
  - a. The **Complaints Alleging Discrimination or Harassment Based on...Sex** procedure applies to conduct by employees or students that occurs in admission or access to, or treatment in, the workplace and/or educational or student programs, activities, and environment that would constitute discrimination/harassment based on...sex.
  - b. The College will only pursue disciplinary action against a student or an employee when the alleged conduct has happened within the workplace, educational environment, or in associated programs and activities. The College does not address off campus conduct not associated with the College's programs and activities.

### **General Disclosures Applicable to All Proceedings Related to Allegations of Dating Violence, Domestic Violence, Sexual Assault, and/or Stalking**

The following statements apply to all procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, and/or stalking, regardless of whether the alleged conduct will be resolved in accordance with the Title IX Sexual Harassment Procedure and Grievance Process or the Complaints Alleging Discrimination or Harassment Based on...Sex procedure. Where these General Disclosures differ from other applicable College policies, these General Disclosures will be followed when addressing allegations of dating violence, domestic violence, sexual assault, and/or stalking.

The College's disciplinary processes include prompt, fair, impartial, and equitable<sup>10</sup> proceedings from the initial investigation to the final result. In all instances, the processes will be conducted in a manner that is consistent with Jefferson College's policies and procedures and that is transparent to the complainant and the respondent. Usually, the resolution of dating violence, domestic violence, sexual assault, and/or stalking complaints are

<sup>10</sup> Jefferson College ensures complainants and respondents are treated equitably by providing remedies to a complaint where a determination of responsibility for sexual harassment has been made against the respondent, and by following a grievance process that complies with Title IX before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. Remedies must be designed to restore or preserve equal access to the College's educational program or activity. Such remedies may include supportive measures; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

completed within 160 days of the report. However, each proceeding allows for extensions of timeframes for good cause with written notice to the complainant and respondent of the delay and the reason for the delay. College officials involved in the investigation or adjudication of dating violence, domestic violence, sexual assault, and/or stalking complaints are trained online annually on the issues related to dating violence, domestic violence, sexual assault, and stalking as well as how to conduct an investigation and hearing process that protects the safety of all participants and promotes accountability. Furthermore, each policy and procedure used to address allegations of dating violence, domestic violence, sexual assault, and/or stalking provides that:

1. The complainant and the respondent will have timely notice for meetings at which the complainant and the respondent, or both, may be present;
2. 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;
3. Jefferson College disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the complainant and the respondent;
4. The complainant and the respondent will have the same opportunities to have others present during any Jefferson College disciplinary proceeding. The complainant and the respondent each have the opportunity to be advised by an advisor of their choice at any stage of the process and to be accompanied by that advisor to any related meeting or proceeding. The College will not limit the choice of advisor or presence for either the complainant or the respondent in any meeting or Jefferson College disciplinary proceeding.
5. The complainant and the respondent will be notified simultaneously, in writing, of any initial, interim, and final decision of any disciplinary proceeding; and
6. Where an appeal is permitted under the applicable proceeding, the complainant and the respondent will be notified simultaneously, in writing, of the procedures for the complainant and the respondent to appeal the result of the Jefferson College 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. Result means an initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution and must include the rationale for the result of the sanctions, when allowed by FERPA.

**Types of Disciplinary Proceedings Utilized in Cases of Alleged Dating Violence, Domestic Violence, Sexual Assault, and/or Stalking**

Below are the following applicable policies determined by the nature of the allegations, the location of the allegations, and the identity of the parties.

	<b>Applies to Students and Employees</b>
Name of Applicable Policy	<b>Title IX Sexual Harassment Procedure and Grievance Process</b>
Electronic Address	<p>Students (VII-012.1):  <a href="https://www.jeffco.edu/sites/default/files/StuComp/TIX/boardprocedure_vii-012.1titleixgrievanceprocess.pdf">https://www.jeffco.edu/sites/default/files/StuComp/TIX/boardprocedure_vii-012.1titleixgrievanceprocess.pdf</a></p> <p>Employees (II-001.8):  <a href="https://www.jeffco.edu/sites/default/files/StuComp/TIX/boardprocedure_ii-001.8titleixgrievanceprocess.pdf">https://www.jeffco.edu/sites/default/files/StuComp/TIX/boardprocedure_ii-001.8titleixgrievanceprocess.pdf</a></p>
How to File a Disciplinary Complaint Under this Policy	The Complainant can choose to initiate the formal complaint and grievance process by, in writing or via electronic message, indicating to the Title IX Coordinator their desire to have the College investigate their report. The complaint must be signed (either physically or digitally, or in some other way that makes it clear that the Complainant is the person filing the complaint) and sent to the Title IX Coordinator. The Complainant must be the person who experienced the Sexual Harassment and who is participating in or attempting to participate in the College’s education activity or programs. A person who is not affiliated with the College is unable to initiate a formal complaint under this process.



	<p>Title IX Coordinator: Dr. Kimberly Harvey-Manus, Vice President of Student Services; Office location: Student Center, Room 205, 1000 Viking Drive, Hillsboro, MO 63050; Phone: 636-481-3200; Email: <a href="mailto:kharvey@jeffco.edu">kharvey@jeffco.edu</a>.</p> <p>Deputy Title IX Coordinators:</p> <p>Staff: Tasha Welsh (Staff), Senior Director of Human Resources; Office location: Administration Building, Room 133; Phone: 636-481-3157; Email: <a href="mailto:twelsh@jeffco.edu">twelsh@jeffco.edu</a></p> <p>Faculty: Dr. Michael J. Booker, (Faculty), Associate Dean, Humanities; Office location: Arts &amp; Sciences (ASI), Room 110; Phone: 636-481-3312; Email: <a href="mailto:mbooker@jeffco.edu">mbooker@jeffco.edu</a></p> <p>Students: Kristine Bogue (Students), Director of Student Compliance; Office location: Student Center, Room 209; Phone: 636-481-3258; Email: <a href="mailto:kbogue1@jeffco.edu">kbogue1@jeffco.edu</a></p> <p>Reports may be made in person, verbally, by phone, in writing through mail or electronic mail, through the College's <a href="#">Maxient reporting portal</a> (found in MyJeffco or at <a href="https://www.jeffco.edu/non-discrimination-policy">https://www.jeffco.edu/non-discrimination-policy</a>), or any other manner that delivers the information to the appropriate Coordinator at any time.</p> <p>Where a Complainant may decline to file a formal complaint, the Title IX Coordinator will assess the known circumstances of the situation and determine whether or not a formal complaint will be filed by the Title IX Coordinator themselves. The Title IX Coordinator will take the Complainant's wishes into account as well as the need for campus safety when evaluating whether or not to file a complaint.</p>
<p>Steps in the Disciplinary Process and Anticipated Timelines</p>	<p>The College desires to investigate and resolve complaints in a prompt and thorough manner. The entire grievance process may take approximately 160 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.</p> <p>In addition to the training as outlined in the General Disclosures Applicable to all Proceedings section, individuals involved in the Title IX Sexual Harassment Procedure and Grievance Process (ex: Title IX Coordinators, Deputy Title IX Coordinators, Investigators, Hearing Officers, and Appeal body members) will receive additional training on the definition of Sexual Harassment, the scope of Jefferson College's education program or activity, and how to conduct an investigation and process, including hearings and appeals. Training will also encompass how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. Investigators will also receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. Hearing Officers will also receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.</p>

- **Complaint Received:** 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 time frame 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 the 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 investigative 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 any one (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.
- The Notification of Determination Regarding Responsibility from the hearing officer will include the following elements:
  - Identification of the allegations potentially constituting sexual harassment under this policy and procedures.
  - 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.
  - Findings of fact supporting the determination.
  - Conclusions regarding the application of Jefferson College's policies to the facts.
  - 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.

- 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 no 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:
    - Procedural Irregularity: There was a procedural irregularity that affected the outcome of the matter.
    - 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.
    - 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).

Decision- Making Process	<p>The Hearing Officer(s) may evaluate and consider all relevant evidence, including but not limited to, statements by parties or witnesses during the investigation, information presented by parties or witnesses at the hearing, information contained in the investigation report, and information gathered during the investigation. This could also include police reports, Sexual Assault Nurse Examiner documents, medical reports, text messages, social media posts or messages, or other documents. When making the determination on responsibility, the Hearing Officer(s) may determine the weight to give statements and evidence based on the reliability and/or credibility of the statements and evidence.</p> <p>In determining whether alleged conduct constitutes discrimination or harassment, the decision maker 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 of this policy requires a determination based on all the facts and surrounding circumstances.</p>
Standard of Evidence	<p>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.</p>

**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.

<b>Sanctions-Title IX Sexual Harassment Policy for Students</b>	Dating Violence	Domestic Violence	Sexual Assault	Stalking
Formal/Final/Written Warning	X	X	X	X
Disciplinary Probation	X	X	X	X
Loss of Privileges ( <i>Restriction on Campus Privileges -including housing, participation in student activities, etc.</i> )	X	X	X	X
Loss of Access to all or parts of campus	X	X	X	X
Restitution and/or Community Service	X	X	X	X
Educational Sanctions	X	X	X	X
Counseling	X	X	X	X
Mandated Counseling or Assessments ( <i>May include anger management</i> )	X	X	X	X
Classes	X	X	X	X
Fines	X	X	X	X
Suspension	X	X	X	X
Expulsion	X	X	X	X
Other disciplinary actions or sanctions either found in College publications or assigned at the discretion of the Hearing Officer(s)	X	X	X	X

<b>Sanctions-Title IX Sexual Harassment Policy for Employees</b>	<b>Dating Violence</b>	<b>Domestic Violence</b>	<b>Sexual Assault</b>	<b>Stalking</b>
Formal/Final/Written Warning	X	X	X	X
Employment Probation	X	X	X	X
Loss of Privileges ( <i>Restriction on Campus Privileges</i> )	X	X	X	X
Loss of Access to all or parts of campus	X	X	X	X
Restitution and/or Community Service	X	X	X	X
Educational Sanctions	X	X	X	X
Counseling	X	X	X	X
Mandated Counseling or Assessments ( <i>May include anger management</i> )	X	X	X	X
Classes	X	X	X	X
Fines	X	X	X	X
Suspension	X	X	X	X
Temporary or Permanent Removal from Employment	X	X	X	X
Other disciplinary actions or sanctions either found in College publications or assigned at the discretion of the Hearing Officer(s)	X	X	X	X

Patrons, contractors, visitors, or others who violate this policy may be prohibited from College grounds or otherwise restricted while on College grounds.

<b>Applies when a Student is the Complainant</b>	
Name of Applicable Policy	<b>(Student-VII-012) Complaints Alleging Discrimination or Harassment Based on Age, Ancestry, Color, Creed, Disability, Genetic Information, Marital Status, National Origin, Race, Religion, or Veteran Status, as well as Discrimination on the Basis of Sex</b>
Electronic Address	<a href="https://www.jeffco.edu/sites/default/files/StuComp/Bias/boardprocedure_vii-012complaintsallegingdiscriminationorharassment.pdf">https://www.jeffco.edu/sites/default/files/StuComp/Bias/boardprocedure_vii-012complaintsallegingdiscriminationorharassment.pdf</a>

<p>How to File a Disciplinary Complaint Under this Policy</p>	<p>Any student who believes they have been the victim of discrimination/ harassment based on one or more of the Protected Categories by a student, employee, or other personnel of the College, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extra-curricular activities under the auspices of the College, is encouraged to immediately report the alleged acts to any College administrator, or the College Compliance Coordinator.</p> <p>The College's Compliance Coordinator for Student Complaints Alleging Discrimination or Harassment is Dr. Kimberly Harvey-Manus, Vice President of Student Services; Office location: 1000 Viking Drive, Hillsboro, MO 63050, Student Center, Room 205; Phone: 636-481-3200; Email: <a href="mailto:kharvey@jeffco.edu">kharvey@jeffco.edu</a>.</p> <p>Reports may be made in person, verbally, by phone, in writing through mail or electronic mail, through the College's <a href="#">Maxient reporting portal</a> (found in MyJeffco or at <a href="https://www.jeffco.edu/non-discrimination-policy">https://www.jeffco.edu/non-discrimination-policy</a>), or any other manner that delivers the information to the appropriate Coordinator at any time.</p>
<p>Steps in the Disciplinary Process and Anticipated Timelines</p>	<p>The College desires to promptly address complaints alleging a violation of this regulation. Accordingly, the College has established a protocol for handling such complaints. This protocol sets forth specific deadlines within which various phases of the process are intended to occur. These deadlines are subject to extension by the College for good cause or if extenuating circumstances exist. Regardless, the College remains committed to a prompt investigation and resolution of submitted complaints.</p>
<ul style="list-style-type: none"> <li>● <b>Intake of Complaints/Complaint Received</b> <ul style="list-style-type: none"> <li>○ The Compliance Coordinator may choose to investigate the complaint or may, alternatively, appoint an investigator from the College to investigate the complaint.</li> </ul> </li> <li>● <b>Investigation of Complaints: 12 School days</b> <ul style="list-style-type: none"> <li>○ The investigation must be commenced within two (2) school days of the Compliance Coordinator's receipt of the report of discrimination/harassment on the basis of one or more of the Protected Categories.</li> <li>○ Absent extenuating circumstances, investigations will be completed within ten (10) school days after the investigation commences.</li> </ul> </li> <li>● <b>Resolution of Complaints: 10 School days</b></li> <li>● <b>Investigative Report: 5 School days</b> <ul style="list-style-type: none"> <li>○ At the conclusion of the investigation, the completed investigation report shall be provided to the appropriate administrative official who is charged with making the determination with respect to the validity of the complaint. Where they deem it appropriate, the Compliance Coordinator themselves is permitted to make this determination.</li> </ul> </li> <li>● <b>Review of Investigative Report and Validity Determination: 5 School days:</b> <ul style="list-style-type: none"> <li>○ The administrative official will review the investigation report and make a determination regarding the validity of the complaint within five (5) school days after submission of the report. This administrative official may, alternatively, determine that further investigation is necessary and, as such, refer the matter for additional investigation. When such additional investigatory steps are completed, the matter shall once again be submitted to this administrative official for decision. <ul style="list-style-type: none"> <li>■ One of the following determinations will typically be made with respect to the complaint: <ul style="list-style-type: none"> <li>● Unsubstantiated;</li> <li>● Unable to substantiate OR indeterminate OR incapable of determination; or</li> <li>● Substantiated prohibited conduct (in whole or in part).</li> </ul> </li> </ul> </li> <li>○ Regardless of the determination made with respect to the complaint, the College may take appropriate action to minimize the opportunity for future issues or concerns to arise.</li> </ul> </li> <li>● <b>Notification of Determination Regarding Complaint: 5 School days</b> <ul style="list-style-type: none"> <li>○ Within five (5) school days after the determination has been made regarding the complaint, notice of the determination will be mailed or given to the complainant.</li> </ul> </li> <li>● <b>Appeal: 5 School days</b></li> </ul>	



- If a complainant disagrees with the determination made regarding discrimination/harassment on the basis of one or more of the Protected Categories, the complainant may appeal the decision to the Compliance Coordinator (or to the Board of Trustees, if the Compliance Coordinator has made the determination that is being challenged). The complainant must submit a written appeal to the Compliance Coordinator no later than five (5) school days after the notification to the complainant has occurred. The written appeal should specifically state what is being appealed, the reason for the appeal, and the action that is desired.
- When an appeal has been made, the appeal will be considered by one of the following processes:
  - **Review of Appeal by Compliance Coordinator: 5 School days**
    - If a College official other than the Compliance Coordinator made the determination, the Compliance Coordinator will review the determination within five (5) school days or within a reasonable time thereafter for good cause.
  - **Review of Appeal by Board of Trustees: Next Regularly Scheduled Meeting/within 30 days.**
    - If the Compliance Coordinator made the determination as to the validity of the complaint, the Compliance Coordinator will send the appeal to the Board of Trustees, which will review the determination at its next regularly scheduled meeting (or, at its option, at any meeting within thirty (30) days after the appeal is received).
  - **Review of Appeal by Determination Review Officer: 30 days**
    - As an alternative, either the Compliance Coordinator or the Board of Trustees may appoint a "Determination Review Officer" to review the determination. This person will review the determination within a reasonable period after appointment but not later than thirty (30) days unless additional time is, in their judgment, necessary for a fair review.
    - The reviewer will examine the documentation relating to the matter meaning the written appeal, complaint, investigation report, and determination. This provision does not grant the complainant the right to an in-person hearing or other appearance before the reviewer. The reviewer may, in the reviewer's sole judgment and discretion, contact any individual to seek additional information if the reviewer deems such information necessary to reach a decision upon the appeal.
  - **Notification of Review Outcome: 7 school days**
    - Regardless of who reviews the matter, the complainant will be advised in writing of the outcome of the review within seven (7) school days after the completion of the review.

Decision-Making Process	The Compliance Coordinator or appropriate administrative official may evaluate and consider all relevant evidence, including but not limited to, statements by parties or witnesses during the investigation, information contained in the investigation report, and information gathered during the investigation. This could also include police reports, text messages, social media posts or messages, or other documents. When making the determination on responsibility, the Compliance Coordinator or appropriate administrative official may determine the weight to give statements and evidence based on the reliability and/or credibility of the statements and evidence.
Standard of Evidence	Jefferson College will apply the preponderance of the evidence standard to determine if it is more likely than not that the respondent is or is not responsible for a violation (or violations) of college policies.

**Sanctions:**

The ultimate decision as to what action to take to remedy the matter is within the discretion of the College, in accordance with law. The filing of an appeal to challenge the determination does not stay or postpone the College initiating disciplinary or remedial action.

Sanctions-Complaint by Student Alleging Discrimination or Harassment by a Student (VII-007: Student Code of Conduct)	Dating Violence	Domestic Violence	Sexual Assault	Stalking
Reprimand and Warning	X	X	X	X

Disciplinary Probation	X	X	X	X
Disciplinary Suspension	X	X	X	X
Disciplinary Expulsion	X	X	X	X
Other Disciplinary Sanction (Restitution, restriction, denial of privilege, assignment to perform services for the benefit of the College or community; or other sanction that does not result in the student being denied the right to attend classes.	X	X	X	X

If a complaint is substantiated (in whole or in part), and the offender is an employee, disciplinary and/or remedial action may be taken, up to and including the termination of employment.

<b>Sanctions- Complaint by Student Alleging Discrimination or Harassment by an Employee (II-001.4 Progressive Disciplinary Action)</b>	Dating Violence	Domestic Violence	Sexual Assault	Stalking
Oral Warning	X	X	X	X
Written Warning	X	X	X	X
Suspension	X	X	X	X
Termination/Discharge	X	X	X	X

If the offender is not an employee of the College, the College will take appropriate action within the scope of its legal authority to eliminate the discrimination/harassment.

<b>Applies when an Employee is a Complainant</b>	
Name of Applicable Policy	<b>(Employee-II-001.5) Complaints Alleging Discrimination or Harassment Based on Age, Ancestry, Color, Creed, Disability, Genetic Information, Marital Status, National Origin, Race, Religion, or Veteran Status, as well as Discrimination on the Basis of Sex</b>
Electronic Address	<a href="https://www.jeffco.edu/sites/default/files/StuComp/Bias/boardprocedure_ii-001.5complaintsallegingdiscriminationorharassment.pdf">https://www.jeffco.edu/sites/default/files/StuComp/Bias/boardprocedure_ii-001.5complaintsallegingdiscriminationorharassment.pdf</a>

How to File a Disciplinary Complaint Under this Policy	Employees who believe that they have been victims of illegal discrimination or harassment may file a formal complaint with the College's Compliance Officer for Employee Complaints Alleging Discrimination or Harassment, Tasha Welsh, Senior Director of Human Resources; Office location: 1000 Viking Drive, Hillsboro, MO 63050, Administration Building, Room 133; Phone: 636-481-3157; Email: <a href="mailto:twelsh@jeffco.edu">twelsh@jeffco.edu</a>
Steps in the Disciplinary Process and Anticipated Timelines	<ul style="list-style-type: none"> <li>● <b>Intake of Complaints/Complaint Received: Promptly</b> <ul style="list-style-type: none"> <li>○ The Compliance Officer or their designee will promptly investigate all complaints.</li> <li>○ The Compliance Officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation.</li> </ul> </li> <li>● <b>Investigation of Complaints: (12 School Days)</b> <ul style="list-style-type: none"> <li>○ Interview complainant regarding the nature and specifics of the incident(s);</li> <li>○ Interview the person accused; and</li> <li>○ Interview other possible witnesses, if appropriate.</li> </ul> </li> <li>● <b>Consequences/Resolution of Complaints: (10 School Days)</b> <ul style="list-style-type: none"> <li>○ Following the investigation, the compliance officer shall confer with the College President and shall make a recommendation regarding the complaint.</li> </ul> </li> </ul>
Decision-Making Process	In determining whether alleged conduct constitutes discrimination or harassment, the decision maker 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 of this policy requires a determination based on all the facts and surrounding circumstances.
Standard of Evidence	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.

**Sanctions:**

The College President shall decide on the appropriate discipline, if any. Students who violate this policy will be disciplined, which may include suspension or expulsion.

<b>Sanctions-Complaint by Employee Alleging Discrimination or Harassment by a Student (VII-007: Student Code of Conduct)</b>	Dating Violence	Domestic Violence	Sexual Assault	Stalking
Reprimand and Warning	X	X	X	X
Disciplinary Probation	X	X	X	X
Disciplinary Suspension	X	X	X	X
Disciplinary Expulsion	X	X	X	X
Other Disciplinary Sanction (Restitution, restriction, denial of privilege, assignment to perform services for the benefit of the College or community; or other sanction that does not result in the student being denied the right to attend classes.	X	X	X	X

The College President shall decide on the appropriate discipline, if any. Employees who violate this policy will be disciplined, up to and including employment termination.

<b>Sanctions-Complaint by Employee Alleging Discrimination or Harassment by an Employee (II-001.4 Progressive Disciplinary Action)</b>	<b>Dating Violence</b>	<b>Domestic Violence</b>	<b>Sexual Assault</b>	<b>Stalking</b>
Oral Warning	X	X	X	X
Written Warning	X	X	X	X
Suspension	X	X	X	X
Termination/Discharge	X	X	X	X

The College President shall decide on the appropriate discipline, if any. Patrons, contractors, visitors, or others who violate this policy may be prohibited from College grounds or otherwise restricted while on College grounds.

**Range of Protective Measures Following an Allegation of Dating Violence, Domestic Violence, Sexual Assault, and/or Stalking**

In addition to the supportive measures previously described in the “Accommodations and Protective Measures” section of this document, the Title IX Coordinator or their designee will determine whether additional supportive measures and remedies should be implemented, and, if so, take steps to implement those supportive measures and remedies as soon as possible. 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 Jefferson College policy. Remedies may include a continuation of supportive measures 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. Examples include, but are not limited to, a continuation of an academic, living, transportation, or working accommodation; a College issued No Contact Order; 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 may lead to additional disciplinary action. Supportive measures and remedies imposed may be temporary pending the results of an investigation or may become permanent as determined by Jefferson College.

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## 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 for the three previous calendar years. Jefferson College's residential facilities are located on the Hillsboro Campus only. Jefferson College Arnold and Jefferson College Imperial do not have any on-campus student housing facilities. Therefore, this annual fire safety report section does not apply to these campus locations.

### 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*.

Residential Facilities (Name and Address)	Fire Alarm Monitoring Done On Site	Partial Sprinkler System <sup>12</sup>	Full Sprinkler System <sup>13</sup>	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans/ Placards	Number of Evacuation (Fire) Drills During the Previous Calendar Year
<b>Hickory Hall</b> (808 Mel Carnahan)	X	N/A	X (24 units)	X (24 units)	X (24 units)	X (24 units)	2
<b>Maple Hall</b> (804 Mel Carnahan)	X	N/A	X (20 units)	X (20 units)	X (20 units)	X (20 units)	2
<b>Sycamore Hall</b> (802 Mel Carnahan)	X	N/A	X (12 units)	X (12 units)	X (12 units)	X (12 units)	2

### Fire Safety Education and Training 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.

<sup>12</sup> Partial Sprinkler System is defined as having sprinklers in the common areas only.

<sup>13</sup> Full Sprinkler System is defined as having sprinklers in both the common areas and individual rooms.

### 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:

- Evacuate immediately.
- Call 911.
- 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, JCPD, 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 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, 2022, 2021, and 2020, for Viking Woods, located adjacent to the main Hillsboro campus, are as follows:

#### 2022 Fire Statistics

Residential Facilities (Name and Address)	Total Number of Fires in Each Building	Fire Number	Cause & Category of Fire	Number of Injuries That Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire (in USD)
Hickory Hall (808 Mel Carnahan)	0	0	N/A	N/A	N/A	N/A

Maple Hall (804 Mel Carnahan)	0	0	N/A	N/A	N/A	N/A
Sycamore Hall (802 Mel Carnahan)	0	0	N/A	N/A	N/A	N/A

### 2021 Fire Statistics

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

### 2020 Fire Statistics

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

#### Plans for Improvement to Fire Safety

Fire alarms have been updated to a single system, integrated directly with emergency services. The College has upgraded the cabling to fiber optic to enhance system operations and prevent false alarms, barring any unforeseen circumstances. As the College continues to upgrade its facilities, staff will continue to look at ways to improve fire safety and training.

#### Daily Fire Log

The Daily Fire Log is available in the Office of Residential Life and the JCPD, from 8 a.m.–4 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 2022**  
**(For the Three Years 2022, 2021, 2020)**



**JEFFERSON COLLEGE HILLSBORO (JCH)**

Type of Offense	Year	On-Campus (Includes Residential)*	Residential Facilities	Non-Campus	Public Property
<b>Murder/Non-Negligent Manslaughter</b>	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
<b>Manslaughter by Negligence</b>	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
<b>Rape</b>	2020	0	0	0	0
	2021	0	0	0	0
	2022	1	1	0	0
<b>Fondling</b>	2020	0	0	0	0
	2021	1	0	0	0
	2022	1	0	0	0
<b>Statutory Rape</b>	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
<b>Incest</b>	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
<b>Robbery</b>	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
<b>Aggravated Assault</b>	2020	0	0	0	0
	2021	0	0	0	0
	2022	1	1	0	0
<b>Burglary</b>	2020	0	0	0	0
	2021	0	0	0	0
	2022	1	0	0	0
<b>Motor Vehicle Theft</b>	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
<b>Arson</b>	2020	0	0	0	0
	2021	0	0	0	0
	2022	1	0	0	0
<b>Liquor Law Arrests</b>	2020	0	0	0	0
	2021	4	4	0	0
	2022	0	0	0	0
<b>Liquor Law Violations Referred for Disciplinary</b>	2020	2	2	0	0
	2021	0	0	0	0
	2022	13	13	0	0
<b>Drug Law Arrests</b>	2020	0	0	0	0
	2021	0	0	0	0
	2022	1	1	0	0
<b>Drug Law Violations Referred for Disciplinary</b>	2020	2	2	0	0
	2021	4	4	0	0
	2022	2	0	0	0
<b>Illegal Weapons Possession Arrests</b>	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
<b>Illegal Weapons Possession Violations Referred for Disciplinary</b>	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
<b>Domestic Violence</b> (VAWA Offense)	2020	0	0	0	0
	2021	0	0	0	0
	2022	1	0	0	0
<b>Dating Violence</b> (VAWA Offense)	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
<b>Stalking*</b> (VAWA Offense)	2020	1	0	0	0
	2021	2	0	0	0
	2022	10	2	0	0

*Note:* Crimes reported in the Residential Facilities Column are included in the On-Campus category.

\*Upon further review of records, we updated our on-campus stalking statistics from 1 to 2 for the 2021 calendar year.

## **HATE CRIMES FOR JEFFERSON COLLEGE HILLSBORO CAMPUS**

2022: No hate crimes were reported on the Hillsboro campus in 2022.

2021: No hate crimes were reported on the Hillsboro campus in 2021.

2020: No hate crimes were reported on the Hillsboro campus in 2020.

## **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.”

2022: There was no unfounded crime on the Hillsboro campus in 2022.

2021: There was no unfounded crime on the Hillsboro campus in 2021.

2020: There was no unfounded crime on the Hillsboro campus in 2020.

**JEFFERSON COLLEGE ARNOLD (JCA)**

Type of Offense	Year	On-Campus	Residential Facilities	Non-Campus	Public Property
<b>Murder/Non-Negligent Manslaughter</b>	2020	0	N/A	N/A	0
	2021	0	N/A	N/A	0
	2022	0	N/A	N/A	0
<b>Manslaughter by Negligence</b>	2020	0	N/A	N/A	0
	2021	0	N/A	N/A	0
	2022	0	N/A	N/A	0
<b>Rape</b>	2020	0	N/A	N/A	0
	2021	0	N/A	N/A	0
	2022	0	N/A	N/A	0
<b>Fondling</b>	2020	0	N/A	N/A	0
	2021	0	N/A	N/A	0
	2022	0	N/A	N/A	0
<b>Statutory Rape</b>	2020	0	N/A	N/A	0
	2021	0	N/A	N/A	0
	2022	0	N/A	N/A	0
<b>Incest</b>	2020	0	N/A	N/A	0
	2021	0	N/A	N/A	0
	2022	0	N/A	N/A	0
<b>Robbery</b>	2020	0	N/A	N/A	0
	2021	0	N/A	N/A	0
	2022	0	N/A	N/A	0
<b>Aggravated Assault</b>	2020	0	N/A	N/A	0
	2021	0	N/A	N/A	0
	2022	0	N/A	N/A	0
<b>Burglary</b>	2020	0	N/A	N/A	0
	2021	0	N/A	N/A	0
	2022	0	N/A	N/A	0
<b>Motor Vehicle Theft</b>	2020	0	N/A	N/A	0
	2021	0	N/A	N/A	0
	2022	0	N/A	N/A	1
<b>Arson</b>	2020	0	N/A	N/A	0
	2021	0	N/A	N/A	0
	2022	0	N/A	N/A	0
<b>Liquor Law Arrests</b>	2020	0	N/A	N/A	0
	2021	0	N/A	N/A	0
	2022	0	N/A	N/A	0
<b>Liquor Law Violations Referred for Disciplinary</b>	2020	0	N/A	N/A	0
	2021	0	N/A	N/A	0
	2022	0	N/A	N/A	0
<b>Drug Law Arrests</b>	2020	0	N/A	N/A	0
	2021	0	N/A	N/A	0
	2022	0	N/A	N/A	0
<b>Drug Law Violations Referred for Disciplinary</b>	2020	0	N/A	N/A	0
	2021	0	N/A	N/A	0
	2022	0	N/A	N/A	0
<b>Illegal Weapons Possession Arrests</b>	2020	0	N/A	N/A	0
	2021	0	N/A	N/A	0
	2022	0	N/A	N/A	0
<b>Illegal Weapons Possession Violations Referred for Disciplinary</b>	2020	0	N/A	N/A	0
	2021	0	N/A	N/A	0
	2022	0	N/A	N/A	0
<b>Domestic Violence</b> (VAWA Offense)	2020	0	N/A	N/A	0
	2021	0	N/A	N/A	0
	2022	0	N/A	N/A	0
<b>Dating Violence</b> (VAWA Offense)	2020	0	N/A	N/A	0
	2021	0	N/A	N/A	0
	2022	0	N/A	N/A	0
<b>Stalking</b> (VAWA Offense)	2020	0	N/A	N/A	0
	2021	0	N/A	N/A	0
	2022	0	N/A	N/A	0

## **HATE CRIMES FOR JEFFERSON COLLEGE ARNOLD**

2022: No hate crimes were reported at the Arnold location in 2022.

2021: No hate crimes were reported at the Arnold location in 2021.

2020: No hate crimes were reported at the Arnold location in 2020.

## **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.”

2022: No crimes were unfounded at the Arnold location in 2022.

2021: No crimes were unfounded at the Arnold location in 2021.

2020: No crimes were unfounded at the Arnold location in 2020.

**JEFFERSON COLLEGE IMPERIAL (JCI)**

Type of Offense	Year	On-Campus	Residential Facilities	Non-Campus	Public Property
<b>Murder/Non-Negligent Manslaughter</b>	2020	0	N/A	N/A	0
	2021	0	N/A	N/A	0
	2022	0	N/A	N/A	0
<b>Manslaughter by Negligence</b>	2020	0	N/A	N/A	0
	2021	0	N/A	N/A	0
	2022	0	N/A	N/A	0
<b>Rape</b>	2020	0	N/A	N/A	0
	2021	0	N/A	N/A	0
	2022	0	N/A	N/A	0
<b>Fondling</b>	2020	0	N/A	N/A	0
	2021	0	N/A	N/A	0
	2022	0	N/A	N/A	0
<b>Statutory Rape</b>	2020	0	N/A	N/A	0
	2021	0	N/A	N/A	0
	2022	0	N/A	N/A	0
<b>Incest</b>	2020	0	N/A	N/A	0
	2021	0	N/A	N/A	0
	2022	0	N/A	N/A	0
<b>Robbery</b>	2020	0	N/A	N/A	0
	2021	0	N/A	N/A	0
	2022	0	N/A	N/A	0
<b>Aggravated Assault</b>	2020	0	N/A	N/A	0
	2021	0	N/A	N/A	0
	2022	0	N/A	N/A	0
<b>Burglary</b>	2020	0	N/A	N/A	0
	2021	0	N/A	N/A	0
	2022	0	N/A	N/A	0
<b>Motor Vehicle Theft</b>	2020	0	N/A	N/A	0
	2021	0	N/A	N/A	0
	2022	0	N/A	N/A	0
<b>Arson</b>	2020	0	N/A	N/A	0
	2021	0	N/A	N/A	0
	2022	0	N/A	N/A	0
<b>Liquor Law Arrests</b>	2020	0	N/A	N/A	0
	2021	0	N/A	N/A	0
	2022	0	N/A	N/A	0
<b>Liquor Law Violations Referred for Disciplinary</b>	2020	0	N/A	N/A	0
	2021	0	N/A	N/A	0
	2022	0	N/A	N/A	0
<b>Drug Law Arrests</b>	2020	0	N/A	N/A	0
	2021	0	N/A	N/A	0
	2022	0	N/A	N/A	0
<b>Drug Law Violations Referred for Disciplinary</b>	2020	0	N/A	N/A	0
	2021	0	N/A	N/A	0
	2022	0	N/A	N/A	0
<b>Illegal Weapons Possession Arrests</b>	2020	0	N/A	N/A	0
	2021	0	N/A	N/A	0
	2022	0	N/A	N/A	0
<b>Illegal Weapons Possession Violations Referred for Disciplinary</b>	2020	0	N/A	N/A	0
	2021	0	N/A	N/A	0
	2022	0	N/A	N/A	0
<b>Domestic Violence</b> (VAWA Offense)	2020	0	N/A	N/A	0
	2021	0	N/A	N/A	0
	2022	0	N/A	N/A	0
<b>Dating Violence</b> (VAWA Offense)	2020	0	N/A	N/A	0
	2021	0	N/A	N/A	0
	2022	0	N/A	N/A	0
<b>Stalking</b> (VAWA Offense)	2020	0	N/A	N/A	0
	2021	0	N/A	N/A	0
	2022	0	N/A	N/A	0

## **HATE CRIMES FOR JEFFERSON COLLEGE IMPERIAL**

2022: No hate crimes were reported at the Imperial location in 2022.

2021: No hate crimes were reported at the Imperial location in 2021.

2020: No hate crimes were reported at the Imperial location in 2020.

## **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.”

2022: No crimes were unfounded at the Imperial location in 2022.

2021: No crimes were unfounded at the Imperial location in 2021.

2020: No crimes were unfounded at the Imperial location in 2020.

## **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.