



# **Apollo Career Center**

## **Annual Safety and Security Report**

### **2017**

Apollo Safety and Security Report/in Compliance with the Clery Act and Violence Against Women Act

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## Introduction

The 2016 Annual Safety and Security Report is provided by **Apollo Career Center** in compliance with the 1998 Jeanne Clery Disclosure Act and the 2013 Campus Save Act (Violence Against Women Act). The report informs the campus community about important procedures, policies, crime prevention programs, and other campus statistics. An email is sent each year to all current students and staff advising them that the report can be accessed on the Apollo Career Center Website at: <http://www.apollocareercenter.com>. Hard copies of the report may be obtained from the Apollo Career Center's Adult Education Office or the Student Services Office in Apollo High School, or they can be printed from the website. Prospective employees and students are afforded the same information at the time they obtain an application for employment or admission. Any person may have access to the report. Compilation of information for the report, as well as criminal statistical data as required by the Act, is accomplished through cooperative efforts with the Superintendent's office, Adult Education Administration, Student Resource Officer and local law enforcement agencies Criminal statistics for off-campus properties used by the school and public property that is adjacent to the school were obtained from the local law enforcement agencies.

## Apollo Career Center's Safety and Security

Apollo Career Center employs a state of Ohio certified, uniformed police officer with full police authority, that meets all state law enforcement standards and is granted their authority from the Ohio Revised Code (Section 3345.04). This Resource Officer responds to calls for service, enforces parking rules and regulations, patrols campus in a marked police vehicle and investigates criminal activity. When the Resource Officer is not on campus Apollo Career Center relies on the Allen County Sheriff's Office and the Shawnee Police Department for law enforcement services. For fire and other medical emergencies Apollo has evening classes for firefighters and EMTs so there are trained personnel on the campus most evenings. The Shawnee Township Fire Department provides additional Emergency Medical and Fire Services.

Apollo Career Center maintains a positive working relationship with all state and federal agencies throughout the area.

## Reporting Crime and Requesting Security Assistance

The campus encourages accurate and prompt reporting of crimes or suspicious activity. Any phone on campus can be used to reach the Resource Officer at extension 3923 or the Adult Education Office at extension 2963. Every room on campus has an Emergency Call list for our First Responder Team. All campus phones are equipped to reach the county-wide 911 emergency system which connects individuals to all the local law enforcement agencies, emergency medical services and fire departments. The Apollo administration encourages all staff, faculty and students to report crimes to the Adult Education or High School Office or the local law enforcement agency.

Apollo administration encourages students and staff to walk with another friend or a group of people when going to their vehicle in the evening. The parking lots are well lit and Apollo's Maintenance Department works diligently to identify and correct maintenance issues with campus facilities that could affect the safety and security of our students and staff.

## Campus Security Authorities

Apollo's Superintendent, the Director of Adult Education, the School Resource Officer and other school administrators having "significant responsibility for student and campus activities" have been identified by law as "Campus Security Authorities". As such, they must report annual campus crime statistics to remain in compliance with the Clery ACT.

## Confidential Reporting/ Pastoral and Professional Counselors

Apollo Career Center encourages all students, faculty and staff to report all crime in accordance with the Clery Act. The School has confidential and anonymous reporting forms available on the school's website:

<http://www.apollocareercenterhs.com/general-information/student-information.aspx>

Although exempt from reporting Clery Act reportable crimes, the policy encourages pastoral counselors and professional counselors; if and when they deem it appropriate, to inform the persons they are counseling of the procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. The counselors can refer the person to a campus security authority or to the local law enforcement agency to report a crime.

### Pastoral Counselor

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

### Professional Counselor

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

While Apollo does not employ full time pastoral counselors, we do have a fully staffed guidance department (high school) who are licensed counselors, at our disposal. See appendix A for list of Counseling and Community Services in our area that could provide additional guidance depending on the student's situation and need.

## Timely Warnings

When the Apollo Career Center Superintendent, Director of the Adult Education Program, School Resource Officer or other school administrator determines that a crime represents a serious, immediate or continuous threat to students, staff and visitors on campus they will issue a "Timely Warning" as means of notification to the campus community. Timely warnings will be issued for the following crimes: murder, sex offenses, arson, aggravated assault, robbery, burglary, motor vehicle theft, stalking and other crimes as deemed necessary. Timely warnings will be disseminated in one or a combination of the following: individual email, posting on the Apollo Career Center website, bulletin boards throughout campus buildings or the Apollo Alert Emergency Notification System.

Timely warnings will usually include the following information:

- Type of Criminal Activity
- Date and Time of the incident
- Location of the Incident

- A brief Description of the Incident
- Suspect(s) – if any
- Specific Safety Response

Timely warnings will be issued immediately unless the notification, in the judgment of the Superintendent, security or other first responders, compromises the efforts to assist victims, contain, respond to or otherwise mitigate the threat or emergency.

### **Crime Prevention Programs**

Safety is a concern everywhere in society, and the Apollo Career Center campus is no exception. There are many ways to promote security and avoid unsafe situations. An understanding of basic safety principles, a little caution and lots of common sense are your best protection. Apollo Career Center is committed to providing a safe environment for students, faculty, staff and visitors of the campus community. The trees and shrubs on campus are maintained and trimmed back away from buildings and walkways. For the safety of the students, staff and faculty, the parking lots and sidewalks are well lit. Apollo has 152 state of the art motion detected video cameras strategically placed through- out the campus. With the completion of a major building project, Apollo has implemented a secure, automatic locking system where doors are locked pretty much 24/7. After 8:30 a.m students and visitors to the campus have to be buzzed in one at a time after being screened by office personnel. Crime prevention and awareness pamphlets and a variety of informational pamphlets ranging from date rape, personal safety, wellness and other topics are available from the Guidance Office. Apollo Career Center’s Superintendent, Adult Education Director and the Student Services Office work together concerning matters of general safety. For more information on campus safety, wellness and other educational programs available, please contact the Adult Education Office at 419-998-3000, the Guidance office 419-998-2921 or the School Resource Office at 419-998-3923.

### **Access to Campus Buildings**

Most campus buildings are locked after 8:30 a.m. Access to campus buildings on weekends is limited to pre-scheduled classes/events and only authorized individuals are granted access. The Maintenance Department provides assistance for accessing buildings outside normal classroom hours.

### **Emergency Notification and Evacuations**

Under the direction of the Superintendent of Apollo Career Center, the Director of Adult Education or their designee, the school will initiate an immediate notification to the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus community, unless the notification at that time will compromise efforts to contain the emergency. The Apollo Career Center Emergency Response Team, upon determining that a significant emergency or dangerous situation exists, will immediately disseminate emergency information to the affected parts of the campus community through the following methods or notification which include but are not limited to outdoor speakers (Bullhorns), local radio stations, building coordinators, campus email system for students, staff and faculty, campus website, portable electronic signs and/or the mass email, text and phone emergency notification system.

Evacuation schematics can be found in every building on campus. Assembly points are designated for each building, as well as for a campus evacuation. Evacuation drills of campus buildings are completed per State guidelines. Notification of the drills will be disseminated by Dean of Students.

In addition the Allen County Emergency Management Agency has tornado warning sirens in the area of campus. These sirens will be activated in cases of weather emergencies. When activated the emergency procedures addressed in the prior paragraphs will take effect.

### **Alcohol and Drug Use**

Apollo Career Center prohibits the use, production, distribution, sale or possession of alcohol in a manner prohibited under Local, State, and/or Federal Law. Apollo Career Center prohibits the use, production, distribution, sale or possession of marijuana, heroin, narcotics, or other controlled substances in a manner prohibited under Local, State, and/or Federal Law. Penalties for violations of these regulations are set forth in the Code of Student Conduct

### **Notice to Campus Community – Sex Offenders**

On July 1, 1997, a new law went into effect concerning Sex Offender Registration and Notification. Under that law, convicted sex offenders must register for a period of time with their local county sheriff's office. Sex offenders are classified as 1) sexually orientated offenders, 2) habitual sex offenders, and 3) sexual predators. The local sheriff's office and Shawnee Police Department is required to notify various entities at Apollo Career Center when a sexual predator or a habitual sex offender, who the court determines is subject to community notification, moves into a specific geographical area. The Allen County Sheriff's Office can be contacted directly at (419) 227-3535 or Shawnee Police Department at (419) 227-3211 for more information.

### **Violence Prevention**

It is the intent of Apollo Career Center to provide a safe and secure working and learning environment for its students, employees, and visitors through prevention, reduction and management of threats of violence or violence. Violence includes, but is not limited to: intimidation, threats, physical attack, behavior that creates a reasonable fear of injury, harm or extreme emotional distress, threats or actual domestic and dating violence, sexual assault, sexual harassment, stalking, displaying a weapon, property damage, or any retaliation against a person who reports a potential or actual violation, and includes acts of violence committed by or against school employees, students, contractual workers, temporary employment agency workers, customers, relatives, acquaintances, or other third parties on school property. Apollo Career Center will employ management strategies to identify and prevent incidents of violence against employees, students, themselves or others; take appropriate action against those who threaten or perpetrate violence, and reduce the effects of violence on victims. Administrators, instructors, staff and students are responsible for reporting indications of potential violent behavior and must not be subjected to retaliation for reporting such good faith concerns. The school may engage all available resources, programs and policies; agency referrals; and, if needed, local law enforcement and emergency services, to respond to alleged acts of violence. Apollo Career Center does not tolerate acts of violence committed by or against employees, students, contractual workers, temporary employment agency workers, volunteers, visitors, or other third parties on school owned, controlled, or leased properties, or while conducting school business at any location, including representing the school at conferences or off-site meetings, or riding in school owned or leased vehicles.

### **Campus SaVE Act/ Violence Against Women Act**

**The 2013 Campus SaVE Act mandates that Domestic Violence, Dating Violence and Stalking be added to the list of reportable crimes under the Clery Act starting with the 2015 Annual Security Report.**

Apollo Career Center will promote ongoing prevention and educational programs on Sexual Assault, Dating Violence, Domestic Violence and Stalking for student, staff and faculty. Apollo will provide information on risk reduction to recognize warning signs of abusive behavior, sexual assault prevention, bystander intervention and the processes for reporting crimes of sexual violence.

## **Policies and Procedures for Sex Offenses as Mandated by the Clery Act and Campus SaVE Act.**

**The following sections include information on; Sexual Assault, Sexual Harassment and Title IX reporting; including the investigative and disciplinary processes.**

### **Discrimination, Harassment, Sexual Misconduct, Stalking, and Retaliation**

Apollo Career Center is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based upon race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation. Such an environment is necessary to a healthy learning, working, and living atmosphere because discrimination and harassment undermine human dignity and the positive connection among all people at the school. Acts of discrimination, harassment, sexual misconduct, stalking, and retaliation will be addressed consistent with this policy. Also consistent with state and federal law, reasonable accommodation will be provided to persons with disabilities.

It is important that members of the school community understand that the law does not just prohibit discrimination and harassment of employees by employers. The law also prohibits discrimination and harassment between members of the school community more generally: for example, between an instructor and a student, between two students, or between a student and an applicant or campus guest.

### **Discriminatory Conduct**

***Discrimination*** is conduct that is based upon an individual's race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation that excludes an individual from participation, denies the individual the benefits of, treats the individual differently or otherwise adversely affects a term or condition of an individual's employment, education, living environment or participation in a school program or activity. This includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.

***Harassment*** is covered under this policy if it is based upon an individual's race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation. Harassing



conduct may take various forms, including, name-calling, graphic or written statements (including the use of cell phones or the Internet), or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Sex-based harassment includes sexual harassment, which is further defined below, and non-sexual harassment based on stereotypical notions of what is female/feminine v. male/masculine or a failure to conform to those gender stereotypes.

Harassment violates this policy when it creates a hostile environment, as defined below.

## **Sexual Harassment**

***Sexual Harassment*** can include unwelcome: sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, including sexual assault. Sexual harassment, including sexual assault, can involve persons of the same or opposite sex. Consistent with the law, this policy prohibits two types of sexual harassment:

### **Tangible Employment or Educational Action**

This type of sexual harassment occurs when the terms or conditions of employment, educational benefits, academic grades or opportunities, living environment or participation in a school activity is conditioned upon, either explicitly or implicitly, submission to or rejection of unwelcome sexual advances or requests for sexual favors, or such submission or rejection is a factor in decisions affecting that individual's employment, education, living environment, or participation in a school program or activity. Generally, perpetrators will be agents or employees with some authority from the school.

Sexual harassment may create a hostile environment as defined below.

## **Hostile Environment Harassment**

***Hostile Environment*** based on race, color, religion, national origin, creed, service in the uniformed services, veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation exists when harassment:

- is sufficiently serious (i.e., severe, pervasive, or persistent) and objectively offensive so as to deny or limit a person's ability to participate in or benefit from the school's programs, services, opportunities, or activities ; or
- when such conduct has the purpose or effect of unreasonably interfering with an individual's employment.

- Harassment that creates a hostile environment (“hostile environment harassment”) violates this policy.

A hostile environment can be created by anyone involved in a school program or activity (e.g., administrators, instructors, students, and even campus guests). Mere offensiveness is not enough to create a hostile environment. Although repeated incidents increase the likelihood that harassment has created a hostile environment, a serious incident, such as a sexual assault, even if isolated, can be sufficient.

In determining whether harassment has created a hostile environment, consideration will be made not only as to whether the conduct was unwelcome to the person who feels harassed, but also whether a reasonable person in a similar situation would have perceived the conduct as objectively offensive. Also, the following factors will be considered:

- The degree to which the conduct affected one or more students’ education or individual’s employment;
- The nature, scope, frequency, duration, and location of incident or incidents;
- The identity, number, and relationships of persons involved;
- The nature of higher education.

***Sexual Misconduct*** includes sexual assault, inducing incapacitation for sexual purposes, sexual exploitation, and relationship violence. ***Sexual Assault*** means an actual or attempted sexual contact with another person without that person’s consent. Sexual assault includes, but is not limited to:

- Involvement in any sexual contact when the victim is unable to consent.
- Intentional and unwelcome touching of, or coercing, forcing, or attempting to coerce or force another to touch a person’s intimate parts (defined as genital area, groin, inner thigh, buttocks, or breast).
- Sexual intercourse without consent, including acts commonly referred to as “rape.”

***Consent*** is informed, freely given, and mutual. If coercion, intimidation, threats, or physical force are used there is no consent. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption, or being asleep or unconscious. There is no consent when there is force, expressed or implied, or use of duress or deception upon the victim. Silence does not necessarily constitute consent. Past consent to sexual activities does not imply ongoing future consent. Whether an individual has taken advantage of a position of influence over an alleged victim may be a factor in determining consent.

***Inducing incapacitation for sexual purposes*** includes using drugs, alcohol, or other means with the intent to affect or having an actual effect on the ability of an individual to consent or refuse to

consent (as “consent” is defined in this policy) to sexual contact.

**Sexual Exploitation** occurs when a person takes non-consensual or abusive sexual advantage of another for anyone’s advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the preceding sexual misconduct offenses. Examples of behavior that could rise to the level of sexual exploitation include:

- Prostituting another person;
- Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
- Non-consensual distribution of photos, other images, or information of an individual’s sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
- Going beyond the bounds of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- Engaging in non-consensual voyeurism;
- Knowingly transmitting an STI, such as HIV, to another without disclosing your STI status;
- Exposing one’s genitals in non-consensual circumstances, or inducing another to expose his or her genitals;
- Possessing, distributing, viewing or forcing others to view illegal pornography;

**Stalking** includes repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device or method that purposely or knowingly causes substantial emotional distress or reasonable fear of bodily injury or death.

**Retaliation** is action taken by an accused individual or an action taken by a third party against any person because that person has opposed any practices forbidden under this policy or because that person has filed a complaint, testified, assisted, or participated in any manner in an investigation or proceeding under this policy. This includes action taken against a bystander who intervened to stop or attempt to stop discrimination, harassment, or sexual misconduct. Retaliation includes intimidating, threatening, coercing, or in any way discriminating against an individual because of the individual’s complaint or participation. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy.

### **Off-Campus Conduct**

Conduct that occurs off campus can be the subject of a complaint or report and will be evaluated to determine whether it violates this policy, e.g. if off-campus harassment has continuing effects that create a hostile environment on campus. Allegations of off-campus sexual misconduct are of particular concern and should be brought to the school's attention.

## **Mandatory Employee Reporting of Sex-based Discrimination, Sexual Harassment and Sexual Misconduct Involving Students**

In order to enable the school to respond effectively and to stop instances of sex-based discrimination, sexual harassment and sexual misconduct involving students at the school proactively, all school employees must, within 24 hours of receiving the information, report information they have about alleged or possible sex-based discrimination, sexual harassment, and sexual misconduct involving students to the EO. Employees who are statutorily prohibited from reporting such information are exempt from these reporting requirements, including licensed health-care professionals. Please note that this policy does not reach curriculum or in any way prohibit or abridge the use of particular textbooks or curricular materials.

Upon receiving a report of alleged or possible sex-based discrimination, sexual harassment, or sexual misconduct, the EO will evaluate the information received and determine what further actions should be taken. The EO will follow the procedures described in the Discrimination Grievance Procedures. The EO will take steps, either directly with the complainant or through a reporting employee, to provide information about the School's Discrimination Grievance Procedures, as well as available health and advocacy resources and options for criminal reporting.

Apollo's Title IX Coordinator (EO) is Jamie Buell. Jamie can be reached at 419-998-2920.

### **Sanctions and Corrective Action**

Violations of this policy will be addressed through the Discrimination Grievance Procedures. Consequences for violating this policy will depend upon the facts and circumstances of each particular situation. Sanctions and Corrective Action could include: a requirement not to repeat or continue the discriminatory, harassing, or retaliatory conduct, a reprimand, a no-contact order, denial of a merit pay increase, reassignment, suspension or termination. The severity of sanctions or corrective action will depend on the frequency and severity of the offense and any history of past discriminatory, harassing or retaliatory conduct. A finding of discrimination, harassment that creates a hostile environment or results in a tangible employment or educational action, or sexual misconduct may be cause for disciplinary action, up to and including the discharge of employees and the expulsion of students, in accordance with applicable School procedures. The School may also take appropriate action if it does not find discrimination or harassment that creates a hostile environment or results in a tangible employment or educational action, but (a) the School found that the respondent engaged in disruptive behavior or (b) to prevent the creation of a hostile environment.

### **Amnesty for Drug or Alcohol Possession and Consumption Violations**

Apollo strongly encourages students to report instances of sex-based discrimination, sexual harassment, and sexual misconduct involving students. Therefore, students who report information about sex-based discrimination, sexual harassment, or sexual misconduct involving students will not

be disciplined by the school for any violation of the school's drug or alcohol possession or consumption policies in which they might have engaged in connection with the reported incident.

## **Free Speech and Academic Freedom**

The school recognizes and protects full freedom of inquiry, teaching, research, discussion, study, publication, and for artists, the creation and exhibition of works of art, without hindrance, restriction, equivocation, or reprisal. This right extends to other facets of campus life to include the right of an instructor, staff member or student to speak on general educational questions or about the school. In addressing all complaints and reports under this policy, the school will take all permissible actions to ensure the safety of students and employees while complying with free speech requirements for students and employees. While the school will protect students' and employees' rights against sex discrimination under this policy, this policy does not apply to curriculum or in any way prohibit or abridge the use of particular textbooks or curricular materials.

## **External Complaints**

If you filed a complaint with the EO and believe the school's response was inadequate, or you otherwise believe you have been discriminated against by the school on the basis of race, color, national origin, sex, including sexual harassment, disability, age, or retaliation, you may file a complaint with the Office for Civil Rights (OCR) of the U.S. Department of Education or the Education Opportunities Section (EOS) of the Civil Rights Division of the U.S. Justice Department of Justice, and a complaint based on religion with EOS of the U.S. Justice Department.

## **Resources**

The school's Safety and Security Annual Report of on-campus crime statistics now includes forcible and non-forcible sex offenses, in lieu of the single category of rape used on previous reports, in compliance with the Campus Security Act. Copies of the Safety and Security Annual Report (required by the Student Right-to-Know and Campus Security Act of 1990) which details on-campus crime statistics for the three previous calendar years may be obtained at the following locations:

- Adult Education Office
- High School Guidance Office
- Apollo's website: [www.apollocareercenter.com](http://www.apollocareercenter.com)

Crime prevention materials concerning personal safety on campus, rape and date or acquaintance

rape will be available at the Guidance Office. During the academic year, Apollo will provide sex crime prevention information through campus publications and presentations to student groups on request.

## **Discrimination Grievance Procedures**

The purpose of these procedures is to provide a prompt and equitable resolution for complaints or reports of discrimination based upon race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation. Any person believing that they have been subjected to discrimination or harassment on any of these bases may file a complaint or report with the school. These procedures address all complaints or reports of alleged discrimination or harassment, including conduct that violates the Discrimination, Harassment, Sexual Misconduct, Dating Violence, Stalking and Retaliation Policy (hereinafter referred to as “Policy Violations”). The procedures also address complaints or reports of retaliation against those who have opposed practices forbidden under the policy, those who have filed complaints or reports under the policy, and those who have testified or otherwise participated in enforcement of the policy.

## **Complaints and Reporting**

Complaints and third-party reports of discrimination, including Policy Violations, should be made to the Title IX Coordinator (“EO”). The EO staff members are trained to help you find the resources you might need, to explain all reporting options, and to respond appropriately to conduct of concern. All instances of retaliation should be reported and will be addressed in the same manner. The contact information for the EO is listed below.

Jamie Buell, Title IX Coordinator  
Apollo Career Center  
3325 Shawnee Road  
Lima, OH 45806  
Phone: 419-998-2920  
Email: [Jamie.buell@apollocc.org](mailto:Jamie.buell@apollocc.org)

Complaints and reports should be made as soon as possible after an incident. The EO coordinates and tracks all complaints and reports under this procedure.

There are several avenues available for submitting a complaint or report:

- Leave a private voice message for the EO;
- Send a private email to one of the EO staff;
- Mail a letter to the EO office;
- Visit one of the EO staff (it is best to make an appointment first to ensure availability).
- Report to another trusted School official (e.g., Instructor, Program Manager, Advisor) who will provide information as required under the policy to the EO.

If there is a complaint about the EO or any staff member that is part of the EO Office, or if the EO or EO staff has a complaint, that complaint should be filed with the Superintendent. The Superintendent will appoint another trained individual to take the place of the EO for purposes of the complaint.

## **Criminal Reporting**

Please remember that if someone is in immediate danger or needs immediate medical attention, the first place to report is 911. They may also report to Apollo's Resource Officer (dial 3923) or the School Superintendent, the Adult Education Director (dial 2972) or any other school administrator. Some forms of discrimination and harassment may also be crimes. For example, sexual assault, stalking and rape are crimes. Criminal reports should be made to law enforcement, even if it is uncertain whether the particular conduct is a crime. Calling local law enforcement can help you: obtain emergency and nonemergency medical care; get immediate law enforcement response for your protection; understand how to provide assistance in a situation that may escalate to more severe criminal behavior; arrange a meeting with victim advocate services; find counseling and support; initiate a criminal investigation; and answer questions about the criminal process. In order to preserve any physical evidence of a sexual offense, victims of sexual assault are urged not to bathe, shower, use any feminine douche or change clothing. Such victims should go immediately to a medical facility of their choice to receive medical treatment if needed and to insure that the appropriate examinations are conducted to collect the necessary physical evidence of the assault. (3) The cost of medical treatment or examination of the victim of a sexual assault for physical evidence shall be charged to the political sub-division where the offense occurred (Ohio Revised Code Statutes 2907.28 and 2907.29). There is no cost to the crime victim for such medical treatment or examination in Ohio.

## **Confidentiality of Complaints and Reports**

Parties in these processes, including the Complainant, the individual accused of a Policy Violation ("Respondent"), and witnesses, have privacy rights and reasonable expectations of confidentiality in the investigation of matters subject to this procedure. In addition, the integrity of the process depends on ensuring reasonable expectations of confidentiality. The EO will keep confidential the complaint, report, witness statements, and any other information provided by the Complainant, Respondent, or witnesses and will disclose this information only to the Complainant, Respondent, or witnesses as necessary to give fair notice of the allegations and to conduct the investigation; to law enforcement consistent with state and federal law; to other Ohio Technical Center officials as necessary for coordinating interim measures or for health, welfare, and safety reasons, and to government agencies who review the school's compliance with federal law. The investigation report and any written decision from the Discrimination Grievance Committee will be disclosed only to the Complainant, Respondent, EO, or Discipline Authority<sup>1</sup> as necessary, and school officials as necessary to prepare for subsequent proceedings (e.g., School Superintendent and Legal Counsel). Members of the Discrimination Grievance Committee have the same strict obligations to keep all information they learn confidential, subject to the limited exception when necessary to protect health, welfare or safety. Information about complaints and reports, absent personally identifiable information, may be reported to School officials and external entities for statistical and



analysis purposes pursuant to federal and state law and school policy.

### **Anonymous and Third Party Reporting**

The EO accepts anonymous and third-party reports of conduct alleged to violate this Policy and will follow up on such reports. The individual making the report (Reporter) is encouraged to provide as much detailed information as possible to allow the EO to investigate and respond as appropriate. The EO may be limited in the ability to investigate an anonymous report unless sufficient information is furnished to enable the EO to conduct a meaningful and fair investigation.

### **Role of the EO**

The EO is charged with coordinating the school's compliance with federal civil rights laws, all of which are listed at the end of these procedures. The EO is not an advocate for either the Complainant or the Respondent. The EO will explain to both parties the informal and formal processes outlined below and the confidentiality provisions as outlined above. Where appropriate, the EO will provide to both parties information about options for obtaining medical and counseling services; information about making a criminal report, information about receiving advocacy services, information about other helpful campus and community resources. The EO will offer to coordinate with other campus officials, when appropriate, to implement interim remedial measures such as no-contact orders, physical arrangements, or academic accommodations. The EO will describe the process of a fair and impartial investigation. The EO will explain the right of the Respondent to review and respond to allegations and evidence against him or her. The EO will explain to both parties their rights to have a person of support with them during their interviews and during the hearing stage of these procedures. If an individual does not want to pursue a complaint, the EO will inform the individual that the School is limited in the actions it can take without the cooperation of the individual. The EO will also explain to parties and witnesses that retaliation for reporting strictly prohibited and that any retaliation should be immediately reported and will be promptly addressed.

<sup>1</sup> In the case of employees, the Discipline Authority is the school administrator with the authority to impose sanctions in accordance with applicable employment policies and procedures and collective bargaining agreements. In the case of students, the Discipline Authority is the Superintendent.

### **Immediate Action and Interim Measures**

The school may take interim measures to assist or protect the parties during the grievance process, as necessary and with the Complainant's consent. Such measures for a student Complainant may include arranging for changes in class schedules or issuing a no-contact order, obtaining counseling, and modifying test schedules or other class requirements temporarily. For an employee Complainant, the school may temporarily reassign or place on administrative leave an employee alleged to have violated this policy.



## Resolution

If a Complainant chooses to file a complaint, there are two avenues for resolution of an alleged policy violation: formal and informal resolution. The Complainant has the option to proceed informally, when permissible. In cases involving allegations of sexual assault, informal resolution is not appropriate, even if both the Complainant and Respondent indicate a preference for informal resolution.<sup>2</sup> The EO is available to explain the informal and formal resolution procedures.

### Informal Process and Resolution

If the Complainant, the Respondent, and the EO all agree that an informal resolution should be pursued, the EO (or her/his designee) shall attempt to facilitate a resolution of the conflict that is agreeable to all parties. Under the informal process the EO shall be required only to conduct such fact-finding as is useful to resolve the conflict and as is necessary to protect the interests of the parties, the school and the community. Typically, an informal investigation will be completed within twenty (20) days of receipt of the complaint. If it becomes necessary to extend the process, both parties will be notified of a revised expected resolution timeframe.

A Complainant or Respondent always has the option to request a formal investigation. The EO also always has the discretion to initiate a formal investigation. If at any point during the informal process, the Complainant, the Respondent, or the EO wishes to cease the informal process and to proceed through formal grievance procedures, the formal process outlined below will be invoked.

The informal resolution must adequately address the concerns of the Complainant, as well as the rights of the Respondent and the overall intent of the school to stop, remedy and prevent policy violations. (Informal actions might include, but are not limited to: providing training to a work unit; having an informal discussion with an individual whose conduct, if not stopped, could rise to the level of discrimination, or hostile environment harassment; or having a confidential conversation with a supervisor or instructor.

<sup>2</sup> The U.S. Department of Education, Office for Civil Rights, Dear Colleague Letter, dated April 4, 2011, p. 8, states: In cases involving allegations of sexual assault, mediation is not appropriate even on a voluntary basis.

### Formal Process

**(EO refers to the EO or trained designee.)**

**Step 1:** EO discusses concerns with Complainant, and the Respondent as appropriate, including providing information about the policy and procedures and other helpful resources. EO also considers whether immediate or interim actions or involvement of other school offices is appropriate. EO determines whether the office has jurisdiction to investigate the matter. The EO only has jurisdiction

to investigate complaints alleging discrimination, harassment, sexual misconduct, stalking, and retaliation.

Option 1: If the EO determines that there is no jurisdiction, the EO will offer to assist the Complainant and, as appropriate, the Respondent, in finding appropriate campus and off-campus resources for addressing the issue of concern.

Option 2: If the EO determines that there is jurisdiction, the EO will proceed to Step 2.

**Step 2:** EO conducts or oversees the conducting of a fair and impartial investigation of the alleged Policy Violation and proceeds to Step 3. Typically an investigation will be completed within twenty (20) days of receipt of the complaint. If it becomes necessary to extend the process, both parties will be notified of a revised expected resolution timeframe. Only a trained investigator will conduct an investigation. Respondents will have the opportunity to review and respond to evidence considered against them. Both parties will have the opportunity to review and provide comments to the investigator about the written investigation report before it is finalized.

**Step 3:** EO determines whether there is a preponderance of the evidence to believe that an individual engaged in a Policy Violation. This means that individuals are presumed not to have engaged in alleged conduct unless a “preponderance of the evidence” supports a finding that the conduct has occurred. This “preponderance of the evidence” standard requires that the evidence supporting each finding be more convincing than the evidence in opposition to it.

In making the determination of whether harassment has created a hostile environment, the EO will consider not only whether the conduct was unwelcome to the Complainant, but also whether a reasonable person in the Complainant’s situation would have perceived the conduct as objectively offensive. The EO’s findings will be in writing and will be provided to both the Complainant and the Respondent.

**Option 1:** If EO finds a preponderance of the evidence of a Policy Violation does not exist, the matter is documented and closed; in this case the Complainant may appeal the finding to the Discrimination Grievance Committee.

**Option 2:** If EO finds that a preponderance of the evidence of a policy violation exists, the EO’s written report will include recommendations for steps to take to prevent recurrence of any such violation, and as appropriate, remedies for the Complainant. The Respondent may appeal the finding to the Discrimination Grievance Committee. If the Respondent does not contest the finding, the Respondent will be required to sign the written finding and the written finding will be provided to the Discipline Authority for a determination of appropriate sanctions. In the case of student Respondents, the Discipline Authority will be the School Administrators. In the case of employees, the Discipline Authority is the School Superintendent or Adult Education Director who

has the authority to impose sanctions in accordance with applicable employment policies and procedures. The Discipline Authority must inform the EO of the ultimate sanctions imposed upon a Respondent. The EO will inform the Complainant of the sanctions as permitted by applicable Title IX and privacy laws.

## **Relation to the Student Code of Conduct**

The Superintendent or the Director of Adult Education is charged with imposing sanctions on students who are found to have violated the policy. Sanctions may include, suspension, expulsion, probation, a warning, or any other sanction set forth in the Student Conduct Code. Disciplinary records for policy violations are maintained in the same manner as other disciplinary records.

## **Reporter or Complainant Requests No Investigation**

If a reporter or Complainant requests that an investigation not be conducted, the EO will consider the reasons for the request, including concerns about continued safety of the person reportedly harmed and members of the campus community. The EO must also balance considerations about the continued health and safety of members of the community against a reporter's or complainant's desire not to have the report investigated. In cases when a reporter or complainant does not want to have a report investigated, but the EO has concerns that not taking formal or informal action might endanger the health or safety of members of the campus community, the EO will initiate confidential consultation with appropriate individuals to analyze the situation and assist in determining appropriate measures to take. Consultation may occur with the Superintendent, Director of Adult Education, school administrators, student resource officer, Clery Compliance Officer, and legal counsel. The EO will make the ultimate decision about whether to conduct a formal investigation or respond to the report in another manner, including taking informal actions, such as those described above.

## **Composition of the Grievance Committee**

The committee shall have four (4) regular members including the Chair. Of the four regular members, one shall be a student, one shall be a member of the faculty, one shall be a member of the non-academic staff, and one shall be a representative of the administrative staff.

## **Selection of Members**

Members shall be appointed by the Superintendent. Each of the four groups listed below will nominate four (4) candidates. The Superintendent will appoint one member from each pool of four (4) candidates. The Superintendent shall also designate one (1) alternate from each of these groups:

1. Instructor
2. Student
3. Administrative Staff Member
4. Non-classified Staff Member

## **Appointment of Chair**

The Superintendent shall appoint the Chair.

### **Removal of Members**

The Committee Chair may either permanently or temporarily remove or replace any regular member of the committee under the following circumstances:

- a. In response to a request from those responsible for the nomination of the member;
- b. In response to a request from a majority of the committee members;
- c. In response to a request from the EO;
- d. In response to a request from a committee member that he/she be excused;
- e. In response to a request from a party who raises a legitimate concern regarding a conflict of interest.

If any person or group other than the member requests removal, that member will have an opportunity to rebut any evidence presented in support of the request for removal. If a concern as enumerated above is raised about the Chair, the Superintendent will make the determination about either permanently or temporarily removal from the committee.

### **Quorum**

There must be a member from each of the four constituent groups specified above to constitute a quorum.

### **Authority of the Committee**

The committee may: (1) call student and employee witnesses to testify or to be present during a hearing, and obtain other evidence held by the school or any student or school employee; (2) arrange with the EO for appropriate funding and staff support to facilitate hearings; (3) hold pre-hearing conferences; (4) issue hearing orders; (5) hold formal hearings and control conduct of such hearings; and (6) make decisions, findings of fact, and recommendations, including recommended sanctions, to the Superintendent by vote of a majority of the regular members involved in the hearing process.

### **Filing an Appeal**

A request for a hearing must be filed within five (5) working days, of the receipt of the EO's decision, unless good cause can be shown for an extension of time. The request for a hearing must be filed with the EO. The request for a hearing must be in writing and must describe the appellant's desired outcome; as well as describe how the appellant believes the EO: (1) exhibited unfair bias which influenced the result of the investigation; (2) failed to conduct a thorough investigation; (3) issued arbitrary findings and recommendations; (4) had a conflict of interest; or (5) issued findings

and recommendations that if adopted would result in substantial injustice. As soon as practicable, the EO will provide the non-appealing party and the Chair of the Discrimination Grievance Committee with a copy of the written appeal.

## **Standard of Review**

The committee reviews the findings and recommendations of the EO. The committee may approve, overturn, or modify the findings and recommendations of the EO. The committee may overturn or modify the EO's findings and recommendations if it finds that the EO: (1) exhibited unfair bias which influenced the result of the investigation; (2) failed to conduct a thorough investigation; (3) issued arbitrary findings and recommendations; (4) had a conflict of interest; or (5) issued findings and recommendations that if adopted would result in substantial injustice.

## **Notice of Hearing**

Within ten (10) working days of receipt of the written request for a hearing, the EO will notify the Complainant and the Respondent of the time and place of the formal hearing before the Discrimination Grievance Committee. This process might be extended during periods between academic semesters when a quorum of the committee cannot be convened. The hearing will normally be scheduled within thirty (30) days of receipt of the written appeal. If such an appeal causes a significant delay, the EO will consider interim measures, as described above, to continue to protect the parties during the process.

## **Preparation for and Conduct of the Hearing**

### *Written Statements on Appeal*

Within ten (10) working days of filing the appeal, the party appealing the decision must submit to the EO the following information:

(a) detailed statement of facts relevant to the complaint or report of discrimination, hostile environment harassment, sexual misconduct, stalking, or retaliation; (b) names and addresses and anticipated testimony from witnesses to be called; (c) copies of any documents which will be submitted as evidence; (d) additional materials the party believes the committee should obtain prior to the hearing; (e) reference to the portion of the policy alleged to be violated; (f) specific remedy(ies) requested; and (g) whether the party will be represented by legal counsel and the identity of the counsel. The non-appealing party may also submit the information described in (a) through (f), above.

If the non-appealing party will participate in the hearing, that party must notify the EO as described above: (g) whether he or she will be represented by legal counsel. In cases in which the non-appealing party chooses not to participate in the hearing, the EO will provide to the Discrimination Grievance Committee, in addition to the written investigation report, any additional documents or other materials and names and addresses of any witnesses the EO believes should provide information

to the Committee at the hearing.

### *Legal Counsel Representation*

Both parties have a right to be represented by legal counsel. If either party chooses to be represented by legal counsel, Schools Legal Counsel will be present to ensure that the rights of all interested persons and the school are respected. The role of a party's attorney shall be limited to consultation with the attorney's client and client witnesses.

### *Forwarding Appeal Documents*

The EO will forward copies of the EO's written investigation report; the above-listed materials; and any additional evidence relevant to the matter to the members of the Discrimination Grievance Committee at least five (5) days prior to the hearing.

### *Pre-hearing Conference*

At any time within five (5) days prior to the date of the formal hearing the Chairperson of the Discrimination Grievance Committee may call a pre-hearing conference. Topics discussed at a pre-hearing conference may include, but are not limited to: (a) whether the evidence presented is complete; (b) whether additional investigation is required; (c) whether additional witness should be called; and (d) time limits and order of presentation of evidence at the hearing. At the request of any party, the Committee Chairperson will conduct separate meetings with the appellant and the respondent for purposes of the pre-hearing conference. With concurrence of a majority of the Discrimination Grievance Committee, the Chair may decide to: set aside the hearing date for any period up to ten (10) days for additional investigation, to obtain additional witnesses or evidence.

### *The Hearing*

The Chair of the Discrimination Grievance Committee will conduct the hearing. The hearing will be a non-adversarial proceeding and strict rules of evidence will not be applied. However, the Chair of the Committee may limit or refuse to allow evidence or testimony that is not reasonably related to a determination of whether a violation of the policy occurred.

The hearing will be conducted to assure fairness and accuracy in fact-finding. The parties and witnesses will address the members of the committee rather than each other. The Chair will be the final arbiter of all matters of procedure. All hearings are closed to the public.

### *The Decision*

Within ten (10) working days of the conclusion of the formal hearing the Discrimination Grievance Committee will submit a decision in writing to the parties, the EO and to the Superintendent. The written decision will contain the following:

- a. A summary of the allegations including a description of the harm alleged to have been caused;
- b. A summary of the response to the allegations;
- c. A statement of the relief sought by the Complainant if known, or of the recommendation of the EO, if applicable;
- d. Specific reference to the portion(s) of the policy(ies) alleged to have been violated;
- e. Analysis of whether the EO: (1) exhibited unfair bias which influenced the result of the investigation; (2) failed to conduct a thorough investigation; (3) issued arbitrary findings and recommendations; (4) had a conflict of interest; or (5) issued findings and recommendations that if adopted would result in substantial injustice; and
- f. Recommendations, if any, regarding redress of the complaint as well as any other recommendations, as applicable, for precluding further policy violations.

### *Action on Decision*

The Superintendent will review the Committee's decision. The Superintendent's review is limited to determining:

(1) Whether the evidence provides a reasonable basis for the resulting decision; and (2) whether specified procedural errors were so substantial as to deny a fair hearing to either party. Within ten (10) days of receipt of the Committee's decision, the Superintendent will notify the Committee Chair, the EO, and the parties, in writing, of the decision relative to each of the findings and recommendations forwarded by the Discrimination Grievance Committee. The EO will distribute copies to Committee members and to the parties.

### **Conflict of Interest and Training**

All school officials who are involved in the discrimination grievance process, including the EO, designated investigators, Discrimination Grievance Committee, and discipline authorities, will have adequate training. Training will address, but is not limited to, recognizing and appropriately responding to allegations of discrimination, harassment, including hostile environment harassment, sexual misconduct, and retaliation, conducting investigations, protecting confidentiality, and recognizing the link between alcohol and drug use and sexual assault and sexual harassment.

The names of the investigator and the individuals who will serve on the Discrimination Grievance Committee for a particular matter will be readily accessible. These individuals must promptly disclose any potential conflict of interest they might have in a particular case. In the rare situation

in which an actual or perceived conflict of interest arises between an investigator, or member of the Discrimination Grievance Committee, that conflict must be disclosed to both parties.

## **External Complaints**

If you filed a complaint with the EO and believe the school's response was inadequate, or you otherwise believe you have been discriminated against by the school on the basis of race, color, national origin, sex, including sexual harassment, disability age, or retaliation, you may file a complaint with the Office for Civil Rights (OCR) of the U.S. Department of Education or the Educational Opportunities Section (EOS) of the Civil Rights Division of the U.S. Justice Department of Justice, and a complaint based on religion with EOS of the U.S. Justice Department.

As a student or employee, if you filed a complaint with the EO and believe the school's response was inadequate, or you otherwise believe you have been discriminated against by the school on the basis of race, color, national origin, sex, including sexual harassment, disability, age, religion, creed, pregnancy, marital status, familial status or political beliefs, or retaliation, you may file a complaint with the Ohio Civil Rights Commission.

## **Options in Reporting Sex Offenses to Local Law Enforcement Agencies**

Students who become victims of sexual assaults are strongly encouraged to report such offenses to the appropriate law enforcement agency. If the offense occurs on Apollo's Campus, the student has the option of notifying the Shawnee Police Department, Ohio State Highway Patrol or the Allen County Sheriff's Department. All three law enforcement agencies have jurisdiction over criminal matters on Apollo's campus. The appropriate law enforcement agency can be contacted by dialing 9-1-1 from any campus telephone.. Students may request assistance in making such a report to a law enforcement agency from any member of the campus faculty and staff or from the school resource officer.

## **Available Counseling**

Attending adult education classes can be one of the best times in a person's life. It is often a time of meeting new friends, having new experiences and discovering a new sense of freedom. For many though, this time is also met with a variety of new stresses and problems. Apollo provides on-site career counseling but may make referrals to outside agencies for professional counseling (see Appendix A) for any student who needs help understanding the problems they are facing. Students work with a counselor to learn new ways to cope or make positive life changes. Students who take the time to speak with a professional counselor are often able to resolve their personal problems and feel better faster than if dealing with the problems by themselves.



### Common Problems that Students often bring to a Counselor include:

- Feeling of being overwhelmed
- Adjusting to new responsibilities
- Managing time and/or procrastinating
- Lacking motivation
- Making decisions
- Relating with family, friends and/or significant others
- Test taking anxiety
- Feelings of sadness, loneliness or depression
- Eating, drinking or drug use behaviors that are of concern
- Coping with an illness
- Expressing anger appropriately

Students in crisis or who need immediate assistance can call the *We Care Crisis Center at 1-800-567-HOPE*.

Counseling and crime victim assistance is also available for sex crime victims through the *Allen County Crime Victim Services at (419) 222-8666*.

See appendix A for additional community resources

### Academic Assistance for Sex Offense Victims

Apollo Career Center will make every effort to assist sex offense victims who request changes in their academic situation after an alleged sex offense, if such changes can be reasonably made. Students who need modification of their academic situation should contact the Director of Adult Education Programs at 419-998-2972.

### Definitions

For the purposes of this document the following definitions were used in the reportable crime offenses reported under the Clery Act/Campus SaVE Act:

#### **Sexual Offenses**

As per the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program

## **Sex Offenses – Forcible**

Any sexual act directed against another person, forcible and/or against the person's will; or not forcible or against the person's will where the victim is incapable of giving consent.

### **Forcible Rape**

The carnal knowledge of a person, forcible and/or against the person's will; or not forcible or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

#### **1. Forcible Sodomy**

Oral or anal sexual intercourse with another person, forcible and/or against that person's will; or not forcible or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

#### **2. Sexual Assault with an Object**

The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against the person's will; or, not forcible or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

#### **3. Forcible Fondling**

The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against the person's will; or, not forcible or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

## **Sex Offenses – Non-Forcible**

Unlawful, non-forcible sexual intercourse

#### **1. Incest**

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

#### **2. Statutory Rape**

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

## **Crime Definitions**

*As per the Uniform Crime Reporting Handbook*

**Arson**

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

**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 the injury result from an aggravated assault when a gun, knife or another weapon is used which could and probably would result in a serious injury if the crime were successfully completed.

**Burglary**

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

**Manslaughter by Negligence**

The killing of another person through gross negligence

**Murder and Non-Negligent Manslaughter**

The willful (non-negligent) killing of one human being by another.

**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.)

**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.

**Drug Abuse Violations**

Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include; opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Liquor Law Violations**

The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possession of intoxicating liquor, maintaining unlawful drinking places; bootlegging; operating a still,; furnishing liquor to a minor or intemperate person; using vehicle for illegal transporting of liquor,

drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkness and driving while under the influence are not included in this definition.)

### **Weapons Law Violations**

The violations of laws or ordinances dealing with weapons offenses, regulatory in nature such as; manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons, and all attempts to commit any of the aforementioned.

### **Domestic Violence**

Asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, persons similarly situated under domestic or family violence laws, or anyone else protected under domestic or family law violence.

### **Dating Violence**

Violence by a person who has been in a romantic or intimate relationship with the victim, whether there was such a relationship will be gauged by its length, type and frequency of interaction.

### **Stalking**

Repeatedly following, harassing, threatening, or intimidating another by telephone, mail, electronic communication, social media, or any other action, device or method that purposely or knowingly causes substantial emotional distress or reasonable fear of bodily injury or death.

### **Hate Crime**

A hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a performed negative opinion or attitude towards a group of persons based on their race, gender, religion, sexual orientation, gender identity, ethnic or national origin, or disability.

All of the reportable Cleary crimes statistics that are listed above are also the reportable offenses for hate crimes. In addition, crimes such as larceny, intimidation and destruction/damage/vandalism of property can also be classified as reportable hate crimes

### **Geographic Locations**

#### **On Campus**

Defined as (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes; and (2) Any building or property that is within or reasonably contiguous to the area identified in (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes

## **Public Property**

Defined as all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediate adjacent to and accessible from campus.

## **Off Campus locations:**

- Putnam County Educational Service Center: 124 Putnam Pkwy, Ottawa, OH 45875
- GED Locations:
  - 315 S Collins Ave, Lima, OH 45804
  - 1501 S Dixie Hwy, Lima, OH 45804
  - 220 W Livingston St, Celina, OH 45822
  - 201 N Perry St, St Marys, OH 45885
  - 309 W 2nd St, Delphos, OH 45833
- The Lima Police Department, the Allen County Sheriff's Office, Shawnee Police Department, the Ottawa Police Department, the Putman County Sheriff's Office, the Kenton Police Department and the Hardin County Sheriff's Office were contacted and requested to provide crime statistics for the locations within their jurisdiction.

**CAMPUS CRIME 3-YR STATISTICS**

	On Campus			Off Campus*			Bordering Public Property		
	2014	2015	2016	2014	2015	2016	2014	2015	2016
<b>Criminal Offense</b>									
Murder and Non Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
<b>Sex Offenses – Forcible:</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
<b>Sex Offenses – Non-Forcible:</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	1	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
<b>Hate Crimes - Criminal Offense</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0
<b>VAWA Offenses</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
<b>Arrests</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Illegal Weapons Possession	1	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
<b>Disciplinary Actions</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Weapons: carrying, possessing, etc.	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0

## Counseling and Community Services

### AA

419-229-7484

877-515-1255

### Allen County DJFS

1501 S. Dixie Highway

Lima, OH 45804

### ASTOP (Substance Abuse Services)

1519 N. Main Street

Lima, OH 45802

419-222-4557 Ext 104

### Coleman Behavioral Health

799 S. Main Street

Lima, OH 45806

419-229-2222

24 Hour Emergency Access

1-800-567-4673 or 419-228-4673

### Crime Victim Services

#### **Allen County**

330 N. Elizabeth Street

419-222-8666

1-877-867-7273

#### **Putnam County**

338 East Third Street

419-523-1111

1-877-274-7471

### Crisis Center (We Care Regional)

(Allen, Auglaize, Hardin)

1-800-567-HOPE (4673)

### Crossroads Crisis Center

(Does not have caller ID)

2321 W. Market Street

419-228-4357

### Family Planning Center

1644 North Main Street

Lima, OH 45801

419-228-6154

### Family Resource Center

530 S. Main Street

1-800-472-5279

Allen 419-222-1168

Auglaize 419-394-7451

Hardin 419-675-2243

### Guiding Light

592 S. Main Street

Lima, OH 45804

419-236-7935

### Health Department

219 E. Market Street

Lima, OH 45801

419-228-4457

### Heartbeat of Lima

3225 W. Elm Street

Lima, OH 419-222-7945

### Samaritan Counseling Center

1130 W. Market Street

Lima, OH 45805

419-228-2070

1-877-228-2070

### St. Rita's Medical Center

#### **Addiction Services**

730 W. Market Street

Lima, OH 45801

419-226-9828

### Teen Line

1-877-419-SAFE (7233)

### West Ohio Food Bank

1380 E. Kibby Street

Lima, OH 45804

419-222-7946