About the Owens Safety & Security Department

The Toledo-area Campus Safety & Security Department operates 24 hours, seven days each week. The staff includes full and part-time Security Officers and Dispatchers and a student security staff. Full and Part-time officers are recognizable in gray uniforms and receive specialized security training (ASP Tactical Baton, CPI Non-Violent Crisis Intervention, defensive tactics, and aerosols) to assist in completion of their duties. Blue uniforms designate Student Security Officers.

Owens Security staff 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.

Security personnel work in conjunction with the Health Services Office in response to medical emergencies. All Security Officers are trained in CPR and First Aid.

While the Safety and Security officer are not sworn police officers, they have the authority to enforce all campus rules and regulations.

The Safety and Security Department also work closely with all local police, fire and emergency personnel.

The Findlay Campus Safety and Security Department operates during all open campus hours. The Findlay Security staff includes full-time Security Officers and Student Officers. Gray uniforms designate the Full-time Security Officers and the Student Security Officers are designated in blue uniforms.

Owens Security staff 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.

Security personnel respond to all medical emergencies and are trained in CPR and First Aid. While the Safety and Security officers are not sworn police officers, they have the authority to enforce all campus rules and regulations. The Safety and Security Department also work closely with all local area police, fire and emergency personnel.

The Safety and Security Bicycle Patrol operated on both campuses, weather permitting. The Bike Patrol is composed of security personnel who have received training from the International Police Mountain Bike Association (IPIMBA) in order to become members of the patrol. They are recognizable in red shirts with black shorts or pants.

The Safety and Security Department have procedures in place regarding access to secured areas of campus. Please contact the security dispatcher for more information.

The Safety and Security Department has two officers assigned to assist with and answer questions regarding crime prevention issues on both campuses. These officers can be reached by calling (419) 661-7575 or 1-800-GO-OWENS, Ext. 7575 Monday through Friday.

The Safety and Security Department and the Building and Grounds Department play a direct role in keeping the campuses safe and secure for students, staff, and visitors. In
addition, the Toledo Police Academy and Toledo Fire Academy are located on the Toledo-area Campus.

It is our mission to provide an environment conducive to learning. The College believes that ensuring the safety of our students, employees and visitors is essential to accomplish this goal.

If you have questions, contact the Chief of Safety and Security at (419) 661-7575 or 1-800-GO-OWENS, Ext. 7575.

**Security services and Prevention programs**

The Safety and Security Department offers a campus escort service to students, staff, faculty and visitors on both campuses. Call (419) 661-7575 in Toledo or the Findlay office at (419) 429-3586 for information.

The Safety and Security Department issues a “Timely Warning” regarding specific personal safety crimes that have occurred on Owens property. These notices are available in the Security Office, posted on all student noteboards, Pipeline and the Security bulletin board located next to the Health Services Office. For more information, contact the Security Dispatcher Monday through Friday 7a.m. to 11 p.m.

**Campus Facilities**

Safety and Security Officers open administrative and instructional buildings by 7 a.m., Monday through Friday. The instructional buildings are closed and secured by 11 p.m. and the administrative buildings by 8 p.m., Monday through Friday. Weekend hours vary according to class schedules. Buildings are locked when not in use. For more information, please contact the Security Office at (419) 661-7575.

**College Weather-related Closings**

Owens Community College contacts the following radio and television stations when classes are cancelled due to inclement weather or other situations.

<table>
<thead>
<tr>
<th>Toledo Radio</th>
<th>Findlay Radio</th>
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<tr>
<td>WYSZ (89.3 FM)</td>
<td>WIMJ (107.7FM)</td>
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<tr>
<td>WCWA (1230 AM)</td>
<td>WFIN (1330 AM)</td>
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<tr>
<td>WSPD (1370 AM)</td>
<td>WBVI (96.7 FM)</td>
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<td>WRVF (101.5 FM)</td>
<td>WFOB (1430 AM)</td>
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<td>WVKS (92.5 FM)</td>
<td>WKXA (100.5 FM)</td>
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<td>WIOT (104.7 FM)</td>
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<td>WWWM (105.5 FM)</td>
<td>WCKY (103.7 FM)</td>
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<td>WRQN (93.5 FM)</td>
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<tr>
<td>WXKR (94.5 FM)</td>
<td><strong>Northwest Ohio TV</strong></td>
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Harassment

Owens Community College does not and will not tolerate harassment of our employees, applicants for employment or our students on the basis of race, color, sex, religion, national origin, age or disability. The College recognizes the adverse impact of harassment and recognizes that those who may be harassed may personally suffer adverse effects. All employees, applicants for employment and students are entitled to an environment free from all forms of unlawful discrimination and harassment. This policy demonstrates the College’s commitment to addressing these concerns.

Sexual harassment is a form of illegal sex discrimination. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a decision or action, or
2. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting such individual, or,
3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s performance or creating an intimidating, hostile or offensive teaching/learning environment.

Specific examples of behavior, which may constitute sexual harassment, include:

1. Deliberate, unsolicited sexually oriented comments or gestures,
2. Display of offensive sexually oriented graphic materials,
3. Physical contact such as patting, pinching or frequent brushing against another’s body,
4. Demands for sexual favors with implied promises of preferential treatment or threats.

Harassment based on race, color, religion, national origin, age or disability is also forms of illegal discrimination. Any student who believes he or she is being harassed:

1. Should not assume the college is aware of the problem.
2. Should confront the person and request the conduct cease and immediately report the problem to the Department Chair.
3. If the problem is still not resolved, take the complaint through the Office of Student Services.
Sexual Assault/Rape

- Owens Community College is committed to educating the campus community about common circumstances that can lead to sexual assault and rape, possible prevention strategies and available victim support services. Concerned staff from the Security Department, Health Services and Student Development Offices encourages all student and staff members to contact them for information and support services.
- In the State of Ohio, it is a crime to engage in sexual intercourse or “sexual contact” with any person without that person’s consent. This includes what is commonly referred to as “inappropriate touching”. State laws require that both individuals involved in sexual relations must give consent, and that neither individual be defined as having any “mental or physical incapacity that would substantially impair judgment.”
- In dealing with victims of a violent, Owens Community College will offer all available support and referral services which may be appropriate. Victims may choose to report the incident to Safety and Security, Health Services or Student Services offices in order to initiate any criminal and/or disciplinary action. Victims also have the option to receive support from the Owens Counseling Center.

Victims of any violent crime can expect:
- To be treated with respect
- To have confidentiality maintained (within the bounds of law and college policy)
- To have college or criminal proceedings fully explained
- To receive referral information for support services

If college disciplinary action is initiated, the victim can expect:
- To be notified of all scheduled disciplinary proceedings
- To have an advisor or support person present
- To be informed of the general outcome of the hearing and to receive college cooperation in using college procedures to deter harassment or retribution following a disciplinary action.

Information on sexual assault prevention can be found in the Security Office, the Counseling Center and Health Services Office.

Sex Offenses

If you are the victim of a sexual assault
- Try to remain calm and alert.
- Call 7575 for campus security, or 9, 9*1*1.
- Stay on the phone with the dispatcher as long as you are needed.
Do not change your clothing.
Do not clean your body or your clothes.
Do not disturb or alter the crime scene.

REMEMBER: The preservation of physical evidence may be critical for successful prosecution of the offender.

If you are a sex offender
• You are subject to arrest, incarceration, and prosecution through the state courts.
• As a student, you are subject to College judicial proceedings that may result in permanent expulsion from Owens Community College.

College Judicial Action
• The Office of Student Services coordinates all judicial proceedings involving sexual misconduct of students. Victims of sexual offenses may report these incidents to the OCC Security Department at 419-661-7575, or to the Office of Student Services at 419-661-7253.
• Students charged with violations of the Student Disciplinary Policy will be given adequate notice of the charges and allegations against them, and be provided an opportunity to address these charges during a hearing. Victims of sexual misconduct may be asked to provide testimony at these proceedings, and are allowed to submit input into the sanctions imposed should the student be found responsible for the charges against them. In cases where alleged offender’s conduct poses a threat to the College community, the Dean of Students may choose to impose an immediate suspension until a hearing can be convened to determine the facts of the case.
• Both the alleged victim and the alleged offender are allowed to be accompanied by an advisor of their choice during the proceedings, and will be informed of the final outcome of any campus disciplinary hearing. Students found responsible for violations of sexual misconduct will be sanctioned according to the options outlined in the Student Disciplinary Policy. This can include suspension, dismissal, or expulsion from the University. University disciplinary proceedings may be held in instances involving sexual misconduct even when formal state charges are not brought. Complete information on the College judicial process can be found below.

3358:11-3-11 Student disciplinary policy.
(A) Purpose. Students attending Owens Community College are expected to conduct themselves in a manner that supports the academic atmosphere of the college, that respects the rights of other students and employees of the college, and that follows the policies and procedures of the college. Students not able to meet these expectations may be subject to disciplinary action.
(B) Guidelines.
(1) Immediate dismissal offenses.
(a) A student whose conduct disrupts the academic atmosphere of the college, endangers fellow students, faculty or staff or damages property may be dismissed for a period of time not to exceed three years, suspended for a period of time not to exceed one semester, or placed on disciplinary probation for a period of time not to exceed one year. 

(b) Examples of such conduct include, but are not limited to, drug abuse, drunkenness, classroom disturbances, deprivation of liberty and right of access of students or college personnel, attacks/fighting, threats and assaults, copying of computer software, and willful destruction of property or commission of a felony on or off campus. 

(c) A student charged with a felony on or off campus may immediately be suspended from classes. 

(i) Should the accused student be found not guilty in criminal court, then his/her suspension may be lifted, and he/she may be able to continue his coursework. 

(ii) If the suspension is for sufficient time that the student is unable to complete his/her coursework in the semester that the suspension occurs, he/she will be credited for the full amount of his/her tuition for that suspended semester to be applied toward his/her tuition due for the next semester in which he/she is eligible to enroll. 

(d) A student found guilty of committing a felony on campus will be dealt with through criminal charges and college disciplinary proceedings. 

(e) Arrest and conviction for offenses which involve moral turpitude or which are of a criminal nature may result in the disqualification of a student from college. 

(f) When disciplinary action for off-campus behavior is being considered, a disciplinary hearing is required. 

(g) Students who are found guilty of alcohol and drug abuse may also be required to enroll in an appropriate rehabilitation program as a condition of their continued enrollment at the college. 

(2) Non-immediate dismissal offenses. 

(a) A student may be subject to disciplinary action resulting in dismissal for a period of time not to exceed three years, suspension for a period of time not to exceed one semester or probation for a period of time not to exceed one year for cheating and plagiarism, falsification of records, misconduct which does not interfere materially with classroom instruction or endangering persons or property. 

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(ii) Engages or threatens to engage in behavior which would cause significant property damage or directly and substantially impede the lawful activities of others.
(b) A student accused of violating the college’s disciplinary policy and procedures may be diverted from the disciplinary process and withdrawn if the student lacks the capacity to respond to pending disciplinary charges.
(c) The vice president of student services may refer a student for evaluation by an independent licensed psychologist or psychiatrist chosen by the college, if the vice president reasonably believes the student may meet the criteria set forth in paragraph (B)(5) of this rule.
(i) Students referred for evaluation shall be so informed in writing by certified mail and shall be given a copy of this rule.
(ii) The psychological evaluation must be completed within five business days from the date of the referral letter unless an extension is granted in writing by the vice president of student services.
(iii) At the discretion of the vice president of student services, any pending disciplinary action may be suspended until the evaluation is complete.
(iv) Legal representation will not be permitted.
(d) An interim administrative withdrawal may be implemented immediately by the vice president of student services if he/she determines that a student’s behavior poses an
imminent danger of causing serious physical harm to the student or others or causing significant property damage or directly and substantially impeding the lawful activities of others.

(i) A student subject to an interim withdrawal shall be given written notice of the withdrawal by certified mail.

(ii) The student will remain withdrawn on an interim basis pending completion of the evaluation and information hearing and will not be allowed to enter upon the campus or any college-owned property unless authorized in writing by the vice president of student services.

(e) Students subject to involuntary withdrawal shall be accorded an informal hearing before the vice president of student services. The following guidelines shall apply:

(i) Students will be informed of the date, time, and location of the hearing in writing, either by personal delivery or certified mail, at least two business days in advance.

(ii) The student may choose to be assisted by a family member, licensed psychologist or psychiatrist or, in lieu of a licensed psychologist or psychiatrist, a member of the faculty or staff of the college.

(iii) A written decision shall be rendered by the vice president of student services within five business days after the completion of the informal hearing.

(a) The decision of the vice president of student services shall be final and conclusive and not subject to appeal.

(b) The student should be advised as to when a petition for reinstatement would be considered along with any conditions for reinstatement.

Effective date: March 5, 2002
Daniel R. Hauenstein
Certification
February 19, 2002
Date
Promulgated under: RC Sec. 111.15
Statutory authority: RC Sec. 3358.08
Rule amplifies: RC Sec. 3358.08
Prior effective dates: N/A

3358:11-3-12 Student grievance/appeals procedure.

(A) Purpose.

(1) Owens Community College encourages feedback from students at any time during their enrollment as part of the college’s continued attempt to provide services to meet student needs. In spite of the college’s efforts to serve students, there may be an occasion when a student:

(a) Disagrees with a decision or action of an Owens administrator, faculty or staff member of the disciplinary hearing committee.

(b) Disagrees with a policy of the college.

(c) Disagrees with implementation of a policy
STUDENT APPEALS PROCEDURE

Owens Community College encourages informal feedback from students at any time during their enrollment as part of our continued attempt to provide services to meet student needs. In spite of our efforts to serve students, there may be an occasion when a student:

1. Disagrees with a decision or action of an Owens administrator, facility or staff member or the Disciplinary Hearing Committee,
2. Disagrees with a policy of the College,
3. Disagrees with implementation of a policy, OR
4. Feels they have been discriminated against. (Discrimination on the basis of sex, race, color, religion, national origin, ancestry, age, or disabilities not lawful.)

The Student Appeals Procedure is intended to provide students, for any of the above reasons, a process of appeal through a grievance procedure. *(All problems involving academic grades are excluded from the scope of responsibility for the Student Appeals Committee structure.)* For the purposes of the procedure, a “day” is defined as a day Monday through Friday on which the College is open.

**PROCEDURES**

**Step 1**

Step 1 is an informal process by which the student discusses his/her grievance with appropriate persons.

The student must first discuss the action, which is at the source of the disagreement with the person directly involved with the disputed action. If an acceptable solution is not reached as a result of the discussion with the person at the source of the dispute, the student must bring the grievance consideration to the various levels of administration through the appropriate Vice President. (For example, if a student has a grievance with a faculty member and cannot resolve the matter with the faculty member, the student next talks with the Chairperson of his/her technology, then the Dean of his/her academic division, and then the Office of the Provost.)

The discussions involved in Step 1 must be completed within 20 days of the disputed action.

**Step 2**

If it is not possible to resolve the grievance through the informal process outlined in Step 1, the student may advance the grievance to Step 2. Step 2 represents the beginning of a formal process for further discussion of the grievance. (If the appeal to Step 2 involves
academic grades, see Item No. 5 under the “General Information” section of this procedure. The Vice President for Student Services facilitates the formal process of the grievance procedure.

To initiate the formal process, the student must submit on the appropriate form a signed written request for hearing before the Student Appeals Committee or Council of Deans (in the event of a grade dispute). Forms are available from the Office of the Vice President for Student Services.

The Vice President for Student Services will meet with the student to discuss the grievance. The Vice President for Student Services, as necessary, may consult with other involved parties in an attempt to resolve the problem. If a resolution to the issue is not achieved through this discussion within ten (10) days, the student will officially confirm his/her intent to proceed to either Step 3(A) of the process for a non-grade appeal or Step 3(B) for a grade appeal. (For Step 3(A), the Vice President of Student Services will convene the Student Appeals Committee. For Step 3(B), the Provost will facilitate the process and, if necessary, convene the Council of Deans.)

**STEP 3(A) – STUDENT APPEALS COMMITTEE HEARING**

The Vice President for Student Services will present the members of the Student Appeals Committee and the appropriate Vice President with a copy of the written charge within five (5) days of the completion of Step 2.

With the assistance of the Vice President for Student Services, the Committee will convene a hearing within ten (10) days of receipt of the charge, notifying all parties involved.

During the appeals hearing, it shall be the responsibility of the student to provide information, call witnesses, and present testimony relevant to the grievance. The student filing the grievance may select a representative, which is defined as a full-time employee of the College, to assist him/her during the appeals process. (The full-time employee selected by the student may not have a vested interest in a particular case.) An appointed College representative may also provide information, call witnesses, and present testimony on behalf of the College. (Only the appropriate appointed representative and the individual presenting testimony will be permitted in the hearing room.)

The Chairman of the Student Appeal Committee, on behalf of the Student Appeals Committee, will render its decision in writing to the Vice President for Student Development within five (5) days of the appeals hearing. The decision of the Student Appeals Committee must either (1) uphold the original action, (2) dismiss the action, or (3) propose a compromise.

**STEP 3(B) – COUNCIL OF DEANS**
The Provost will present the Council of Deans with a copy of the written charge within five (5) days of completion of Step 2 and a copy of a written report prepared by the student as to why he/she feels the grade is unfair.

Within ten (10) days of receipt of the charge and report from the student, the involved faculty member will submit a written report justifying and giving rationale for the grade. During this same time period, the student and/or faculty member may submit written reports in support of their position from full-time or part-time College employees or Owens students.

Within ten (10) days following receipt and review of all written materials, the Council of Deans will render a decision or convene for a hearing. In the event of a hearing, the student and faculty member and any witnesses who have submitted reports will be called upon to provide additional information, which they feel pertinent to the case, and to answer any questions from the Council of Deans. If a formal hearing is convened, the student and faculty member may have a representative who is a full-time employee of the College present while he/she and his/her witnesses provide testimony.

The Provost will render the decision of the Council of Deans in writing within five (5) days of the Student Grade Appeals Committee Hearing to the student. Copies of the decision will be sent to the involved instructor and his/her Chairperson and Dean, as well as members of the Council of Deans. The decision of the Council of Deans must either (1) uphold the original grade, (2) reverse the grade, or (3) propose a compromise. The decision of the Council of Deans shall be considered final for all grade appeals.

**STEP 4 – VICE PRESIDENT FOR ACADEMIC AFFAIRS HEARING**

If an acceptable resolution to the issue is not found, either the student or the person against whom the grievance was filed may appeal the action of the Student Appeals Committee to the Provost. The signed appeal must be made in writing to the Provost within ten (10) days of the decision of the Student Appeals Committee.

The decision of the Provost will be rendered within fifteen (15) days of the conference with the person appealing the decision. The decision of the Provost shall be considered final for all grievance procedures.

**GENERAL INFORMATION**

1. The Vice President for Student Services shall facilitate the student appeals procedure. In the event the grievance is against or involves the Vice President for Student Services; the Provost shall serve as the facilitator for the procedure.
2. The Student Appeals Committee shall consist of:
   a. Four (4) faculty members- three (3) voting faculty members and one (1) non-voting faculty member who will serve as the Chairperson and vote only in the event of a tie.
   b. Three (3) voting student members.
A quorum will consist of at least two student members and two faculty members plus the Chairman. A vote of at least three members is necessary to recommend the appropriate action.

Appeals Committee members who have a vested interest in a particular case will remove themselves from deliberations regarding the case.

Faculty representatives will be selected in the Fall each year by popular vote of the faculty. The faculty member receiving the greatest number of votes will serve as the Chairperson. (Terms of office will run for one academic year.) In the event of a vacancy occurs on the Committee, the faculty member receiving the next highest number of votes will be asked to fill the vacancy.

Student volunteers will be solicited for membership on the Committee. The Vice President for Student Services will appoint the student members at the beginning of each academic year.

3. Transcripts will be made of all Student Appeals Committee hearings.
4. The Student Appeals Procedure is an internal procedure, which involves no external representation or intervention. If the student initiates legal action against the College or an employee of the College, the internal process will terminate.
5. Issues relating to academic grades are excluded from the scope of responsibilities of the Student Appeals Committee. In situations involving grades, the student should discuss the situation with the faculty member, the technology Chairperson, and the appropriate academic Dean. In the event an acceptable resolution is not found through this process, the student may appeal to the Council of Deans by contacting the Vice President for Student Services.
   The procedure for appealing a grade to the Council of Deans is defined under Steps 2 and 3(B) of the “Student Appeals Procedure.” The Provost facilitates the process and chairs the committee but votes only to break a tie. The Dean of the academic division is which the grade appeals is involved does not serve on the committee. In the event of a Findlay Campus student, the Dean for Findlay Campus Programs will also serve on the committee.

To initiate the formal process of appealing an academic grade, a signed appeal must be made in writing to the Vice President for Student Services. The written request must be submitted on the “Request for grade Appeal By Student” form, which is available from the Office of Vice President for Student Development.

6. In cases of alleged discriminatory complaints, the Provost at Step 4 shall serve as a mediator. The student may move the complaint to the Office of Civil Rights.
Campus Drug and Alcohol Abuse *Prevention and Education*

Owens Community College participates in the Drug Free Schools and Communities Act of 1989. The College prohibits the unlawful possession, use, cultivation and/or distribution of drugs and alcohol by students and employees on College owned property. The College will impose appropriate sanctions on students and employees, consistent with local state and federal laws, including dismissal from College enrollment or termination of employment, as well as referral for prosecution for violation. Where appropriate, the College may require completion of an applicable rehabilitation program. Although each incident will be reviewed on a case-by-case basis, disciplinary actions will be applied. Counseling services can offer information on alcohol and drug support groups. Additional information is available through Human Resources, Health Services and the Library.

*Alcohol & Drugs*
Alcoholic Beverages are not permitted on property owned or controlled by Owens Community College.

Owens Community College has established standards of conduct concerning the possession, sale, serving, and consumption of alcoholic beverages and drugs on the Owens Community College campus. These policies and rules reflect a concern for the health and safety of the campus community and apply to College faculty, students, staff, visitors and guests.

- State of Ohio statutes declare that it is unlawful for any person under 21 years of age to possess or consume alcoholic beverages. Consequently, no one under the legal drinking age may consume, distribute or possess alcohol on College properties or as part of any College activity.
- It is unlawful to see, give, serve or permit alcoholic beverages to be served to anyone under 21 years of age. Furthermore, servers can be held civilly liable for damage caused by underage drinkers to whom they provided alcoholic beverages.
- It is unlawful to be under the influence of use, possess, distribute, sell, offer, or agree to sell, or represent to sell narcotics, hallucinogens, dangerous drugs, or controlled substances except as where permitted by prescription or law.

Violations of these laws are dealt with both through the criminal courts and through the Office Student Services. Students found liable are subject not only to criminal prosecution but to administrative sanctions, including permanent expulsion from the College.

(Note: The Owens Community College Student Handbook and the Schedule of Classes should be consulted for further information.)
Programs and treatment referral

The Campus Alcohol and Drug Information Center (CADIC) is sponsored by the Safety & Security Department. Educational materials are available for students, faculty, and staff. Referrals to local programs, including counseling services and AA, ACOA, NA, and Alanon groups are provided. STAR (Students Teaching Alcohol Responsibility) is a student volunteer organization that provides peer education through involvement with special projects such as Alcohol Awareness Week, Safe Spring Break, and presentations to classes, residence hall, and student organizations. Student may also seek treatment for substance abuse problems at the Student Counseling Center, located in College Hall 170 (419-661-7500).

Drugs

In support of and in compliance with the Drug Free Schools and Communities Act Amendments of 1989, please be advised that the unlawful possession, use, or distribution of drugs and alcohol by students on College property or as part of any institutional activity is clearly prohibited. The College will impose appropriate sanctions on students, up to and including expulsion and referral for prosecution for violation of this standard of conduct.
FBI Definitions of Crime Categories

**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, heroine, codeine); marijuana; synthetic narcotics (demerol, methadones); and dangerous non-narcotic drugs (barbiturates, benzedrine).

**Liquor Law Violations:** The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit, any of they aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

**On-Campus – Defined as:** (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution’s educational purposes, including residence halls, and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).

**Non-Campus Building or Property – Defined as:** (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

**Public Property – Defined as:** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to the accessible from the campus.

**Crime definitions from the Uniform Crime Reporting Handbook**

**Aggravated Assault:** an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

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

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

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

**Murder and Non-negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.

**Manslaughter by Negligence:** The killing of another person through gross negligence.
**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, violence, and/or causing the victim fear.

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

**Hate Crimes** – This is a criminal offense that is committed against a person or property which is motivated in whole or in part by the offender’s bias against a race, religion, ethnic/national origin group, or sexual orientation group. If the offense is an on-campus crime, it is also identified as a hate crime and will be also listed in this column.

**Definition of Vandalism – Ohio Revised Code**
The Uniform Crime Report definition for vandalism is: “Vandalism consists of the willful or malicious destruction, injury, disfigurement, or defacement of any public or private property, real or personal, without consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law. This offense covers a wide range of malicious behavior directed at property, such as: cutting auto tires, drawing obscene pictures on public restroom walls, smashing windows, destroying school records, tipping over gravestones, defacing library books, etc. Count all arrests for the above, including attempts.”
Statistics under the heading of “Referred for disciplinary Action” include individuals referred to the Office of Enrollment Services. The numbers include referrals that are made via OCC incident reports and reports provided directly to the Office of Enrollment Services from other members of the OCC community.

There was an addition to the law in October 1998 that changed the manner in which statistics are recorded in the category “referred for disciplinary action” for the offenses of liquor law, drug law and weapons law violations. Prior to October 1998, each incident was counted as “1” for statistical purposes regardless of the number of people involved in the incident. After October 1998, institutions are required to count each person referred for campus disciplinary action as a statistic.

A postcard is sent to every enrolled student and current employee on an annual basis. The postcard includes a brief summary of the contents of the “Student Right to Know” brochure. The postcard also includes the address for the OCC website where the “Student Right to Know” brochure can be found online and information about how to request a hard copy of the brochure.

**Crime Prevention, Fire Safety and Off-Campus Traveling Tips**

Crime Prevention is everyone’s responsibility. Please do your part to help keep our campus safe for everyone. The primary concern of the College is your safety and well-being. Secondary concerns are apprehension of the criminal and preservation of crime evidence. If a crime occurs on campus, contact the Safety and Security Department at (419) 661-7575.

If you are a witness or victim of any crime or suspicious activity, please report it directly to the Safety and Security Office on the Toledo-area Campus or the Security Building on the Findlay Campus. An officer will be dispatched to assist you as needed.

In addition, maintenance personnel, identified in red uniform shirts, can summon a security officer for you. Security and Maintenance personnel are provided with two-way radios.

**Personal Safety Checklist**

- Always keep your vehicle locked and your valuables out-of-sight.
- Always study in well-lit, public areas.
- Be aware of your surroundings.
- If you have a cell phone, keep it turned on and available while driving. Do not use cell phone while driving.
- Take note of pay phones near where you park in case you need to use them.
- Use lighted walkways at night and walk with a partner to and from class.
- Mark your valuable possessions with your name and never leave them unattended.
- Never pick up hitchhikers or troubled motorists. If you want to help, call the police for them from the nearest phone.
- Always call the Campus Escort Service provided by the Safety and Security Department if you would like to be accompanied to your classes or your vehicle.

**Fire Safety Checklist**

- If you detect a fire in a campus building:
  - Immediately pull the fire alarm
    Call the Safety and Security Department at Ext. 7411 from in-house lines, *1 from payphones, pick up the nearest emergency phone for immediate contact, or call 911 directly (9,911 from in-house lines)
    Exit the building immediately. Use stairways not elevators.
• If you hear the fire alarm sounding, immediately leave the building.

The college does not practice fire drills. All alarms should be considered true alarms until authorized personnel tell you otherwise.

**Education and Crime Prevention**

During the academic year, various College organizations sponsor educational programs that feature OCC officers speaking to students and employees about personal safety, awareness, security, rape/acquaintance rape and sexual-assault prevention, as well as the prevention of burglary and vandalism. In addition, seminars, crime alerts, posters, brochures on the College bulletin board/brochure racks regularly provide information about campus safety and security.

Below is a brief description of the various educational Crime Prevention Programs periodically offered by the Owens Community College Safety and Security Department or sponsored by a campus office or student organization:

• **Bulletin Board/Brochure Displays:** located in all of the major buildings on campus, provide current applicable crime prevention messages and printed materials to the campus community.

• **Orientation Programs:** provide a general description of campus life and the Owens Community College Safety and Security Department, and inform faculty, staff, and students about what they can do to make their life on campus safe and secure. These programs are offered by the Owens Community College Safety and Security Department with the Campus Security Act.

• **Women’s Self-Defense Workshops:** provide basic verbal and physical techniques for self-protection.

**Sex Offender Notification**

House Bill 180 (121st General Assembly) concerning the registration of sex offenders and community notification of registered sex offenders went into effect on July 1, 1997. This law, commonly known as Ohio’s Megan’s Law, requires certain sex offenders to register with the sheriff in the county in which they reside. The sheriff must notify the College of any such registrations. Individuals seeking further information about this law, or the notifications made to the College in accordance with this law, should contact the Owens Community College Safety and Security Department Crime Prevention Officer at (419) 661-7575.