



DEPARTMENT OF PUBLIC SAFETY

2023 ANNUAL SECURITY REPORT



OWENS
COMMUNITY COLLEGE



October 1, 2023

Dear Community Member,

On behalf of Owens Community College and the staff of the Department of Public Safety, I would like to take a moment and thank you for your interest in the 2023 Annual Security Report. This all-inclusive document outlines internal and external resources available to the College and community at-large, and provides specific information in support of the department's ongoing commitment to maintaining a safe learning and working environment at Owens Community College. This commitment is a collaborate effort involving faculty, staff, students and visiting community members.

By October 1 annually, the Department of Public Safety publishes the Annual Security Report to include crime statistics in compliance with the Clery Act. The crime statistics specify crimes/incidents that have been reported over the past three years that have either occurred on campus, in off-campus buildings or property owned or controlled by the College, or on public property adjacent to campus. This report focuses on College programs, properties and facilities owned or controlled by the College. Owens Community College has campuses located in Perrysburg Township and the City of Findlay.

The report also contains policies and practices pertaining to campus security, crime reporting, customer service amenities, workplace safety and health services, alcohol and drug abuse resources, sexual assault prevention and response, on and off campus crisis support services, community safety alerts, crime prevention, and access to campus facilities/properties as well as personal safety tips. The report encourages the reporting of all crimes and explains how and to whom to report crimes. Free hard copies of this report may be obtained from the Department of Public Safety by sending a request to public_safety@owens.edu. Any questions regarding this report should be directed to the Department of Public Safety at (567) 661-7575.

The Department of Public Safety is committed to providing a comprehensive protection strategy for our students, faculty, staff and visitors. Please remember, the Department of Public Safety cannot do it alone and need your help to make Owens Community College the safest college possible.

Steven M. Harrison

Steven M. Harrison

Director, Public Safety/Chief of Police

TABLE OF CONTENTS

Procedures and Facilities to Report Criminal Actions or Other Emergencies	5
Current Policies Regarding Campus Law Enforcement/Security	6
Current Policies Regarding Campus Security Authorities (CSAs).....	7
Jurisdiction and Reporting Areas	8
Workplace Safety and Health Services.....	10
Customer Service Center	10
Technology/Facilities/Maintenance	11
Crime Prevention/Campus Safety Education	12
Campus Drug and Alcohol Abuse Prevention and Education	14
Anti-discrimination and Harassment.....	23
Sexual Assault Prevention and Response: Title IX/Sexual Misconduct Procedures	24
Violence Against Women Reauthorization Act of 2013 (VAWA)	45
Offender Registry Information	49
Timely Warning	50
Emergency Response and Notification Guidelines.....	51
Campus Evacuation and Building Evacuation	54
Office of Workplace Safety and Health Annual Evacuation Test Results	56
Security and Facilities Access	57
Definitions of Clery Reportable Crimes.....	58
Other Clery Act Reportable Offenses	59
 Crime Statistics	
Toledo-area Campus	60
Findlay-area Campus.....	62

On the Cover

(L) Cindy Gilleland
DPS Dispatcher

(R) Sara Jenkins
DPS Police Officer

Owens Community College



2023 ANNUAL SECURITY REPORT

This report is filed as required by the federal "Crime Awareness and Campus Security Act." The purpose of this report is to provide our faculty, staff and students with campus safety information including crime statistics and procedures to follow to report a crime. The annual report is prepared by the Department of Public Safety. Any questions regarding this report should be directed to the Chief of Police at (567) 661-7575.

This report focuses on College programs, properties and facilities owned or controlled by the College. Owens State Community College has campuses located in Perrysburg Township and the City of Findlay.

The College is proactive in its awareness of crime patterns in the surrounding communities, and works aggressively with local law enforcement in the investigation of crimes, and promotion of safety-awareness programs aimed at reducing incidents.

In 1991, the U.S. Congress passed the Student Right-To-Know and Campus Security Act, requiring colleges to report the three previous years of statistics regarding crime on and around their campuses. In October 1998, President Clinton signed an amendment renaming the act the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery) and required that all crimes motivated by hate or bias be included in the statistics. More recently, Clery has been amended by the Violence Against Women Act Reauthorization of 2013, signed by President Obama, to include the categories of stalking, dating violence and domestic violence.



PROCEDURES AND FACILITIES TO REPORT CRIMINAL ACTIONS OR OTHER EMERGENCIES

The Department of Public Safety is accessible 24 hours a day, seven days a week, including all holidays and is located in Alumni Hall on the Toledo-area Campus.

Criminal activity or emergencies may be reported to the Department of Public Safety by picking up any of the red emergency phones located throughout each building. Additionally, the Department of Public Safety can be reached by dialing 7575 from any campus phone or dialing (567) 661-7575 from any non-campus phone, regardless of your campus.



In addition, any criminal activity or emergencies taking place near the Toledo-area Campus can be reported 24 hours a day, seven days a week by contacting the Perrysburg Township Police Department at (419) 874-3551, or the Northwood Police Department at (419) 691-5053; or just dial 911. On the Findlay-area Campus, any criminal activity or emergencies taking place in the surrounding area can be reported 24 hours a day, seven days a week by contacting the Findlay Police Department at (419) 424-7150 or the Hancock County Sheriff's Office at (419) 422-2424; or just dial 911.

The Department of Public Safety strongly encourages the prompt and accurate reporting of all criminal activity to the Owens Police Division or the appropriate law enforcement agency, if the activity is occurring off campus.

Silent Witness reports - Please note that victims and witnesses may report a crime on a voluntary and confidential basis by filing a Silent Witness report. Silent Witness allows for the anonymous submission of suspected criminal activity that occurs on College property. A Silent Witness report may be filed online at: <https://www.owens.edu/dps/silent.html>

Victims of Crimes of Violence - The College will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), 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 a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.



CURRENT POLICIES REGARDING CAMPUS LAW ENFORCEMENT/ SECURITY

The Toledo-area Campus Department of Public Safety operates 24 hours, seven days each week. The Findlay-area Campus Department of Public Safety operates during all open campus hours. The staff includes full time Police Officers and full time Dispatchers. Police Officers are certified, trained and sworn through the Ohio Peace Officer Training Council with full law enforcement authority. Each officer receives specialized training (ASP Tactical Baton, Non-Violent Crisis Intervention (CPI), defensive tactics, and aerosols) to assist in completion of their duties and all officers are trained in CPR and First Aid. Additionally, Police Officers must qualify with their firearm annually.



Owens State Community College police officers work closely with area police agencies to insure a safer and more secure atmosphere through the sharing of information and cooperative enforcement efforts. There is, in addition, a mutual aid agreement between Owens State Community College and other Wood County police agencies to include Perrysburg Township Police, Northwood Police, Walbridge Police and Lake Township Police. Owens State Community College police officers are responsible for taking and investigating reports for any criminal or traffic problem. The officers enforce criminal laws and College rules and regulations which include unauthorized use of alcohol, use of controlled substances, weapons violations and any other instances requiring police assistance. Violations of law are referred to the appropriate criminal court and/or the College judicial system.

Department of Public Safety personnel control college traffic; patrol all campus parking areas, buildings and grounds; respond to reports of criminal and suspicious activity, emergency medical and fire situations; recover lost and found articles; provide assistance with vehicle jump-starts, lockouts and minor mechanical failures.

The Department of Public Safety also works closely with all local area fire and emergency personnel.



CURRENT POLICIES REGARDING CAMPUS SECURITY AUTHORITIES (CSAs)

The Department of Public Safety strongly encourages the prompt and accurate reporting of all criminal activity to the Owens Police Division or the appropriate law enforcement agency, if the activity is occurring off campus.

According to federal law, specifically The Student Right to Know and Campus Security Act of 1990 (re-named the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act")); the Department of Public Safety is required to report statistics concerning the occurrence of certain criminal offenses reported to the Department of Public Safety or any official of the institution who is defined as a Campus Security Authority ("CSA").

The Clery Act defines a CSA as "an official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student discipline, and campus judicial proceedings." For example, staff who oversee a student center or student extra-curricular activities have significant responsibility for student and campus activities. Similarly, a director of athletics, team coaches, or faculty advisor to a student group also has significant responsibility for student and campus activities. In general, CSAs are given training each year on how and what to report. Specifically, the following individuals serve as primary Campus Security Authorities.

- Department of Public Safety (police officers, dispatchers, sergeants, Chief)
- Vice President, Enrollment Management and Student Affairs (Title IX Coordinator)
- Dean of Student Life (Deputy Title IX Coordinator)
- Manager of Student Life (Deputy Title IX Coordinator)
- Athletic Director
- Dean, Findlay-area Campus

The Clery Act requires that the crimes of murder/non-negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, hate crimes, drug violations and /or illegal weapons possessions be reported to the Department of Public Safety. Three new categories were added recently to reflect changes in federal legislation. They are domestic violence, dating violence and stalking. The College must disclose statistics annually for reported Clery crimes that occur: (1) on campus, (2) on public property within or immediately adjacent to the campus, and (3) in or on non-campus buildings or property that the institution owns or controls. These statistics are published each year in this Annual Security Report.

JURISDICTION AND REPORTING AREAS - Toledo-area Campus



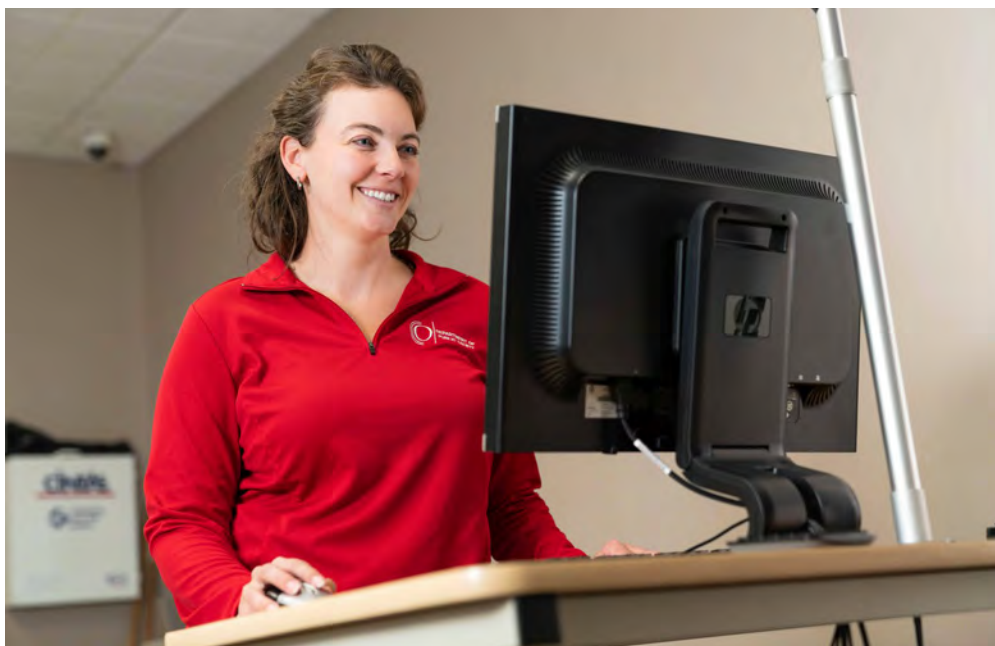
JURISDICTION AND REPORTING AREAS - Findlay-area Campus





WORKPLACE SAFETY AND HEALTH SERVICES

Workplace Safety and Health Services conduct safety inspections to ensure safety equipment is functioning properly and promptly reports all hazards involving chemical waste and/or materials that could be a potential danger to the campus community. Additionally, this office evaluates, develops and coordinates safety and health practices and plans as required by federal, state and local regulations and established OSHA safety guidelines. Workplace Safety and Health concerns may be reported by calling (567) 661-7712.



CUSTOMER SERVICE CENTER

Both the Toledo-area Campus and the Findlay-area Campus have a Customer Service Center. The Customer Service Centers are located in Alumni Hall (Toledo-area Campus) and Education Center, room 115 (Findlay-area Campus). Students, faculty, staff and visitors may visit either location for assistance related to key control, parking, IDs and background checks/fingerprinting. For more information, including hours of operation, call (567) 661-7130 (Toledo-area Campus) and (567) 429-3180 (Findlay-area Campus).

TECHNOLOGY/FACILITIES/ MAINTENANCE

Technology

Technology plays a major role in our protective services and allows constant monitoring of key areas of both campuses and our learning center, inside and outside. Overt video surveillance offers another tool in our proactive approach to providing the safest campus possible.



Facilities

During business hours, the College will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all College facilities is by key, if issued, or by admittance via the Department of Public Safety. In the case of periods of extended closing, the College will admit only those with prior approval to all facilities.

Maintenance

Owens State Community College is committed to maintaining a safe environment. A safe environment is one which is free from accidents, injuries and work-related illnesses. Everyone must work together to create and maintain a safe environment for all employees, students and visitors.

With several buildings located on two campuses and learning centers, continuous preventative maintenance regularly locates and repairs items that are broken or in need of safety checks. Instances can range from lights that are inoperable in a parking lot to overgrown shrubbery near a building entrance. Items in need of repair should immediately be reported to Facilities Services by calling (567) 661-7577.

CRIME PREVENTION/CAMPUS SAFETY EDUCATION

The Department of Public Safety has employees to assist with and answer questions regarding crime prevention issues and safety initiatives on both campuses and learning centers. To inquire about such programs, contact the Chief of Police at (567) 661-7575. The following programs are designed to inform students and employees about campus safety procedures and practices and include:

- **New Student Orientation** – Overview of the Department of Public Safety (offered prior to each semester)
- **New Employee Orientation** – Overview of the Department of Public Safety (offered each month or otherwise based on hiring)

Additional educational programming is offered throughout the year including but not limited to the following:

- **Alert, Lockdown, Inform, Counter, Evacuate (A.L.I.C.E.)**
 - o Offered annually at Professional Development Days (description below)

Additional training may also be requested by contacting the Chief of Police at (567) 661-7575. As a reminder, if you require training in an area not mentioned, the Department of Public Safety can facilitate other training sessions with their own staff or by requesting outside assistance.

General Safety Tips

The following guidance has been designed to inform the campus community about the prevention of crimes on campus and can be found at <https://www.owens.edu/dps/crime-prevention.html>

- Do not leave personal items unattended.
- Use the Buddy System when leaving classes late in the evening.
- Check the Lost and Found (Department of Public Safety) periodically for lost items.
- Report all thefts immediately to the Department of Public Safety.

Wallet or purse stolen

1. Call your bank or financial institution. Have your account numbers ready. Report the date and time you discovered your checks missing, as well as the number of the checks that were stolen.
2. File a report with your local police department. If the theft occurs while at Owens, contact the Department of Public Safety to file the report. You may be asked to provide copies of this report to merchants who have been paid by your stolen checks. Your bank may also require this report.
3. If your credit cards are also missing, you should immediately alert your credit card companies. Keep a list of your credit card account numbers in a safe place; you'll need the numbers to file reports.
4. Call the Secretary of State's Office. If your driver's license is missing, you must reapply for a new license.

Parking Lot Safety Tips

1. Remember where you park your car
2. Lock your car
3. Roll up windows tightly before you leave your car
4. Don't leave packages in plain view in your car
5. Do not leave children unattended in your vehicle.
6. Keep purse/backpack closed and close to your body when walking in the parking lot.
7. Park in heavily traveled and well-lit areas
8. Keep keys in hand when returning to your car
9. Be conscious of your surroundings

Look around you. If you feel uncomfortable, return to the nearest building entrance and call the Department of Public Safety so they can escort you out to your car. The number for both the Toledo-area Campus and the Findlay-area Campus is (567) 661-7575

CAMPUS DRUG AND ALCOHOL ABUSE PREVENTION AND EDUCATION

The Drug-Free Schools and Communities Act amendments of 1989 (PL 101-226) require that as a condition of receiving funds, or any other form of financial assistance under any federal program, Owens Community College and sites must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. Owens Community College is unequivocally opposed to the misuse of lawful drugs, the possession and use of unlawful drugs and the abuse of alcohol. At a minimum, an institution of higher education must annually distribute the following in writing to all students and employees:

- A written statement about its standards of conduct that prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees;
- A written description of legal sanctions imposed under Federal, state, and local laws and ordinances for unlawful possession or distribution of illicit drugs and alcohol;
- A description of the health risks associated with the use of illicit drugs and alcohol abuse;
- A description of any drug or alcohol counseling, treatment, and rehabilitation/re-entry programs that are available to students and employees; and
- A statement that the institution of higher education will impose disciplinary sanctions on students and employees for violations of the institution's codes of conduct and a description of such sanctions.

I. Standards of Conduct

Owens Community College adopted a smoke-free and tobacco-free policy effective January 1, 2016 which prohibits the use of smoke and tobacco products on college property owned or controlled by the college. This policy applies to all campuses, employees, students, visitors, and contractors on its property or as part of any of its activities.

3358:11 - 4 - 22 Smoke-free and tobacco-free college policy
https://www.owens.edu/trustees/board_policies/11-4-22.pdf

A. Employees

Owens Community College is a drug free workplace. Accordingly, unlawful activities are prohibited, which include but are not limited to: the possession, use, manufacture, distribution, and/or dispensation of a controlled substance on college-owned or college-controlled property. If any employee of the college engages in any activities prohibited by this act, that employee will be subject to disciplinary action by the college, which may include termination of employment, and/or referral for prosecution. The College recognizes employee's rights to privacy and other constitutionally guaranteed rights. The Board of Trustees approved policy is available here:

3358:11 - 5- 12 Drug-free workplace and alcohol prevention policy
https://www.owens.edu/trustees/board_policies/11-5-12.pdf

B. Students

Owens Community College is a drug free institution. Students who unlawfully possess, use, manufacture, distribute, and/or dispenses a controlled substance on college-owned or college-controlled property will have appropriate sanctions imposed. This may include disciplinary or remedial action, expulsion and/or referral for prosecution under applicable local, state, or federal laws. The Board of Trustees approved policy is available here:

3358:11 – 3 – 01 Drug free school and alcohol prevention policy

https://www.owens.edu/trustees/board_policies/11-3-01.pdf

The Student Code of Conduct is in the College Catalog and the College Website. The Code, updated bi-annually, is available to all new and returning students electronically.

3358:11 – 3 – 11 Student conduct policy and Student Code of Conduct Handbook

https://www.owens.edu/trustees/board_policies/11-3-11.pdf

<https://www.owens.edu/conduct/>

II. Health Risks

The below facts on drugs and alcohol were gathered from:

<https://www.drugabuse.gov/drugs-abuse>

A. Tobacco and Nicotine

- Smokers are more likely than nonsmokers to contract heart disease
- 30% of cancer deaths are linked to smoking
- Chronic obstructive lung diseases, like emphysema and chronic bronchitis, are 10 times more likely to occur among smokers than among nonsmokers

B. Alcohol

Researchers estimate that every year:

- 1,825 college students between the ages of 18 and 24 die from alcohol-related unintentional injuries, including motor-vehicle crashes
- 696,000 students between the ages of 18 and 24 are assaulted by another student who has been drinking
- Roughly 20 percent of college students meet the criteria for Alcohol Use Disorder
- About 1 in 4 college students report academic consequences from drinking, including missing class, falling behind in class, doing poorly on exams or papers, and receiving lower grades overall
- Long term or heavy drinking can cause stroke, high blood pressure, alcoholic hepatitis, cirrhosis, fibrosis and irregular heartbeat and can weaken your immune system

C. Cannabis (Marijuana)

- Short-term effects: altered senses, changes in mood, impaired body movement, difficulty thinking or problem-solving, and impaired memory
- Physical effects include increased heart rate, bloodshot eyes, dry mouth and throat, and increased appetite. In high doses, effects can include hallucinations, delusions, and psychosis
- Long-term effects: lung damage, severe nausea, vomiting, and dehydration

D. Inhalants

- Products frequently used as inhalants include solvents, aerosols, gases and nitrites
- Short-term effects: slurred or distorted speech, a lack of coordination, euphoria, and dizziness
- Long-term effects: liver and kidney damage, hearing loss, delayed behavioral development, bone marrow damage, and brain damage due to cutting off oxygen flow to the brain
- With repeated usage, inhalants can cause hallucinations or delusions, making users feel less self-conscious and less in control

E. Cocaine (Crack)

- Physical effects of cocaine use include constricted blood vessels, dilated pupils, nausea, raised body temperature and blood pressure, a faster heartbeat, tremors, and restlessness
- Short-term effects: extreme happiness and energy, mental alertness, hypersensitivity to sight, sound, and touch, irritability, and paranoia in the form of extreme and unreasonable distrust of others
- Long-term effects: loss of sense of smell, nosebleeds, runny nose, problems swallowing, bowel decay from reduced blood flow, and a higher risk for contracting HIV, hepatitis C, and other blood borne diseases, skin or soft tissue infections, higher risk for infections like pneumonia
- The use of cocaine can cause death by cardiac arrest or stroke, seizures

F. Stimulants (Amphetamines, Methamphetamines)

- Short-term effects: increased wakefulness and physical activity, decreased appetite, faster breathing, a rapid or irregular heartbeat, and increased blood pressure and body temperature
- Long term-effects: extreme weight loss, severe dental problems, intense itching, anxiety, confusion, sleeping problems, violent behavior, and memory loss
- Long-term use can cause amphetamine psychosis that includes hallucinations, delusions, and paranoia

G. Depressants (Barbiturates, Tranquilizers, Methaqualone)

- Small amounts will produce calmness and relaxed muscles but larger doses cause slurred speech and altered perception, respiratory depression, coma, or death
- Combining depressants and alcohol can multiply the effects of both drugs, thereby multiplying the risks

H. Hallucinogens (PCP, LSD, Mescaline, Peyote, Psilocybin)

- Hallucinogens alter perception, thoughts, and feelings and can cause hallucinations
- Short-term effects: increased heart rate, nausea, intensified feelings and sensory experiences and changes in sense of time
- It is possible for users to also experience dry mouth, loss of appetite, sleep problems, uncoordinated movements, excessive sweating, and panic
- Long-term effects: speech problems, memory loss, anxiety, depression or suicidal thoughts, as well as persistent psychosis and flashbacks

I. Narcotics (Heroin, Methadone, Codeine, Morphine, Opium)

- Short-term effects: feeling a rush of euphoria followed by symptoms like dry mouth, warm flushing of the skin, nausea or vomiting, severe itching, and impaired mental functioning
- Long-term effects: insomnia, collapsed veins, constipation and stomach cramping, liver and kidney disease, lung complications, sexual dysfunction for men and irregular menstrual cycles for women, abscesses and infection of the heart lining and valves

J. Designer Drugs (MDMA, Ecstasy)

- Many designer drugs are related to amphetamine and depressants and have mild stimulant and depressant properties. Use can produce severe neurochemical damage to the brain
- Designer drugs can cause nausea, muscle cramping, involuntary teeth clenching, blurred vision, chills, and sweating
- Narcotic analogs can cause symptoms such as those seen in Parkinson's disease: uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage

K. Anabolic steroids

- Short-term effects: feelings of extreme and unreasonably paranoia, jealousy and irritability, delusions, and impaired judgment
- Long-term effects: kidney problems or failure, liver damage, and stunted growth.
 - *Long-term use in men:* shrinking testicles, decreased sperm count, baldness, development of breasts, and increased risk for prostate cancer.
 - *Long-term use in women:* growth of facial hair, male-pattern baldness, changes in or stopping of the menstrual cycle, enlarged clitoris, or a deepened voice
- In some cases, anabolic steroids cause mood swings which can range from angry feelings to behaviors that may lead to violence

III. Drug and Alcohol Abuse Programs

A. Employees

The College offers employee assistance services to regular full-time and part-time Employees, including Adjunct Faculty, and their eligible dependents through LifeWorks, the College's Employee Assistance Program, administered by Unum. Services include, but are not limited to, child and elder care, financial counseling, assistance working through complex, sensitive issues such as; personal or work relationships, depression or grief, or issues surrounding substance abuse, legal consultation, and guidance for work-related conflicts.

For employees enrolled in the College's medical plan, treatment options, including prescription coverage, may be available.

B. Students

The College's Counseling Services provides free consultation, mental health assessment, counseling, crisis support, education, prevention, outreach, and linkage to community resources to Owens students. Assistance is offered to students experiencing personal, educational, interpersonal/relationship, family, social, or psychological difficulties. Counseling Services at the College are confidential as determined by Federal and State Laws, as well as professional codes of ethics.

If it is determined that a student's needs require resources or competencies beyond which Counseling Services can provide, staff will assist student(s) with locating appropriate on or off campus resources. The following resources represent some of the external partners that the counselor may use for referral purposes:

- 211 – Lucas, Wood, Hancock Counties – Referral help for a variety of social services (mental health, drug/alcohol, homelessness, disabilities, employment, and more)
- Arrowhead Behavioral Health – Northwest Ohio – (419) 891-9333
- Zepf Center – Lucas and Wood Counties – (419) 373-6560
- Family Resource Center – Hancock County – (419) 422-8616
- Alcoholics Anonymous – (419) 380-9862
- Narcotics Anonymous – (888) 667-0854

IV. Legal Sanctions

Specific Local, State, and Federal laws and sanctions are available below:

Local

Toledo: [http://library.amlegal.com/nxt/gateway.dll/Ohio/toledo/toledomunicipalcode?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:toledo_oh](http://library.amlegal.com/nxt/gateway.dll/Ohio/toledo/toledomunicipalcode?f=templates$fn=default.htm$3.0$vid=amlegal:toledo_oh)

Findlay: <http://www.amlegal.com/walter-h-drane-codes/?f=templates&fn=default.htm&vid=wh%20drane:OHFindlay>

State

Chapter 2925: Drug Offenses <http://codes.ohio.gov/orc/2925>

Chapter 3719: Controlled Substances <http://codes.ohio.gov/orc/3719>

Chapter 4301 Liquor Control Laws <http://codes.ohio.gov/orc/4301>

Federal

Legal sanctions that are in violation of local, state, or federal law can include probation, fines, driver's license suspension, participation in substance abuse programs, community service hours, ineligibility to possess a firearm, potential ineligibility to receive federal benefits such as student loans and grants, and/or incarceration. Please refer to the links provided above this section for any updates to this information. Any legislative updates or revisions to these statutory or regulatory legal sanctions are outside of the College's control.

A. Underage consumption, purchasing or possession of alcohol

<http://codes.ohio.gov/orc/4301.69>

B. Providing alcohol to an underage person

<http://codes.ohio.gov/orc/4301.69>

C. Fake ID

<http://codes.ohio.gov/orc/4510.33>

D. Operating a Vehicle Under the Influence of Alcohol or Drugs (OVI)

<http://codes.ohio.gov/orc/4511.19>

E. Open container

<http://codes.ohio.gov/orc/4301.62>

F. Disorderly conduct

<http://codes.ohio.gov/orc/2917.11>

G. Federal and State Penalties for Sale and Possession of Illegal Drugs:

The federal government decides if and how a drug should be controlled. Psychoactive (mind- altering) chemicals are categorized according to Schedule I-V. This schedule designates whether the drug can be prescribed by a physician and under what conditions. Factors considered in this categorization include a drug's known and potential medical value, its potential for physical or psychological dependence, and risk, if any, to public health. Penalties for the illegal sale or distribution of a drug are established using the designation of Schedule I-V. If you have knowledge of a drug-related felony you must report it to a law enforcement official.

H. The following are Federal Trafficking Penalties as of January 1, 1997:

- **Schedule I** drugs have a high potential for abuse with no medical use. Production of these drugs is controlled. Examples include heroin, methaqualone, all hallucinogens (phencyclidine analogs can be I or II), marijuana and hashish. Tetrahydrocannabinol (THC), depending on its form, can also be a Schedule II drug.
- **Schedule II** drugs have a high potential for abuse and have some medical uses with severe restrictions. Production of these drugs is controlled. Examples include opium, morphine, codeine, some other narcotics, barbiturates, cocaine, amphetamine/methamphetamine and phencyclidine (PCP).

Federal and State of Ohio penalties for selling Schedule I and II drugs vary with the quantity of the drug. Additionally, if death or serious injury is associated with the sale and/or if it is a second offense, penalties are more severe. When establishing penalties for sale of marijuana, hashish and hashish oil, the quantity and/or if it is a second offense are considered. The federal penalties for marijuana less than 50 kg mixture, hashish 10 kg or more, and hashish oil 1 kg or more are similar to those set for Schedule III drugs. Marijuana quantities above 50 kg mixture or 50 plants are penalized according to quantity, number of offenses, and/or if serious injury or death has occurred. These penalties are similar to those listed for Schedule I and II. The federal penalty for first offense sale of small amounts of Schedule I and II drugs is not less than five years/not more than 40 years; if death or serious injury, not less than 20 years or more than life; fine of not more than \$2 million individual/\$5 million other than individual.

- **Schedule III, IV, and V** drugs include those that most citizens would categorize as "prescription drugs." Schedule III drugs have some potential for abuse, but less than Schedule I and II. The potential for abuse of Schedule IV drugs is less than Schedule III, and Schedule V is less than IV. All Schedule III-V drugs have accepted medical uses and production is not controlled. Examples of these drugs include anabolic steroids (Schedule III), some narcotics, some barbiturates and other depressants, which are not classified as Schedule I or II.

The federal penalty for first-offense sale of a Schedule III drug is "Not more than five years; fine of not more than \$25,000 individual/\$1 million not individual." The federal penalty for first offense sale of Schedule IV drugs is "not more than three years." The fine is the same as for Schedule III drugs. The federal penalty for first-offense sale of Schedule V drugs is "not more than one year, fine of not more than \$100,000 individual/\$250,000 not individual."

Sale of some Schedule III drugs is a felony and has a state of Ohio penalty of “up to seven years; or a fine up to \$5,000; or both.” The state of Ohio penalty for sale of Schedule IV drugs is a felony and has a penalty of “up to four years; or a fine up to \$2,000, or both. Sale of Schedule V drugs in the state of Ohio is also a felony and has a state penalty of “up to two years, or a fine up to \$2,000, or both.”

V. Discipline Sanctions

Owens Community College prohibits:

- The unlawful possession, use, manufacture, distribution and/or dispensation of a controlled substance or possession of drug paraphernalia containing illegal drug residue on college-owned or college-controlled property by students and employees
- Smoking and the use of tobacco products are not permitted in any college building, college vehicle, bus, or on college grounds/property owned or controlled by the college

When a student or employee is found responsible for violating the Drug-Free and Alcohol policies and/or the College’s Smoke-Free and Tobacco-Free policy, any of the following sanctions may be imposed. When one or more of these policies has been violated, the student or employee may be subject to employee/student sanctions, legal sanctions, or both.

A. Employee Sanctions

Pursuant to the Drug-Free Workplace Act of 1988, Owens Community College is a drug free workplace. Accordingly, unlawful activities are prohibited, which include but are not limited to the possession, use, manufacture, distribution, and/or dispensation of a controlled substance on college-owned or college-controlled property. If any employee of the college engages in any activities prohibited by this act, that employee will be subject to disciplinary action by the college, which may include termination of employment, and/or referral for prosecution.

In addition, and/or depending on the severity of the infraction, the employee may also be referred to the College sponsored Employee Assistance Program through LifeWorks at (800) 854-1446, administered by Unum. Information can also be located on the Human Resources/Benefits webpage at <https://intranet.owens.edu/hr/benefits.html>.

For employees enrolled in the College’s medical plan, treatment options, including prescription coverage, may be available.

B. Student Sanctions

The College reserves the right to initiate disciplinary procedures using the Student Code of Conduct. The following sanctions may be imposed upon any student found to have violated the Student Code of Conduct:

- *Conversation* – A conversation with the student regarding the violation and steps to prevent a violation from occurring again.
- *Warning* – A notice in writing to the student that the student is violating or has violated institutional regulations.
- *Probation* – A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of progressively more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during or after the probationary period.
- *Loss of Privileges* – Denial of specified privileges for a designated period of time.

- *Restitution* – Compensations for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- *Discretionary Sanctions* – Work assignments, essays, service to the College, or other related discretionary assignments.
- *College Suspension* – Separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - Following a suspension, students may request, in writing, re-admission to Owens Community College. The written request must be submitted to the Director of Student Conduct and Student Life. To be eligible for re-admission, all sanctions and conditions related to the suspension must be completed. After the written request is received, a committee will review the request and meet with the student. As a condition of re-admission, a readmission plan may be made. The student will be notified of the decision in writing.
- *College Expulsion* – Permanent separation of the student from the College.
- *Revocation of Admission and/or Degree* – Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violations of College standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- *Withholding Degree* – The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code of Conduct, including the completion of all sanctions imposed, if any.

VI. Annual Notification of the DAAPP and Biennial Report

A. Employee Notification

Notification of the information contained in the DAAPP will be distributed on at least an annual basis to all employees of the college via email. The DAAPP will also be maintained in the e-Handbook and is readily available to all employees. The notification is also provided to all employees upon hire via the e-Handbook, inclusion with new hire employment paperwork, and materials included in the Owens New Employee orientation.

B. Student Notification

Notification of the information contained in the DAAPP will be distributed on at least an annual basis to all students of the college, taking one or more classes, via email. The notification is provided to students who enroll after the annual distribution.

C. Biennial Report

Owens Community College conducts a biennial review of the DAAPP in all even years. The review is conducted to determine its effectiveness and implement changes to the program if they are needed and to ensure that the disciplinary sanctions are consistently enforced. The review is certified by the President and includes the results of the review, a description of the methods and analysis tools that were used to conduct the review, and a list of the responsible departments who conducted the review. Any interested party may request a hard copy of the Biennial Review by contacting the Vice President of Enrollment Management and Student Services.

VII. Biennial Review

A Biennial Review is conducted with the intention of determining our DAAPP's effectiveness, ensuring disciplinary sanctions are consistently enforced, and recommending any necessary changes to be implemented. Owens Community College's biennial review report is available to students, employees, and the general public via the institution's Consumer Information page. Any interested party may request a hard copy of the Biennial Review by contacting the Vice President of Enrollment Management and Student Services.

VIII. Oversight Responsibility

The Vice President of Enrollment Management and Student Services and the Vice President of Administration shall have main oversight responsibility of the DAAPP including, but not limited to: updates, coordination of information required in the DAAPP, coordination of the annual notification to employees and students, and the biennial review. A DAAPP Oversight Committee has been established to assist with the aforementioned responsibilities.

ANTI-DISCRIMINATION AND HARASSMENT

Owens Community College commits to a policy of inclusiveness that strives to value and respect all people who bring talent, perspectives and different ways of accomplishing goals to our college regardless of all the different dimensions that individuals and groups encompass.

Owens Community College is committed to developing initiatives that foster an environment of inclusion that integrates and celebrates diversity throughout the environment, where people can work and learn harmoniously and productively with others. Owens Community College strongly opposes and will not tolerate harassment or discrimination on the basis of age, color, disability, national origin, race, religion, sex, sexual orientation, gender identity, military status, or veteran status. This prohibition extends to discrimination or harassment, based on the protected classes, including the creation of an intimidating, hostile or offensive working or learning environment. Sexual misconduct, sexual assault, dating violence, domestic violence and stalking are forms of prohibited sexual harassment.

Any person who believes he or she has been a victim of discrimination or harassment is strongly encouraged to pursue relief by reporting the discriminatory or harassing behavior to the appropriate individual(s).

Vice President of Human Resources
Department of Human Resources
Room 268, Administration Hall
(567) 661-7523
janet_lindner@owens.edu

The College's Anti-Discrimination and Harassment policy can be found at the following link: https://www.owens.edu/trustees/board_policies/11-4-17.pdf

The College's Anti-Discrimination and Harassment procedure can be found at the following link: <https://www.owens.edu/trustees/procedures/proc3358-11-4-17.pdf>

SEXUAL ASSAULT PREVENTION AND RESPONSE: TITLE IX/SEXUAL MISCONDUCT PROCEDURE

A. Introduction

Owens Community College (the College) is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities that are free from discrimination, harassment and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, the College has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment based upon sex, and for allegations of retaliation. The College values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved.

The College seeks to educate students, faculty, and staff about these issues and provide a means of recourse for those who believe they have experienced such behavior. The College reserves the right to respond with measures that are deemed appropriate to prevent sexual misconduct or retaliation and preserve the safety and well-being of its students and employees.

B. Scope

The College's prohibition against sexual misconduct encompasses a wide range of behaviors including sexual harassment, sexual assault, domestic violence, dating violence and stalking. In addition, the College prohibits any discrimination based on sex, including sex stereotyping, program exclusion, pregnancy and other forms of disparate treatment. For the purposes of this policy, the term sexual misconduct will refer to all of the above behaviors. The policy applies to all students, employees, and third-party vendors on campus (i.e., Toledo-area campus, Findlay campus, and other campus locations as they exist) including visitors or guests on campus to the extent that there is an allegation of harassment or discrimination made by them against College students or employees.

C. Jurisdiction

Such prohibition extends to persons in the United States with respect to the College's education programs or activities and when sexual misconduct occurs in a College education program or activity, including on- and off-campus education programs and activities.

An education program or activity includes locations, events, or circumstances over which the College exercises substantial control over both the respondent and the context in which the sexual harassment occurred. Sexual misconduct that occurs outside of this jurisdiction may be addressed by other College policies and procedures which may include supportive measures and/or disciplinary action.

These procedures can also be applicable to the effects of off-campus misconduct that effectively deprive someone of access to the College's educational programs or when the Title IX Coordinator determines the misconduct affects a substantial College interest. A substantial interest includes:

- a. Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law;
- b. Any situation in which it is determined that the respondent poses an immediate threat to the physical health or safety of a student or other individual;
- c. Any situation that significantly impinges upon the rights, property, or achievements of oneself or others or significantly breaches the peace and/or causes social disorder; and/or
- d. Any situation that is detrimental to the educational interests or mission of the College.

D. Prohibited Conduct

1. **Sexual harassment** – conduct on the basis of sex that satisfies one or more of the following:
 - a. Unwelcome conduct determined to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to an educational program or activity;
 - b. Any instance of quid pro quo harassment by a College employee;
 - c. Any instance of sexual assault, dating violence, domestic violence, or stalking.
2. **Sexual Assault** – Any sexual act directed against another person, without consent of the complainant, including instances where the complainant is incapable of giving consent.
 - a. **Sex Offense, Forcible:** Any sexual act directed against another person, without consent of the complainant, including instances in which the complainant is incapable of giving consent.
 - i. *Forcible Rape:* Penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
 - ii. *Forcible Sodomy:* Oral or anal sexual intercourse with another person, forcibly, and/or against that person's will (non-consensually), or not forcibly against the person's will in instances in which the complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - iii. *Sexual Assault with an Object:* The use of an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person, forcibly, and/or against that person's will (non-consensually).
 - iv. *Forcible Fondling:* Touching of the private body parts of another person for the purpose of sexual gratification, forcibly, and/or against that person's will (non-consensually), or not forcibly or against the person's will in instances in which the complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
 - b. **Sex Offenses-Non-forcible:**
 - i. *Incest:* Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - ii. *Statutory Rape:* Non-forcible sexual intercourse with a person who is under the age of consent of 18 years old
3. **Dating Violence** – Violence, on the basis of sex, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant.

- a. The existence of such a relationship shall be based on the complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 - b. For the purposes of this definition:
 - c. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - d. Dating violence does not include acts covered under the definition of domestic violence.
4. **Domestic Violence** – violence, on the basis of sex committed by:
- a. a current or former spouse or intimate partner of the complainant
 - b. a person with whom the complainant shares a child in common, or
 - c. a person who is cohabitating with or has cohabitated with the complainant as a spouse or intimate partner, or
 - d. a person similarly situated to a spouse of the complainant under the domestic or family violence laws of Ohio,
 - e. any other person against an adult or youth complainant who is protected from that person's acts under the domestic or family violence laws of Ohio.
5. **Stalking** – engaging in a course of conduct, on the basis of sex, directed at a specific person that:
- a. would cause a reasonably person to fear for the person's individual safety, the safety of others, or 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 which the respondent 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.
6. **Sex Discrimination**- Negative or adverse treatment based on sex, sexual orientation, gender, gender expression, or gender identity.
7. **Force, Coercion, Consent, and Incapacitation**
- a. **Force** – the use of physical violence and/or physical imposition to gain sexual access. Force includes threats, intimidation, and coercion that is intended to overcome resistance or produce consent.
 - b. **Coercion** – unreasonable pressure for sexual activity or sexual contact against a person's will.
 - c. **Consent** - knowing, voluntary, and clear permission by word or action to engage in sexual activity. It is the responsibility of each party to determine that the other has consented before engaging in activity. If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the onset is strongly encouraged. For consent to be valid there must be a clear expression of words, or action(s) that the other individual consents to the specific sexual conduct. Reasonable reciprocation can be

implied. Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, the sexual activity should cease within a reasonable time. Consent to some sexual contact cannot be presumed to be consent for other sexual activity. A current or previous intimate relationship is not sufficient to constitute consent.

d. Incapacitation - when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent

8. Retaliation- The College or any other person may not intimidate, threaten, coerce, or discriminate against any individuals for the purpose of interfering with any right or privilege secured by these procedures, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding or hearing. These protections are provided to anyone engaged with the process as outlined in this procedure, a grievance process related to an original allegation of this procedure, or what could have been an allegation of this procedure.

E. Definitions

Advisor – a person chosen by a party or appointed by the College to accompany the party to meetings related to the Title IX resolution process, to advise the party on that process, and to conduct cross-examination for the party at the hearing, if any. Advisors can refuse a request to advise and are cautioned to avoid conflicts of interest. A party's advisor will not be limited and could include but is not limited to, a faculty member, staff member, coach, attorney, parent, friend, labor union representative, or community resource/advocate.

Complainant - The individual who is alleged to be the victim of conduct that could constitute sexual misconduct, or retaliation for engaging in a protected activity.

Complaint (formal) – a document filed/signed by a Complainant or signed by the Title IX Coordinator alleging sexual misconduct or retaliation for engaging in a protected activity against a Respondent and requesting that the College investigate the allegation.

Confidential Employee - An employee of the College, who by role, is designated as a confidential resource for the campus community to discuss sexual misconduct without automatically triggering a report to the Title IX Coordinator. The employees in the Counseling Services Office including the Director of Counseling Services and Counselor for Counseling Services are designated as such.

Decision Maker – a panel of individuals identified and trained by the College, including a Chair of the panel that is utilized in the live hearing process. The decision maker is free of conflict of interest with any specific party and free of bias for or against any parties generally or a conflict of interest with any specific party. The decision maker is trained on:

- The definitions of sexual harassment and other offenses;
- The scope of the College's programs and activities;
- How to conduct fair and impartial investigations;
- Any and all of the College's grievance processes;
- Any technology to be used at a live hearing;
- Issues of relevance for both questions and evidence

Education Program or Activity – locations, events, or circumstances where the College exercises substantial control over both the Respondent and the context in which the sexual misconduct occurs and also includes any building owned by the College.

Final Determination – a conclusion by the preponderance of evidence that the alleged conduct occurred and whether it did or did not violate policy.

Finding – a conclusion by the preponderance of evidence that conduct did or did not occur as alleged.

Grievance Process – a method of resolution designated by the College to address conduct that falls within this policy and procedure.

Mandated Reporter – an employee of the College who is obligated by this procedure to immediately share knowledge, notice, and/or reports of sexual misconduct and/or retaliation with the Title IX Coordinator. This includes the President, Vice Presidents, officers within the Department of Public Safety and all Deans, Chairs, Directors, Department Heads, Student Organization Advisors, Academic Advisors, Career and Transfer Advisors, Student Financial Services Advisors, admissions staff, human resources staff, and Athletic Coaches. All mandated reporters must promptly share all details under these procedures with which they observe or have knowledge.

Notice – an employee, student, or third-party informs the Title IX Coordinator of an alleged occurrence of sexual misconduct and/or retaliatory conduct.

Officials with Authority (OWA) – individuals as designated by the College with the authority to institute corrective measures on behalf of the College. These individuals include the Title IX Coordinator and designated Deputy Title IX Coordinators.

Parties – include the complainant(s) and respondent(s), collectively.

Preponderance of Evidence – the standard of evidence used to determine whether a violation has occurred and means “more likely than not.”

Remedies – post-finding actions directed to the complainant and/or the community as mechanisms to address safety, prevent recurrence, and restore access to the College’s education program.

Respondent – an individual who has been reported to be the perpetrator of conduct that could constitute sexual misconduct; or retaliation for engaging in a protected activity.

Resolution – the result of an informal or formal grievance process.

Sanction – a consequence imposed by the College on a respondent who is found to have violated College policy or procedure.

Sexual misconduct – includes sexual harassment, sexual assault, dating violence, domestic violence, and stalking and any discrimination based on sex, including sex stereotyping, program exclusion, pregnancy and other forms of disparate treatment.

Supportive Measures – individualized services reasonably available that are non-punitive, non-disciplinary, and not unreasonably burdensome to the other party while designed to ensure equal educational access, protect safety, or deter sexual harassment.

Title IX Coordinator – the official designated by the College to ensure compliance with Title IX and the College’s Title IX program. References to the Title IX Coordinator throughout these procedures may also encompass a designee (Deputy) for specific tasks.

F. Title IX Office

The College has an appropriately trained Title IX Coordinator and Deputy Title IX Coordinators whose responsibilities include, but are not limited to, ensuring compliance with Title IX regulations including providing supportive measures, conducting prompt, fair, and equitable investigation of reports and allegations of sexual misconduct by students and employees. The Title IX Coordinator/Deputy Title IX Coordinator is free from any conflict of interest and will conduct a fact-finding process and effectuate steps to reasonably end any sexual misconduct, discrimination, or violence in accordance with this procedure and the College’s Anti-discrimination and Harassment Policy: 3358:11-4-17.

To raise any concern involving bias or conflict of interest by the Title IX Coordinator, contact the Vice President for Enrollment Management and Student Services. Concerns of bias or a potential conflict of interest by any other member of the Title IX Office should be reported to the Title IX Coordinator.

Reports of misconduct or discrimination committed by the Title IX Coordinator should be reported to the Vice President for Enrollment Management and Student Services. Reports of misconduct or discrimination committed by any other member of the Title IX Office should be reported to the Title IX Coordinator.

Administrative Contact Information:

Title IX Office:

Toledo-area Campus
Room 155A, College Hall
(567) 661-7159
titleIX@owens.edu

Title IX Coordinator:

Blake Renner
Vice President, Enrollment Management and Student Affairs
Toledo-area Campus
Room 155A, College Hall
(567) 661-7606
blake_renner@owens.edu

Deputy Title IX Coordinator:

Carrie Heller
Dean, Student Life
Toledo-area Campus
Room 152A, College Hall
(567) 661-7057
carrie_heller@owens.edu

Deputy Title IX Coordinator for Students:

Jennifer Togrul
Manager, Student Life
Toledo-area Campus
Room 152C, College Hall
(567) 661-7720
jennifer_togrul@owens.edu

Deputy Title IX Coordinator for Employees:

HR, Employee/Labor Relations
Toledo-area Campus
Room 241, Administration Hall
(567) 661-7523

Inquiries regarding sex discrimination also may be directed externally to:

Office for Civil Rights (OCR)
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Customer Service Hotline: (800) 421-3481
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

G. Employee Expectations

Ohio law requires all employees with knowledge of a felony to report it to law enforcement. All college personnel shall report conduct prohibited by the College's Anti-Discrimination and Harassment Policy and this Title IX/Sexual Misconduct procedure to the Title IX Office or to another Responsible Employee.

H. Assistance following an Incident of Sexual Misconduct

The following resources are available to any person impacted by alleged sexual misconduct:

1. Immediate Danger - In the event an individual is in immediate danger, call:

- **9-1-1**, or
- **Department of Public Safety:**
 - Toledo-area Campus (Alumni Hall)- (567)661-7575
 - Findlay-area Campus
(Public Safety Building or Education Center, room 115)- (567) 661-7575
- **Local police departments:**
 - Toledo-area Campus- Perrysburg Township Police (419) 874-3551
 - Findlay-area Campus- Findlay City Police (419) 424-7150

2. Medical treatment and Evidence Preservation - individuals seeking medical treatment should go to the nearest hospital. For the preservation of evidence in the event of a sexual assault, the following guidelines are recommended:

- Do not destroy the physical evidence that may be found in the vicinity of the crime. If the crime occurred in the victim's home, the victim should not clean until the police have had an opportunity to collect evidence
- Tell someone all details remembered about the assault. Write down all details remembered as soon as possible
- Do not bathe or douche. Do not urinate, if possible
- Do not eat, drink liquids, smoke or brush teeth if oral contact took place
- Keep the clothes worn during the offense. If clothes are changed, place clothes in a paper bag (evidence deteriorates in plastic)
- Get prompt medical attention at a local hospital
- Utilize crisis Management Resources as appropriate

3. Counseling Services - Services are available to all students and can be accessed by calling (567) 661-7168 or emailing CounselingServices@owens.edu. Counseling Services provides:

- Crisis support
- Confidential student consultation, mental health assessment, counseling, education, prevention, outreach, and linkage to community resources
- Referrals to community agencies for support and guidance depending on the student's desire for additional help, staff capacity, and health insurance available for the student

4. YWCA Representative - Services from our on-campus community partner, the YWCA is available to all students, faculty and staff. The YWCA representative can be reached by contacting the YWCA HOPE Center 24/7 Hotline at (866) 557-7273 to be connected with a campus advocate. The YWCA Representative provides:

- Crisis support
- Confidential advising to services, support, and processes both at the College and in the community
- Assistance with legal options, the College's processes and/or the discipline process which may include attendance during interviews

5. **Employee Assistance Program (EAP)** - Services are available to all full-time employees and can be accessed through the intranet by going to "Human Resources" and then "Benefits," or by calling (800) 854-1446 or (800) 999-3004 TTY/TDD. The EAP provides:
 - Confidential online resources
 - Confidential online and in-person counseling sessions (related to life, family, and health crises involving stress and depression)
 - Advice and counseling from nurses and other medical professionals
6. **Community Crisis Resources**
 - Sexual Violence Program of the Cocoon- (419) 373-1730 (Wood County)
 - YWCA H.O.P.E. Center- (866) 557-7273 (Lucas County)
 - Open Arms Domestic Violence and Rape Crisis Services- (419) 422-4766 (Hancock County)
 - National Sexual Assault Hotline- (800) 656-HOPE (4763)
7. **Visa and Immigration Status** - To assist a student with visa and immigration status, please contact International Student Services at (567) 661-7510.
8. **Student Accounts** - For questions regarding your student account, which includes financial aid, please contact Student Financial Services at (567) 661-2387.
9. **Distressed Person Response Guide** - To assist a person in distress, please refer to the Distressed Person Response Guide which can be accessed at: <https://www.owens.edu/conduct/distress.html>
10. **Legal Assistance** - Legal Aid of Western Ohio, Inc. provides legal services to those recovering from domestic violence, sexual assault, and stalking. Legal Aid of Western Ohio, Inc. can be reached at (419) 724-0460 (Lucas County); (419) 425-5745 (Hancock County); toll-free at (888) 534-1432; or online at www.legallaidline.org
11. **Protection Orders** - Owens Department of Public Safety, 911 (emergency) or (567) 661-7575, Legal Aid of Western Ohio, (888) 534-1432 and the Title IX Coordinator are all available to assist students or employees in obtaining a College no contact order, court-issued restraining order or other lawful protection.

I. Reporting Sexual Misconduct

Any person may report sexual misconduct, whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment. There is no time limitation on providing notice/reporting to the Title IX Coordinator. However, if the respondent is no longer subject to the College's jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide remedies may be limited or impossible.

Parties reporting sexual assault, domestic violence, dating violence, and/or stalking should be aware that under the Clery Act, the College must issue timely warnings for incidents reported to the College that pose a serious or continuing threat of bodily harm or danger to members of the campus community. The College will strive to ensure that a complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of potential danger.

1. **Formal Complaint** - A formal complaint may be filed with the Title IX Coordinator in person, by mail, by email, or through the College Incident Reporting Form. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in an education program or activity of the College.

The complainant must submit a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.

The College will not delay its investigation pending an outcome of any criminal investigation. Students and employees may initiate a College complaint with or without pursuing criminal charges.

The College reserves the right to investigate circumstances that may involve sexual misconduct in situations where no complaint, formal or informal, is filed.

Anonymous reports are accepted and can give rise to a need to investigate. The College tries to provide supportive measures to all complainants which is not possible with an anonymous report. Because reporting carries no obligation to initiate a formal response, and as the College respects the complainant, requests to dismiss complaints will be honored unless there is a competing threat to one's health and/or safety. The complainant should not fear a loss of privacy by making a report that allows the College to discuss and/or provide supportive measures.

All College proceedings are conducted in accordance with the requirements of Title IX, the Clery Act, the Violence Against Women act, Family Educational Rights and Privacy Act (FERPA), state and local law, and College policy and procedure. No information, including the identity of the parties will be released from such proceedings except as required or permitted by law or College policy or procedure.

To Initiate a formal complaint:

a. Contact the Title IX Coordinator:

Blake Renner

Vice President, Enrollment Management and Student Affairs (Title IX Coordinator)

blake_renner@owens.edu or titleIX@owens.edu

(567) 661-7606

Toledo-area Campus

Room 155A, College Hall

b. Complete and submit an online Incident Reporting Form at

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

(Available 24 hours a day)

- 2. Criminal Complaint** - Actions reported in a criminal complaint process will be reviewed to identify violations of the Ohio Revised Code and follow the process of the applicable jurisdiction with regard to determination and investigation of criminal charges. Note: reporting to law enforcement does not require that criminal charges be pursued.

In some circumstances there is a duty to report allegations of criminal conduct to law enforcement authorities. Section 2921.22 of the Ohio Revised Code requires any individual who knows that a felony has been or is being committed, to report it to law enforcement authorities. If the complaint contains sufficient detailed information about conduct that may constitute a crime, the matter will be reported to the Owens Police Department of Public Safety.

To Initiate a Criminal Complaint:

a. Call 9-1-1, or

b. Report to the College Department of Public Safety

Toledo-area Campus (Alumni Hall) - (567) 661-7575

Findlay-area Campus

(Public Safety Building or Education Center, room 115) - (567) 661-7575

Note: If incident did not occur on College-controlled property or at College-sponsored event, report to local law enforcement. If the reporting party files a report with off-campus law enforcement and the incident creates an impact on campus, a College Complaint should be initiated.

3. **Confidential alternatives to Criminal or College Complaint** - A confidential report will not result in a report to law enforcement or a College investigation.
- a. **Counseling Services** - Information can be shared confidentially with licensed counselors- (567) 661-7228.
 - b. **Employee Assistance Program (EAP)** - Information can be shared through the EAP by calling 1(800) 854-1446.
 - c. **YWCA Representative** - Information can be shared confidentially. The YWCA representative can be reached by contacting the YWCA HOPE Center 24/7 Hotline at (866)577-7273 to be connected with a campus advocate.
 - d. **Off-campus resources** - Licensed professional counselors and other medical providers, local rape crisis centers, domestic violence resources, local or state assistance agencies, clergy/chaplains and/or attorneys.
 - e. **Anonymous Reporting/Silent Witness Option** - Victims or witnesses can report crimes confidentially using the Silent Witness Form at: <https://www.owens.edu/dps/silent/html>. Victims or witnesses can report non-criminal complaints (involving a violation of the College Title IX/Sexual Misconduct Procedures and Guidelines) confidentially (by not providing any identifying information) using the Incident Reporting Form at: <https://publicdocs.maxient.com/incidentreport.php?OwensCC>. Such reports can be helpful in initiating remedial measures for the campus community at-large even in the absence of an investigation. Additionally, if enough information is given to determine a crime has occurred, such crime(s) will be reported as an occurrence within the publicly-distributed Annual Crime Statistics for the College.

J. Supportive Measures

Supportive measures are available to the respondent and complainant to ensure equal education access, protect safety, or deter sexual harassment and/or retaliation. These measures are individualized and are non-disciplinary, non-punitive and will not be unreasonably burdensome to the other party.

The Title IX Coordinator (or designee) is responsible for coordinating reasonable supportive measures. Upon notice of a sexual misconduct allegation, the Title IX Coordinator will promptly contact the complainant to evaluate the complainant's wishes for supportive measures and to discuss the availability of supportive measures. A formal complaint does not need to be filed for a complainant to receive supportive measures; however, the complainant will be informed on how to file a formal complaint if they wish to do so. Additional supportive measures will also be provided to a complainant whenever a respondent is found responsible.

The College will maintain the privacy of the party when supportive measures were provided, on the condition that privacy does not impair the College's ability to provide the supportive measures.

Supportive measures may include, but are not limited to:

- Referral to counseling services, medical, and/or other health services
- Referral to the Employee Assistance Program
- Referral to community-based service providers
- Visa and immigration assistance
- Student financial aid assistance
- Education to the community or community subgroup(s)
- Altering work agreements for employees or student-employees
- Safety planning
- Providing campus security escorts

- Implementing contact limitations between parties
- Academic support, extensions, or other course- or program-related adjustments
- Timely warnings
- Class schedule modifications, withdrawals, or leaves of absence
- Increased security and monitoring of certain areas of campus
- Any other actions deemed appropriate by the Title IX Coordinator

K. Emergency Removals

1. The College reserves the right to remove a respondent from the College's program or activity on an emergency basis if the respondent cannot safely participate in an educational program or activity while the College investigates and resolves the allegations of sexual harassment. An individualized safety and risk analysis will be conducted and documented by the Title IX Coordinator (or designee) to determine whether there is an immediate physical threat to the health or safety of students or other individuals arising from the allegation of sexual misconduct.
2. In the case of an emergency removal, the respondent will be provided written notice and will be provided an opportunity to meet with the Title IX Coordinator prior to such action/removal being imposed, or as soon thereafter as reasonably possible, to show cause why the action/removal should not be implemented or should be modified. When this meeting is not requested with two (2) business days, objections to the emergency removal will be deemed waived. A complainant and their advisor may be permitted to participate in this meeting if the Title IX Coordinator determines it is equitable to do so. This section applies to any restrictions that a coach or athletic administrator may place on a student-athlete arising from allegations related to Title IX. A respondent may be accompanied by an advisor of their choice when meeting with the Title IX Coordinator for the show cause meeting. The respondent will be given access to a written summary of the basis for the emergency removal prior to the meeting to allow for adequate preparation. The Title IX Coordinator has sole discretion under these procedures to implement or stay an emergency removal and to determine the conditions and duration. There is no appeal process for emergency removal decisions.
3. Violation of an emergency removal under these procedures will be grounds for discipline, which may include expulsion or termination from the College.
4. The College will implement the least restrictive emergency actions possible in light of the circumstances and safety concerns. As determined by the Title IX Coordinator, these actions include, but are not limited to: temporarily re-assigning or relocating an employee, restricting a student's or employee's access to or use of facilities or equipment, allowing a student to withdraw or take grades of incomplete without financial penalty, authorizing an administrative leave, suspending a student's participation in extracurricular activities, student employment, student organizational leadership or intercollegiate athletics. At the discretion of the Title IX Coordinator, alternative coursework options may be pursued to ensure as minimal an academic impact as possible on the parties.
5. Once/if it is determined that the respondent is no longer an immediate threat, the respondent will be immediately reinstated to pre-emergency removal status.

L. Confidentiality, Privacy and Amnesty

1. **Privacy** - Every effort is made by the College to preserve the privacy of reports. To the greatest extent possible, the College will not share the identity of any individual who has made a report or complaint of harassment, discrimination, or retaliation; any complainant, any individual who has been reported to be the perpetrators of sexual misconduct, any respondent, or any witness, except as permitted by law. The College reserves the right to designate which College officials have a legitimate educational interest in being informed about incidents

that fall within these procedures, pursuant to the Family Educational Rights and Privacy Act (FERPA).

Only a small group of officials who need to know will typically be told about the complaint. Information will be shared as necessary with the Title IX Office, decision-makers, witnesses, and the parties.

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

Any information concerning a minor as a complainant or respondent will be provided to the parent/guardian of the minor by the Title IX Coordinator as soon as possible upon knowledge of a complaint concerning a minor.

2. **Confidentiality** - If a complainant requests confidentiality, this may impact the College's ability to fully investigate and respond in pursuing disciplinary action against the responding party. The College has confidential options identified as outlined in the Reporting Sexual Misconduct section.
3. **Amnesty** - The Office of Student Conduct grants amnesty to students who may have violated alcohol and/or drug provisions of the College's student Code of Conduct at the same time of the incident when he or she became a victim of sexual assault. Therefore, no alcohol or drug charges are applied to a student who reports that he or she was under the influence of alcohol or drugs at the time of a sexual assault.

M. Investigations

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

1. Upon receipt of a formal complaint, the Title IX Coordinator (or designee) will conduct a brief, initial assessment to gather enough key information to inform decisions about jurisdiction, threat, emergency removal, and other critical topics key to the investigation.
2. The College must investigate all formal allegations and send written notice to the complainants and respondents. The written notice will include:
 - a. The identities of the parties (if known).
 - b. The specific section(s) of policy alleged to have been violated.
 - c. The conduct that would be considered sexual harassment/misconduct.
 - d. The date(s) of the incident(s).
 - e. The location(s) of the incident(s).
 - f. A statement that the respondent is presumed to be "not responsible" for the alleged conduct until a determination is made at the conclusion of the grievance process.
 - g. A statement that the parties may have an advisor of their choice, who may be an attorney.
 - h. A reminder of the expectation of truthfulness in the grievance process including the consequences of providing false statements or submitting false information.
3. The burden of gathering evidence and burden of proof will remain with the College, not the involved parties.
4. The investigation does not consider: 1) incidents not directly related to the possible violation, unless they evidence a pattern; 2) the character of the parties; 3) questions and evidence about the complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence

about the complainant's prior sexual behavior are offered to prove someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

5. The College will send written notice of any investigative interviews, meetings, or hearings that will include the date, time, location, participants and purpose of the investigative interview, meeting or hearing.
6. The College will provide equal opportunity for the parties to present facts, witnesses, and other evidence (both inculpatory and exculpatory evidence).
7. The College will not restrict the ability of the parties to discuss the allegations or gather evidence.
8. No unauthorized audio or video recording of any kind is permitted during investigation meetings. If the Title IX Coordinator elects to audio record and/or video record interviews, all parties must be made aware of the audio and/or video recording.
9. Parties will have the same opportunity to select and advisor of their choice who may be, but need not be, an attorney.
10. The College will send the parties, and their advisors, evidence directly related to the allegations, in electronic format or hard copy, with at least ten (10) calendar days for the parties to inspect, review, and respond to the evidence.
11. The College will send the parties, and their advisors, a comprehensive investigative report that fairly summarizes relevant parts of the investigation, witness interviews, and relevant evidence, in electronic format or hard copy, with at least ten (10) calendar days for the parties to respond.
12. The investigative report will make conclusions based upon investigative facts and are non-binding. The decision-maker will make the final, objective evaluation at the conclusion of the live hearing.
 - a. The investigative report will not be finalized until the review period for the parties is complete. Necessary revisions and relevant elements of the parties' written responses will be incorporated into the final report. The rationale for any changes made after the review and comment period will be documented.
13. Once the final investigative report is complete, the report will be shared with all parties and their Advisors through secure electronic transmission or hard copy at least ten (10) business days prior to a hearing. The parties will also be provided with a file of any directly related evidence that was not included in the report.
14. The College will dismiss, under Title IX, any allegation that does not meet the definition of sexual harassment or did not occur in the College's education program or activity against a person in the U.S. If dismissed, the College may still investigate using alternative processes.
15. The College may dismiss a formal complaint or allegations therein if the complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein, if the respondent is no longer enrolled or employed by the College, or if specific circumstances prevent the College from gathering sufficient evidence to reach a determination.
 - a. If the respondent is no longer enrolled or employed by the College at any point before the investigation process is complete, upon withdrawal, the respondent may be barred from College property and events, and may be ineligible for re-enrollment or rehire.

16. The College will give written notice of dismissal and the reasons for the dismissal.
17. The College may consolidate formal complaints where the allegations arise out of the same facts.
18. The involved party's medical, psychological, and similar treatment records cannot be accessed by the College unless the party provides voluntary, written consent to do so.

N. Informal Resolution

An informal resolution may occur at any time prior to reaching a determination regarding responsibility and may include the use of alternative resolution procedures such as mediation, restorative practices, and other alternative resolution procedures in limited circumstances. An informal resolution does not involve a full investigation and adjudication. For an informal resolution to occur, both parties must agree to resolve a report informally rather than through formal investigation and resolution, and when the Title IX Coordinator must be able to support the resolution informally by providing agreed-upon remedies to resolve the situation. Informal resolutions will not be permitted in employee-student cases. An informal resolution may be permitted if the following criteria are met:

1. A formal complaint has been filed.
2. A determination of responsibility has not been reached.
3. Both parties must provide written and voluntary consent to use the informal process.

The parties participating in the informal resolution process will be provided with written notice that includes:

- The reported misconduct/allegations;
- The requirements of the informal resolution process including the circumstances under which, once completed, it precludes the parties from changing their minds and reverting to a formal grievance process;
- The right of the parties to withdraw from the informal resolution process and resume the formal grievance process;
- Any consequences resulting from participating in the process, including what sanctions could result, as well as any records that will be maintained and/or could be shared; and
- Whether the resolution would be binding on the parties.

O. Live Hearing

Once the final investigation report is shared with the parties, the Title IX Coordinator will refer the matter for a live hearing. The hearing cannot be less than ten (10) business days from the conclusion of the investigation, unless all parties and the decision-maker agree to an expedited timeline.

A live hearing will be required to decide whether a respondent is "responsible" for violating this procedure. A live hearing will consist of the decision-makers (Chair and hearing panel), complainant and respondent and their advisors, and any relevant witnesses.

The notice of the hearing will include the following elements:

- a. Date
- b. Time
- c. Location
- d. A list of all those will be attending the hearing, along with an invitation to object to any decision-maker on the basis of demonstrated bias. This must be raised with the Title IX Coordinator at least two (2) business days prior to the hearing.

- e. Any technology that will be used to facilitate the hearing
 - f. Information about the option for the live hearing to occur with the parties in separate rooms using technology that enables the decision-makers and parties to see and hear all parties answering questions. Such a request must be raised with the Title IX Coordinator at least five (5) business days prior to the hearing.
 - g. Information on how the hearing will be recorded and on access to the recording for the parties after the hearing.
 - h. A statement that if any party or witnesses does not appear at the scheduled hearing, the hearing may be held in their absence and that the absent party's testimony and any statements given prior to the hearing will not be considered by the decision-makers. For compelling reasons, the hearing may be rescheduled.
 - i. Notification that the parties may have the assistance of an advisor of their choosing at the hearing and will be required to have one present for any questions they may desire to ask during the hearing of the other party and/or witness(es). The party must notify the Title IX Coordinator at least five (5) business days prior to the hearing if they do not have an advisor, and the College will appoint one.
 - j. An invitation to each party to submit to the decision-makers an impact statement pre-hearing that the decision-makers will review during any sanction determination.
 - k. A description of the alleged policy violation(s)
 - l. Applicable procedures
 - m. Potential sanctions
 - n. Purpose of the hearing
 - o. An invitation to contact the Title IX Coordinator to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at the hearing. The party must notify the Title IX Coordinator least seven (7) business days prior to the hearing.
1. If a party or parties prefer not to attend or cannot attend the hearing in person, the party should request alternative arrangements from the Title IX Coordinator or the Chair at least five (5) business days prior to the hearing.

The Title IX Coordinator or the Chair may arrange to use technology to allow remote testimony without compromising the fairness of the hearing. Remote options may also be needed for witnesses who cannot appear in person. Any witness who cannot attend in person should let the Title IX Coordinator or the Chair know at least five (5) business days prior to the hearing so that appropriate arrangements can be made.

2. The parties will be given a list of the names of the decision-makers in the hearing notice. All objections to any decision-maker must be raised in writing, detailing the rationale for the objection, and must be submitted to the Title IX Coordinator as soon as possible and no later than two (2) business days prior to the hearing. Decision-makers will only be removed if the Title IX Coordinator concludes that their bias or conflict of interest precludes an impartial hearing of the allegation(s).
3. Participants at the hearing will include the decision-makers, the Title IX Coordinator (or designee who conducted the investigation process) who conducted the investigation, the parties, advisors to the parties, any called witnesses, and anyone providing authorized accommodations or assistive services. Witnesses will be invited to appear at a portion of the hearing in order to respond to specific questions from the decision-makers and the parties and will then be excused.

4. The order of the hearing will include: 1) the Chair of the hearing board will explain the procedures and will introduce participants; 2) the Title IX Coordinator will present a summary of the final investigation report and will be subject to questioning by the decision-makers and the parties (through their advisors); 3) parties and witnesses will be invited to provide relevant information beginning with the complainant, respondent, and witness(es) and will be subject to questioning by the decision-makers and the parties (through their advisors); 4) the decision-makers will deliberate in closed session to determine whether the respondent is responsible or not-responsible for the policy violation(s) in question using the preponderance of evidence standard; 5) if there is a finding or responsibility on one or more of the allegations, the decision-makers may consider the previously submitted party impact statements in determining appropriate sanctions; 6) the Chair of the hearing board will then prepare a written deliberation statement within two (2) business days of the end of deliberations; 7) using the deliberation statement, the Chair of the hearing board will prepare a notice of outcome which will include final determination, rationale, and any applicable sanction(s) for the parties and their advisors within five (5) business days of receiving the decision-makers deliberation statement
5. **Cross Examination** – at the live hearing, each party's advisor must be permitted to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Cross examination must be conducted by the advisor (the only portion of the hearing in which the advisor may actively participate) and must be conducted directly, orally, and in real time, with virtual avenues permitted (at the request of either party). Cross examination must exclude evidence of the complainant's prior sexual behavior or predisposition, unless evidence regarding the complainant's sexual behavior is offered to prove that someone other than the respondent committed the sexual misconduct, or is to prove consent.

The process for cross examination will be conducted as such:

- a. The advisor will post the question orally;
- b. The proceeding will pause, while the chair of the live hearing considers the question, and then determines its relevance, and explains their determination on-the-record;
- c. Based on this determination the chair will then direct the party or witness whether or not to respond to the posed question by the advisor.

If a party chooses not to submit to cross-examination at the hearing, either because of non-attendance at the hearing or the party refuses to participate in the cross-examination questioning, the hearing board may not rely on any prior statement made by that party or witness in the ultimate determination of responsibility. This includes those contained in the investigation report or made at the hearing. The hearing board will not draw inference solely from any refusal to participate in the live hearing process.

6. Hearings (excluding deliberations) will be recorded by the College for purposes of review in the event of appeal. Parties may not record the proceedings and no other unauthorized recordings are permitted.

P. Notice of Outcome

1. The hearing board chair will provide written determination of responsibility for each allegation to be shared with the parties simultaneously. This written determination will include:
 - The section (s) of College policy or procedure alleged to have been violated.
 - The standard of evidence that was used in the decision-making process.

- A description of the procedural steps taken from the receipt of the formal complaint through the hearing, including any notifications made to the parties, interviews with the parties and witnesses, site visits, or other mechanisms used to gather evidence and hearing held.
 - Findings of fact that support the determination.
 - Conclusions regarding the application of the “findings of fact” to the alleged violations.
 - A statement of, and rationale for, the result as to each alleged violation, including a determination regarding responsibility, any disciplinary sanctions the recipient imposes on the respondent and whether remedies designed to restore or preserve equal access to the College’s education program or activity will be provided by the College to the complainant.
 - Procedures for appeal including the bases upon which the parties may appeal.
2. If, based on a preponderance of the evidence, it is found that a violation of the College’s Anti-discrimination and Harassment Policy and this associated sexual misconduct procedure has occurred, the parties will be immediately and simultaneously notified of the finding in writing.
 3. Notification of the determination can be expected within sixty (60) calendar days of the formal report. If circumstances require more time for completion of the investigation and review, the parties will be notified of the reason for the delay and advised of subsequent timeframes for completion of the investigation and review.
 4. The simultaneous written notice to both parties of the outcome of the complaint will include a notice of and option to appeal.

Q. Rights of the Parties

- The right to an equitable investigation and resolution of all credible allegations of prohibited harassment or discrimination made in good faith to College officials.
- The right to timely written notice of all alleged violations, including the identity of the parties involved (if known), the precise misconduct being alleged, the date and location of the alleged misconduct (if known), the implicated policies and procedures, and possible sanctions.
- The right to timely written notice of any material adjustments to the allegations (e.g., additional incidents or allegations, additional Complainants, unsubstantiated allegations) and any attendant adjustments needed to clarify potentially implicated policy violations.
- The right to be informed in advance of any public release of information regarding the allegation(s) or underlying incident(s), whenever possible.
- The right not to have any personally identifiable information released to the public without consent provided, except to the extent permitted by law.
- The right to be treated with respect by College officials.
- The right to have College policies and procedures followed without material deviation.
- The right not to be pressured to mediate or otherwise informally resolve any reported misconduct involving violence, including sexual violence.
- The right not to be discouraged by College officials from reporting sexual misconduct or discrimination to both on-campus and off-campus authorities.
- The right to be informed by College officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option(s) to be assisted by College authorities in notifying such authorities, if the party so chooses. This also includes the right not to be pressured to report, as well.
- The right to have allegations of violations of these procedures responded to

promptly and with sensitivity by the College law enforcement and/or other College officials.

- The right to be informed of available interim actions and supportive measures, such as counseling; advocacy; health care; legal, student financial aid, visa, and immigration assistance; or other services, both on campus and in the community.
- The right to a College -implemented no-contact order or no-trespass order when a person has engaged in or threatens to engage in stalking, threatening, harassing, or other improper conduct that presents a danger to the welfare of the party or others.
- The right to be informed of available assistance in changing academic, and/or working situations after an alleged incident of discrimination, harassment, and/or retaliation, if such changes are reasonably available. No formal report, or investigation, either campus or criminal, needs to occur before this option is available. Such actions may include, but are not limited to:
 - Changing an employee's work environment (e.g., reporting structure, office/workspace relocation)
 - Transportation accommodations
 - Visa/immigration assistance
 - Exam, paper, and/or assignment rescheduling or adjustment
 - Receiving an incomplete in, or a withdrawal from, a class (may be retroactive)
 - Transferring class sections
 - Temporary withdrawal/leave of absence (may be retroactive)
 - Campus safety escorts
 - Alternative course completion options.
- The right to have the College maintain such actions for as long as necessary and for supportive measures to remain private, provided privacy does not impair the College's ability to provide the supportive measures.
- The right to receive sufficiently advanced, written notice of any meeting or interview involving the other party, when possible.
- The right to ask the Title IX Coordinator and Decision-maker(s) to identify and question relevant witnesses, including expert witnesses.
- The right to provide the Title IX Coordinator/Decision-maker(s) with a list of questions that, if deemed relevant by the Investigator(s)/Chair, may be asked of any party or witness.
- The right not to have irrelevant prior sexual history or character admitted as evidence.
- The right to know the relevant and directly related evidence obtained and to respond to that evidence.
- The right to fair opportunity to provide the Title IX Coordinator with their account of the alleged misconduct and have that account be on the record.
- The right to receive a copy of the investigation report, including all factual, policy, and/or credibility analyses performed, and all relevant and directly related evidence available and used to produce the investigation report, subject to the privacy limitations imposed by state and federal law, prior to the hearing, and the right to have at least ten (10) business days to review the report prior to the hearing.
- The right to respond to the investigation report, including comments providing any additional relevant evidence after the opportunity to review the investigation report, and to have that response on the record.

- The right to be informed of the names of all witnesses whose information will be used to make a finding, in advance of that finding, when relevant.
- The right to regular updates on the status of the investigation and/or resolution.
- The right to have reports of alleged Policy violations addressed by Title IX Coordinators, and decision-makers who have received relevant annual training.
- The right to a hearing board that is not single-sex in its composition.
- The right to preservation of privacy, to the extent possible and permitted by law.
- The right to meetings, interviews, and/or hearings that are closed to the public.
- The right to petition that any College representative in the process be recused on the basis of disqualifying bias and/or conflict of interest.
- The right to have an advisor of their choice to accompany and assist the party in all meetings and/or interviews associated with the resolution process.
- The right to the use of the preponderance of evidence standard to make a finding after an objective evaluation of all relevant evidence.
- The right to be present, including presence via remote technology, during all testimony given and evidence presented during any formal grievance hearing.
- The right to have an impact statement considered by the decision-makers following a determination of responsibility for any allegation, but prior to sanctioning.
- The right to be promptly informed in a written Notice of Outcome letter of the finding(s) and sanction(s) of the resolution process and a detailed rationale therefor (including an explanation of how credibility was assessed), delivered simultaneously (without undue delay) to the parties.
- The right to be informed in writing of when a decision by the College is considered final and any changes to the sanction(s) that occur before the decision is finalized.
- The right to be informed of the opportunity to appeal the finding(s) and sanction(s) of the resolution process, and the procedures for doing so in accordance with the standards for appeal established by the College.
- The right to a fundamentally fair resolution as defined in these procedures.

R. Sanctions and Remedies

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

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

The sanctions will be implemented as soon as is feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested. The sanctions described in this policy are not exclusive of, and may be in addition to, other actions taken or sanctions imposed by external authorities.

1. **Student sanctions** - Sanctions for violations of this procedure by a student will be imposed in accordance with the College's Student Code of Conduct. If during a student conduct hearing, the respondent is found responsible, the extent of sanctions will be determined by the hearing board.
2. **Employee Sanctions** - If the respondent is found responsible, the extent of the sanctions will be determined by Human Resources in accordance with the College's Standards of Conduct/Disciplinary Process policy and/or disciplinary provisions of the applicable collective bargaining agreement.
3. **Types of Sanctions** - Sanctions that could be imposed for a violation of this procedure include, but are not limited to, warning, probation, performance improvement plan (employees), loss of privileges, loss of responsibilities or demotion (employees), written warning, suspension, and expulsion (academic) or termination (employment/third party contract).
4. **Additional remedies** for the campus community to remedy the effects of sexual misconduct may include, but are not limited to:
 - a. Counseling or other victim services to all campus community members affected by sexual misconduct.
 - b. Enhanced prevention-based programming.
 - c. Focused training sessions.
 - d. Developing and distributing materials on sexual misconduct.
 - e. Ensuring communication between Title IX Coordinator and campus police.
 - f. Conducting campus climate assessments to assess effectiveness of efforts.

S. Withdrawal or Resignation with Charges Pending

Students: If a student has an allegation pending for violation of these procedures the College may place a hold on a student's ability to register for future classes, graduate and/or to receive an official transcript/diploma.

Should a student decide to not participate in the resolution process, the process proceeds absent their participation to a reasonable resolution. Should a student respondent permanently withdraw from the College, the resolution process ends, as the College no longer has disciplinary jurisdiction over the withdrawn student.

However, the College will continue to address and remedy any systemic issues, variables that may have contributed to the alleged violation(s), and any ongoing effects of the alleged harassment, discrimination, and/or retaliation. The student who withdraws or leaves while the process is pending may not return to the College until the allegations are resolved (if possible). Such exclusion applies to all campuses of the College. A hold will be placed on their ability to be readmitted. They may also be barred from College property and/or events.

Employees: Should an employee respondent resign with unresolved allegations pending, the resolution process ends, as the College no longer has disciplinary jurisdiction over the resigned employee.

However, the College will continue to address and remedy any systemic issues, variables that contributed to the alleged violation(s), and any ongoing effects of the alleged harassment or discrimination.

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

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

T. Appeal Procedures

Both parties are provided the opportunity to appeal a determination regarding responsibility, or the College's decision to dismiss a formal complaint. Parties will have five (5) business days from when the written notice of outcome was sent to appeal. The appeal body will be determined by the College and will be communicated in the written outcome determination letter. The appeal body will be free of bias- and conflict of interest-free. Appeals are not intended to provide a full re-hearing of the allegation(s) and in most cases, appeals are confined to a review of the written documentation or record of the original hearing and pertinent documentation regarding the specific grounds for appeal.

The appellate process is available to the complainant and respondent on the following bases:

1. A procedural irregularity that affected the outcome on the matter;
2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could have affected the outcome of the matter; and
3. The Title IX Coordinator, Deputy Title IX Coordinator(s), or any member of the hearing board had a conflict of interest or bias for or against Complainants or Respondents generally or the individual complainant or respondent, that affected the outcome of the matter.

Requests for appeals must be submitted in writing to the Title IX Coordinator (or who has been specified as the appeal body in the written outcome determination letter) within five (5) business days. The request for appeal must articulate the ground(s) upon which the party has based their request for an appeal.

Upon request for an appeal from either party, the appeal body will notify each party in writing and give the parties five (5) business days a reasonably equal opportunity to submit a written statement in support of, or challenging the outcome.

A Notice of Appeal Outcome will be sent to all parties simultaneously including the decision on each approved ground and rationale for each decision. The Notice of Appeal Outcome will specify the finding on each ground for appeal, any specific instructions for remand or reconsideration, any sanctions that may result which the College is permitted to share according to state or federal law, and the rationale supporting the essential findings to the extent the College is permitted to share under state or federal law. Once an appeal is decided, the outcome is final; further appeals are not permitted, even if a decision or sanction is changed on remand.

U. Prevention and Education

The College provides educational programs to promote the awareness of sexual assault, domestic violence, and stalking, which include primary prevention and awareness programs for incoming students and new employees, as well as ongoing prevention and awareness programs for students and faculty. The programming will include information regarding the College's prohibition of those offenses, its current policy and procedures, a definition of offenses, and a definition of consent. Safe and positive options for bystander intervention will also be presented as well as recognition of signs of abusive behavior and steps to minimize individual risk. The College will continue its prevention and awareness campaign by offering ongoing programs to students, faculty and staff regarding the above-mentioned information. Student ongoing education will be offered at various times throughout the fall and spring semesters. Faculty and staff ongoing education will be provided during professional development programming. Ongoing education will also focus on Title IX obligations including reporting responsibility and procedure.

VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013 (VAWA)

The Violence Against Women Reauthorization Act of 2013 amended section 485(f) of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). VAWA amended the Clery Act to require institutions to compile statistics for incidents of dating violence, domestic violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports.

Bystander Intervention

Bystander intervention is a sexual assault prevention strategy that encourages witnesses to take safe action when they see a situation that might lead to sexual assault, and to support victims after an incident. Being an active bystander does not require that you risk your own safety or the well-being of others. The goal is to aid in the prevention of violence without causing further threat, harm, or damage. There is a range of responses you can use that are appropriate, depending on the situation. However, if you or someone else is in immediate danger, calling 911 is the best action a bystander can take.

Research on the causes of sexual violence and evaluation of prevention efforts indicates that bystanders (also referred to as witnesses or defenders) are a key piece of preventing sexual violence. Owens wants to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. Bystanders may not always know what to do, even if they want to help. Common Components of Bystander Intervention are:

- **Awareness:** Be aware of situations that could lead to sexual violence.
- **Responsibility:** You are a part of a campus community that supports and helps each other.
- **Commitment:** Make a commitment to help maintain a safe environment to learn and work and report threats to the safety of students and employees of Owens.
- **Confidence:** Be confident in your ability to take effective action to prevent sexual violence. Trust your intuition and don't hesitate to call for help.
- **Intervention:** Intervene in ways that protect your own safety and are truly supportive to victims.
- **Resources:** Bystanders also need safety nets for themselves -- you can call upon resources and community policies that support intervention.

Techniques to Help the Community:

- Don't participate in sexist conversation. Don't laugh at rape jokes.
- Change the subject when you hear sexist or rape-supportive comments.
- Address it. Tell your friends that sexist or rape-supportive comments are not OK.
- Watch for signs of predatory behavior. Intervene to prevent a sexual assault from taking place.

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.

Risk Reduction Strategies

Risk Reduction Strategies are options designed to decrease perpetration and bystander inaction; increase empowerment for victims in order to promote safety; and help individuals and communities address conditions that facilitate violence. 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:

- **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.
- **Try to avoid isolated areas.** It is more difficult to get help if no one is around.
- **Walk with purpose.** Even if you don't know where you are going, act like you do.
- **Trust your instincts.** If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
- **Make sure your cell phone is with you and charged.**
- **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
- **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
- **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.
- **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.).
- **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.
- **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.
- **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.
- **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.
- **If you need to get out of an uncomfortable or scary situation here are some things that you can try:**
 - *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.
 - *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.
 - *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.

- *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.
- **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?
- **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.

Sexual Assault Prevention, Risk Reduction and Bystander Intervention Programs

The College makes available and distributes to its students and employees, information on sexual assault awareness and prevention including programs designed to provide sexual assault awareness prevention, risk reduction and bystander intervention to students and employees throughout the year.

Awareness, prevention, risk reduction and bystander intervention programs

- Not Anymore online training for all incoming students each semester. The training for incoming students helps participants better understand how to recognize and help, prevent, and respond sexual assault, dating/domestic violence, and stalking.
- Not Anymore online training for Mandated Reporters annually. Training for Mandated Reporters helps participants understand College policies and procedures, statistics, resources, and their role in prevention and response around topics of Title IX and the Violence Against Women Act.
- Collaborative programming with the the Cocoon in Wood County for employee and student training and programming on topics such as bystander intervention, informational tabling and consent.
- Training male and female athletes in on bystander intervention techniques.
- Green Dot training for employees and students that is facilitated by several campus partners who have been Green Dot Certified.

Ongoing Prevention and Awareness Campaigns

- Conducted several bystander intervention/Green Dot training programs to educate students on techniques and importance of being an active bystander.
- Series of posters that are rotated at least once per month that are designed to educate students and employees about sexual assault awareness, prevention including topics on bystander intervention, consent, reporting, and intimate partner violence.
- Responsible Employees/Mandated Reporters display a "Mandated Reporter" logo on their email signatures and the Mandated Reporter logo is on webpages in departments in which all employees are Mandated Reporters.
- Website presence at <https://www.owens.edu/itsonus/> that features resources for students and employees, definitions, reporting information, bystander intervention tips, and College procedures.
- Distribution of the College's Stop Sexual Misconduct: It's on us! pamphlet to students and employees that contains information on reporting, resources, and bystander intervention.

- “It’s On Us” campaign focusing on sexual awareness and prevention on college campuses. The Campaign aims to shift the way we think about sexual assault by inspiring everyone to see it as their responsibility to do something, big or small, to prevent it. There is a commitment to creating an environment where sexual assault is unacceptable and survivors are supported. Additional information regarding this Campaign and taking The Pledge can be found at <https://www.owens.edu/itsonus/>.

OFFENDER REGISTRY INFORMATION

Federal law requires convicted sex offenders to register for the purpose of community notification. In addition, these laws provide for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education. The law requires sex offenders, already required to register in a specific state, to provide notice of each institution of higher education at which that person is employed or enrolled as a student. This registration is to be made available to law enforcement agencies with jurisdiction where the institution of higher education is located. Institutions of higher education are required to issue a statement advising the campus community where law enforcement agency information concerning registered sex offenders may be obtained. Information on registered sex offenders can be found at the links below.

- [Wood County Sheriff's Office](#)
- [The Hancock County Sheriff's Office](#)
- [Lucas County Sheriff Sex Offender Registration](#)

TIMELY WARNING

Timely Warnings are a valuable tool in heightening safety awareness and obtaining information which may lead to an arrest and conviction of a perpetrator. In the event that a situation occurs, either on- or off- campus that in the judgment of the Department of Public Safety or adjoining law enforcement agency, constitutes an immediate threat to the health or safety of the College community, a campus wide “Timely Warning” will be issued, generally via the Owens Alert System (which would include at least one of the following: voice messaging, text messaging, and email).

The decision to issue a timely warning will be made on a case-by-case basis in light of all the facts surrounding the crime, including factors such as the date and time of the crime or incident versus the date it was reported to a Owens Community College official, the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts. Timely Warnings may typically be issued for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) crime classifications: 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.

As the purpose of a Timely Warning is to alert the community of a crime or crimes that have occurred and offer the community advice and guidance on protecting itself, certain information may be temporarily withheld to protect a victim or maintain the integrity of a criminal investigation. The Department of Public Safety will be primarily responsible for carrying out mandates of the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. However, Timely Warnings to members of the campus community regarding occurrences of Clery Act crimes will be issued by an alert that is distributed by email and can also be found at the Owens State Community College Department of Public Safety website.

Depending on the type of emergency, especially in all situations that could pose an immediate threat to the community and individuals, the Department of Public Safety may also post signs on campus or alert occupants in buildings on foot. In an emergency or dangerous situations, warnings include procedures for both response and evacuation. These are notifications that are sent to the campus community advising of event(s) that have occurred on the campus property or advising of event(s) occurring near the campus. Timely Warnings are meant to provide information to make the College community aware of an ongoing threat or risk, aid in the prevention of similar crimes, and provide safety tips. These notifications usually occur as an all-campus email and should be issued as soon as the pertinent information is available.

System to use	Primary Message Creator	Backup Message Creator	Authority for approving & sending messages	Primary Message Sender	Backup Message Sender
PRIMARY					
Owens Alert System (Email, text messaging, voice messaging)	Chief of Police	Supervisor of Security Services	Chief of Police	Dispatcher	Chief of Police/ Lieutenant
Posting throughout the various campus buildings	Chief of Police	Supervisor of Security Services	Chief of Police	Dispatcher	Chief of Police/ Lieutenant
SECONDARY					
Owens Alert System (Email, text messaging, voice messaging)	Dispatcher	Dispatcher	Dispatcher	Dispatcher	Dispatcher
Posting throughout the various campus buildings	Dispatcher	Dispatcher	Dispatcher	Dispatcher	Dispatcher

EMERGENCY RESPONSE AND NOTIFICATION GUIDELINES

Owens State Community College emergency communications will be utilized in response to a crucial incident or other emergency that may affect or has affected the health, safety or welfare of students, faculty, staff or campus visitors. Critical incidents require a timely and effective communications response and include situations that:

- Result or may result in death, injury, health or safety threats to our students, employees or the public
- Result or may result in significant damage to facilities
- Significantly disrupt operations

Emergency Notification

An emergency notification is different than a timely warning or crime alert. Emergency notifications will be issued immediately upon confirmation that any significant emergency or dangerous situation exists that involves the immediate threat to the health or safety of students, employees, guests or visitors on campus.

An emergency notification will be issued via an Owens Alert text message, telephone call, mass email, and post to Twitter. Emergency notifications are typically more immediate, shorter, and contain less information than timely warnings due to the fast-evolving nature of emergency situations. Updates or follow-ups to emergency notifications will be given as necessary when information becomes available. In some situations, an emergency notification may also serve as a timely warning depending on the circumstances and the information available. See the emergency response procedures that follow regarding details about emergency notifications.

Emergency Response Procedure

The following initial procedures are utilized when the College's Department of Public Safety is notified about a potential life safety situation that affects any Owens campus and/or its constituents off campus.

- The Owens police dispatcher receives notification of a potential life safety emergency.
- The dispatcher immediately sends police officers to verify the situation.
- The responding police officer(s) or other sworn personnel monitoring the situation shall determine a need for a notification to the campus community. A dispatcher may make a notification assessment prior to the arrival of sworn personnel if the situation dictates.
- The responding officers determine whether the situation requires consultation with other officials such as public health experts or other emergency services personnel.
- If the responding officers deem immediate notification should be disseminated to the campus community, a message is sent by the following means:
 - Owens Alert text message and voice telephone calls
 - Email to student, faculty, and staff
 - The College's Twitter Feed

- Once the initial information has been shared with the campus community, updates will be provided by the dispatcher as necessary when information becomes available
- The Owens police dispatcher will send an “All Clear” message when the situation is over.

The above procedures will be acted upon without delay when a life safety issue is reported. Police officers will be immediately dispatched to the scene of the life safety situation in order to verify the situation and gather further information. Sworn personnel from the Department of Public Safety (Police Officers, Sergeants, Lieutenants, or the Chief of Police) are responsible for initiating the notification to the campus community in a potential life safety situation. The content of follow-up messages sent to the campus community will be determined by the Owens Department of Public Safety in consultation with the Office of Marketing and Communications and other College officials as appropriate. Further, the Owens Department of Public Safety is responsible for determining which component(s) of the campus community will be notified of the potential life safety situation (ex. Toledo-area campus, Findlay-area campus or both).

Information will not be shared with the campus community when the Owens Department of Public Safety determines that doing so would compromise the efforts of assisting those in peril.

Information will be shared with the Perrysburg Township Police, Findlay Police, the Ohio State Highway Patrol, the Wood County Sheriff’s Office, or the Hancock County Sheriff’s Office when necessary so they may assist in handling the situation and share information with the wider community. These agencies receive notification via phone, police radio contact and the Owens alert messaging system.

Additional means of providing on-going information concerning a potential life safety situation and its resolution may include:

- Blast emails to campus
- Text messages and phone calls sent via Owens Alert
- The College’s home page, Facebook, and Twitter feeds.
- Communication with Owens police officers in patrol cars
- Marketing and Communications will provide information to local media as it becomes available.

To better prepare the campus in the event of an emergency situation, Owens Community College conducts unannounced tests of the emergency notification process on both campuses at least once during each academic year with the entire campus community. The Department of Public Safety documents these tests and revises emergency plans as necessary based on the assessment and evaluation that occurs with each test.

Communication Resources

Indoor/Outdoor Emergency Broadcast System - This system allows us to notify College personnel of a sudden emergency or incident that threatens life or safety while they are in transit throughout the campus.

Owens Alert Management System (Mass Notification) - This system is designed to keep our students, employees and visitors safe and informed. Program enrollees will automatically be able to receive notices by phone, e-mail and text message when the College or your individual campus is closed because of inclement weather or emergencies.

Students will be asked to enroll and keep their information up to date every time they register for classes. Employees will need to enroll and keep their information up to date. Visitors, community members and alumni can request to be added to the list as well. Employees and students can register, update or check current information in Ozone. To view your information:

1. Log in to your Ozone account
2. Click "Manage My Owens Alerts"
3. Click "Personal Information"
4. Click "Owens Alert Management"

You can update information anytime through this page. You can unsubscribe or re-subscribe at any time. Information provided will only be used for emergency alerts and will be kept confidential. Student records will not be updated with this information, so if you would like to update your official College records, please contact Student Financial Services at (567) 661-7378.

Owens State Community College assumes no responsibility for delivery charges associated with receiving subscribed notifications.

System to use	Primary Message Creator	Backup Message Creator	Authority for approving & sending messages	Primary Message Sender	Backup Message Sender
PRIMARY					
Owens Alert System (Email, text messaging, voice messaging)	Chief of Police	Supervisor of Security Services	Chief of Police	Dispatcher	Chief of Police/ Lieutenant
Posting throughout the various campus buildings	Chief of Police	Supervisor of Security Services	Chief of Police	Dispatcher	Chief of Police/ Lieutenant
SECONDARY					
Owens Alert System (Email, text messaging, voice messaging)	Dispatcher	Dispatcher	Dispatcher	Dispatcher	Dispatcher
Posting throughout the various campus buildings	Dispatcher	Dispatcher	Dispatcher	Dispatcher	Dispatcher

CAMPUS AND BUILDING EVACUATION

Purpose

In rare and extreme circumstances, an emergency may require the evacuation of the campus. In the event an evacuation is necessary, the campus population will be notified through our fire alarm system, and/or the Owens Alert System (including voice messaging, text messaging, and email) depending on what the emergency or evacuation situation mandates. The purpose of evacuation is to remove all persons not engaged in life safety duties as quickly as possible from an impending threat at the campus to protect lives. This is accomplished by directing vehicular and pedestrian traffic to predesignated egress routes according to their physical location on campus and proximity to the routes. Evacuation is distinguished from closure of the campus in that it requires prompt implementation with little or no advance notice.

Cooperation and Mutual Assistance

Evacuation places an extraordinary demand on limited police resources under emergency conditions and requires extraordinary sacrifice, patience and cooperation on the part of the students, faculty, staff and visitors being evacuated. Individuals may need to assist others not able to care for themselves, personal property may need to be left behind, personal vehicles may be inaccessible, individuals and groups may become separated, and persons may be required to egress by routes not of their choosing. Persons evacuating by vehicle are encouraged to provide transportation to as many others as possible. Above all, persons will be called upon to remain calm under tumultuous conditions and to cooperate with and follow directions given by police and others assisting with traffic control.

Campus Evacuation Plan

The Department of Public Safety has developed a comprehensive plan for the evacuation of the campus. This plan identifies critical traffic control intersections with preferred direction of egress toward primary evacuation routes and utilizes police and non-police traffic controllers as well as illuminated traffic control devices accordingly.

Primary Evacuation Routes (Toledo-area Campus)

An emergency of the magnitude and seriousness requiring the evacuation of the campus will likely and similarly affect surrounding communities. When the emergency is confined to the local community, evacuation to neighboring communities and routes leaving the immediate area are used. When an emergency is regional or larger scale, evacuation routes direct traffic to interstate highways for mass evacuation and relocation. A person evacuated from the campus may have few options regarding the direction of travel. A particularly difficult challenge is the fact that routes west, north and east of the campus are few in number, mostly two-lane, and are likely to be congested and gridlocked leaving the option of egress in those directions undesirable.

Therefore, Interstate I-75 located west of the Toledo-area Campus has been identified as the major traffic artery toward which evacuating traffic will be directed. From there, evacuees can be integrated into the larger regional evacuation plan if necessary.

Primary Evacuation Routes (Findlay-area Campus)

County Road 212 located north of the Findlay-area Campus has been identified as the major traffic artery toward which evacuating traffic will be directed. From there, evacuees can be integrated into the larger regional evacuation plan if necessary.

Building Evacuation Procedure

At the sound of a fire alarm, or other notification to evacuate, all persons are required to leave the building immediately. Unless conditions prevent it, the best evacuation route is the nearest stairway leading to the nearest exit. Elevators should not be used as they become inoperable during a loss of electrical power and can increase the risk of smoke inhalation during a fire. Firefighters routinely check stairways for persons needing assistance.

Actions will be taken to ensure persons remain at least two hundred feet from the building to be clear of any danger and to avoid impeding the movement of emergency responders and equipment. This distance may be increased by police, security or firefighters according to the circumstances of the emergency. Persons should not return to the building unless specific approval to do so has been given by police, security or firefighters.

Persons needing additional assistance evacuating any building during an emergency should contact emergency services (911) immediately.

Anyone with information warranting an emergency response or evacuation may report the circumstances to the Department of Public Safety by either calling 567-661-7575 or by coming into the Department of Public Safety.

Continuous Improvement Efforts

Owens Community College strives to continuously improve the safety of the campus community in the event that an evacuation becomes necessary. Ongoing efforts include: creation and distribution of evacuation maps; review of policies regarding how notification is achieved; develop consistent schedule for testing of notification systems; and, seeking training opportunities for personnel in the Department of Public Safety, Facilities and Operations.

In addition to the tests of the emergency notification process, Owens Community College has procedures to test the emergency response and evacuation procedures on at least an annual basis, including:

- Tests that may be announced or unannounced
- Publicizing its emergency response and evacuation procedures in conjunction with at least one test per calendar year
- Documenting, for each test, a description of the exercise, the date, time and whether it was announced or unannounced

On July 8, 2022, the Office of Workplace Safety and Health, with assistance from the Department of Public Safety and Perrysburg Township Fire Department, conducted the following annual test.



Office of Workplace Safety & Health

Fire Drill/Evacuation Report Ohio Fire Code/Clery Act

Assessment and evaluation of emergency plans and capabilities

Date of Drill: July 8, 2022 Building: Heritage Hall
Time of Drill: 10:00 a.m. Announced ☐ Unannounced ☒

PRE DRILL CHECKLIST:

Safety walkthrough prior to alarm activation: ☒ Fire department notified by Fire Marshal: ☒

DRILL INFORMATION

Employees present/assisting in drill: Danielle Tracy, Wanda Wray, Luis Munguia,
Jim Eaton, Dwayne Dotson

Outside agencies involved: N/A

Actual time of drill: 10:06 a.m. Time complete evacuation achieved: 10:10 a.m.

Number of occupants evacuated: 12 Time "all clear" given: 10:10 a.m.

Method of alarm activation: pull station Who activated alarm: Danielle Tracy

Special conditions simulated (if any): Officers were not told in advance; responded as real alarm.

Weather conditions when occupants were evacuated: Warm; slightly humid.

Rally point utilized/accountability achieved: Yes

Systems fully function? If no: explain: Yes

Problems encountered: Notes: FM not present; all notifications completed by DPS.

Some students utilizing study rooms stayed in Lot A; they left after talking to DPS.

POST DRILL CHECKLIST:

☒ Systems returned to normal operation ☒ Fire Inspector notifies Fire Department
☒ DPS Patrol of area ☐ Fire doors returned to open position

Drill Conducted by: LStiefel Signature: Lorraine Stiefel Digitally signed by Lorraine Stiefel
Date: 2022.07.08 11:35:18 -04'00'

Record retention: Fire Code: ACT+ 5 years/Clery: ACT+ 7 years

Documentation held at Workplace Safety and Health

SECURITY AND FACILITIES ACCESS

Owens is an open College serving not only students but also the general public. Many of the facilities and services are available for public use throughout the weeks during normal operating hours. During business hours, the College is open to students, employees, contractors, guests, and the general public. During non-business hours, access to all College facilities is by key, swipe card (if issued), or admittance by Department of Public Safety personnel. In case of periods of extended closing, the College will admit only those with prior written approval to the facilities.

Some facilities have individual hours which may vary at different times of the year. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

DEFINITIONS OF CLERY REPORTABLE CRIMES

Murder & Non-negligent Manslaughter:

The willful killing of one human being by another.

Negligent Manslaughter:

Killing of another person through gross negligence.

Rape:

Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without consent of the victim. This definition includes any gender of victim or perpetrator.

Fondling:

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

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:

Unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury.

Burglary:

The unlawful entry of a structure to commit a felony or a theft.

Motor Vehicle Theft:

The theft or attempted theft of a motor vehicle.

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 or personal property of another.

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.

OTHER CLERY ACT REPORTABLE OFFENSES

Liquor Law Violation:

The violation of law or ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; and all attempts to commit any of the aforementioned activities. (Public drunkenness and driving under the influence are not included in this definition.)

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.)

Weapons Law Violations:

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

Toledo-area Campus CRIME STATS

Crime Reported	Year	On-Campus	Non-Campus	Public Areas
Murder / Non-Negligent Manslaughter	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Negligent Manslaughter	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Sex Offenses, Forcible	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Sex Offenses, Non-Forcible (fondling, incest, and statutory rape only)	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Robbery	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Aggravated Assault	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Burglary	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Motor Vehicle Theft	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Arson	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Liquor Law Arrests	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Drug Law Arrests	2022	0	0	0
	2021	3	0	0
	2020	0	0	0-
Drug Law Violations Referred for Disciplinary Action	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Illegal Weapons Possession Arrests	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Domestic Violence	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Dating Violence	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Stalking	2022	0	0	0
	2021	0	0	0
	2020	0	0	0

Toledo-area Campus CRIME STATS

Hate Crimes Reported - Toledo-area Campus

Category	Year	Race	Gender	Religion	National Origin	Sexual Orientation	Gender Identity	Ethnicity	Disability
Larceny-Theft	2022	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
Simple Assault	2022	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
Intimidation	2022	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0
	2020	1	0	0	0	0	0	0	0
Property Damage Destruction Vandalism	2022	0	0	0	0	0	0	0	0
	2021	2	0	0	0	0	0	1	0
	2020	0	0	0	0	0	0	0	0

Findlay-area Campus CRIME STATS

Crime Reported	Year	On-Campus	Non-Campus	Public Areas
Murder / Non-Negligent Manslaughter	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Negligent Manslaughter	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Sex Offenses, Forcible	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Sex Offenses, Non-Forcible (fondling, incest, and statutory rape only)	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Robbery	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Aggravated Assault	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Burglary	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Motor Vehicle Theft	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Arson	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Liquor Law Arrests	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Drug Law Arrests	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Drug Law Violations Referred for Disciplinary Action	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Illegal Weapons Possession Arrests	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Illegal Weapons Possession Violations Referred for Disciplinary Action	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Domestic Violence	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Dating Violence	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
Stalking	2022	0	0	0
	2021	0	0	0
	2020	0	0	0

Findlay-area Campus CRIME STATS

Hate Crimes Reported - Findlay-area Campus

Category	Year	Race	Gender	Religion	National Origin	Sexual Orientation	Gender Identity	Ethnicity	Disability
Larceny-Theft	2022	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
Simple Assault	2022	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
Intimidation	2022	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
Property Damage Destruction Vandalism	2022	0	0	0	0	0	0	0	0
	2021	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0