

2023 Jeanne Clery Annual Security Report

*Columbus Campus
Delaware Campus
Regional Learning Centers*

"Providing an environment which is safe,
accessible, and conducive to learning."

This report was compiled by the
Columbus State Community College Clery Compliance Team
Published on September 28, 2023

For more information, go to the Police Department website at
csc.edu/police.

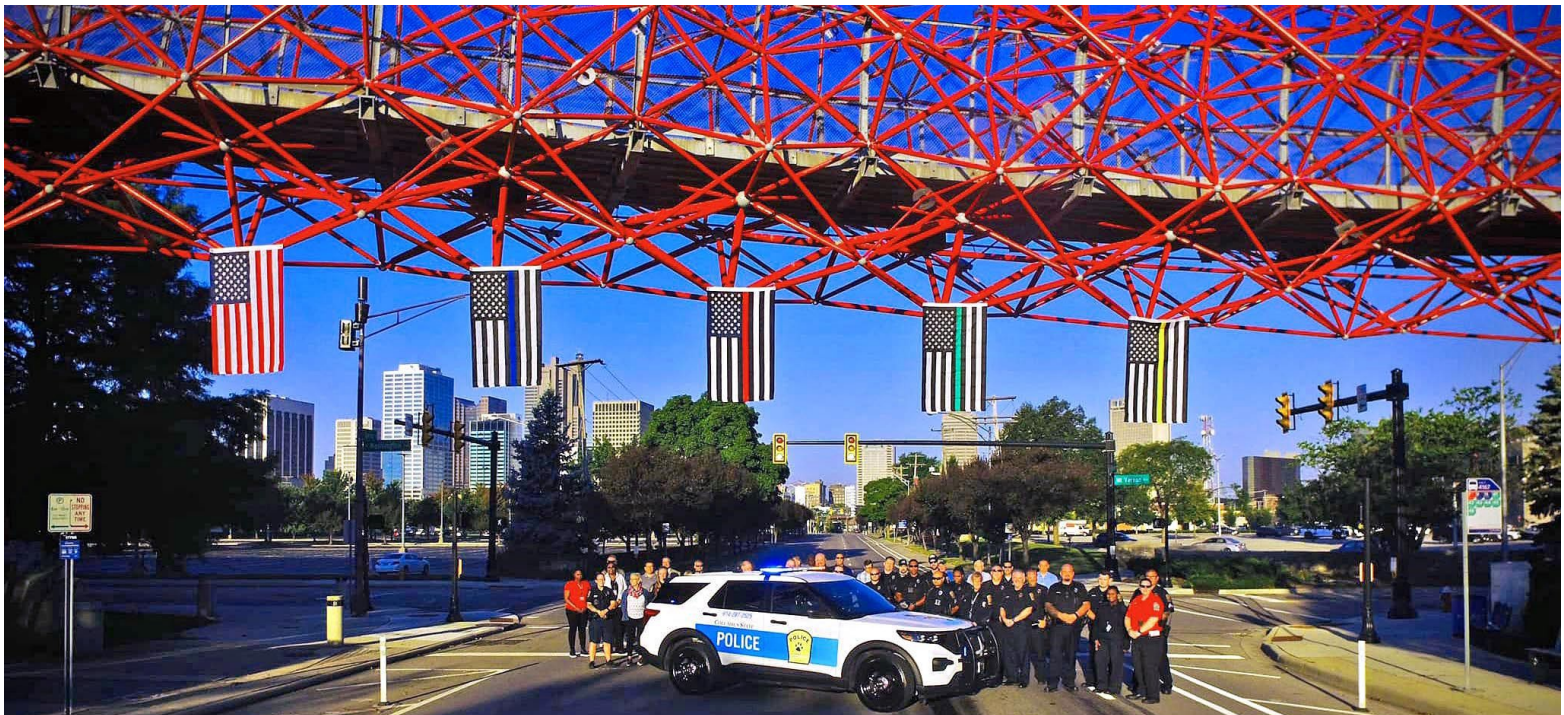


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**Columbus State Police Department
(614) 287-2525 or 911 for Emergency
Columbus Campus, Delaware Hall, Room 047 (24 hours, seven days a week)
Delaware Campus, Administration Building, Room 133 (During the hours of operation)**

Message from the Chief of Police



When one thinks of campus safety, many think of our visible and dedicated college police officers, dispatchers, security, and support personnel. They deserve recognition for their seen and unseen work. The Columbus State Community College Police Department continually works to advance the relationship with the Columbus State community, understanding that the educational mission and security interests are a collective responsibility of everyone. We appreciate the collaborative efforts and understand trust is essential in every instance of engagement with our community and each other.

As in any relationship, open and honest communication is the hallmark of the trust the community bestows upon its law enforcement professionals. Whenever a student, faculty member, visitor, or employee calls the Columbus State Police Department, noting something "just does not look right," campus safety is enhanced. That is community-based policing at the grassroots level. The

level of support we receive from the community is essential and ensures successful outcomes. We understand that we must earn community trust.

Collaboration adds to our 24/7/365 crime prevention response capability with internal and external partners, such as the ones identified in this report. These partnerships add to our mission to provide services and responses that recognize the needs of our community. And it is having a police presence and an officer who builds a relationship with the community.

While we are a reflection of society, unfortunate things can happen anywhere; please know we will be there for you when they do. Having been a crime victim, I am driven by my motto, "one crime is too many," especially if you are the victim. I hope you take the time to familiarize yourself with the Columbus State Community College Police Department and our community engagement programs. We welcome your input as we travel the path of continuous improvement.

Thank you for the opportunity to serve.

A handwritten signature in black ink, appearing to read "Sean Asbury". The signature is fluid and cursive, written over a white background.

Sean Asbury, CLEE
Chief of Police

POLICE DEPARTMENT VISION

Columbus State Police Department strives to create a safe campus that fosters learning and student success.

Reporting Multiple Campuses

The Annual Security Report (ASR) includes campus information, college policy statements, and crime statistics for all Campuses and regional learning centers. These include:

- Bolton Field Center, 5355 Alkire Rd., Columbus, OH. 43228
- Columbus Campus, 550 E. Spring St., Columbus, OH. 43215
- Delaware Campus, 5100 Cornerstone Dr., Delaware, OH. 43015
- Dublin Center, 6805 Bobcat Way, Dublin, OH. 43016

After-Hours Access Authorization for Employees

Employees who want to enter a building after hours need a signed Employee After Hours Authorization (Form 91.4.32) on file in the Police Department. Any Columbus State chairperson or administrator can grant after-hours access to their employees. This form is available by accessing the intranet at the following website: csc.edu/police/forms. If you need help, please contact the Police Department at (614) 287-2525, and a dispatcher will help you complete the form. To protect classrooms and lab equipment, the requesting employee must be present before it is unlocked.

Animals on Campus

Columbus State Community College Policy 13-03 governs animals on campus. Non-service animals are permitted on campus with the approval of the attending veterinarian in the Veterinary Technology Department. Therefore, to bring non-service animals on campus, a Miscellaneous Animals on Campus form must be completed and found online at: csc.edu/police/forms. Return the completed form and documentation to the Veterinary Technology Department, VT Room 201, at least three (3) weeks before you want to bring the animal on campus. If approved to bring a non-service animal on campus, the owner/handler must have the signed form with them whenever on campus.

College Safety Council

In July 2012, Columbus State Community College created the College Safety Council to elevate the importance of campus safety at Columbus State. Departments across the College represent the Safety Council. These areas include:

1. Police Department – Sean Asbury, Chief of Police
2. Veterinary Technology – Carla Mayer-Bletsch, Faculty
3. Automotive – David Foor, Faculty
4. Biological/Physical Sciences – Naava Schottenstein, Faculty
5. CSEA Labor Union – Jack McCoy, Faculty
6. Delaware Campus – Lucas Gorz, Staff
7. Human Resources – Erica Russell-Averette, Staff
8. Information Technology – vacant
9. Legal Office – Ian King, Staff
10. Legal Office – Nate Faubel-Ravelly, Staff
11. Facilities – Jamie Ellis, Director of Health and Safety
12. Facilities Management – Uriah Coleman, Administrator
13. Regional Learning Centers – Tim Davis, Administrator
14. Staff Advisory Council – Kienee Aloysius, Staff
15. Records and Registration – Elisabeth Yount, Assistant Director
16. Police Department – Reneè Hill, Senior DEI, Accreditation, and Compliance Officer
17. Columbus State Student – Vacant
18. Student Conduct – Richard Kane, Staff

19. Social Services – Jeff Akers, Administrator
20. Student Central – Jessica Tomasek, Staff
21. Police Department - Joel Smith, Emergency Management Coordinator

The Safety Council is co-chaired by the Chief of Police, Sean Asbury, and a faculty member from the Automotive Technology Program, David Floor. The Council is committed to creating a safe, secure learning and work environment by:

- Understanding the College's safety programs and each person's responsibility as a member of the college community to advance a safe and secure environment.
- Identifying issues of crucial concern.
- Providing feedback on programs, policies, and procedures related to college safety, including emergency preparedness, crime prevention, education and training, safe and secure learning environment, and communication.
- Serving as a critical communicator about college safety within the college community

Campus safety information can be forwarded to the Safety Council by contacting appointed representatives or the Safety Council at safetycouncil@csc.edu.

Campus Security Authorities - Who Are They?

Campus Security Authority (CSA): someone who has "significant responsibility for student and campus activities" and is required to report allegations of certain crimes made to them in good faith to the proper authorities by completing the online [Campus Security Authority Crime Report Form](#) or contacting the Columbus State Police Department at 614-287-2525. Ongoing reporting is recommended. A current list of CSA titles can be found in police department procedure 91.4.37.

Children on Campus

Columbus State Community College Policy 13-11(c) governs children on campus and states:

- Children 14 years of age and under must be accompanied and attended by an adult while on the campus unless enrolled or seeking enrollment in a Columbus State Community College program per Ohio Department of Education regulations. Children are not to be taken into classrooms unless authorized by the instructor.
- Children shall not be left unattended in automobiles. Adults who bring children to campus must control their actions and may be asked to remove them from the campus if they create a disturbance or otherwise impact the College's operations. Children are not to be taken to classrooms, laboratories, or clinical sessions unless they are to take part in the educational program. Children cannot be left unattended while parents are in class, in hallways, computer labs, vehicles, the testing center, or other areas on campus. If children are left alone, parents will be contacted in class and asked to remove their children from campus. This policy applies to the Columbus Campus, Delaware Campus, and all Regional Learning Centers.

Clery Annual Security Report Preparation

Completing the Annual Security Report (ASR) is assigned to the Police Department but is conducted in collaboration with the college Clery compliance team.

The college Clery compliance team includes the following partners: 1) Student Life, 2) Human Resources, 3) Counseling Services, 4) Legal Office, 5) Compliance Office, 6) Office of Student Code of Conduct, and 7) Police Department.

The Columbus State Police Department prepares and distributes the final report to the Columbus State Campus Community. We encourage our campus to use this report to guide safe practices on and off campus. Since Columbus State operates its own Police Department, all crimes, including Clery, are reported to the U.S. Department of Justice and the FBI Uniform Crime Report.

Clery Crime Statistics

Clery crime statistics, the annual security report, crime alerts, crime logs, and emergency information are available online at csc.edu/police. You may obtain a printed copy of the annual security report at the Police Department on the Columbus Campus in Delaware Hall, Room 047, or on the Delaware Campus, in the Administration Building, Room 133.

Rave

Columbus State Students, Faculty, and Staff are automatically enrolled in RAVE alerts by the College IT Department. Once you log in using your Columbus State login and password, you can update your profile to receive Columbus State emergency messages and other important information impacting college operations through text messages and e-mail. You can opt out of text messages anytime by texting STOP to 67283 or 22678. Rave does not charge subscribers to send or receive text messages, but standard messaging charges may apply depending on your wireless carrier.

In addition, a new cell phone application called Rave Guardian is available by searching in the Apple or Android app store under "Rave Mobile Guardian." This application allows a crime tip or information about suspicious activity to be sent to the police department via text.

For more information on receiving Rave text alerts and Rave Guardian, visit csc.edu/rave. You may contact our Emergency Management Coordinator, Joel Smith, at 614-287-2077 or jsmit109@csc.edu.

Clery Emergency Notifications and Warnings

Clery Emergency Notification

The purpose of emergency notifications is to warn the campus community about a significant critical incident that represents a sustained and impending threat to life or property to the campus community. The Police Department's Administration, Communication Technicians, Emergency Preparedness Coordinator, College President, and Vice President of Administration are authorized to initiate emergency notifications without an unreasonable delay so the campus can take immediate precautions. Emergency notifications can be issued through the public address (PA) systems, e-mail, media, and the Rave emergency notification system.

Clery Timely Crime Warning

To promote safety and prevent additional crimes, the police department will issue a timely warning of crimes that represent a serious and continuing danger to the campus community. The Jeanne Clery Act outlines these crimes and includes 1) murder, 2) negligent manslaughter, 3) non-negligent manslaughter, 4) forcible rape, 5) forcible sodomy, 6) sexual assault, 7) forcible fondling- with an object, 8) incest, 9) non-forcible statutory rape, 10) domestic violence, 11) dating violence, 12) stalking, 13) robbery, 14) aggravated assault, 15) burglary, 16) motor vehicle theft, 17) arson, and 18) hate crimes.

Issuing timely warnings is decided by the Police Department on a case-by-case basis after considering all the facts surrounding the crime. Some of these considerations include 1) the nature of the crime, 2) continuing danger to the campus community, 3) Clery criteria, and 4) the possible risk of compromising a law enforcement investigation. Once the known facts are assessed, a timely warning may be issued through e-mail, texts, media, or other appropriate message systems. The RAVE emergency notification system is the primary mode for alerts for the Columbus campus, Delaware campus, and all regional learning centers.

Collective Responsibility

The following programs are designed to ensure campus and personal safety, collective responsibility, and crime prevention:

- Crime Prevention Officer
- Behavior Intervention Team (BIT)

- Threat Assessment Team (TAT)
- Enrollment Review Team (ERT)
- College Safety Council
- New Employee and Student Orientation
- College Safety Training

Campus Information

Columbus Campus

- The Columbus Campus is located at 550 E. Spring Street, Columbus, Ohio (just east of downtown Columbus).
- You can reach Police personnel by calling (614) 287-2525 or 911 for an emergency.
- Normal campus operating hours for the Columbus Campus are Monday-Friday, 6:00 a.m. to 11:00 p.m. Buildings generally close at 6:00 p.m. on weekends except for special events. There are varying class hours on weekends and some holidays.
- Classes may be delayed or canceled, so check the college website, e-mail, and local media for any changes due to weather or emergencies.
- The Columbus State Police Department has the authority to arrest and investigate all crimes on campus. In addition, they have excellent collaborative partnerships with local, state, and federal law enforcement agencies. (ORC 3345.21; CSCC Policy/Procedure 11.01).
- Criminal acts, accidents, suspicious behaviors, and emergencies must be reported to the Columbus State Police Department at (614) 287-2525. During an emergency, call 911.



Delaware Campus

- The Delaware Campus is located at 5100 Cornerstone Drive, Delaware, Ohio (south of the City of Delaware).
- Police personnel can be reached by calling (614) 287-2525 or 911 for an emergency.
- Normal campus operating hours for the Delaware Campus are Monday-Thursday, 7:00 a.m. to 10:00 p.m., Friday and Saturday, 7:00 a.m.-4:00 p.m., and Sunday Closed. There are varying class hours on weekends and some holidays.
- Classes may be delayed or canceled, so check the college website, e-mail, and local media for any changes due to weather or emergencies.
- Law enforcement and criminal acts are under the jurisdiction of the Columbus State Police Department and the Delaware County Sheriff's Office.
- Criminal acts, accidents, suspicious behaviors, or emergencies must be reported to the Columbus State Police Department at (614) 287-2525. During an emergency, call 911.



Free Speech

College is meant to allow people to share ideas and opinions freely. The First Amendment to the U.S. Constitution protects free speech, assembly, and expression in public forums. As a public college, Columbus State is legally required to allow people to speak, assemble, and express ideas on sidewalks and other open campus areas. Just because the Constitution legally requires Columbus State to allow free speech on campus, it does not mean the College agrees with or endorses what is being said or expressed.

Most types of speech are protected by the Constitution, including political or controversial, hateful, or offensive speech - in the same way that popular or uncontroversial speech is protected. Free speech does not include speech directed at a specific person likely to provoke or incite the average person to violence. The First Amendment also does not protect obscenity, actual threats, and violent conduct. Remember that you can always walk away from the speech you do not wish to hear or see! Here are a few things to keep in mind about free speech and expression on campus:

- If there is ever a threat to anyone's safety, contact 911 or campus police at (614) 287-2525.
- Some speakers or advocates on campus may be seeking negative attention by trying to anger those around them. If their behavior is ignored, these people will often leave.
- If a person's speech, expression, or demonstration upsets you, remember you may always move to another location.
- Remember that Columbus State students and employees are held to a higher standard of conduct and civility than visitors. (See the Student or Employee Handbook for more information). For more information, visit csc.edu/free-speech.

Columbus State is proud of being the most diverse College in Central Ohio, and we're committed to raising awareness and promoting dialogue on these issues. To get involved, contact Student Engagement & Inclusion.

Crime Prevention Tips

Everyone is responsible for maintaining control over their book bags, books, laptops, electronics, and other personal property during leisure, mealtimes, and in the classroom. Do *your* part to ensure your college experience is a safe and rewarding venture. Items to consider:

- Take a moment to determine what you need throughout the day and limit what you bring to campus.
- If you need to leave an item with someone, ensure you know and trust the person with your property.
- Please record all serial numbers and photograph your belongings to make identification easier if it is stolen.
- Always be aware of your surroundings to keep yourself and your property safe.
- Always contact the Police Department at (614) 287-2525 if you have any safety concerns.
- Secure all valuables in your vehicle's trunk so others can't see them.
- For more crime prevention tips, view our informational videos at csc.edu/safety-tips.
- Like and follow the Columbus State Police Department on Facebook and Twitter.
- For crime prevention presentations, contact Tracy Anderson, Lieutenant of Police, at (614) 287-2166.

Crime Reporting (Student/Employees) and What to Do If You Are a Victim of Crime **College Policy 13-11 (E) (5)**

To meet federal and other reporting requirements, criminal acts and other emergencies must be reported immediately to the Police Department at (614) 287-2525 or in person in Delaware Hall, Room 047. If you have become the victim of a crime on campus or in a campus-controlled facility, please take the following steps:

- Immediately report the crime to the police department at (614) 287-2525 (or the local police agency). If possible, don't leave the area until you have spoken with a police officer about the

incident. Leaving the area consumes valuable investigative time. Your safety is the primary concern, so if you feel safer leaving the area, do so and call the police as soon as possible.

- Try to get a description of the suspect, noting gender, race, and clothing.
- If the suspect enters a vehicle, get a description of the car, license plate number, and direction of travel.
- Preserve evidence; do not touch or move anything. In case of a sexual assault, do not launder clothing or take a shower. There may be valuable transfer evidence on your clothing or body. For more information, see "Procedures Victims of Sexual Violence are Encouraged to Follow" on p. 21.

Counseling Services

Counseling Services is located in Eibling Hall, Room 101, and offers in-person and virtual services to all currently enrolled students. They can be reached at (614)-287-2818 or via e-mail at counselingservices@csc.edu. Additional Counseling Services information can be found at: csc.edu/counseling_services

Counseling services for full and part-time employees (except adjuncts, temporary employees, and work-study students) are available through the Employee Assistance Program. See p. 13 for more information.

Victims of crime face many setbacks because of their experience. The Ohio Attorney General's Crime Victim Section provides funding and services to aid victims, training for professionals who assist them, grants for victim service providers, and crime prevention programs for Ohio communities. For more information, visit the Ohio Attorney General's web page at: ohioattorneygeneral.gov/VictimsCompensation.

The Attorney General also provides a website where you can obtain information about the custody status of an offender 24 hours a day. This website, VINELink, is the online version of VINE (Victim Information and Notification Every Day) and the National Victim Notification Network and can be accessed at vinelink.com.

Clery Crime Awareness and Campus Security Act

Federal legislation requires Columbus State Community College to maintain statistics on the types and number of certain specified crimes on college property and policies dealing with campus security. The Columbus State Police Department is responsible for the Clery Crime Statistics and Information (Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, United States Code 20 U.S.C. 1092 [f]), and the Annual Security Report, which is produced in collaboration with a cross-campus college Clery compliance team. To access this information, contact the Columbus State Police Department, Delaware Hall 047, or visit our website at csc.edu/police.

Alcohol and Drugs,

Policies and Sanctions

• Students - Student Code of Conduct Policy 7-10

The Columbus State student code of conduct policy can be located at csc.edu/student-conduct. This policy outlines the following behaviors as violations of Columbus State's community values: Use, possession, sale, or distribution of alcoholic beverages; Use, possession, or distribution of a narcotic, inhalant, or other controlled substances, as well as drug paraphernalia, except as expressly permitted by law; Abuse or misuse of prescriptions or over-the-counter medications. Students who unlawfully possess, use, or distribute illegal drugs or alcohol will violate college policy and be subject to disciplinary action, including possible suspension or expulsion from the College. Students could also be arrested and prosecuted under applicable local, state, or federal laws.

- **Employees – Drug-Free Workplace Policy 3-46**

The Columbus State policy for a drug-free workplace is located at csc.edu/procedure3-46. The College desires to provide a safe work environment free from the unlawful manufacture, use, dispensing, possession, sale, or distribution of controlled substances and alcohol. Columbus State employees must adhere to this policy as a condition of employment. If the drug-free workplace policy is violated, employees can be subject to College Policy 3-32; Disciplinary Action is available at csc.edu/procedure3-32. This policy does not apply to employees whose rights and obligations concerning controlled substances and alcohol are governed by the terms of a collective bargaining agreement with the College.

Employee Assistance Program (EAP)

Matrix provides confidential counseling services to full-time and regular temporary employees (except adjuncts and work-study students), spouses, and dependent children. Individuals are permitted a certain number of free sessions per condition, and additional care may be continued under employees' health care coverage. Matrix covers alcohol and drug abuse, depression, family and parenting problems, legal problems, stress, finances, and many others. Matrix also provides helpful online resources. Matrix is located at:

MATRIX (Integrated Psychological Services)
2 Easton Oval, Ste. 450
Columbus, OH 43219
(614) 475-9500
www.matrixpsych.com

The employee benefits packet provides Information about Matrix services during new employee orientation. Additionally, a newsletter is included throughout the year in the College Update, and Matrix contact information is posted on Columbus State's website at csc.edu/employee-assistance-program.

Fire Prevention

Extension cords cannot be used for more than twenty-four (24) hours or affixed to structures, extended through walls, ceilings, floors, doors, under carpets, or floor coverings. Extension cords used on campus can be obtained from the Facilities Management Department.

- Space heaters must be electric (non-kerosene) and automatically shut off if accidentally tipped over. Heaters cannot be placed within three (3) feet of combustible materials.
- Coffee pots and hot plates are limited to UL-approved commercial-grade units installed in an approved manner and location.
- The use of a multi-plug adapter is prohibited.
- A 30-inch clearance between all electrical service equipment and storage items must be maintained.
- The use of open flame or burning candles is prohibited.
- The use of all tobacco products is prohibited on all Columbus State properties, including parking lots, garages, and all outside areas. For more information, refer to the Columbus State Tobacco Free College Policy 13-13 at csc.edu/procedure13-13.

Fire, Arson, Fire Suppression, and Monitoring

- Columbus State's fire suppression and alarm systems are monitored 24 hours a day, seven days a week by a third-party vendor and the Columbus State Police Department.
- Columbus State Community College is a non-residential college.
- Columbus State Community College has had no loss of life or significant building structure fires.
- Select full-time employees receive fire prevention training through Columbus State, including properly using a fire extinguisher.

- Fire suppression systems include:
 - Kitchen areas use dry chemical systems (i.e., class A-B-C-F engineered systems and portable fire extinguishers).
 - Science labs use wet systems (i.e., class A-B-C-or D portable fire extinguishers).
 - Academic buildings use wet systems, pre-action systems, anti-freeze loop systems, and dry systems (i.e., Class A-B-D).
 - Computer server rooms use Clean Agent fire suppression systems (i.e., class A-B-C Clean Agent, or Carbon Dioxide portable extinguishers).
- Systems designed to prevent or lessen the potential loss of life and property and to quicken the response of the fire department and first responders.
- Coordinate annual fire extinguisher inspections.
- Coordinate with local fire prevention units for annual safety inspections.
- Maintain fire alarm, card access, and monitoring panels.
- Coordinate monthly inspection of fire pumps, fire hydrants, fire doors, sprinkler systems, and water flow tampers.
- Maintain documented fire hydrant locations.
- Maintain documented standpipe connections.
- Maintain room opening schedules for officers to streamline operations.

Campus Parking – Facilities Management

Parking registration is required at all Columbus State locations, and parking access is monitored by license plate reader technology, so no physical permits will not be issued. All vehicles must display an outward-facing license plate for parking authorization to be valid. Vehicles should pull into Columbus State parking spaces with the rear license plate facing out unless a valid front plate is installed. Parking information updates are available at www.csc.edu/parking.

- Employees must register for parking access and will receive detailed instructions in employee e-mail and/or during the onboarding process.

Student Parking

- Students seeking to routinely park on campus, must register and pay a \$35 virtual permit fee for each registered semester. Registration and permit management is accessible from csc.edu/parking. Detailed instructions will be delivered to all student e-mails before the start of/before each semester. A two-week grace period will be at the start of each semester to ensure students are aware of paid parking requirements.
- Student parking is clearly marked. Students should never park in non-student lots unless they have a disability license plate or placard displayed.

Accessing Disability Parking

- Anyone parking in an accessible disability parking space must have a state-issued disability license plate or placard, following Ohio Revised Code 4511.69, and a valid Columbus State parking permit.
- Disability permits are non-transferable.
- Violators can be cited, towed at the owner's expense, or a vehicle immobilization device may be applied and fined up to \$500.00 per state law.
- Suppose a current state-issued disability placard is displayed correctly, and the vehicle has been registered with the College, or an employee parking pass is visible. In that case, parking is available in any lot on campus.

The Columbus State Police Department

The Columbus State Police Department is responsible for law enforcement, emergency management, crime prevention, campus access, and environmental health and safety. Due to the College's participation in a unique neighborhood security partnership, our police are supplemented

by an additional layer of security that blankets the Columbus Campus area with Columbus Police Officers and Discovery Special Improvement District Security Patrol.

The Delaware Campus is staffed during the hours of operation by Columbus State Police Officers and security specialists, whom the Delaware County Sheriff's Office assists.

The police department, centrally located on the Columbus campus in Delaware Hall, room 047, is staffed 24 hours a day, seven days a week. Columbus State Police Officers are certified by the Ohio Attorney General's Office Ohio Peace Officers Training Council and have full arrest authority, granted by the Ohio Revised Code, Section 3345.04. Some of the services provided by the police department are:

- Crime prevention, education, and patrol of college campuses
- Investigation of crimes, threats, harassment, disruptive or offensive actions, and disorder
- Security escort service and virtual Rave escort
- Basic first aid
- Enforcement of local, state, and federal laws and college policy
- Emergency management
- Campus access management
- Security camera management
- Clery compliance
- College Safety
- Finally, the Columbus State Police Department is an accredited agency through the Ohio Collaborative.

Authorized Staffing

- The police unit consists of twenty-six (26) sworn police positions, which include one (1) Chief of Police, one (1) Deputy Chief of Police, three (3) Lieutenants of Police, five (5) Sergeants of Police, and sixteen (16) uniformed police officers.
- The security unit consists of two (2) Security Specialists.
- The communications unit consists of ten (10) Communications positions, which include one (1) Sergeant of Dispatch, two (2) Communication Technicians II, and seven (7) Communication Technicians I.
- The diversity, equity, inclusion, accreditation, and compliance unit consist of four (4) positions, which include one (1) Senior Diversity, Equity, Inclusion, Accreditation, and Compliance Officer, one (1) Compliance Manager, one (1) Record and Property Coordinator, and one (1) Accreditation Specialist,
- The administrative support unit consists of six (6) positions, which include one (1) Electronic Access Manager, one (1) Director of Safety, one (1) Building Access and Planning Manager, one (1) Administrative Assistant, one (1) Fire Safety Technician, one (1) Emergency Management Coordinator.

Police Unit

The uniformed police unit is the largest in the police department. This section consists of the uniformed State of Ohio-certified police officers and patrol vehicles. The officers respond to emergency calls, regular patrol, traffic enforcement, accident investigation, crime reporting, and investigation of crimes within the boundaries of Columbus State Community College.

In addition to heavily emphasized foot patrol, the police unit actively utilizes motor vehicles and bicycles to patrol the campus. The police department operates on a twenty-four (24) hour basis with officers assigned to geographic zones, called districts, in which they are responsible for calls for service and patrol. All officers are expected to work collaboratively with members of the campus community, as well as with local, state, and federal law enforcement agencies.

Many Columbus State Police Officers and Security Specialists are trained as Crisis Intervention

Team (CIT) officers and received forty (40) hours of training around mental health response from the Columbus Police Department's Crisis Intervention Team and Net Care Services. The team primarily assists in situations where a person suffers from a personal crisis and needs rapid, on-scene assistance. Should a significant crime occur on campus, it may be investigated by the Columbus Police Department or another law enforcement agency with the aid of the Columbus State Police.

Communications Unit

Non-sworn members of the police department staff the communications unit. Some of the duties performed by the communications section include but are not limited to: 1) central monitoring of campus alarm systems, 2) customer service, 3) answering telephone calls for service, 4) dispatching appropriate resources, 5) vehicle registration checks, 6) operator license checks, and 7) wanted person checks through the Law Enforcement Automated Data System (LEADS). Members of the communications unit receive advanced training for emergency dispatching through the Association of Public Safety Communications Officials (APCO) and other related courses throughout the year.

Security Unit

The security unit handles a myriad of functions. Security specialists have no arrest authority but assist the police in patrolling the campus.

Security unit members work overlapping hours to supplement the campus police officers. Some of the work completed by the security unit in 2022 includes:

- Community escorts
- Access Assistance
- ID cards
- Vehicle jump starts and lockouts
- Response to fire alarms
- Response to Simplex alarm system
- Emergency phone inspections and reporting operational problems to the Telecommunications Team

Safety and Security Systems

Security cameras operate in a limited number of public spaces to potentially preserve criminal evidence in the event of a crime. These camera systems are not routinely monitored. The Police and Information Technology, are responsible for operating, maintaining, and supporting safety, fire, and security systems.

Environmental Health and Safety

- Spills or releases of hazardous and/or regulated materials
- Monthly inspection of Columbus State facilities, which include: 1) emergency lights, 2) accessible routes; including doors and doorways, and 3) clearance heights in storage areas
- Maintain documented emergency shut-offs for campus buildings
- Safety education presentations

Service Standards

- Assist Columbus State students, staff, faculty, and visitors.
- Create and maintain a feeling of respect for and confidence in the Columbus State Police Department.
- Maximize the development and job satisfaction of department employees. This will enable the department to attract, retain, and secure the commitment of qualified personnel, which is necessary to accomplish the department's mission, vision, and goals.
- Ensure the College receives the most significant benefit from the police department resources.

- Minimize the occurrence of crime.
- Identify, arrest, and assist in prosecuting persons who commit criminal offenses on campus property.
- Recover lost and stolen property, identify its rightful owners, and ensure the prompt return or safekeeping of the property until it is disposed of according to the Ohio Revised Code and departmental procedures.
- Record and continually analyze crimes, accidents, and incident statistics for improved planning and crime control.
- Facilitate the safe and orderly movement of people and traffic on campus. All police officers receive bi-monthly in-service use of force simulation training through the Milo interactive use of force simulator.

Training

- All personnel have been successfully trained in blood-borne pathogens, CPR/AED/First Aid, fire extinguishers, and hazardous communications.
- The police department personnel completed 4,423 hours of training and focused on leadership development to reduce college risk by developing well-trained and competent leaders.

Equipment and Technology

- Informacast Emergency Notification System went live in January 2021 and works in conjunction with RAVE messaging to push campus-wide alerts to campus IP devices such as phones, computers, digital message boards, and more. This is a culmination of five (5) years of work to upgrade the College 911 and emergency messaging infrastructure and includes:
 - Hardware and software purchasing and installation.
 - Equipment and software configurations
 - CAD interface, and
 - Training and Testing
- CSPD is a partner in the Central Ohio Digital Evidence Task Force. This is a collaboration with 1) Franklin County Prosecutor's office, 2) Franklin County Homeland Security, 3) Columbus Police Department, 4) Franklin County Sherriff's Office, 5) Ohio State Patrol, 6) Discovery SID, and 7) Various federal agencies. This task force aims to create and implement a platform where Central Ohio First Responders can share real-time videos to improve interagency cooperation to apprehend criminals, solve crimes, and enhance the safety of our communities.
- The Safety system infrastructure has been upgraded at the Bolton Field Regional Learning Center and includes: 1) Electronic assessments, 2) Alarm system integration into Simplex, and 3) Security Cameras.
- The Simplex system was upgraded and integrated into the dispatching console in the dispatch center.

Strategic Goals

Strategic goals for the Police Department include:

- Employ a community policing philosophy by increasing personal interaction, visibility, community engagement, and collaborative partnerships.
- Research, develop, and implement procedures and practices that reduce organizational risk; enhance effectiveness, efficiency, and safety; and facilitate outstanding customer service.
- Create, revise, and implement emergency management procedures and training for the campus community that enhance the college's emergency preparedness.
- Enhance diversity, equity, and inclusion in police operations.
- Hire, develop, and maintain a diverse, well-trained, professional, and healthy workforce.

- Provide adequate staffing and organizational structure to meet increased demands as the college expands and the department grows in both size and function.
- Develop police department facilities that enhance our ability to perform our mission and facilitate future growth.

Diversity, Equity, and Inclusion

- Partnered with Human Resources Recruitment and Retention to revise the police department hiring process. Ultimately, this will improve diversity, equity, and inclusion and ensure the hiring process is aligned with national best practices.
- Dr. Hill, Senior Diversity, Equity, and Inclusion (DEI) Advisor who reports directly to the Chief of Police partners with the Chief of Police to proactively bridge the racial, ethnic, and gender gaps between police personnel and the campus community. Work in which Dr. Hill is engaged includes:
 - Review, revise, and create policies and training aligned with accreditation standards, national best practices, trauma-informed policing, and procedural justice guiding principles.
 - Review and align policies that meet bias-free policing best practices:
 - Ensure officers training of officers in bias-free policing.
 - Ensure employee field training incorporates core values that align with trauma-informed policing, procedural justice and communicates these values to new employees.
 - Provide our community with a direct and ongoing voice within the police department around racial, ethnic, and gender equality.
- Chief Asbury and Dr. Hill engaged in numerous conversations with the campus community to share the police department DEI work, better understand community thoughts and concerns, improve community relations, and actively engage in discussions that impact the campus community.

MOU Disclosure for Criminal Investigation, Prevention, and Response Initiatives

The Columbus Division of Police, the Delaware County Sheriff's Office, the Ohio State Highway Patrol, the Ohio Bureau of Criminal Identification and Investigation (BCI), the Federal Bureau of Investigation (FBI), or other appropriate agencies will assist our police with selected investigations, such as sexual assaults, homicides, arson-related offenses, missing persons, or other offenses that would require specialized equipment or training to investigate appropriately.

The Columbus State Community College, The Ohio State University, and the Delaware County Sheriff's Office have signed agreements that permit mutual assistance and use of their respective resources, including personnel and equipment, in situations where one department needs and requests the aid of the other.

The Columbus State Community College, the OhioHealth Sexual Assault Response Network of Central Ohio (SARNCO), the Franklin County Prosecutor's Office Victim's Assistance Unit, and the Columbus Division of Police have signed an agreement to build and strengthen relationships necessary to support a successful strategy to prevent and respond to sexual assaults and other crimes of violence. It reflects a collective understanding that all parties are essential partners in the creation of comprehensive and effective prevention planning and response to allegations of sexual violence on college campuses. This MOU served as a pilot project for the State of Ohio.

Lost and Found Items

Following Columbus State Community College Procedure No. 13-11 (E), the collection and disposal of lost and found items of value is the responsibility of the police department. An item of value is defined as any item with an estimated value of \$100 or more, including driver's licenses, personal identification documents, laptops, cell phones, electronics, checkbooks, credit cards, and cash. These items will be placed in the secured cabinet for safekeeping. Other accepted items may also be stored, including backpacks containing valuables, prescription medications, textbooks, and

other items deemed appropriate by a supervisor. For sanitary reasons, **clothing items, food, and drinks are not accepted** into Lost and Found. Property at the Delaware Campus will be stored at the Columbus Campus. A current list of lost and found items can be found on the Police Department website: csc.edu/lost-and-found.

- All property can be claimed in the Police Department, Delaware Hall, room 047, during regular campus open hours.
- Property not claimed within sixty (60) days will be transferred to the police department property room located on the Columbus Campus.
- Property not claimed within ninety (90) days will be disposed of following the Ohio Revised Code and departmental procedures.
- To claim property, a Cougar ID, driver's license, or government-issued ID must be presented to verify the owner's identity.

Emergency Management Information

During an emergency, each of us must take responsibility for our safety and assist those around us, especially helping people with disabilities. For more information, visit the Columbus State Police Department website at csc.edu/police.

The Police Department Emergency Preparedness Coordinator maintains the College Emergency Action Plan (CEAP) and assists other departments with emergency response guidelines and annual drills. The college emergency action plan can be found at csc.edu/ceap. Six (6) timely warnings were sent to the campus community in 2022.

Emergency Evacuation of People with Disabilities

People with disabilities capable of exiting a building using the stairs should familiarize themselves with at least two (2) exits from any classroom, building, or facility on campus. Evacuation maps indicating exits are posted in campus buildings. Stairwells are the point of rescue for people with disabilities. They will be assisted in evacuating the building by emergency responders.

At the first indication of a building evacuation, people with disabilities should go to the stairways, and emergency responders will assist with evacuations. **Only** enter the elevators during an emergency if assisted by uniformed officers. Faculty should note the presence of students with disabilities and discuss evacuation procedures:

- During power outages, buildings have evacuation exit lighting with limited backup batteries.
- Be alert for the possibility of fire, smoke, explosions, or other threats. If detected, pull the fire alarm and evacuate the building.
- Exit immediately to the nearest emergency fire exit. If inaccessible, use an alternate emergency exit. If assistance is needed, you should proceed to the nearest stairwell and wait for emergency responders to assist you. **DO NOT** use the elevators unless assisted by emergency responders.
- Notify police personnel of anyone unable to evacuate.
- Evacuate 500 feet from the building, allowing others to exit quickly and providing emergency equipment and personnel access. Take personal items such as keys, bags, cell phones, and medications. **DO NOT** re-enter the building unless directed to do so by emergency responders. Classes may be delayed or canceled, so check the college website, e-mail, and local media for information.

Emergency Phone Locations

Emergency phones are strategically located in buildings, elevators, and interior corridors. These emergency phones are connected to the college 911 System and notify our Police Department Communications Center of the location of the activated phone.

Reporting a Crime, Accident, Fire, or Emergency

If an emergency exists, immediately call 911, then the police department at (614) 287-2525. Criminal acts, accidents, medical emergencies, suspicious behaviors, or other emergencies must be reported to the police department. You can call the Columbus State Police at (614) 287-2525, visit

in person on the Columbus Campus at Delaware Hall, Room 047, use an emergency phone, or contact the local police by calling 911. When calling the police, please be prepared to give the communications center the following information:

- The nature of the emergency: Fire, personal injury, illness, etc.
- Your name and phone number.
- Exact location of the emergency.
- Description of any suspicious activity or emergency

Missing Persons

If a person goes missing from campus, the police department should be notified immediately. A police officer will respond, gather information, and relay it to other police personnel. An on-campus search for the missing person will begin, and the local police agency will be notified for assistance. If there is reason to believe the missing person was last seen off campus, the case will be referred to the jurisdictional police agency, and the missing person's family will be advised to contact that agency. The Columbus State Police Department will assist the investigating agency as requested by the agency.

Sex Offenders and Advising the Campus

The police department provides a link to the Ohio Attorney General's website that identifies sex offenders through the Electronic Sex Offender Registration Network (E-SORN). This link can be found at: icrimewatch.net

Sexual Assault and Related Offenses

Columbus State is committed to providing students and employees with services that support their health, safety, and well-being. The College Policy 3-44, "Sexual Harassment/Sexual Violence," and Procedure 3-44 (A), "Sexual Harassment/Sexual Violence," are in the college policy and procedures manual at the following website: csc.edu/policies.

A student accused of sexual violence, which includes sexual assault, is governed by Policy 3-44 and Procedure 3-44 (A) as well as Policy 7-10, "Student Code of Conduct," and Procedure 7-10 (G), "Student Code of Conduct," which are located in the Student Handbook at the following website: csc.edu/student-conduct. The Clery Act includes the following sexual assault categories within the definition of sexual assault: 1) rape, 2) fondling, 3) incest, and 4) statutory rape.

Sexual Violence Education, Prevention Programming, and Awareness Campaigns

Columbus State prohibits the following offenses: 1) domestic violence, 2) dating violence, 3) sexual assault, 4) stalking, and 5) any other forms of sexual harassment and prohibited conduct under College Procedure 3-44 (A), "Sexual Harassment/Sexual Violence."

The educational resources and opportunities described below are implemented to raise awareness of sexual violence and prevent it. These programs include education about domestic violence, dating violence, sexual assault, and stalking. Department, student, and employee groups can request training from a list of available training options at csc.edu/services/title-ix/training.shtml.

- The Compliance Office maintains a comprehensive website about sexual harassment, which includes sexual assault, domestic violence, dating violence, and stalking, where students, employees, and third parties can find resources, options, privacy information, the College's policy and procedure, information about submitting a report, and how to request training. The website is accessible at csc.edu/services/title-ix/.
- Every semester, an e-mail message is sent to all enrolled students with a link to the student resources page csc.edu/student-support-resources. This page contains support services, campus

safety measures, and a link to Compliance's comprehensive website.

- A syllabus statement is included in all course syllabi that provides contact information for the Title IX Coordinator and the Compliance Office's web address. This standard syllabus statement also is online at csc.edu/academics/syllabus.shtml.
- Throughout 2022, a student-acted video, curated Ted Talks on the issue of sexual violence and additional resources promoting education and awareness of dating violence, consent, bystander intervention, Title IX, how to make a report of sexual harassment/sexual violence, and the procedures that the College follows once a report of sexual harassment/sexual violence is received was available on the Compliance Office website at: csc.edu/services/title-ix/training.shtml.

Primary Prevention and Awareness Programs

Education programs that promote awareness of domestic violence, dating violence, stalking, and sexual assault are offered to employees and students. Columbus State's primary prevention and awareness programs include:

- *College Respect Equity and Support Training (CREST) - Employee training*
This interactive online training is required of all Columbus State employees within their first few months of employment and annually thereafter. The training addresses the following:
1) the College's prohibition of domestic violence, dating violence, sexual assault, and stalking; 2) the College's policy and procedure on sexual harassment and sexual violence; 3) resources for complainants; 4) the legal definitions of domestic violence, dating violence, sexual assault, stalking and consent in Ohio; 5) scenarios that demonstrate safe and positive options for bystanders based on the predominant theoretical model of bystander intervention; 6) how to respond to a disclosure of sexual harassment/sexual violence and reporting obligations; 7) information on recognizing unhealthy relationships and risk reduction strategies; 8) possible sanctions or protective measures that may be imposed after a college-affiliated individual is found responsible for sexual assault, domestic violence, dating violence or gender-based stalking and supportive measures available to parties at any time during the process; 9) procedures victims may utilize, including how information in the process is kept private; and 10) the process to inform complainants and respondents of their rights, options and available resources in writing. In 2022 this information was provided via an internally created online training customized to the Columbus State community.
- In addition to new faculty completing CREST, the Compliance Office summarized many of the themes contained in CREST during new faculty orientation in August 2022.
- *Cougars Creating Positive Change Training – Student Training*
Throughout 2022, the Compliance Office offered online training for students created in-house accessible at any time on its website and offered a live online version of this training in March 2022. This training program included 1) the College's prohibition of domestic violence, dating violence, sexual assault, and stalking; 2) the College's policy and procedure on sexual harassment and sexual violence; 3) resources for complainants; 4) the legal definitions of domestic violence, dating violence, sexual assault, stalking and consent in Ohio; 5) scenarios that demonstrate safe and positive options for bystanders based on the predominant theoretical model of bystander intervention; 6) how to support survivors; 7) information on recognizing unhealthy relationships and risk reduction strategies; 8) possible sanctions or protective measures that may be imposed after a college-affiliated individual is found responsible for sexual assault, domestic violence, dating violence or gender-based stalking and supportive measures available to parties at any time during the process; 9) procedures victims may utilize, including how information in the process is kept private; and 10) the process to inform complainants and respondents of their rights, options and available resources in writing.
- *College Success Courses for new students*
COLS 1100 and COLS 1101 included a section about Title IX and Sex Discrimination which

directs students to the Compliance Office's website that contains: the College's sexual harassment policy and procedure; resources for complainants and respondents (the accused persons); the legal definitions of domestic violence, dating violence, sexual assault, gender-based stalking and consent in Ohio; safe and positive options for bystander intervention; information on risk reduction; possible sanctions or protective measures that may be imposed after a college-affiliated individual is found responsible for sexual assault, domestic violence, dating violence or gender-based stalking; procedures victims may utilize and the process to inform complainants of their rights, options and available resources in writing and information about supportive measures.

Ongoing Prevention and Awareness Campaigns

- Compliance presented student training during Student Success Week in Spring 2022 and again in Autumn 2022. These presentations focused on sexual harassment and sexual violence resources, bystander intervention techniques, and self-advocacy skills.
- Victim Advocacy Services led a social media campaign for Stalking Awareness Month in January 2022, Sexual Assault Awareness Month in April 2022 and Domestic Violence Awareness Month in October 2022 that focused on raising awareness and providing resources to the Columbus State community.
- During Spring Semester 2022, Victim Advocacy Services partnered with the Sexual Assault Response Network of Central Ohio (SARNCO) to host the Engaging Men to Stop Violence program, which focused on developing male allies in sexual violence prevention.
- The Office of Student Conduct and College employees designated to adjudicate concerns of sexual violence took VAWA Compliance Training from the Student Conduct Institute of the State University of New York system. This training provided these officials involved in the student and/or employee conduct processes with an understanding of the requirements of the Clery Act as it relates to disciplinary proceedings involving sexual assault, dating violence, domestic violence, and stalking.
- Compliance facilitated training to increase awareness of sexual harassment and related college policy and procedure and to empower specific college constituents to recognize and prevent sexual harassment. This training was provided to the following groups:
 - College Credit Plus (CCP) faculty and staff in February 2022 and CCP faculty in October 2022
 - Biological and Physical Sciences Department in April 2022
 - Student Ambassadors and Student Engagement and Inclusion employees in August 2022
 - Allied Health Department in August 2022
 - Hospitality Management Department August 2022
 - Columbus Promise staff and leadership in October 2022
 - Police Academy Faculty October 2022
 - Compete Program students November 2022
 - Student Central Department November 2022
 - All college employees were encouraged to register for the live virtual training *Supporting Our Campus Community* which was offered nine times over the calendar year 2022.

Procedures Victims of Sexual Violence are Encouraged to Follow

If a person feels in immediate danger, they are strongly encouraged to call 911. Those who experience sexual violence have many options. The following steps are strongly encouraged but are not mandatory for victims.

1. **Get to a safe place.** After experiencing a traumatizing event such as sexual violence, it is essential to go to a comfortable and safe place.
2. **Contact law enforcement.** Victims are encouraged but not required to contact law enforcement. The Title IX Coordinator or a Compliance Officer within the Compliance Office can assist victims in notifying law enforcement if they choose. Victims may contact law

enforcement to assist them in obtaining medical treatment and police services by calling:

- 911
- Columbus State Police Department (614) 287-2525 - Located in Delaware Hall, Room 047 on the Columbus Campus, and the Administrative Building, Room 133 on the Delaware Campus.
 - The Columbus State Police Department will explain the process of filing a report and can complete the report using the name Jane or John Doe in place of the victim's name if the victim requests. Even if victims contact the police, they do not have to pursue criminal charges or participate in a criminal investigation.
 - If the incident occurred off college property, The Columbus State Police could assist the victim in contacting the appropriate law enforcement agency for assistance. If the incident occurred on college property, the Columbus State Police will investigate. Depending on where the incident occurred, the appropriate law enforcement agency will work directly with the victim. Victims also have the option to inquire about a protection order or other legal orders of protection.
- The local law enforcement agency

3. Seek medical attention. For physical acts of sexual violence, like sexual assault, dating violence, or domestic violence, victims are encouraged to go to the nearest emergency room as soon as possible, preferably within ninety-six (96) hours of the incident. A victim may decide whether to receive a medical exam at the hospital. A medical exam treats the full extent of injuries and physical trauma. In the case of sexual assault, the purpose of the exam is to:

- consider the possibilities of sexually transmitted infection or pregnancy and
- properly preserve evidence in case the victim decides to pursue a criminal investigation.

A victim can decide to have a medical exam but decide not to have evidence collected. If they decide to have evidence collected, they can choose not to pursue criminal charges and not to file a police report. The medical exam will help keep the option to pursue criminal charges open, should they decide to do so later.

4. Preserve all physical evidence. Victims are encouraged to keep evidence such as text messages, social media posts, voice-mails, notes, and pictures related to the incident in case they decide to pursue an administrative investigation with the College, a criminal investigation with the police, or obtain a protection order. If a person has been sexually assaulted, they are encouraged to save all clothing from the time of the attack in a paper bag because plastic degrades evidence. Victims of a sexual assault should not bathe, douche, brush their teeth, or drink, as it may destroy evidence that will be needed if they decide to pursue a criminal investigation. No one should disturb where the incident occurred – leave all sheets, towels, etc., that may contain evidence for the police to collect.

5. Contact the Columbus State Title IX Coordinator or Compliance Officer within the Compliance Office. They will provide information regarding options, including reporting procedures and supportive measures. Please see the Supportive Measures webpage at: csc.edu/services/title-ix/support-measures.shtml or in the section of the Annual Security Report (ASR) titled "Sexual Harassment/Sexual Violence: Secure Reporting and Confidentiality."

Title IX Coordinator

Available during regular office hours

Joan Cook (614) 287-2636

jcook60@csc.edu

Senior Compliance Officer

Available during regular office hours

Jolene Broshious (614) 287-5106

jbrosious@csc.edu

Compliance Officer

Available during regular office hours

Jordan Lochard (614) 287-3955

jlochard@csc.edu

6. **Contact relatives or close friends if they can provide emotional support.**
7. **Contact trained and experienced counselors.** See the Support Resources webpage at csc.edu/title-ix/resources for free and reduced-cost counseling and other resources. These options are outlined in greater detail on the Columbus State Title IX webpage "Sexual Violence," accessible at csc.edu/title-ix/sexual-violence.

Sexual Harassment/Sexual Violence: Secure Reporting and Confidentiality

The College's preferred reporting method for sexual harassment or sexual violence is the College's secure online report form which is accessible at csc.edu/complianceconcern. The online report form automatically sends to the Title IX Coordinator and Compliance Officer(s) within the Compliance Office. While any person may use this secure online report form, a complainant may use it to submit a Formal Complaint if they include the elements of a Formal Complaint as described in Section 13(b) College Procedure 3- 44 (A), "Sexual Harassment/Sexual Violence." A member of the Compliance Office will respond to electronically submitted reports within two (2) business days. In the case of an emergency, please call 911.

The Title IX Coordinator and/or a Compliance Officer will consult with the complainant to determine if it is appropriate to make a Formal Complaint, regardless of whether the online report form constitutes a Formal Complaint. Anonymous reports may be made through this form, but anonymous reporting likely will limit the College's ability to respond. Employees required to make reports under this procedure are not permitted to make such reports anonymously. If the anonymous information includes a crime, it will be counted in the College's crime statistics.

Students may report alleged sexual harassment or sexual violence directly to the Title IX Coordinator, a Compliance Officer within the Compliance Office, employees of the Police Department, employees of Human Resources, non-student employees of the Office of Student Conduct, athletic coaches, and assistant coaches or administrative employees with managerial responsibilities, including all academic chairpersons.

Employees may report alleged sexual harassment or sexual violence directly to the Title IX Coordinator, a Compliance Officer within the Compliance Office, employees of the Police Department, employees of Human Resources, non-student employees of the Office of Student Conduct, or administrative employees with managerial responsibilities within the respondent's (accused individual's) reporting structure, including academic chairpersons.

While all employees are strongly encouraged to notify the Compliance Office when they learn of an alleged sexual harassment/sexual violence incident, the employees listed above must notify the Compliance Office. Complaints may be filed with the Office of Civil Rights (OCR) in the U.S. Department of Education, the Ohio Civil Rights Commission (OCRC), or the Equal Employment Opportunity Commission (EEOC).

Confidentiality of Sexual Harassment/Sexual Violence Reports

The College exercises the utmost sensitivity concerning the privacy concerns of victims of alleged sexual harassment or sexual violence. However, the privacy interests of the victim are balanced with the College's obligations under state and federal law, its need to protect the college community and to ensure that appropriate investigative and/or disciplinary processes are implemented. More information about how the College will protect the privacy of victims and accused individuals, including how publicly-available recordkeeping will be accomplished without the inclusion of identifying information about the victim to the extent permissible by law, is accessible at: csc.edu/title-ix/privacy-info.

How to Confidentially Report Sexual Harassment/Sexual Violence

Confidentiality means that information will not be shared by the individual who receives the information except in limited circumstances, such as where there is an imminent threat of harm

to the individual or others or where there is knowledge or suspicion of child abuse (including sexual abuse and molestation) or neglect. Confidential resources include licensed counselors, medical providers, attorneys, clergy (pastoral or religious counselors), and certified rape crisis counselors. Contact information for confidential reporting is available in Section 8 of College Procedure 3-44 (A), "Sexual Harassment/Sexual Violence," and at <https://www.csc.edu/services/title-ix/resources.shtml>.

Written Notification of Rights, Options, and Available Services for Victims of Sexual Violence

The College's preferred reporting method for sexual harassment or sexual violence is the College's secure online report form which is accessible at [csc.edu/complianceconcern](https://www.csc.edu/complianceconcern). The online report form automatically sends to the Title IX Coordinator and Compliance Officer(s) within the Compliance Office. While any person may use this secure online report form, a complainant may use it to submit a Formal Complaint if they include the elements of a Formal Complaint as described in Section 13(b) College Procedure 3- 44 (A), "Sexual Harassment/Sexual Violence." A member of the Compliance Office will respond to electronically submitted reports within two (2) business days. In the case of an emergency, please call 911.

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How to Confidentially Report Sexual Harassment/Sexual Violence

Confidentiality means that information will not be shared by the individual who receives the information except in limited circumstances, such as where there is an imminent threat of harm to the individual or others or where there is knowledge or suspicion of child abuse (including sexual abuse and molestation) or neglect. Confidential resources include licensed counselors, medical providers, attorneys, clergy (pastoral or religious counselors), and certified rape crisis counselors. Contact information for confidential reporting is available in Section 8 of College Procedure 3-44 (A), "Sexual Harassment/Sexual Violence," and at <https://www.csc.edu/services/title-ix/resources.shtml>.

Any student, employee, or third party who reports domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on or off college property, shall be given a written explanation of their rights, options, and available services regardless of whether they choose to report the crime to college police or local law enforcement and regardless of whether, after reporting to the Title IX Coordinator, they decide to move forward with a Formal Complaint and the administrative, investigative process described in College Procedure 3-44 (A), "Sexual Harassment/Sexual Violence."

The written notice of rights, options, and services for complainants is available at [csc.edu/title-ix/rights-options](https://www.csc.edu/title-ix/rights-options). Respondents also have rights and options which are listed on the same webpage.

Procedure to Address a Report of Sexual Harassment/Sexual Violence

The College provides written notification about options for and available assistance in changing academic and working situations if requested by the complainant of sexual violence and if the supports are reasonably available as determined by the Title IX Coordinator, regardless of whether the complainant chooses to report the crime to college police or local law enforcement. This information is available at: <https://www.csc.edu/services/title-ix/support-measures.shtml>. The College provides written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available at the College and in the community for victims of all types of sexual harassment, not only sexual violence. This information is available at [csc.edu/title-ix/resources](https://www.csc.edu/title-ix/resources).

Federal Timely Warning Reporting Obligations

Victims of sexual harassment or sexual violence should also be aware that college administrators must issue timely warnings for incidents reported to them that pose a substantial threat of an ongoing danger to campus community members. The College will make every effort to ensure that a victim's name and other identifying information is not disclosed while still providing enough information for community members to make safety decisions considering the danger. The reporters for timely warning purposes are the same as detailed above.

Student Misconduct, Reporting (in person, online, or anonymously)

Violations of the Student Code of Conduct, Policy 7-10, can be reported to the Office of Student Conduct, located in the Center for Workforce Development, room 1099, or by calling (614) 287-2104. It is recommended that reports be submitted online (where they can also be filed anonymously) at: tinyurl.com/cscincident

Reports of sexual harassment/sexual violence or other types of discrimination based on a protected class should be reported via the online form at: [csc.edu/discriminationreport](https://www.csc.edu/discriminationreport) or through the channels outlined in the section "Sexual Harassment/Sexual Violence: Secure Reporting and Confidentiality" on p. 23.

Cougar Identification (ID) Cards

Cougar ID card services are available the Columbus campus in Madison Hall and by calling 740-203-8345 for the Delaware Campus. Students and employees must present a valid government-issued photo ID: Driver's License, State issued ID card, green card, passport, or current US Military ID. All information about Cougar ID cards can be found at csc.edu/cougarID.

- Employee ID cards are issued to currently employed faculty and staff. To be eligible for an ID card, faculty must be scheduled to teach in the current or upcoming semester.
- Students may receive their ID cards after registering for classes and paying tuition and fees. This ID card may be used each semester and updated with a validation sticker once the above criteria are met. Replacement ID cards are charged a fee of \$4.00. This fee must be paid beforehand by contacting the Cashier's office at 614-287-5658. Once payment is made, a receipt is e-mailed to the student, and then an ID appointment may be scheduled. Replacement IDs needed due to a name change are not assessed a fee.

Student Enrollment and Housing

Columbus State Community College is a non-residential college with an estimated student enrollment of 42,227 in 2022 (Source: Department of Institutional Effectiveness).

Student Handbook Information

Student Handbook is online at: csc.edu/StudentHandbook



Columbus State Community College – Dublin

**APPENDIX A
COLUMBUS CAMPUS**

CRIME STATISTICS

CATEGORY	YEAR	ON CAMPUS	NON CAMPUS	PUBLIC PROPERTY
CRIMINAL OFFENSES				
Manslaughter by Negligence	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Murder/Non-negligent manslaughter	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Rape	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Fondling	2020	0	0	0
	2021	0	0	0
	2022	1	0	0
Incest	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Statutory Rape	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Robbery	2020	0	0	0
	2021	0	0	0
	2022	2	0	0
Aggravated Assault	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Burglary	2020	4	0	0
	2021	1	0	0
	2022	4	0	0
Motor Vehicle Theft <i>(do not include theft from a motor vehicle)</i>	2020	0	0	0
	2021	0	0	0
	2022	5	0	0
Arson	2020	0	0	0
	2021	0	0	0
	2022	0	0	0

**APPENDIX A
COLUMBUS CAMPUS**

CRIME STATISTICS

CATEGORY	YEAR	ON CAMPUS	NON CAMPUS	PUBLIC PROPERTY
HATE CRIMES*				
Manslaughter by Negligence	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Murder/Non-negligent manslaughter	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Rape	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Fondling	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Incest	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Statutory Rape	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Robbery	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Aggravated Assault	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Burglary	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Motor Vehicle Theft <i>(do not include theft from a motor vehicle)</i>	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Arson	2020	0	0	0
	2021	0	0	0
	2022	0	0	0

APPENDIX A COLUMBUS CAMPUS

CRIME STATISTICS

CATEGORY	YEAR	ON CAMPUS	NON CAMPUS	PUBLIC PROPERTY
HATE CRIMES*				
Simple Assault	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Larceny-theft	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Intimidation	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Destruction/damage/vandalism of property	2020	0	0	0
	2021	0	0	0
	2022	0	0	0

* Category of Bias for Hate Crimes *

2020

There were no reportable **RACE** hate crimes.
 There were no reportable **RELIGION** hate crimes.
 There were no reportable **SEXUAL ORIENTATION** hate crimes.
 There were no reportable **GENDER** hate crimes.
 There were no reportable **GENDER IDENTITY** hate crimes.
 There were no reportable **DISABILITY** hate crimes.
 There were no reportable **ETHNICITY** hate crimes.
 There were no reportable **NATIONAL ORIGIN** hate crimes.

2021

There were no reportable **RACE** hate crimes.
 There were no reportable **RELIGION** hate crimes.
 There were no reportable **SEXUAL ORIENTATION** hate crimes.
 There were no reportable **GENDER** hate crimes.
 There were no reportable **GENDER IDENTITY** hate crimes.
 There were no reportable **DISABILITY** hate crimes.
 There were no reportable **ETHNICITY** hate crimes.
 There were no reportable **NATIONAL ORIGIN** hate crimes.

2022

There were no reportable **RACE** hate crimes.
 There were no reportable **RELIGION** hate crimes.
 There were no reportable **SEXUAL ORIENTATION** hate crimes.
 There were no reportable **GENDER** hate crimes.
 There were no reportable **GENDER IDENTITY** hate crimes.
 There were no reportable **DISABILITY** hate crimes.
 There were no reportable **ETHNICITY** hate crimes.
 There were no reportable **NATIONAL ORIGIN** hate crimes.

**APPENDIX A
COLUMBUS CAMPUS**

CRIME STATISTICS

CATEGORY	YEAR	ON CAMPUS	NON CAMPUS	PUBLIC PROPERTY
VAWA				
Domestic Violence	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Dating Violence	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Stalking	2020	1	0	0
	2021	0	0	0
	2022	0	0	0
ARREST (do not include drunkenness or driving under the influence)				
Weapons: carrying, possessing, etc.	2020	1	0	0
	2021	0	0	0
	2022	0	0	0
Drug abuse violations	2020	2	0	0
	2021	1	0	0
	2022	2	0	0
Liquor law violations	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
DISCIPLINARY ACTIONS (do not include drunkenness or driving under the influence)				
Weapons: carrying, possessing, etc.	2020	0	0	0
	2021	0	0	0
	2022	1	0	0
Drug abuse violations	2020	1	0	0
	2021	1	0	0
	2022	0	0	0
Liquor law violations	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
UNFOUNDED CRIMES				
Please note: If a crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded." Only sworn commissioned law enforcement personnel may unfound a crime. Count unfounded crimes in the year in which they were originally reported.				
Total unfounded crimes		2020	2021	2022
		0	0	0

**APPENDIX B
DELAWARE CAMPUS**

CRIME STATISTICS

CATEGORY	YEAR	ON CAMPUS	PUBLIC PROPERTY
CRIMINAL OFFENSES			
Manslaughter by Negligence	2020	0	0
	2021	0	0
	2022	0	0
Murder/Non-negligent manslaughter	2020	0	0
	2021	0	0
	2022	0	0
Rape	2020	0	0
	2021	0	0
	2022	0	0
Fondling	2020	0	0
	2021	0	0
	2022	0	0
Incest	2020	0	0
	2021	0	0
	2022	0	0
Statutory Rape	2020	0	0
	2021	0	0
	2022	0	0
Robbery	2020	0	0
	2021	0	0
	2022	0	0
Aggravated Assault	2020	0	0
	2021	0	0
	2022	0	0
Burglary	2020	0	0
	2021	0	0
	2022	0	0
Motor Vehicle Theft <i>(do not include theft from a motor vehicle)</i>	2020	0	0
	2021	0	0
	2022	0	0
Arson	2020	0	0
	2021	0	0
	2022	0	0

**APPENDIX B
DELAWARE CAMPUS**

CRIME STATISTICS

CATEGORY	YEAR	ON CAMPUS	PUBLIC PROPERTY
HATE CRIMES*			
Manslaughter by Negligence	2020	0	0
	2021	0	0
	2022	0	0
Murder/Non-negligent manslaughter	2020	0	0
	2021	0	0
	2022	0	0
Rape	2020	0	0
	2021	0	0
	2022	0	0
Fondling	2020	0	0
	2021	0	0
	2022	0	0
Incest	2020	0	0
	2021	0	0
	2022	0	0
Statutory Rape	2020	0	0
	2021	0	0
	2022	0	0
Robbery	2020	0	0
	2021	0	0
	2022	0	0
Aggravated Assault	2020	0	0
	2021	0	0
	2022	0	0
Burglary	2020	0	0
	2021	0	0
	2022	0	0
Motor Vehicle Theft <i>(do not include theft from a motor vehicle)</i>	2020	0	0
	2021	0	0
	2022	0	0
Arson	2020	0	0
	2021	0	0
	2022	0	0

APPENDIX B DELAWARE CAMPUS

CRIME STATISTICS

CATEGORY	YEAR	ON CAMPUS	PUBLIC PROPERTY
HATE CRIMES*			
Simple Assault	2020	0	0
	2021	0	0
	2022	0	0
Larceny-theft	2020	0	0
	2021	0	0
	2022	0	0
Intimidation	2020	0	0
	2021	0	0
	2022	0	0
Destruction/damage/vandalism of property	2020	0	0
	2021	0	0
	2022	0	0

* Category of Bias for Hate Crimes *

2020

There were no reportable **RACE** hate crimes.
 There were no reportable **RELIGION** hate crimes.
 There were no reportable **SEXUAL ORIENTATION** hate crimes.
 There were no reportable **GENDER** hate crimes.
 There were no reportable **GENDER IDENTITY** hate crimes.
 There were no reportable **DISABILITY** hate crimes.
 There were no reportable **ETHNICITY** hate crimes.
 There were no reportable **NATIONAL ORIGIN** hate crimes.

2021

There were no reportable **RACE** hate crimes.
 There were no reportable **RELIGION** hate crimes.
 There were no reportable **SEXUAL ORIENTATION** hate crimes.
 There were no reportable **GENDER** hate crimes.
 There were no reportable **GENDER IDENTITY** hate crimes.
 There were no reportable **DISABILITY** hate crimes.
 There were no reportable **ETHNICITY** hate crimes.
 There were no reportable **NATIONAL ORIGIN** hate crimes.

2022

There were no reportable **RACE** hate crimes.
 There were no reportable **RELIGION** hate crimes.
 There were no reportable **SEXUAL ORIENTATION** hate crimes.
 There were no reportable **GENDER** hate crimes.
 There were no reportable **GENDER IDENTITY** hate crimes.
 There were no reportable **DISABILITY** hate crimes.
 There were no reportable **ETHNICITY** hate crimes.
 There were no reportable **NATIONAL ORIGIN** hate crimes.

**APPENDIX B
DELAWARE CAMPUS**

CRIME STATISTICS

CATEGORY	YEAR	ON CAMPUS	PUBLIC PROPERTY
VAWA			
Domestic Violence	2020	0	0
	2021	0	0
	2022	0	0
Dating Violence	2020	0	0
	2021	0	0
	2022	0	0
Stalking	2020	0	0
	2021	0	0
	2022	0	0
ARREST (do not include drunkenness or driving under the influence)			
Weapons: carrying, possessing, etc.	2020	0	0
	2021	0	0
	2022	0	0
Drug abuse violations	2020	0	0
	2021	0	0
	2022	0	0
Liquor law violations	2020	0	0
	2021	0	0
	2022	0	0
DISCIPLINARY ACTIONS (do not include drunkenness or driving under the influence)			
Weapons: carrying, possessing, etc.	2020	0	0
	2021	0	0
	2022	0	0
Drug abuse violations	2020	0	0
	2021	0	0
	2022	0	0
Liquor law violations	2020	0	0
	2021	0	0
	2022	0	0
UNFOUNDED CRIMES			
Please note: If a crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded." Only sworn commissioned law enforcement personnel may unfind a crime. Count unfounded crimes in the year in which they were originally reported.			
Total unfounded crimes	2022		2020
	0		0

**APPENDIX C
BOLTON FIELD**

CRIME STATISTICS

CATEGORY	YEAR	ON CAMPUS	PUBLIC PROPERTY
CRIMINAL OFFENSES			
Manslaughter by Negligence	2020	0	0
	2021	0	0
	2022	0	0
Murder/Non-negligent manslaughter	2020	0	0
	2021	0	0
	2022	0	0
Rape	2020	0	0
	2021	0	0
	2022	0	0
Fondling	2020	0	0
	2021	0	0
	2022	0	0
Incest	2020	0	0
	2021	0	0
	2022	0	0
Statutory Rape	2020	0	0
	2021	0	0
	2022	0	0
Robbery	2020	0	0
	2021	0	0
	2022	0	0
Aggravated Assault	2020	0	0
	2021	0	0
	2022	0	0
Burglary	2020	0	0
	2021	0	0
	2022	0	0
Motor Vehicle Theft <i>(do not include theft from a motor vehicle)</i>	2020	0	0
	2021	0	0
	2022	0	0
Arson	2020	0	0
	2021	0	0
	2022	0	0

**APPENDIX C
BOLTON FIELD**

CRIME STATISTICS

CATEGORY	YEAR	ON CAMPUS	PUBLIC PROPERTY
HATE CRIMES*			
Manslaughter by Negligence	2020	0	0
	2021	0	0
	2022	0	0
Murder/Non-negligent manslaughter	2020	0	0
	2021	0	0
	2022	0	0
Rape	2020	0	0
	2021	0	0
	2022	0	0
Fondling	2020	0	0
	2021	0	0
	2022	0	0
Incest	2020	0	0
	2021	0	0
	2022	0	0
Statutory Rape	2020	0	0
	2021	0	0
	2022	0	0
Robbery	2020	0	0
	2021	0	0
	2022	0	0
Aggravated Assault	2020	0	0
	2021	0	0
	2022	0	0
Burglary	2020	0	0
	2021	0	0
	2022	0	0
Motor Vehicle Theft <i>(do not include theft from a motor vehicle)</i>	2020	0	0
	2021	0	0
	2022	0	0
Arson	2020	0	0
	2021	0	0
	2022	0	0

**APPENDIX C
BOLTON FIELD**

CRIME STATISTICS

CATEGORY	YEAR	ON CAMPUS	PUBLIC PROPERTY
HATE CRIMES*			
Simple Assault	2020	0	0
	2021	0	0
	2022	0	0
Larceny-theft	2020	0	0
	2021	0	0
	2022	0	0
Intimidation	2020	0	0
	2021	0	0
	2022	0	0
Destruction/damage/vandalism of property	2020	0	0
	2021	0	0
	2022	0	0

*** Category of Bias for Hate Crimes ***

2020

There were no reportable **RACE** hate crimes.
 There were no reportable **RELIGION** hate crimes.
 There were no reportable **SEXUAL ORIENTATION** hate crimes.
 There were no reportable **GENDER** hate crimes.
 There were no reportable **GENDER IDENTITY** hate crimes.
 There were no reportable **DISABILITY** hate crimes.
 There were no reportable **ETHNICITY** hate crimes.
 There were no reportable **NATIONAL ORIGIN** hate crimes.

2021

There were no reportable **RACE** hate crimes.
 There were no reportable **RELIGION** hate crimes.
 There were no reportable **SEXUAL ORIENTATION** hate crimes.
 There were no reportable **GENDER** hate crimes.
 There were no reportable **GENDER IDENTITY** hate crimes.
 There were no reportable **DISABILITY** hate crimes.
 There were no reportable **ETHNICITY** hate crimes.
 There were no reportable **NATIONAL ORIGIN** hate crimes.

2022

There were no reportable **RACE** hate crimes.
 There were no reportable **RELIGION** hate crimes.
 There were no reportable **SEXUAL ORIENTATION** hate crimes.
 There were no reportable **GENDER** hate crimes.
 There were no reportable **GENDER IDENTITY** hate crimes.
 There were no reportable **DISABILITY** hate crimes.
 There were no reportable **ETHNICITY** hate crimes.
 There were no reportable **NATIONAL ORIGIN** hate crimes.

**APPENDIX C
BOLTON FIELD**

CRIME STATISTICS

CATEGORY	YEAR	ON CAMPUS	PUBLIC PROPERTY
VAWA			
Domestic Violence	2020	0	0
	2021	0	0
	2022	0	0
Dating Violence	2020	0	0
	2021	0	0
	2022	0	0
Stalking	2020	0	0
	2021	0	0
	2022	0	0
ARREST (do not include drunkenness or driving under the influence)			
Weapons: carrying, possessing, etc.	2020	0	0
	2021	0	0
	2022	0	0
Drug abuse violations	2020	0	0
	2021	0	0
	2022	0	0
Liquor law violations	2020	0	0
	2021	0	0
	2022	0	0
DISCIPLINARY ACTIONS (do not include drunkenness or driving under the influence)			
Weapons: carrying, possessing, etc.	2020	0	0
	2021	0	0
	2022	0	0
Drug abuse violations	2020	0	0
	2021	0	0
	2022	0	0
Liquor law violations	2020	0	0
	2021	0	0
	2022	0	0
UNFOUNDED CRIMES			
Please note: If a crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded." Only sworn commissioned law enforcement personnel may unfound a crime. Count unfounded crimes in the year in which they were originally reported.			
Total unfounded crimes		2022	2020
		0	0

**APPENDIX D
DUBLIN CENTER**

CRIME STATISTICS

CATEGORY	YEAR	ON CAMPUS	PUBLIC PROPERTY
CRIMINAL OFFENSES			
Manslaughter by Negligence	2020	0	0
	2021	0	0
	2022	0	0
Murder/Non-negligent manslaughter	2020	0	0
	2021	0	0
	2022	0	0
Rape	2020	0	0
	2021	0	0
	2022	0	0
Fondling	2020	0	0
	2021	0	0
	2022	0	0
Incest	2020	0	0
	2021	0	0
	2022	0	0
Statutory Rape	2020	0	0
	2021	0	0
	2022	0	0
Robbery	2020	0	0
	2021	0	0
	2022	0	0
Aggravated Assault	2020	0	0
	2021	0	0
	2022	0	0
Burglary	2020	0	0
	2021	0	0
	2022	0	0
Motor Vehicle Theft <i>(do not include theft from a motor vehicle)</i>	2020	0	0
	2021	0	0
	2022	0	0
Arson	2020	0	0
	2021	0	0
	2022	0	0

**APPENDIX D
DUBLIN CENTER**

CRIME STATISTICS

CATEGORY	YEAR	ON CAMPUS	PUBLIC PROPERTY
HATE CRIMES*			
Manslaughter by Negligence	2020	0	0
	2021	0	0
	2022	0	0
Murder/Non-negligent manslaughter	2020	0	0
	2021	0	0
	2022	0	0
Rape	2020	0	0
	2021	0	0
	2022	0	0
Fondling	2020	0	0
	2021	0	0
	2022	0	0
Incest	2020	0	0
	2021	0	0
	2022	0	0
Statutory Rape	2020	0	0
	2021	0	0
	2022	0	0
Robbery	2020	0	0
	2021	0	0
	2022	0	0
Aggravated Assault	2020	0	0
	2021	0	0
	2022	0	0
Burglary	2020	0	0
	2021	0	0
	2022	0	0
Motor Vehicle Theft <i>(do not include theft from a motor vehicle)</i>	2020	0	0
	2021	0	0
	2022	0	0
Arson	2020	0	0
	2021	0	0
	2022	0	0

APPENDIX D DUBLIN CENTER

CRIME STATISTICS

CATEGORY	YEAR	ON CAMPUS	PUBLIC PROPERTY
HATE CRIMES*			
Simple Assault	2020	0	0
	2021	0	0
	2022	0	0
Larceny-theft	2020	0	0
	2021	0	0
	2022	0	0
Intimidation	2020	0	0
	2021	0	0
	2022	0	0
Destruction/damage/vandalism of property	2020	0	0
	2021	0	0
	2022	0	0

* Category of Bias for Hate Crimes *

2020

There were no reportable **RACE** hate crimes.
 There were no reportable **RELIGION** hate crimes.
 There were no reportable **SEXUAL ORIENTATION** hate crimes.
 There were no reportable **GENDER** hate crimes.
 There were no reportable **GENDER IDENTITY** hate crimes.
 There were no reportable **DISABILITY** hate crimes.
 There were no reportable **ETHNICITY** hate crimes.
 There were no reportable **NATIONAL ORIGIN** hate crimes.

2021

There were no reportable **RACE** hate crimes.
 There were no reportable **RELIGION** hate crimes.
 There were no reportable **SEXUAL ORIENTATION** hate crimes.
 There were no reportable **GENDER** hate crimes.
 There were no reportable **GENDER IDENTITY** hate crimes.
 There were no reportable **DISABILITY** hate crimes.
 There were no reportable **ETHNICITY** hate crimes.
 There were no reportable **NATIONAL ORIGIN** hate crimes.

2022

There were no reportable **RACE** hate crimes.
 There were no reportable **RELIGION** hate crimes.
 There were no reportable **SEXUAL ORIENTATION** hate crimes.
 There were no reportable **GENDER** hate crimes.
 There were no reportable **GENDER IDENTITY** hate crimes.
 There were no reportable **DISABILITY** hate crimes.
 There were no reportable **ETHNICITY** hate crimes.
 There were no reportable **NATIONAL ORIGIN** hate crimes.

APPENDIX D DUBLIN CENTER

CRIME STATISTICS

CATEGORY	YEAR	ON CAMPUS	PUBLIC PROPERTY	
VAWA				
Domestic Violence	2020	0	0	
	2021	0	0	
	2022	0	0	
Dating Violence	2020	0	0	
	2021	0	0	
	2022	0	0	
Stalking	2020	0	0	
	2021	0	0	
	2022	0	0	
ARREST (do not include drunkenness or driving under the influence)				
Weapons: carrying, possessing, etc.	2020	0	0	
	2021	0	0	
	2022	0	0	
Drug abuse violations	2020	0	0	
	2021	0	0	
	2022	0	0	
Liquor law violations	2020	0	0	
	2021	0	0	
	2022	0	0	
DISCIPLINARY ACTIONS (do not include drunkenness or driving under the influence)				
Weapons: carrying, possessing, etc.	2020	0	0	
	2021	0	0	
	2022	0	0	
Drug abuse violations	2020	0	0	
	2021	0	0	
	2022	0	0	
Liquor law violations	2020	0	0	
	2021	0	0	
	2022	0	0	
UNFOUNDED CRIMES				
Please note: If a crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded." Only sworn commissioned law enforcement personnel may unfound a crime. Count unfounded crimes in the year in which they were originally reported.				
Total unfounded crimes			2022	2020
			0	0

APPENDIX E

COLUMBUS STATE POLICE DEPARTMENT

CHAPTER 91 CAMPUS LAW ENFORCEMENT

SECTION 91.4 ADMINISTRATION

Procedure #	Title	By Authority of:	Page:
91.4.1	POSITION RESPONSIBLE FOR CLERY ACT	Sean Asbury, Chief of Police	1 of 2

91.4.1 POSITION RESPONSIBLE FOR CLERY ACT

I. Policy Statement: The Columbus State Police Department maintains a written directive that establishes a position responsible for compliance with the Clery Act and includes:

- A. Annual reporting;
- B. Timely warnings to the campus community about crimes that are a threat to students and employees;
- C. Public crime log;
- D. Submission of data to the United States Department of Education;
- E. Establishing the rights of victims of sexual assaults;
- F. Meeting other operational and reporting requirements as stipulated by the United States Department of Education.

II. Procedure:

At the direction of the chief of police, the Columbus State Police Department's compliance manager is responsible for compliance with the Clery Act.

- A. **Annual Reporting:** See procedure 91.4.20
- B. **Timely Warnings to the Campus Community about Crimes that are a Threat to Students and Employees:** See procedure 91.4.21
- C. **Public Crime Log:** See procedure 91.4.22
- D. **Submission of Data to the United States Department of Education:** See procedure 91.4.34
- E. **Establishing the Rights of Victims of Sexual Assaults:** See procedure 91.4.23
- F. **Meeting Other Operational and Reporting Requirements as Stipulated by the United States Department of Education:**
 - 1. **Emergency Notification System:** See procedure 91.1.5
 - 2. **Reporting of Criminal Offenses:** See procedure 91.4.24
 - 3. **Voluntary Confidential Reporting:** See procedure 91.4.25
 - 4. **Confidential (Pastoral and Professional Counselors) Reporting:** See procedure 91.4.26
 - 5. **Accurate and Prompt Crime Reporting:** See procedure 91.4.27
 - 6. **Monitoring and Reporting of Criminal Activity Off-Campus:** See procedure 91.4.28

7. Authority to Arrest and Relationships: See procedure 91.4.29
8. Security Awareness Programs: See procedure 91.4.30
9. Crime Prevention Programs: See procedure 91.4.31
10. College Facility Access, Keys, and ID Cards: See procedure 91.4.32
11. Emergency Drills, Testing, and Evacuation Procedures: See procedure 91.4.33

APPENDIX F

COLUMBUS STATE POLICE DEPARTMENT

CHAPTER 91 CAMPUS LAW ENFORCEMENT

SECTION 91.1 GENERAL SUPPLEMENT

Procedure #	Title	By Authority of:	Page:
91.1.5	EMERGENCY NOTIFICATION SYSTEM	Sean Asbury, Chief of Police	1 of 2

91.1.5 EMERGENCY NOTIFICATION SYSTEM

I. Policy Statement: The Columbus State Police Department maintains a written directive for an emergency notification system, which defines;

- A. Authorization for system use;
- B. Conditions that will initiate the notification system;
- C. Methods by which the information will be released;
- D. Who activates the notification system;
- E. Testing;
- F. Administrative issues.

II. Procedure:

- A. Authorization for system use: This procedure establishes uniformity relating to the authorization and immediate activation of the mass notification alert systems to warn the Columbus State Community College students, staff, and visitors of a significant critical incident which represents a sustained and impending life or property threat across the college, as mandated by 20 U.S.C. 1092(f) as amended by Public Law 110-315 “Clery Law”. Such warning allows the community to take appropriate and immediate precautions.
 - 1. All operators of the emergency notification systems shall be trained on appropriate system use.
 - 2. The following Columbus State Community College positions have authority to activate the college’s mass notification system to “immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff on the campus”, as required by 20 U.S.C. 1092(f) as amended by Public Law 110-315 (the Higher Education Opportunity Act), and as time and events allow. These college officials can individually direct on-duty Columbus State Police Department Communications Technicians to activate the public address and Rave alert systems. Those with the authority to do so include:
 - a. College president
 - b. Senior vice president of administration
 - c. Chief of police
 - d. Police supervisor
 - e. Emergency preparedness coordinator
 - f. Communications technician
 - 3. In most incidents, notification will originate within the Columbus State Police Department chain of command, after internal verification.
 - 4. Activation Procedure:
 - a. Activation of the public address and Rave critical incident mass communication systems is appropriate for such events as active shooter, explosion, natural disaster, widespread hazardous materials release, acts of terror, or other critical incidents that are a level 2 or 3 type of incident as defined by the College Emergency Action Plan (CEAP), or other critical incidents which present a sustained, immediate, and significant threat to life and property across the college.
 - b. Once the mass notification system is activated, the communications technician will notify a supervisor that the alert has been transmitted.
 - c. All subsequent media inquiries shall be directed to Marketing and Communications.

- d. Public address systems will be activated by police department personnel, when appropriate as specified by Police Department Emergency Response Guidelines, for incidents of significant hazardous conditions (i.e. gas leak, building collapse).

- B. Conditions that will initiate the notification system: The following conditions may initiate the use of the Emergency Notification System, but are not limited to; active shooter, bomb threat, earth quake, power outage, tornado warning, fire, gas leak, Clery warnings, emergency notifications, and any incident that presents an imminent and ongoing threat to the campus community.
 - 1. The chief of police or designee shall review each situation on a case by case basis to verify that a legitimate emergency or dangerous situation exists.

- C. Methods by which the information will be released: The police department utilizes multiple methods of emergency notification, such as Rave electronic mail and text notification, public address/fire alarm systems, radio and television media, and campus electronic mail alerts.
 - 1. If the chief of police or designee confirms there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Columbus State community, the chief of police or designee will determine the content of the message and will use some or all of the systems described above to communicate the threat to the Columbus State community or to the appropriate segment of the community if the threat is limited to a particular building or segment of the community.

- D. Who activates the notification system: The chief of police or designee will, without delay and considering the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.
 - 1. The chief of police or designee may designate a communications technician to send the notification via one of the methods addressed in paragraph C.

- E. Testing: The police department will test the notification systems on an annual basis, generally in September, to ensure they are working properly.
 - 1. Prior to each test the campus community will be notified in advance of the tests.

- F. Administrative issues: The police department communications lieutenant is responsible for overseeing all administrative issues for each type of notification system.

APPENDIX G

COLUMBUS STATE POLICE DEPARTMENT

CHAPTER 42 CRIMINAL INVESTIGATION

SECTION 42.2 OPERATIONS

Procedure #	Title	By Authority of:	Page:
42.2.20	SEXUAL ASSAULT RESPONSE PROTOCOL	Sean Asbury, Chief of Police	1 of 2

42.2.20 SEXUAL ASSAULT RESPONSE PROTOCOL

I. **Policy Statement:** Columbus State does not tolerate sexual assault. This procedure is intended to provide a caring and comprehensive method to report sexual assaults that occur on campus to law enforcement or other college personnel that have been identified as Campus Security Authorities (CSA).

II. Definitions:

- A. **Sexual Conduct:** “Vaginal intercourse between a male and female; anal intercourse, fellatio, and cunnilingus between persons regardless of sex; and, without privilege to do so, the insertion, however slight, of any part of the body or any instrument, apparatus, or other object into the vaginal or anal opening of another. Penetration, however slight, is sufficient to complete vaginal or anal intercourse.” (Ohio Revised Code 2907.01A)
- B. **Sexual Contact:** “Any touching of an erogenous zone of another, including without limitation the thigh, genitals, buttock, pubic region, or, if the person is a female, a breast, for the purpose of sexually arousing or gratifying either person.” (Ohio Revised Code 2907.01B)
- C. **Sexual Activity:** “Sexual conduct or sexual contact, or both.” (Ohio Revised Code 2907.01C)
- D. **Clery Act (20USC1092)(F):** For disclosure of campus Security Policy and Campus Crime Statistics sexual acts include the general category of sexual assault to include forcible rape, sodomy, sexual assault with an object, incest, and statutory rape. Consent is an agreement reached without force, coercion, or intimidation between persons. Forcible sexual activity occurs when consent is not reached or when the victim is mentally incapacitated, intoxicated, or physically helpless.

III. **Procedure:** The following are duties of Columbus State Police Department personnel when receiving and responding to a report of a sexual assault on Columbus State Community College property.

A. Communications Technicians:

- 1. Collect all necessary information from the victim/caller
 - a. Name
 - b. Phone number
 - c. Location
 - d. Nature of incident
 - e. Description of suspect
 - f. Call-back number
- 2. Dispatch Columbus State Police to the victim
 - a. Maintain phone contact with the victim/caller until police arrive
- 3. Dispatch Columbus State Police to the crime scene
- 4. Contact a Columbus State Police supervisor
- 5. Create an incident record in the Computer Automated Dispatch (CAD) system
- 6. Contact the local law enforcement agency with jurisdiction of the location(s) of the assault(s) to conduct the investigation
- 7. Forward all incoming calls requesting information on the incident to Marketing and Communications

B. Police:

1. Contact victim and determine:
 - a. Is emergency medical treatment needed
 - b. Location(s) and time of incident(s)
 - c. Is there an ongoing threat to the community, i.e. assault just occurred and suspect at large?
2. Secure the crime scene(s)
 - a. Evaluate the scene for possible threats
 - b. Start a crime scene log
 - 1) Limit access to required personnel only
 - c. Protect scene from contamination
3. If the sexual assault occurred within 96 hours, have the communications center contact local emergency medical services to transport the victim to the hospital
 - a. A police officer shall go to the hospital with the victim
4. Collect names and contact information of witnesses
 - a. Provide information to the investigating law enforcement agency
5. Assist the investigating law enforcement agency as requested
6. Advise the victim of counseling and support services available to them from the college
7. Review cameras for possible evidence
8. Complete a sexual assault report documenting the department's actions, information obtained, and the investigating law enforcement agency's report number

C. Supervisor:

1. Contact chief of police or designee
2. Quickly determine if a Clery Timely Warning should be sent out to the campus
 - a. If a timely warning warranted, ensure the Rave Alert message is promptly sent
 - b. If a timely warning is issued, ensure it is posted on the police website
3. Establish which law enforcement agency will be investigating the incident(s)
 - a. Advise personnel which law enforcement agency will be investigating the incident(s)
 - b. Assume or designate a liaison to the investigating law enforcement agency
4. Coordinate department personnel
5. Contact Marketing and Communications
 - a. Advise Marketing and Communications of the nature of the incident and the name of the investigating law enforcement agency
6. Dependent on the incident, consider establishing:
 - a. Inner and outer perimeters
 - b. Command post
 - c. Staging area
 - d. Media staging and briefing location
7. Contact enrollment management administrator to set-up counseling services
8. Follow-up with the chief of police or designee

D. Property and Public Records Coordinator:

1. The property and public records coordinator is responsible for all Sexual Assault Kit Tracking (SAKT) entries in accordance with Ohio Attorney General's Office guidelines.

APPENDIX H

COLUMBUS STATE POLICE DEPARTMENT

CHAPTER 91 CAMPUS LAW ENFORCEMENT

SECTION 91.4 ADMINISTRATION

Procedure #	Title	By Authority of:	Page:
91.4.20	POLICIES FOR PREPARING THE ANNUAL SECURITY REPORT: DISCLOSURE OF CRIME STATISTICS	Sean Asbury, Chief of Police	1 of 1

91.4.20 POLICIES FOR PREPARING THE ANNUAL SECURITY REPORT: DISCLOSURE OF CRIME STATISTICS

I. Policy Statement: The Columbus State Police Department maintains a written directive that establishes a position responsible for compliance with the Clery Act and Annual Reporting, including;

- A. Annual Security Report preparation
- B. Crime statistics sources
- C. Who prepares the Annual Security Report

II. Procedure:

- A. **Annual Security Report Preparation:** The Columbus State Police Department's lieutenant of communications is responsible for compliance with the *Jeanne Clery Disclosure of Campus Security Policy, Campus Crime Statistics Act (Clery Act)*, and the preparation of the Annual Security Report (ASR). Therefore, in collaboration with the college Clery Compliance Committee they shall compile Clery required crime statistics, arrest statistics, disciplinary statistics, and policy statements for the Columbus campus, Delaware campus, and Regional Learning Centers (RLC).
- B. **Crime Statistics Sources:** The Columbus State Police Department works in collaboration with the Campus Security Authorities (CSA), Student Conduct, Student Affairs, Counseling Services, Equity and Compliance, Legal Office, and law enforcement agencies within the college's Clery geography jurisdiction to gather: 1) crimes, arrest, and disciplinary statistics for crimes reported to the Columbus State Police Department within the last three (3) years, 2) college policy statements, and 3) safety tips.
- C. **Who Prepares the Annual Security Report:** The Columbus State Police Department prepares, publishes, and distributes an ASR designed to be an informative guide that provides an understanding of safety and security operations on Columbus State's campuses and RLC. This report is completed by October 1st each year and an internet link is e-mailed to all students and employees, placed on the Columbus State Police Department website, and printed copies are available in the Columbus State Police Department on the Columbus and Delaware campuses.

APPENDIX I

COLUMBUS STATE POLICE DEPARTMENT

CHAPTER 91 CAMPUS LAW ENFORCEMENT

SECTION 91.4 ADMINISTRATION

Procedure #	Title	By Authority of:	Page:
91.4.21	POLICIES FOR TIMELY WARNINGS	Sean Asbury, Chief of Police	1 of 3

91.4.21 POLICIES FOR TIMELY WARNINGS

I. Policy Statement: The Columbus State Police Department has a written directive that establishes policies for timely warnings and includes;

- A. Circumstances in which a warning will be issued.
- B. The manner in which the warning will be distributed.
- C. The individual or office responsible for issuing the warning.

II. Procedure:

A. It is the duty of the Columbus State Police Department to provide timely warnings or crime alerts to the campus community for serious incidents that represent a continuing threat to individuals and property.

1. These timely warnings, in addition to complying with the Clery Act, enhance the safety of students and staff. They can be posted on the police department web site, e-mail network or other channels as approved pursuant to this procedure.

2. The federal Campus Safety and Security Act and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”), requires that colleges and universities provide timely and relevant information about campus crimes.

3. A crime is reported when it is brought to the attention of a Campus Security Authority (CSA) or the local police.

4. Types of Notices:

a. Emergency notification:

- 1) To warn the campus community of a significant and imminent critical incident, which represents a sustained and impending life or property threat across the college, the Columbus State Police Department administration, communication technicians, emergency preparedness coordinator, college president, and vice president of administration, are authorized to issue an immediate warning without an unreasonable delay to allow the campus community to take immediate precautions.

- 2) Warnings can be issued through public address systems, email, media, and other appropriate emergency message systems.

b. Timely warning:

- 1) To promote safety and prevent additional crimes, the Columbus State Police Department will draft for marketing and communications (MC) to review a timely warning for any *Clery Act* crime that occurs within the Columbus State Clery geography that is:

- a) Reported to Columbus State or local police agencies, and
- b) Is considered to represent a serious or continuing threat to students and employees.

- 2) Those Clery crimes include such crimes as murder/non-negligent manslaughter, negligent manslaughter, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, arson, stalking, domestic violence, and dating violence; as well as hate crimes that include all of the previously mentioned crimes plus crimes of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property when motivated by bias.

- 3) Issuing a timely warning is decided on a case by case basis by the police administration in

light of all the facts surrounding a crime, including the nature of the crime, the continuing danger to the campus community, Clery criteria, and the possible risk of compromising a law enforcement investigation.

- 4) Once the known facts are assessed, timely warnings can be issued through the college email system, media, or other appropriate message system by MC.

B. Procedure of Publishing a Timely Warning:

1. The police department shift supervisor or senior officer is responsible for the following:
 - a. Being aware of all police and incident reports that require a Clery crime timely warning.
 - b. Determining if a crime or incident, on or off campus, presents a continuing danger to campus security and individual safety.
 - c. Notify the chief of police or designee.
 - d. Draft a timely warning and send to MC, when needed.
2. Reasons not to publish a Clery timely warning:
 - a. In cases where there is no imminent danger to individual safety, campus security, or property.
 - b. A crime alert would hinder the investigation if there is clear and convincing evidence that the release of such information would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence.

C. Contents of a Clery Timely Warning:

1. The police department shift supervisor or senior officer shall draft a timely warning containing the following items:
 - a. Description of the incident, including
 - 1) Location
 - 2) Time
 - 3) Date
 - b. Physical description of the suspect(s), if known
 - c. Photograph or composite, if available
 - d. Apparent connection to previous incidents, if applicable.
2. The Family Educational Rights and Privacy Act (FERPA) recognizes that information can, in case of an emergency, be released without consent when needed to protect the health and safety of others.
 - a. In addition, if institutions utilize information from the records of a campus law enforcement unit to issue a timely warning, FERPA is not implicated as those records are not protected by FERPA.

D. Distributing Clery Timely Warnings to the Campus Community:

1. The warning must be timely, and reasonably likely to reach the entire campus community and aid in the prevention of similar crimes.
 - a. Therefore, timely warnings must be issued in a manner that gets out the word quickly to the campus community.
 - b. They may not be issued in a manner or posted in a location that requires the campus community to make requests for them or to search for them.
2. Once a timely warning has been created by the police department, it is forwarded to MC for review and dissemination to the campus community.
3. Clery timely warnings may be distributed by one or more of the following:
 - a. RAVE Mobile Safety
 - b. Campus e-mail

- c. Flyer postings in high traffic areas
- d. Columbus State Community College web site
- e. College newsletters or updates
- f. Media, through the office of MC
- g. Other channels as approved, pursuant to this procedure.

E. Maintenance of Clery Timely Warnings:

1. All forms and copies of warnings shall be maintained by the emergency preparedness coordinator.

APPENDIX J

COLUMBUS STATE POLICE DEPARTMENT

CHAPTER 91 CAMPUS LAW ENFORCEMENT

SECTION 91.4 ADMINISTRATION

Procedure #	Title	By Authority of:	Page:
91.4.22	PUBLIC CRIME LOG	Sean Asbury, Chief of Police	1 of 1

91.4.22 PUBLIC CRIME LOG

I. Policy Statement: The Columbus State Police Department maintains a written directive that establishes policies for a public crime log.

II. Procedure:

A. The daily crime log records all criminal incidents and alleged criminal incidents that have been reported to the Columbus State Police Department. Entries on the daily crime log must be recorded within two (2) business days of the crime being reported to the police department. Dispositions must be updated if the status changes within sixty (60) days of crime log entry. The daily crime log is available online 24-hours a day on the Columbus State Police Department website for sixty (60) days.

APPENDIX K

COLUMBUS STATE POLICE DEPARTMENT

CHAPTER 91 CAMPUS LAW ENFORCEMENT

SECTION 91.4 ADMINISTRATION

Procedure #	Title	By Authority of:	Page:
91.4.23	ESTABLISHING THE RIGHTS OF VICTIMS OF SEXUAL ASSAULTS	Sean Asbury, Chief of Police	1 of 1

91.4.23 ESTABLISHING THE RIGHTS OF VICTIMS OF SEXUAL ASSAULTS

I. Policy Statement: Columbus State Police Department maintains a written directive that establishes the rights of victims of sexual assaults.

II. Procedure:

Columbus State Community College procedure 3-44(A) establishes the rights of sexual assault victims when an incident occurs on college owned or leased property.

APPENDIX L

COLUMBUS STATE POLICE DEPARTMENT

CHAPTER 91 CAMPUS LAW ENFORCEMENT

SECTION 91.4 ADMINISTRATION

Procedure #	Title	By Authority of:	Page:
91.4.24	REPORTING OF CRIMINAL OFFENSES	Sean Asbury, Chief of Police	1 of 1

91.4.24 REPORTING OF CRIMINAL OFFENSES

I. Policy Statement: The Columbus State Police Department maintains a written directive that establishes titles of positions or offices the college has identified as Campus Security Authorities (CSA) for the campus community to report crimes.

II. Procedure:

Criminal acts or emergencies must be immediately reported to the Columbus State Police Department or local law enforcement agency within the jurisdiction.

APPENDIX M

COLUMBUS STATE POLICE DEPARTMENT

CHAPTER 91 CAMPUS LAW ENFORCEMENT

SECTION 91.4 ADMINISTRATION

Procedure #	Title	By Authority of:	Page:
91.4.25	VOLUNTARY CONFIDENTIAL REPORTING	Sean Asbury, Chief of Police	1 of 1

91.4.25 VOLUNTARY CONFIDENTIAL REPORTING

- I. Policy Statement:** The Columbus State Police Department maintains a written directive that establishes:
- A. Procedures that allow victims or witnesses to report crimes on a voluntary and confidential basis.
 - B. The procedure is described in the Annual Security Report (ASR).
- II. Procedure:**
- A. Columbus State Community College procedure 3-44(A) outlines how victims or witnesses to a crime on college owned or leased property may report the crime on a voluntary and confidential basis.
 - B. The above procedure is described in the college's Annual Security Report (ASR).

APPENDIX N

COLUMBUS STATE POLICE DEPARTMENT

CHAPTER 91 CAMPUS LAW ENFORCEMENT

SECTION 91.4 ADMINISTRATION

Procedure #	Title	By Authority of:	Page:
91.4.26	CONFIDENTIAL (PASTORAL AND PROFESSIONAL COUNSELOR) REPORTING	Sean Asbury, Chief of Police	1 of 1

91.4.26 CONFIDENTIAL (PASTORAL AND PROFESSIONAL COUNSELOR) REPORTING

- I. Policy Statement:** The Columbus State Police Department maintains a written directive that establishes:
- A. Procedures for confidential reporting for pastoral and professional counselors.
 - B. The confidential reporting procedure is described in the Annual Security Report (ASR).
- II. Procedure:**
- A. Columbus State Community College procedure 3-44(A) outlines procedures for confidential reporting to pastoral and professional counselors.
 - B. This procedure is described in the college's Annual Security Report (ASR).

APPENDIX O

COLUMBUS STATE POLICE DEPARTMENT

CHAPTER 91 CAMPUS LAW ENFORCEMENT

SECTION 91.4 ADMINISTRATION

Procedure #	Title	By Authority of:	Page:
91.4.27	ACCURATE AND PROMPT REPORTING	Sean Asbury, Chief of Police	1 of 1

91.4.27 ACCURATE AND PROMPT REPORTING

I. Policy Statement: The Columbus State Police Department maintains a written directive that encourages accurate and prompt reporting of all crimes to campus or local law enforcement.

II. Procedure:

- A. The Columbus State Police Department encourages everyone to promptly report a crime if they are a victim, witness, or Campus Security Authority (CSA).
 - 1. According to the Ohio Revised Code (ORC 149.43), police reports are public record and confidentiality cannot be guaranteed.
 - 2. In addition, people who have knowledge of a felony are required to report the crime to the police and failure to report a felony could be a crime (ORC 2921.22).

- B. All crimes on Columbus State property should be reported to the Columbus State Police Department.
 - 1. Clery reportable crimes are included in the college's annual crime statistics and a timely warning provided when appropriate.

APPENDIX P

COLUMBUS STATE POLICE DEPARTMENT

CHAPTER 91 CAMPUS LAW ENFORCEMENT

SECTION 91.4 ADMINISTRATION

Procedure #	Title	By Authority of:	Page:
91.4.28	MONITORING AND REPORTING OF CRIMINAL ACTIVITY OFF-CAMPUS	Sean Asbury, Chief of Police	1 of 1

91.4.28 MONITORING AND REPORTING OF CRIMINAL ACTIVITY OFF-CAMPUS

I. Policy Statement: The Columbus State Police Department maintains a written directive that requires monitoring and recording of criminal activity that involves college recognized student organizations that are located off campus.

II. Procedure:

A. Columbus State Community College does not have any college recognized student organizations at off campus locations.

APPENDIX Q

COLUMBUS STATE POLICE DEPARTMENT

CHAPTER 91 CAMPUS LAW ENFORCEMENT

SECTION 91.4 ADMINISTRATION

Procedure #	Title	By Authority of:	Page:
91.4.29	AUTHORITY TO ARREST AND RELATIONSHIPS	Sean Asbury, Chief of Police	1 of 1

91.4.29 AUTHORITY TO ARREST AND RELATIONSHIPS

- I. Policy Statement:** The Columbus State Police Department maintains a written directive that describes:
- A. The arrest authority of Columbus State Police Department police officers.
 - B. Working relationship with state and local police agencies, including formal agreements that exist.

II. Procedure:

- A. Ohio Revised Code (ORC) section 3345.04 authorizes the Columbus State board of trustees to designate state university law enforcement officers, as outlined in ORC section 109.77.
 1. These state university law enforcement officers shall take an oath of office, wear the badge of office, and serve as peace officers for the college with full arrest authority.
 2. These officers are assigned to the Columbus and Delaware campuses and regularly patrol all Regional Learning Centers.
- B. The Columbus State Police Department has close relationships with federal, state, and local law enforcement agencies that have jurisdiction on property that is owned or leased by Columbus State Community College.
 1. These agencies assist the Columbus State police with investigations, such as sexual assaults, homicides, arson, missing persons, or other investigations that require specialized equipment or training to investigate.
- C. Columbus State Community College maintains mutual aid agreements with other law enforcement agencies encouraging collaboration, use of shared police personnel and/or equipment requested.

APPENDIX R

COLUMBUS STATE POLICE DEPARTMENT

CHAPTER 91 CAMPUS LAW ENFORCEMENT

SECTION 91.4 ADMINISTRATION

Procedure #	Title	By Authority of:	Page:
91.4.30	SECURITY AWARENESS PROGRAMS	Sean Asbury, Chief of Police	1 of 1

91.4.30 SECURITY AWARENESS PROGRAMS

I. Policy Statement: The Columbus State Police Department maintains a written directive that describes the type and frequency of programs designed to inform the campus community about campus security procedures. These practices are designed to encourage the campus community to be responsible for their security and the security of others.

II. Procedure:

- A. Columbus State Police Department is dedicated to eliminating and minimizing criminal activities through police officer and security specialist visibility, targeted patrol activities, and community involvement. This focuses on utilizing faculty, staff, students, and campus partners taking responsibility for the campus' safety.
- B. Crime prevention programs and brochures emphasizing security and safety procedures are presented throughout the year and are available if requested by individuals or groups. Crime prevention, security information, and safety tips can be found in the Student Handbook, on the Columbus State Police Department website, and in the Annual Security Report. Some of these crime prevention programs include:
 1. *Active Shooter:* What should you do if an active shooter enters your classroom, office, or workplace? This seminar provides options and a plan should you find yourself in this situation. This presentation is effective because it is conducted from the perspective of a potential victim, not responding law enforcement. It focuses on what you can do to enhance your survivability before law enforcement arrives. In short, you will learn simple but highly effective strategies that will increase your survivability during a crisis.
 2. *Sexual Assault Prevention:* This seminar focuses on the definition of sexual assault, prevention and safety tactics, the role of bystanders, what to expect from police, what to expect from the Student Conduct Office, how to find local resources, the college's emergency notification system, RAVE Mobility, virtual escorts, RAVE Guardian, and texting tips.
 3. *Tactical Communications:* This seminar focuses on effective communication skills, dealing with difficult people, how to control the communications process, and how to deal with verbally abusive people.
- C. The Columbus State Police Department provides security awareness presentations to the campus community throughout the year.

APPENDIX S

COLUMBUS STATE POLICE DEPARTMENT

CHAPTER 91 CAMPUS LAW ENFORCEMENT

SECTION 91.4 ADMINISTRATION

Procedure #	Title	By Authority of:	Page:
91.4.31	CRIME PREVENTION PROGRAMS	Sean Asbury, Chief of Police	1 of 1

91.4.31 CRIME PREVENTION PROGRAMS

I. Policy Statement: The Columbus State Police Department maintains a written directive that describes programs to inform students and employees about crime prevention.

II. Procedure:

A. Crime prevention programs are described in procedure 91.4.30.

APPENDIX T

POLICE DEPARTMENT, FACILITIES MANAGEMENT, INFORMATION TECHNOLOGY, AND PLANNING, DESIGN, & CONSTRUCTION

CHAPTER 91 CAMPUS LAW ENFORCEMENT

SECTION 91.4 ADMINISTRATION

Procedure #	Title	By Authority of:	Page:
91.4.32	COLLEGE FACILITY ACCESS, KEYS, AND ID CARDS	Sean Asbury, Chief of Police Richard Hatcher, Vice President of Administration Lucas Hissong, Senior Director of Information Technology Dottie Frayne, Senior Director of Facilities Management	1 of 8

91.4.32 COLLEGE FACILITY ACCESS, KEYS, AND ID CARDS

POLICY STATEMENT: Columbus State Community College maintains a written directive outlining:

- I. Access to College Areas
- II. Providing Access to College Facilities
- III. Access Control to College Facilities
- IV. Keys
- V. Identification (ID) Cards

ABBREVIATIONS:

- CSCC: Columbus State Community College
- FM: Columbus State Facilities Management
- HR: Columbus State Human Resources
- ID: Columbus State Identification Card (Cougar Card)
- IT: Columbus State Information Technology
- PD: Columbus State Police Department
- PD&C: Columbus State Planning, Design and Construction
- SC: Columbus State Student Central

DEFINITION:

Contractor: A vendor or contractor whose personnel perform work on any property leased or owned by Columbus State. Examples include food and janitorial services, electricians, roofers, non-CSCC IT technicians, etc.

PROCEDURE:

I. Access to College Facilities

College facilities are open 6:15 a.m. to 11:00 p.m. Exceptions include times the college or specified campus is closed (e.g. holidays, weather or safety emergencies), and areas requiring access control.

II. Providing Access to College Facilities

- A. Facility access to secured areas is for official business use or emergencies only. Any other use or misuse is prohibited.
- B. Accessing Labs/Classrooms: Labs and classrooms will only be opened when authorized personnel are present. Authorized personnel include Columbus State: 1) instructors, 2) IT personnel, 3) FM personnel, 4) PD&C personnel, 5) PD personnel 6) approved contractor employees, and 7) personnel approved by department supervisors.
- C. Accessing Offices: College offices will only be opened when authorized personnel are present. Authorized personnel include Columbus State: 1) personnel assigned to the workspace, 2) supervision of personnel assigned to the space, 3) individuals approved by personnel with control over the

workspace, 4) IT personnel, 5) FM personnel, 6) PD&C personnel, 7) PD personnel 8) approved contractor employees, and 9) personnel approved by department supervisors.

- D. Accessing IT Closets: IT closets will only be opened when authorized personnel are present. Authorized personnel include Columbus State: 1) IT personnel, 2) PD personnel, and 3) FM supervisors.
- E. Electronic Access Override: If an electronic access override is necessary during non-emergency situations the PD will be called. A police officer/security specialist shall respond and provide access to authorized personnel. The override access will be recorded as outlined in PD procedure 41.3.8 In- Car and/or Body-Worn Audio-Video.
- F. After-Hours Access:
1. Employees requiring access to campus facilities outside normal business hours, on weekends, or holidays must complete an Employee After Hours Authorization form (form 91.4.32), get approval from their chairperson or supervisor, and forward the completed form to the PD. This form is maintained in the PD's Communications Center.
 - a. The Employee After Hours Authorization form is effective for the current calendar year (January 1 – December 31) and will need to be updated each calendar year. In November, the Sergeant of Communications or designee will email all employees that have an Employee After Hours Authorization form on file and provide guidance on how to renew their access for the next calendar year.
 - b. Completion of this form only provides authorization for after-hours access and does not grant keys or access programming changes. These requests are made by completing the FM Key Request form (form FM 1001) and/or the PD ID Card/Access Request form (form 91.4.32ID).
 2. Contractor employees requiring access to college facilities outside normal business hours (Monday-Friday 8A-4P) must have a Contractor ID and the contractor must be entered on SharePoint's "Contractor Tracking Calendar".
- G. Contractors:
1. Contractors whose employees are unescorted and have access to secured CSCC facilities or systems will complete criminal background checks on their employees. This will be verified prior to the employee working on CSCC property.
 - a. The Columbus State Project Manager requesting access will submit the completed Contractor Background Verification Form ([click here for form 91.4.32BV](#)) to the PD containing:
 - 1) Name of the company providing service,
 - 2) Last name, full first name, middle initial, and date of birth of any contractor employee that may perform the work.
 - 3) All married names and aliases.
 - b. After completion of the form the PD will:
 - 1) Verify the background has been completed.
 - 2) Indicate if the contractor's employee is approved to work on CSCC property.
 - 3) Save a copy of the Contractor Background Verification Form to the V drive.
 - 4) Send a copy of the completed form to the Columbus State Project Manager.
 - c. Create a Cougar ID profile for a Contractor ID card to be made with the contractor employee's full name and photograph.
 - d. Program any necessary swipe access for each contractor's employee.

2. Disqualifiers:
 - a. Contractor employees working on CSCC property cannot have any of the following:
 - 1) Felony convictions and/or pending felony charges
 - 2) State misdemeanor convictions and/or pending charges for:
 - a) Sexually oriented crimes
 - b) Crimes involving violence or dishonesty
3. Notifications:
 - a. The Columbus State Project Manager will notify their contractor of any employees not permitted to be on campus due to background disqualification criteria.
 - 1) If requested by the Columbus State Project Manager, the Columbus State Police Department may notify the contractor of employees not permitted on campus due to background disqualification criteria.
4. Appeal Process:
 - a. Vendor employees will be denied access to Columbus State property when they are determined to be an active and ongoing threat to the campus community. This may be appealed by filing an appeal with the appeals committee consisting of: 1) Chief of Police or designee, 2) Director of Facilities Management or Designee, and 3) Columbus State Project Manager. An appeal is filed by:
 - 1) Completing form 91.4.32APPEAL (Contractor Background Verification Appeal form) and submitting it to the Columbus State Project Manager
 - 2) The project manager will forward the request to the police department who will schedule a review with the appeals committee.
 - 3) The project manager will notify the vendor in writing of the final decision from the appeal board.
5. Contractor ID cards may be obtained at:
 - a. Columbus Campus: at Student Central in Madison Hall during limited hours ([click here](#)).
 - b. Delaware Campus: in Moeller Hall during normal campus hours ([click here](#)).
 - c. If approved by the Columbus State Project Manager, an additional option to obtain a Contractor ID card is:
 - 1) The contractor schedules an appointment with the FM Access Coordinator to have photos taken at FM.
 - 2) Once the photos are taken by FM, the PD is notified and creates the Contractor ID card.
 - 3) The PD provides the Columbus State Project Manager with the Contractor ID card.
6. To obtain a contractor ID card a valid state or government issued identification must be presented, a new photo taken, and the new photo placed on the new ID card.
7. Contractor ID cards expire December 31st of each year. A new Contractor Background Verification Form ([click here for form 91.4.32BV](#)) must be submitted to the PD for unescorted contractors needing access to secured CSCC facilities or systems.
 - a. The communications supervisor will send an email to all CSCC handlers to start the contractor background reverification process by October 31st.
 - b. Reverification will start on November 1st. Once the contractor's background is reverified, the contractor's ID card will be reactivated through December 31st.

8. The Contractor ID must be visible at all times while working on CSCC controlled property. Failure to do so will result in removal from campus.
9. If a contractor's employee is found working on CSCC property without a valid Contractor ID, the employee will be removed from CSCC property.
10. Lost or damaged cards may be replaced at the contractor's expense.

III. Access Control to College Facilities

All locks, keys, electronic ID access cards (Cougar Card ID) and access codes are the sole property of CSCC. CSCC reserves the right to change locks, keys, and access codes. Locks may be changed or upgraded as needed by FM Access Coordinator. No one may place a lock on the interior or exterior of a CSCC facility that is not on an approved CSCC system without the written permission of the FM Access Coordinator or their designee. All keys and access codes must be returned to the FM Access Coordinator or their designee upon an employee's termination of employment, or immediately upon request.

No one may copy, loan, or transfer assigned keys, access codes or ID cards. Anyone found in the possession of copied or another's keys, access codes, or ID card shall have the keys and ID card confiscated by the Police Department and forwarded to FM as outlined in college policy 13-11(E). All electronic access shall be removed from the electronic access system.

IV. Keys (this procedure applies to keys for buildings, high security areas, desks, cabinets, pad locks, and equipment)

A. Issuance of Keys:

1. Faculty and staff members:

Faculty and staff members may be issued keys to CSCC facilities based upon need of access. The department chairperson or supervisor of the person requesting access must approve the access in writing on Key Request (form FM1001). Written notes will not be accepted. The FM Access Coordinator will create the key(s) authorized on the Key Request form once the properly completed and signed form is received. The requestor will be notified by e-mail when the key is ready to be picked up at FM. When picking up key's individuals must present a valid picture ID.

2. Students:

Access to facilities may be granted to students for college purposes with approval and oversight of a requesting program supervisor, and authorized by the department supervisor. The department supervisor or designee accepts responsibility for the issuance, use, and return of keys.

3. Signing the Key Request form means acceptance of the following terms:

- a. Keys are for the individual's use as it relates to an authorized college purpose, and will not be loaned to others at any time.
- b. Persons using their keys after closing hours are responsible to make sure doors are closed and locked, security systems activated or deactivated, and for supervising any persons admitted who do not have key authorization.
- c. Individuals with authorized keys may return damaged or worn keys to FM for replacement.
- d. When an individual no longer needs access, it is the responsibility of the department chairperson or supervisor to notify FM and to return all keys to FM in a timely manner.

- e. Departments with special needs requiring exemption from any part of this procedure must get written approval from the department supervisor and the FM Director of Operations or designee.

B. Master Keys:

1. Master keys will not be issued to students for any reason.
2. Non-college personnel, contractors and their employees shall not be issued master keys on a permanent basis.
3. Contractors and other personnel may be authorized to sign out master keys on a daily basis. A request by contractors for master keys must be submitted through the Share Point System.
4. Employees who are issued master keys as part of their job requirements should store those keys in a secure area.
5. If keys need to be added or removed from a lockbox an email from the department contact must be sent to the facilities management access coordinator to add or remove the key, update key list, and notify all departments affected.

C. Lost or Stolen Keys:

1. All lost or stolen keys must be immediately reported to Columbus State PD. A PD incident report and FM Key Request form (with appropriate signatures) must be submitted to FM before key(s) will be replaced. Requests to replace lost or stolen keys must be made to the FM Access Coordinator or their designee.
2. Based on factors involved, the FM Access Coordinator or designee will decide whether to replace the key or require the lock changed. All associated costs incurred for re-keying may be assumed by the department of an employee who lost the keys.
3. Contractors whose employee lose assigned keys will be financially responsible for the keys.

D. Return of Keys:

1. Upon separation from the college employees must return their keys to FM. The FM Access Coordinator or designee will log the keys into the Key Trail system.
2. Keys shall not be handed from an existing employee to a new employee by department supervisors.
3. The FM Access Coordinator shall issue keys to new employees upon completion of the appropriate documentation.

E. Auditing Key Boxes:

1. The FM Access Coordinator will conduct an annual inspection of police department, facilities management, information technology, and contractor keys. These inspections will occur each year in December to ensure no keys are missing and new keys have been added to the rings. The designated contacts in each department will be notified of any missing keys. The FM Access Coordinator will work with each department contact to ensure all keys are available for inspection.

F. Key Rings:

1. Police Department

- a. Key rings that provide access to CSCC facilities will be stored in an electronic key box located in the PD.
- b. Police personnel shall sign-out a key ring at the beginning of their shift and return the key ring to the lock box at the end of their shift.
 - 1) If an employee fails to return a key ring to the lock box at the end of a shift the key box will automatically send an email to the Chief of Police and Deputy Chief of Police.
 - 2) If key rings are not returned to the lockbox the on duty PD supervisor will contact the employee and ask them to return the keys.
- c. If college keys are lost the Director of FM and the PD will be notified and a PD incident report will be completed.
- d. Electronic access (card swipe) over-ride keys will only be used when the electronic access system is not working. If a key bypass the electronic access system, it will be recorded as outlined in PD procedure 41.3.8 In-Car and/or Body-Worn Audio-Video.

2. Facilities Management

- a. FM will issue key rings to the Director FM, and Director of Facilities Operations.
- b. Two (2) sets of keys will be stored in the electronic key box at FM with restricted access provided to the Director of PD&C, FM Operations Supervisor, and four (4) Operations Supervisors.
 - 1) If an employee fails to return a key ring to the lock box at the end of a shift the key box will automatically send an email to the Director of FM and Director of Facilities Operations.
 - 2) If key rings are not returned to the lockbox the on duty FM supervisor will contact the employee and ask them to return the keys.
- c. If college keys are lost, the on-duty FM supervisor, the Director of FM, and the PD will be notified and a PD incident report will be completed.
- d. Electronic access (card swipe) over-ride keys will only be used when the electronic access system is not working. When the electronic access system is bypassed PD Communications Center will be notified and the necessary override logged with the PD.

3. Information Technology

- a. Daily Use Key Rings:

Key rings providing access to CSCC facilities will be stored in an electronic key box located in the IT Department.

 - 1) IT personnel shall sign-out a key ring at the beginning of their shift and return the key ring to the lock box at the end of their shift.
 - 2) If an employee fails to return a key ring to the lock box at the end of a shift the key box will automatically send an email to their immediate supervisor.
 - 3) If key rings are not returned to the lockbox the IT supervisor will contact the employee and ask them to return the keys.
- b. Emergency Use Key Rings:

Four (4) IT emergency use key rings providing access to CSCC IT computer areas will be stored in an electronic key box located in the PD.

- 1) IT personnel may sign-out a key ring providing access to CSCC IT computer areas during an emergency.
 - 2) If an employee fails to return a key ring to the lock box within fifteen (15) hours the key box will automatically send an email to the head of IT. If the keys are not returned to the lockbox they will contact the employee and ask them to return the keys.
- c. If college keys are lost, the IT supervisor, Director of FM and the PD will be notified and a PD incident report will be completed.
- d. Electronic access (card swipe) over-ride keys will only be used when the electronic access system is not working. When the electronic access system is bypassed, PD Communications Center will be notified and the necessary override logged with the PD.

4. Contractors

- a. Contractor keys will be checked out from an electronic key box.
- b. If keys are not returned within twelve (12) hours of being checked out, an email notification will be sent to the Director of FM/head of IT (whichever department the contractor is working under). The contractor will be responsible for immediate return of keys.
- c. If college keys are lost an FM/IT supervisor and PD will be notified immediately, a PD incident report will be completed, and the Director of Facilities Operations/head of IT will be notified.

V. **Identification (ID) Cards**

A. Employee ID Cards:

1. Employee identification (ID) cards are printed in Student Central which is located in the lower-level of Madison Hall on the Columbus campus, and by the PD in Moeller Hall on the Delaware Campus. To get an ID card, employees must present a driver's license or government issued photo ID. The name on the government ID will be the printed name on the college ID card.
 - a. Colleague's STAS (full-time employees) or FCSI (adjunct faculty) screens are to be used to determine if the individual is a current employee and eligible for an employee ID.
2. When new ID cards are printed a new photo must be taken and placed on the ID card.

B. Student ID Cards:

1. Student ID cards are printed in Student Central which is located in the lower-level of Madison Hall on the Columbus Campus, and by the PD in Moeller Hall on the Delaware Campus. To get an ID card student fees must be paid and the student must present a government issued or local school district photo ID (i.e. driver's license, identification card, passport). The name on the photo ID will be printed on the Cougar ID card.
2. Replacement ID cards may be purchased at the Cashier's and Student Accounting Office in Rhodes Hall on the Columbus Campus. The student must present a receipt from the Cashier's Office before a replacement ID can be printed.
3. When new ID cards are printed, a new photo must be taken and placed on the ID card.

C. Employee/Student ID Card Access Request:

1. Faculty and staff members are issued ID card access to CSCC facilities based upon need. The department chairperson or supervisor of the person requesting access must approve the access in writing on the ID Card/Access Request (form 91.4.32ID). Written notes will not be accepted. The PD Security Systems Coordinator will grant the requested authorization once the properly completed and signed form is received.
2. Students may be granted access to facilities for college purposes, with approval and oversight of a requesting program supervisor, and approval by the department supervisor on ID Card Access Request (form 91.4.32ID). The department supervisor or designee accepts responsibility for the issuance, use, and removal of ID card access. The PD Security Systems Coordinator will grant the requested authorization once the properly completed and signed form is received.

D. Lost or Stolen ID Card:

1. When reissuing a lost or stolen ID card at Student Central or the Delaware campus, copy the lost/stolen card's access and transfer it to the newly created ID card. The lost/stolen card is to be deactivated.
 - a. Lost or stolen ID cards reported to the PD at the Columbus Campus shall be immediately deactivated, the Communications Technician will create a Computer Aided Dispatch (CAD) entry of the reported lost/stolen ID card deactivation, and the individual will be directed to Student Central for reissuance of the ID card.
 - b. Lost ID cards turned into the PD's lost and found do not need to be deactivated by the communications technician.

E. Termination of Employee/Student ID Card Access:

1. When an individual no longer needs the requested access, it is the responsibility of the department chair or supervisor to notify HR and the PD's Communications Center for a work order to terminate the individual's access.

APPENDIX U

COLUMBUS STATE POLICE DEPARTMENT

CHAPTER 91 CAMPUS LAW ENFORCEMENT

SECTION 91.4 ADMINISTRATION

Procedure #	Title	By Authority of:	Page:
91.4.33	EMERGENCY DRILLS, TESTING AND EVACUATION PROCEDURES	Sean Asbury, Chief of Police	1 of 2

91.4.33 EMERGENCY DRILLS, TESTING AND EVACUATION PROCEDURES

- I. Policy Statement:** The Columbus State Police Department maintains a written directive that describes:
- A. Procedures to annually schedule drills, exercises, and appropriate follow-through activities designed for assessment and evaluation of emergency plans and capabilities.
 - B. Procedures to annually publicize emergency response and evacuation in conjunction with an annual test.
 - C. Documentation, for each test, a description of the exercise, the date, time and whether it was announced or unannounced.
- II. Procedure:**
- A. Clery regulations define a **test** as *regularly scheduled drills, exercises, and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities.*
 - 1. Columbus State must conduct at least one test a year and can choose to have an announced or unannounced test. To comply with Clery requirements the test must meet the following criteria:
 - a. The test must be scheduled. An actual emergency or false emergency alarm cannot serve as a test of the institution’s procedures. The test will generally be held at the beginning of a semester and will be scheduled by the emergency preparedness coordinator in collaboration with the chief of police.
 - b. The test must contain drills. This is a drill of an activity that tests a single procedural operation. (For example, a test of initiating the emergency alert system or conducting a campus lockdown).
 - c. The test must contain exercises. An exercise is a test involving the coordination of efforts. (For example, a test to coordinate first responders which includes police, firefighters, and emergency medical technicians).
 - d. The test must contain follow-through activities. A follow-through activity is designed to review the test. (For example, a survey or interview designed to gather feedback from participants).
 - e. The test must be designed for assessment of emergency plans and capabilities. This means the test should have measurable goals. For example, “Everyone involved in the emergency response and notification procedures will understand their role and responsibility.”
 - f. The test must be designed to evaluate the effectiveness of emergency plans and capabilities. The test is designed so that, using the assessments, it can be determined if the test met its goals. For example, “The evacuation process did/or did not account for the diverse needs of the campus community.”
 - 2. Columbus State has flexibility in designing tests. For example, a tabletop exercise (i.e., a simulated scenario) or a live test may be conducted. Whichever method is used, the test must address emergency response and evacuation on a campus-wide scale, which means it must include the plan for evacuating all of the campus buildings. This does not mean the plan must involve evacuating the entire campus at once, just have a plan for each building. It is recognized that a shelter-in-place contingency might be the best procedure to use in certain circumstances when evacuation is not a reasonable option.
 - B. In conjunction with the annual test, the Columbus State Police Department and Marketing and Communication will send emails and notices to our campus community that will contain a link to the college’s emergency procedures.

- C. Each test will be documented on a memo from the emergency preparedness coordinator to the chief of police.
1. This memo shall contain the following:
 - a. A description of the exercise (i.e., the test).
 - b. The date the exercise was held.
 - c. The time the exercise started and ended.
 - d. Whether the exercise was announced or unannounced.
 2. Although the law requires only one test each year, if multiple tests are held in a year, Columbus State is required to document each test. All Clery-related documentation will be maintained as outlined in the Columbus State records retention policy.

APPENDIX V

COLUMBUS STATE POLICE DEPARTMENT

CHAPTER 91 CAMPUS LAW ENFORCEMENT

SECTION 91.4 ADMINISTRATION

Procedure #	Title	By Authority of:	Page:
91.4.34	SUBMISSION OF DATA TO THE UNITED STATES DEPARTMENT OF EDUCATION	Sean Asbury, Chief of Police	1 of 1

91.4.34 SUBMISSION OF DATA TO THE UNITED STATES DEPARTMENT OF EDUCATION

I. Policy Statement: The Columbus State Police Department maintains a written directive that establishes a position responsible for submitting data to the United States Department of Education.

II. Procedure:

- A. The Columbus State Police Department's compliance manager is responsible for maintaining compliance with the *Jeanne Clery Disclosure of Campus Security Policy, Campus Crime Statistics Act (Clery Act)*, and the submission of crime, arrest, and disciplinary statistics to the United States Department of Education (DoE) by October 1st of each year.

APPENDIX W

COLUMBUS STATE POLICE DEPARTMENT

CHAPTER 91 CAMPUS LAW ENFORCEMENT

SECTION 91.4 ADMINISTRATION

Procedure #	Title	By Authority of:	Page:
91.4.35	SEX OFFENDER REGISTRY	Sean Asbury, Chief of Police	1 of 1

91.4.35 SEX OFFENDER REGISTRY

I. Policy Statement: The Columbus State Police Department maintains a written directive about where registered sex offenders information can be located.

II. Procedure:

- A. The Ohio Attorney General's Office maintains a searchable Electronic Sex Offender Registration & Notification (eSORN) database. This database contains information and photographs from local sheriff's offices on all registered sex offenders in the State of Ohio. This information is on the Ohio Attorney General's Office website.
- B. In addition, the United States Department of Justice (DOJ) maintains the National Sex Offender Public Registry (NSOPR) on their website.

APPENDIX X

COLUMBUS STATE POLICE DEPARTMENT

CHAPTER 91 CAMPUS LAW ENFORCEMENT

SECTION 91.4 ADMINISTRATION

Procedure #	Title	By Authority of:	Page:
91.4.36	DRUG, ALCOHOL, AND SUBSTANCE ABUSE POLICY STATEMENTS	Sean Asbury, Chief of Police	1 of 1

91.4.36 DRUG, ALCOHOL, AND SUBSTANCE ABUSE POLICY STATEMENTS

- I. Policy Statement:** The Columbus State Police Department maintains a written directive that describes Columbus State Community College's policies regarding:
- A. The use of and sale of alcoholic beverages.
 - B. Enforcement of state underage drinking laws.
 - C. The possession, use, and sale of illegal drugs.
 - D. Enforcement of federal and state drug laws.
- II. Procedure:**
- A. Columbus State Community College procedures 3-46 (Drug Free Workplace) and 7-10 (Student Code of Conduct) outlines the college's policy on the use of and sale of alcoholic beverages.
 - B. Columbus State Police Department procedure 1.2.1 (Legal Authority Defined) states sworn members of the Columbus State Police Department shall enforce all criminal laws of the State of Ohio.
 - C. Columbus State Community College procedures 3-46 (Drug Free Workplace) and 7-10 (Student Code of Conduct) outlines the college's policy on the possession, use, and sale of illegal drugs.
 - D. Columbus State Community College Police Department does not have authority to enforce federal statutes but has authority and enforces all state drug laws.

APPENDIX Y

COLUMBUS STATE POLICE DEPARTMENT

CHAPTER 91 CAMPUS LAW ENFORCEMENT

SECTION 91.4 ADMINISTRATION

Procedure #	Title	By Authority of:	Page:
91.4.37	CAMPUS SECURITY AUTHORITY RESPONSIBILITIES	Sean Asbury, Chief of Police	1 of 2

91.4.37 CAMPUS SECURITY AUTHORITY RESPONSIBILITIES

I. **Policy Statement:** The Columbus State Police Department maintains a written directive in compliance with the *Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act* that requires institutions to collect crime reports from a variety of individuals and organizations considered to be “campus security authorities.”

II. Definitions:

- A. Campus Security Authority (CSA): someone who has “significant responsibility for student and campus activities” and are required to report allegations of certain crimes made to them in good faith to the proper authorities.
- B. Clery hate crime: a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim.
- C. Clery hate crimes offenses: For purposes of the Clery Act, hate crimes include any of the following offenses that are motivated by bias:
1. Murder and non-negligent manslaughter
 2. Sexual assault (forced and unforced)
 3. Robbery
 4. Aggravated assault
 5. Burglary
 6. Motor vehicle theft
 7. Arson
 8. Larceny – theft
 9. Simple assault
 10. Intimidation
 11. Destruction, damage, or vandalism of property
- D. Clery hate crime bias categories: For purposes of the Clery Act, only the following eight (8) categories are reported:
1. Race
 2. Religion
 3. Sexual orientation
 4. Gender
 5. Gender identity
 6. Ethnicity
 7. National origin
 8. Disability

III. Procedure:

- A. All persons identified as a CSA shall be notified in writing, by the Compliance Manager, of their status as a CSA.
 - 1. CSA positions are identified on attachment “Campus Safety Authority Positions.”
- B. CSAs shall receive training of their roles and responsibilities, digital training will be assigned by Learning and Development Coordinator in human resources at the beginning of every year.
- C. When an alleged reportable offense takes place on property owned or controlled by Columbus State, or on public property immediately adjacent to Columbus State owned or controlled property, it must be reported to the proper authorities as soon as possible, by completing the online Campus Security Authority Crime Report Form or contacting the Columbus State Police Department at 614-287-2525.

D. Offenses that must be reported include:

- 1. Murder/non-negligent manslaughter
- 2. Negligent manslaughter
- 3. Forcible and non-forcible sexual assault (rape, fondling, incest, and statutory rape)
- 4. Domestic violence
- 5. Dating violence
- 6. Stalking
- 7. Robbery
- 8. Aggravated assault
- 9. Burglary
- 10. Motor vehicle theft
- 11. Arson
- 12. Liquor law violations
- 13. Drug abuse violations
- 14. Weapon violations
- 15. Clery hate crimes

APPENDIX Z

COLUMBUS STATE POLICE DEPARTMENT

CHAPTER 1 LAW ENFORCEMENT ROLE AND AUTHORITY

SECTION 1.2 LIMITS OF AUTHORITY

Procedure #	Title	By Authority of:	Page:
1.2.1	LEGAL AUTHORITY DEFINED	Sean Asbury, Chief of Police	1 of 1

1.2.1 LEGAL AUTHORITY DEFINED

I. Policy Statement:

- A. This department maintains a written directive that defines the legally mandated authority and responsibilities vested in all categories of sworn agency personnel. If the agency has more than one category of sworn personnel, each shall be identified.

II. Procedure:

- A. Ohio Revised Code (ORC) Section 3345.04 empowers the Columbus State Community College Board of Trustees to designate one or more college employees as State University Law Enforcement Officers (ULEO), in accordance with Section 109.77 of the ORC.
 1. As State University Law Enforcement Officers, those employees shall take an oath of office, wear the badge of office, serve as peace officers for the college, and give bond to the state for the proper and faithful discharge of their duties in the amount that the board of trustees requires.
- B. ORC Section 2935.01(B) defines a State University Law Enforcement Officer as a "Peace Officer". Chapter 2935 of the ORC defines the arrest powers of a State University Law Enforcement Officer.
- C. On college owned or leased property:
 1. Sworn members of the Columbus State Police Department shall preserve the peace, protect persons and property, and obey and enforce all criminal laws of the State of Ohio.
 2. Sworn and non-sworn members of the Columbus State Police Department shall enforce the college's Student Code of Conduct, parking regulations on Columbus State Community College property, and college policies and procedures.

APPENDIX AA

COLUMBUS STATE COMMUNITY COLLEGE POLICY AND PROCEDURES MANUAL

Drug-Free Workplace
Policy No. 3-46
Page 1 of 3

Effective: September 19, 2013

(A) Purpose:

To provide a safe work environment free from the unlawful manufacture, use, dispensing, possession, or distribution of controlled substances and alcohol. As a condition of employment, all employees of Columbus State Community College are required to adhere to this policy. This policy does not apply to employees whose rights and obligations concerning controlled substances and alcohol are governed by the terms of a collective bargaining agreement with the College.

(B) Definitions:

Alcohol means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl and isopropyl.

Chain of custody is tracking storage of specimens to be analyzed from point of collection to final disposition to ensure the integrity of the process.

Collection site is a place designated by a testing laboratory where employees present themselves for providing a specimen to be analyzed.

College property includes any building, land, parking lots, or facilities owned, leased, or used by Columbus State Community College.

College time is any time spent conducting official business or travel for, or on behalf of the college, regular work hours, or while on or in state-owned or leased property.

College vehicles are any vehicles owned, leased or operated by Columbus State Community College.

Controlled substance / Drug, Compound, Common Mixture or Substance includes any drug listed in the Federal Food Drug & Cosmetic Act, federal narcotics law, and/or Ohio Revised Code Chapter 3719 or 3715, including but not limited to:

- (1) narcotics, such as opium, heroin, morphine and synthetic substitutes;
- (2) depressants, such as chloral hydrate, barbiturates, and methaqualone;
- (3) stimulants, such as cocaine (and any derivatives) and amphetamines;

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- (4) hallucinogens, such as LSD, mescaline, PCP, peyote, psilocybin, and Ecstasy;
- (5) cannabis, such as marijuana and hashish; and
- (6) Any chemical compound added to federal or state regulations and denoted as a controlled substance.

Licensed medical provider is one who is licensed, certified, and/or registered under federal, state or local laws and regulations to prescribe controlled substances/drugs.

Positive test result is a test result that was positive on an initial approved immunoassay test, confirmed by a gas chromatography/mass spectrometry (GC/MS) or an equivalent or better scientifically accurate and acceptable method that provides quantitative data about the detected drug or drug metabolites or a positive result from an alcohol breath test (.04 percent impairment) for all employees except those covered under the random testing that is administered by a person qualified under Ohio Administrative Code 3701-53-07 or a facility meeting standards promulgated by the US Department of Health & Human Services.

Random testing means a testing process in which participants are selected by a computer-driven random selection process for unannounced controlled substances or alcohol and/or pre-selected but unannounced testing on a particular employee, who has previously tested positive for drugs and/or alcohol.

Reasonable suspicion testing means drug or alcohol testing based on a reasonable cause to believe that an employee is using drugs or alcohol in violation of College policy.

Refusal to submit occurs when an employee: (1) fails to provide adequate breath for alcohol testing without a valid medical explanation; (2) fails to provide an adequate urine sample for controlled substances testing without a genuine medical inability; (3) engages in conduct that obstructs the testing process; or (4) takes any measure to dilute, alter or substitute a sample provided.

Specimen is a tissue or product of the body chemically capable of revealing the presence of drugs or alcohol in the body.

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Drug-Free Workplace
Policy No. 3-46
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Effective: September 19, 2013

Substance abuse professional means a licensed or certified physician, psychologist, psychiatrist, counselor or social worker with knowledge of, and clinical experience in the diagnosis and treatment of alcohol and controlled substance related disorders.

Workplace is College owned or leased property or any place where official College business is conducted and/or while on College time.

- (C) Employees of Columbus State Community College are:
- (1) Required to report to work in a fit condition to perform their duties;
 - (2) Prohibited from being under the influence of alcohol (equivalent to the statutory level for impairment) or unlawfully controlled substances as defined in Ohio Revised Code 3719.01 and 3719.41 at the workplace, while on College property or vehicles and/or on College time (however, reasonable use of alcohol at workplace events where alcohol is served is exempted);
 - (3) Prohibited from using, misusing, dispensing, transferring, purchasing, selling, or possessing alcohol and controlled substances and abusing alcohol or prescription drugs in any way that is illegal in the workplace, on College property, on College time, or while conducting official business on behalf of the College; and
 - (4) Prohibited from operating college vehicles or equipment while under the influence of alcohol or drugs.
- (D) The President shall adopt procedures to implement this policy.

New Policy

APPENDIX BB

Columbus State Community College Policy and Procedures Manual

CAMPUS SAFETY
Policy 13-11
Page 1 of 1

Effective January 24, 2013

- (A) *Purpose:* A secure and safe environment on the college's campuses and sites is a shared responsibility between the college's safety department and all employees. Within available resources, the college shall provide programs, systems and processes that help employees, students and visitors create and maintain a safe and secure environment while balancing the need to provide a quality, convenient and affordable higher education in a public setting.
- (B) Employees are responsible for understanding safety-related policies, procedures and practices, and for reporting unsafe situations to the college's safety department. Employees shall participate in required training sessions, and behave in such a manner that promotes a safe environment for themselves, co-workers, students and visitors.
- Employees who fail to follow established safety procedures and practices or who conduct themselves in an unsafe manner or create unsafe circumstances will be subject to disciplinary action up to and including discharge.
- (C) Children fourteen (14) years of age and under must be accompanied and attended by an adult while on campus, unless enrolled or seeking enrollment in a Columbus State Community College program, in accordance with Ohio Department of Education regulations. Children are not to be taken into classrooms unless authorized by the instructor in advance. Children shall not be left unattended in automobiles.
- (D) The college shall abide by all relevant federal, state and local laws in administering its safety programs.
- (E) The President shall establish procedures to administer this policy.

Board Approved: January 24, 2013 (clh)

***Last Effective Date: December 1, 2007; December 1, 2007;
November 1, 1995 (Employee Safety)***

APPENDIX CC

COLUMBUS STATE COMMUNITY COLLEGE POLICY & PROCEDURES MANUAL

CAMPUS SAFETY

Effective November 28, 2018

Procedure 13-11 (E)

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- (1) Appropriate committees will be chartered as necessary to provide input into campus safety and security matters.
- (2) The Vice President of Administration shall be responsible for administering resources available for campus safety and security.
- (3) The Vice President of Administration shall be responsible for creating and administering programs related to employee safety.
- (4) The Police Department consists of commissioned peace officers and personnel responsible for campus safety. They are responsible for developing, implementing, and maintaining procedures and plans for the following:
 - (a) Compliance with the Jeanne Clery Act which includes preparation, submission and College notification of the Annual Security Report (ASR).
 - (b) Community policing, crime prevention and law enforcement initiatives.
 - (c) Emergency preparedness, evacuation and fire plans, annual response testing and managing the College Emergency Operations Center (EOC).
 - (d) College designated mission essential and mission critical employees.

To ensure the essential functions of the College continue, mission essential and mission critical employees are required to report to or stay at their work location during a campus emergency unless otherwise directed by their supervisor.
 - (e) Monitoring, testing and initiating systems related to emergency notification, public safety telephone and radio communications.
 - (f) Electronic access to campus facilities.
 - (g) The management of employee and student identification cards. Employees and students shall carry College identification cards and make them available when requested by a College official.
 - (h) Employee, student and visitor safety escort service.
 - (i) Traffic enforcement and issuing citations for violations of College policy or state law.

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CAMPUS SAFETY
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Effective November 28, 2018

- (j) Collection and disposal of lost and found items as outlined by the Ohio Revised Code and departmental procedure.
- (k) Ensure only authorized personnel participate in campus operations and classes.
- (l) Managing College parking.

Additional information about these processes and plans are available on the College website, in the College catalog and in the Police Department.

- (5) Facilities Management is responsible for developing, implementing and maintaining procedures and plans for the following:
 - (a) Environmental health and safety compliance outlined in federal, state and local law.
 - (b) Key access to campus facilities. College-issued keys are not to be duplicated.
 - (c) Testing and maintaining the Public Address (PA) mass notification system.
- (6) All scooters, bicycles, skateboards and other personal transportation devices on Columbus State property must meet the following guidelines:
 - (a) Obey all traffic control devices, laws, ordinances and College policies.
 - (b) Cannot be operated on sidewalks, in campus parking lots or inside buildings.
 - (c) Cannot block pedestrian walkways or ADA access.
 - (d) Must be operated at low speed in the presence of pedestrians.
 - (e) Cannot be used for racing, stunts, trick riding or carrying passengers.
 - (f) Headphones and ear-buds are prohibited while operating personal transportation devices.
- (7) For the purpose of meeting federal and other reporting requirements, criminal acts and emergencies must be reported immediately to the Police Department.
- (8) Employees involved in accidents or who sustain job-related injuries while working shall report the accident or injury to the Police Department and to Human Resources within one (1) working day.

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- (9) Requests for safety resources for campus activities and events shall be made to the Chief of Police or designee. Fees may be assessed to user groups for resources beyond those immediately available to the Police Department.

Last Effective Date(s): June 1, 2010; December, 1, 2007

**November 14, 2019: Administrative changes made to reflect updated process.*

APPENDIX DD

COLUMBUS STATE COMMUNITY COLLEGE POLICY AND PROCEDURES MANUAL

FAMILY AND MEDICAL LEAVE

Effective November 17, 2022

Policy 3-36

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- (A) The College supports a work environment that offers solutions to the complex issues individuals face in balancing their work and family commitments. In accordance with federal law, Family and Medical Leave (FML) is a benefit available to eligible faculty and staff members. The Family and Medical Leave Act assures that, if leave is taken in accordance with these policies and procedures, eligible faculty and staff can take twelve weeks of leave during a given twelve-month period and, with limited exceptions described below, be entitled to reinstatement to the same or an equivalent position at the conclusion of this leave. Employees without twelve weeks of accumulated paid leave available to them (sick, vacation, personal) may take FML as unpaid leave with the same reinstatement assurance.
- (B) Any employee who has been employed by the College for at least one (1) year and has worked for 1,250 hours during the twelve (12) months preceding the start of Family and Medical Leave is eligible for FML.
- (C) Employees seeking to use FML are required to provide at least a 30-day advance notice of the need to take the leave when the need is foreseeable and such notice is possible. When the need for leave is not foreseeable, the employee must provide notice as soon as possible under the facts and circumstance of the particular case.
- (D) If an employee is absent for the following reasons, the absence may qualify as FML:
- (1) Birth of and care for a child during the first year following birth.
 - (2) Care for the employee's child after placement for adoption or foster care.
 - (3) A serious health condition that makes the employee unable to perform their job. This includes incapacity due to pregnancy and prenatal medical care.

Under FML, a "serious health condition" is defined as an illness, injury, impairment or physical or mental condition that involves:

- (a) Inpatient care in a hospital, hospice or residential care facility; or
 - (b) Continuing treatment by a health care provider.
- (4) To care for the employee's immediate family member who has a serious health condition.

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- (5) Military family leave entitlements
 - (a) for qualifying exigencies arising out of the active duty or call to active duty of an employee's spouse, son, daughter or parent; or
 - (b) twenty-six work weeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness.

- (E) The President may establish procedures to administer this policy.

*Last Effective Date: August 21, 2000; September 25, 2014
Approved by the Board of Trustees 9-25-14, clh; 11-17-22*

APPENDIX EE

COLUMBUS STATE COMMUNITY COLLEGE POLICY & PROCEDURES MANUAL

DISCRIMINATION/HARASSMENT/RETALIATION
Policy 3-43

Effective May 25, 2023

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(A) PURPOSE AND EXPECTATIONS

Columbus State Community College is committed to supporting a respectful and productive learning, athletic and working environment free of discrimination, harassment and retaliation. The College prohibits discriminatory or harassing behavior based on a protected class by or against students, employees, persons participating in a College program or activity, vendors and College visitors.

While the College does not tolerate any form of discriminatory or harassing behavior, this policy applies only to discrimination and harassment based on protected class. Protected classes for purposes of this policy are sex, race, color, religion, national origin, ancestry, age, disability, genetic information (GINA), military status, sexual orientation, pregnancy, status as a parent of a young child, status as a nursing mother, status as a foster parent and gender identity and expression.

While the College does not tolerate any retaliatory behavior, this policy's prohibition of retaliation applies only to retaliation that is based on individual's participation in an investigation of discrimination and/or harassment and/or an individual's exercise of rights under the Americans with Disabilities Act and its Amendments (ADA/ADAAA) and/or under the Family and Medical Leave Act (FMLA) and/or the Pregnant Workers Fairness Act (PWFA).

Employees and students are expected to assist in the College's efforts to prevent discrimination, harassment and/or retaliation from occurring. Administrators, supervisors, faculty members and employees who have been designated to act on behalf of the College are responsible for reporting such behavior to the Office of Equity and Compliance. However, any person is encouraged to report potential violations of this policy, even if they were not the intended target of the potential violation.

In furtherance of this commitment, all employees must participate in required training.

If the determination is made that the alleged conduct is not based on a protected class or on the exercise of rights under the ADA and/or FMLA and/or PWFA, the information may be referred for follow-up and/or remediation according to relevant policy.

(B) DEFINITIONS

- (1) Discrimination - Any act or failure to act based in whole or in part on a person's or group's membership in a protected class, that when viewed objectively, adversely affects benefits, privileges, working conditions, educational or athletic conditions or negatively impacts a substantial College interest.

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DISCRIMINATION/HARASSMENT/RETALIATION

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Examples of discrimination include, but are not limited to:

- (a) Disparate Treatment - When an individual or group is treated differently from another similarly situated person or group because of membership in a protected class.
 - (b) Disparate Impact - When a College policy, procedure, practice or decision is neutral on its face but has an adverse impact on a protected class.
- (2) Harassment - Any unwelcome physical, non-verbal or verbal conduct based on a protected class which is sufficiently severe, persistent or pervasive so that it unreasonably interferes with, denies or limits a person's ability to participate in or benefit from the College's educational and/or athletic programs and/or activities and/or work activities and/or negatively impacts a substantial College interest. Harassment does not have to include an intent to harm. A single instance can constitute harassment.

Examples of harassment include, but are not limited to:

- (a) Comments, slurs, jokes, recordings, videos, music and personal references or use of negative terms to identify someone in a protected class;
- (b) Graphic communications (i.e. obscene hand or finger gestures), bullying, demeaning, insulting, intimidating or suggestive written material, email, posters, graffiti, cartoons, other electronically transmitted messages or use of social media which are directed at someone because of a protected class.

Conduct which may constitute sexual harassment will be addressed under Columbus State Policy 3-44, Sexual Misconduct.

- (3) Hostile Environment - Any unwelcome and severe or pervasive conduct based on a protected class which creates an objectively intimidating, abusive or offensive work, learning or athletic environment even if the conduct does not lead to tangible consequences. A single instance may be sufficient to create a hostile environment.
- (4) Retaliation – See section (G).

(C) CONSEQUENCES OF DISCRIMINATION/HARASSMENT/RETALIATION

- (1) For Employees - Violations of this policy can result in disciplinary action, up to and including termination of employment.

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DISCRIMINATION/HARASSMENT/RETALIATION

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- (2) For Students - Sanctions for violating this policy range from formal warning to expulsion. Recommended violations of this policy will be referred to the Office of Student Conduct for resolution in accordance with the Student Code of Conduct.

(D) REPORTING RESPONSIBILITIES

- (1) Human Resources employees, supervisors, directors, deans, chairpersons, coaches, faculty members including adjuncts, persons with significant responsibility for students and College activities and Columbus State Police Department employees who have direct or constructive knowledge that a faculty or staff member, student, person participating in a College program or activity, vendor or College visitor's behavior may constitute a violation of this policy are responsible for promptly reporting the behavior to the Office of Equity and Compliance. Failure to follow this reporting requirement may result in disciplinary action, up to and including termination of employment.
- (2) An employee who knowingly or maliciously makes a false or frivolous allegation of discrimination, harassment and/or retaliation will be subject to the College's disciplinary policy and procedures.
- (3) A student who knowingly or maliciously makes a false or frivolous allegation of discrimination, harassment and/or retaliation will be subject to sanctions under the Student Code of Conduct.

(E) ACADEMIC FREEDOM/FIRST AMENDMENT GUIDELINES

- (1) The College is committed to supporting a respectful and productive learning, athletic and working environment that protects the civil rights of individuals while also recognizing the constitutional protection of academic freedom in the classroom.
- (2) This policy is not intended to restrict serious discussion of controversial issues in training and academic situations. In order to prevent claims that course or training content is discriminatory, harassing or offensive, it is strongly encouraged that participants in such discussions are provided with a disclosure that the content may be controversial.

(F) CONFIDENTIALITY

To the extent possible, College officials will limit the sharing of information related to the reporting, investigation and resolution of allegations of discrimination, harassment and/or retaliation except to the extent it is necessary to disclose information in order to investigate,

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prevent or address the effects of the conduct, resolve the complaint or when compelled to do so by law. All individuals involved in the process are expected to observe the same standard of discretion and respect for everyone involved in the process.

(G) RETALIATION

Retaliation in any form against an individual who brings forth a good faith allegation of discrimination and/or harassment, participates in an investigation of discrimination and/or harassment or supports someone involved in a report of discrimination and/or harassment is strictly prohibited by College policy and state and federal law. Examples of retaliation include, but are not limited to, intimidation; threats or actual violence against the person, their family or property; adverse educational or employment consequences; ridicule; bullying; and ostracism or attempting any such actions. Retaliation also includes encouraging someone else to take such actions against an individual for reporting discrimination and/or harassment, participating in a discrimination and/or harassment investigation or supporting someone involved in a report of discrimination and/or harassment.

Retaliation in any form against an individual who exercises their rights under the ADA/ADAAA and/or under FMLA and/or PWFA is strictly prohibited. Examples of retaliation include, but are not limited to, intimidation; threats or actual violence against the person, their family or property; adverse educational or employment consequences; ridicule; bullying; and ostracism or attempting any such actions. Retaliation also includes encouraging someone else to take such actions against an individual who exercises their rights under ADA/ADAAA and/or FMLA and/or PWFA.

Retaliation is a serious violation that can subject the offender to sanctions, and allegations of retaliation should be promptly reported to the Office of Equity and Compliance.

(H) The protocol for evaluating and investigating concerns of discrimination/harassment/retaliation is found here: [3-43 Protocol](#).

(I) The President may establish procedures to administer this policy.

Last Effective Dates: September 27, 2018; September 25, 2014; November 15, 2012

**July 8, 2019: Administrative changes made to reflect updates in legislation*

**May 25, 2023: Administrative changes made to reflect Executive Order updates and new federal legislation*

APPENDIX FF

COLUMBUS STATE COMMUNITY COLLEGE POLICY & PROCEDURES MANUAL

SEXUAL HARASSMENT/SEXUAL VIOLENCE

Effective August 14, 2020

Policy 3-44

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(A) PURPOSE AND EXPECTATIONS

Columbus State Community College is committed to supporting a safe, respectful and healthy college environment. In furtherance of this commitment, the College prohibits sexual harassment, which includes sexual violence (dating violence, domestic violence, sexual assault and stalking) in compliance with applicable statutory and regulatory guidance.

To support this commitment, all employees must participate in required training.

(B) The President may establish procedures to administer this policy.

Last Effective Date(s): September 24, 2014 (previous title: Sexual Misconduct), November 15, 2012

**July 30, 2019: Administrative changes made to reflect updates in accordance with ODHE.*

APPENDIX GG

COLUMBUS STATE COMMUNITY COLLEGE POLICY AND PROCEDURES

SEXUAL HARASSMENT/SEXUAL VIOLENCE

Effective August 14, 2020

Procedure 3-44 (A)

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(1) INTRODUCTION

This procedure outlines the process the College will follow when it receives notice of sexual harassment, sexual assault, dating violence, domestic violence, stalking and other types of Prohibited Conduct as defined below.

This procedure also addresses prohibited consensual sexual relationships, which are addressed separately in Section 21.

(2) JURISDICTION

This procedure applies to all students, employees, volunteers, vendors and visitors to the College.

This procedure applies to Prohibited Conduct that is reported to have occurred:

- (a) in connection with a College's education program or activity; or
- (b) on property owned or controlled by the College; or
- (c) using computer or internet networks, digital platforms or computer hardware or software owned or operated by, or used in the operations of, the College's programs or activities over which the College has substantial control; or
- (d) where the conduct is reported to have a continuing adverse effect on an educational program or activity of the College, including employment, regardless of where the conduct is reported to have occurred.

The College's response to Prohibited Conduct depends in part on its control over the respondent. This procedure applies when the respondent is a member of the College community, or was a member of the College community at the time of the alleged incident and intends to participate in an education program or activity of the College. However, if Prohibited Conduct is reported when the College does not have control over the respondent, the College will still work with the complainant regarding their options and appropriate supportive measures. The College also will consider whether it is appropriate to take any other actions to protect the safety of the College community under these circumstances.

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The elements established in this procedure have no effect and are not transferable to any other policy or procedure of the College except as narrowly defined in this procedure. This procedure does not set a precedent for other policies, procedures or processes of the College and may not be cited for or against any right or aspect of any other policy, procedure or process.

(3) NOTICE OF NON-DISCRIMINATION AND DESIGNATION OF TITLE IX
COORDINATOR

The College does not discriminate in its education programs and activities, admissions or employment on the basis of sex, race, color, religion, national origin, ancestry, age, disability, genetic information (GINA), military status, sexual orientation, pregnancy, status as a parent of a young child or status as a foster parent or gender identity and expression. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972 and its implementing regulations (34 C.F.R. Part 106, as amended by 85 FR 30026 [May 2020]).

Sex Discrimination does not include where such differential treatment is explicitly permitted by federal law or regulations, such as where sex or gender is a bona fide occupational qualification reasonably necessary to the normal operation of the College, or where sex or gender is used to determine athletic participation or chorus participation.

This procedure prohibits certain conduct, referred to as Prohibited Conduct that includes Lewd/Obscene Conduct, Sexual Exploitation and Sexual Harassment (including sexual assault, dating violence, domestic violence and stalking). Prohibited Conduct under this procedure also is prohibited under the Clery Act as amended by the Violence Against Women Act, Title VII of the Civil Rights Act of 1964, Ohio Revised Code Chapter 4112 and other applicable statutes, regulations and administrative code provisions. The College will respond promptly in a manner that is not deliberately indifferent when the College has actual knowledge of Prohibited Conduct under this procedure.

This procedure sets forth the manner in which individuals can report or file a Formal Complaint of potential Prohibited Conduct, as well as the process that will be used to provide for the prompt and equitable resolution of such reports or Formal Complaints. Any person may report potential Prohibited Conduct, whether or not the person reporting is the person alleged to have experienced the Prohibited Conduct.

The College hereby designates and authorizes the following individual as the Title IX Coordinator to coordinate its efforts to comply with Title IX:

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Joan Cook
Title IX Coordinator
550 East Spring Street
Columbus, Ohio 43215
jcook60@csc.edu / (614) 287-2636

Any inquiries or complaints concerning the application of Title IX may be referred to the Title IX Coordinator using the contact information above, or pursuant to Section 7 of this procedure. Questions or concerns about Title IX or the application of Title IX in this procedure also may be referred to the U.S. Department of Education's Office for Civil Rights at <https://ocras.ed.gov/contact-ocr>.

The Title IX Coordinator is responsible for managing the College's compliance with Title IX and the effective implementation of this procedure. Any references to the actions of the Title IX Coordinator in this procedure may be performed by the Title IX Coordinator or designee.

In addition to addressing complaints against a particular party, the Title IX Coordinator also facilitates the handling of reports that College policies or practices may discriminate on the basis of sex, gender identity, gender expression or sexual orientation. The Title IX Coordinator conducts an assessment of such concerns and, using procedures the Title IX Coordinator determines to be appropriate given the circumstances, works with the College to ensure that its policies and practices are compliant.

(4) NON-DISCRIMINATION IN APPLICATION

The requirements and protections of this procedure apply equally regardless of sex, race, color, religion, national origin, ancestry, age, disability, genetic information (GINA), military status, sexual orientation, pregnancy, status as a parent of a young child or status as a foster parent and gender identity and expression covered by federal or state law. All requirements and protections are equitably provided to individuals regardless of such status or status as a complainant, respondent or witness. Individuals who wish to file a complaint about the College's procedure may contact the Department of Education's Office for Civil Rights using contact information available at <https://ocras.ed.gov/contact-ocr>.

(5) DEFINITIONS

- (a) Actual Knowledge - notice of Sexual Harassment or allegations of Sexual Harassment to the College's Title IX Coordinator or any of the following officials who have the authority to institute corrective measures on behalf of the College:

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- (i) Senior Director of Equity and Compliance
- (ii) Deputy Title IX Coordinators
- (iii) Employees of the Police Department
- (iv) Employees of Human Resources
- (v) Non-student employees of the Office of Student Conduct
- (vi) Athletic coaches and assistant coaches
- (vii) Administrative employees with managerial responsibilities, including all academic chairpersons

This standard is not met when the only official of the College to have knowledge is the respondent (see Section 9 of this procedure for further information about individuals who have the responsibility to report allegations).

- (b) Business Day - the hours between 8 a.m. and 5 p.m. Monday through Friday, excluding holidays and other times when the College is closed.
- (c) Calendar Day - the period from one midnight to the following midnight.
- (d) Coercion - a type of force that relies on unreasonable pressure for sexual activity against an individual's will. Coercion includes a wide range of behaviors which override the voluntary nature of participation in sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another.
- (e) Complainant - an individual who is alleged to have experienced conduct that could constitute Prohibited Conduct under this procedure.
- (f) Confidentiality - See Section 8 of this procedure.

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- (g) Consent - a freely and affirmatively communicated willingness to participate in sexual activity, expressed by clear, unambiguous words or actions. It is the responsibility of the initiator of the sexual activity to ensure that the initiator has the other person's consent to engage in sexual activity, throughout the entire sexual activity. At any time, a participant can communicate that they no longer consent to continuing the activity. Consent may never be obtained through the use of force, including coercion, or if the victim is mentally or physically incapacitated, including through the use of drugs or alcohol. Consent cannot be assumed based on the existence of a previous intimate relationship or sexual encounter. Additionally, the initiator's use of alcohol or drugs does not diminish the initiator's responsibility to obtain consent. There is no requirement of a party to resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of consent is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.
- (h) Education Program or Activity - includes all of the College's operations, which encompasses employment, as well as locations, events or circumstances over which the College exercises substantial control over both the respondent and the context in which the conduct occurs, as well as any building owned or controlled by a student organization that is officially recognized by the College.
- (i) Exculpatory Evidence - evidence that tends to suggest that the respondent did not commit a policy violation.
- (j) Force - the use of physical violence and/or imposing on someone physically to engage in sexual activity and/or the use of threats, intimidation and coercion to overcome resistance to sexual activity.
- (k) Formal Complaint - a document, including an electronic submission, filed by a complainant with a signature or other indication that the complainant is the person filing the Formal Complaint, alleging Prohibited Conduct against a respondent about conduct within the College's jurisdiction (as defined in Section 2 of this procedure) and requesting initiation of the formal procedure to investigate the allegation of sexual harassment. The Title IX Coordinator or designee also may file Formal Complaints as explained in Section 13(b) of this procedure.
- (l) Inculpatory Evidence - evidence that tends to suggest that the respondent committed a policy violation.

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- (m) Incapacitation - a state in which a person cannot make rational decisions about engaging in sexual activity. Incapacitation may result from a temporary or permanent mental or physical disability, from sleep or unconsciousness, or from the taking of alcohol or other drugs. Apparent consent by an incapacitated complainant is not valid where a respondent knew or should have known that the complainant was incapacitated.
- (n) Preponderance of the Evidence - the standard of evidence used to resolve the disputed issue of fact and to make decisions as to whether Prohibited Conduct occurred. A preponderance of the evidence exists where the evidence establishes that the disputed fact is more likely than not to be true. A preponderance of the evidence also exists where the evidence establishes that the Prohibited Conduct is more likely than not to have been committed. In determining whether a preponderance of the evidence exists, the decision-maker relies on the quality and relative weight of the evidence rather than the quantity of evidence.
- (o) Privacy - See Section 8 of this procedure.
- (p) Prohibited Conduct - the conduct prohibited by this procedure. This includes Lewd/Obscene Conduct, Sexual Exploitation and Sexual Harassment (Types A and B). Sexual Harassment (Type A) further includes sexual assault, dating violence, domestic violence and stalking (see Section 6 of this procedure).
- (q) Relevant Evidence and Questions - Relevant evidence and questions refer to any questions and evidence that tend to make an allegation of sexual harassment more or less likely to be true.

Relevant evidence and questions do not include the following types of evidence and questions, which are deemed irrelevant at *all* stages of this procedure:

- (i) Evidence and questions about the complainant's sexual predisposition or prior sexual behavior unless:
 1. They are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or
 2. They concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

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- (ii) Any party or witness' medical, psychological and similar records unless the individual to whom the record pertains has given voluntary, written consent.
 - (iii) Evidence and questions that constitute, or seek disclosure of, information protected under a legally-recognized privilege, unless the individual who holds the privilege has waived it.
 - (r) Respondent - an individual who is alleged to have committed conduct that could constitute Prohibited Conduct under this procedure.
 - (s) Supportive Measures - non-disciplinary and non-punitive resources and measures available to the parties. When a complainant reports potential Prohibited Conduct as defined in this procedure, the Title IX Coordinator or designee will contact the complainant to assess their immediate needs and offer supportive measures as appropriate. Complainants have the right to receive supportive measures from the College regardless of whether they decide to file a Formal Complaint. The Title IX Coordinator also shall offer supportive measures to respondents when they are notified of a Formal Complaint. Supportive measures also include "protective measures" as that term is defined by the Clery Act and implementing regulations. See Section 10 of this procedure for additional information.
- (6) PROHIBITED CONDUCT

Prohibited Conduct includes Lewd/Obscene Conduct, Sexual Exploitation and Sexual Harassment (Types A and B), as well as any attempt to commit any of these types of Prohibited Conduct.

Lewd/Obscene Conduct is behavior that includes, but is not limited to:

- (a) Disrobing in a public space or streaking;
- (b) Possession or distribution of obscene materials;
- (c) Public urination/defecation; and
- (d) Sexual acts performed in public or on College premises.

Sexual Exploitation occurs when someone takes non-consensual or abusive sexual advantage of another for their own advantage or benefit, or for the benefit or advantage of anyone other than the person being exploited. Examples of Sexual Exploitation include, but are not limited to:

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- (a) Prostituting another person;
- (b) Using electronic devices or technology (e.g., cell phone, camera, email, internet sites or social networks) to record or transmit nudity or sexual acts of another person without that person's consent;
- (c) Intentionally observing nudity or sexual acts of another person without that person's consent; and
- (d) Inducing incapacitation for the purpose of facilitating sexual assault.

Sexual Harassment (Type A) as defined by the Title IX regulations includes any one of the following:

- (a) Quid Pro Quo - An employee of the College conditioning the provision of an aid, benefit or service of the College on an individual's participation in unwelcome sexual conduct;
- (b) Hostile Environment - Unwelcome conduct on the basis of sex determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the College's education program or activity;
- (c) Sexual Assault - A forcible or non-forcible sex offense as defined by the Uniform Crime Reporting system used by the Federal Bureau of Investigation pursuant to 20 U.S.C. 1092(f)(6)(A)(v), including rape, sodomy, sexual assault with an object, fondling, incest and statutory rape. These definitions prohibit the following behaviors:
 - (i) Vaginal, anal or oral sexual intercourse with a person without their consent;
 - (ii) Touching the private body parts of another person for the purpose of sexual gratification without their consent;
 - (iii) Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. In Ohio, Revised Code Section 3101.01(A) provides that individuals nearer of kin than second cousins may not marry;

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- (iv) Sexual intercourse with a person who is under the statutory age of consent. In Ohio, Revised Code Section 2907.02(A)(1)(b) provides that no person may have sex with a child under the age of thirteen. Ohio Revised Code Section 2907.04(A) provides that no person over the age of eighteen may have sex with a child under the age of sixteen.
- (d) Dating Violence - Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.
- (e) Domestic Violence - Felony or misdemeanor crimes of violence on the basis of sex committed by a current or former spouse or intimate partner of the complainant, by a person with whom the complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the complainant as a spouse or intimate partner or by a person similarly situated to a spouse of the complainant under the domestic or family violence laws of the jurisdiction. Domestic violence also includes felony or misdemeanor crimes of violence committed by 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 the jurisdiction, where such conduct is on the basis of sex.
- (f) Stalking - Engaging in a course of conduct, on the basis of sex, directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

Sexual Harassment (Type B) means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when one of the following occurs:

- (a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or access by the individual to aid, benefits or services;
- (b) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual or access by the individual to aid, benefits or services; or

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- (c) Such conduct has the purpose or effect of being severe or pervasive to the extent that it unreasonably interferes with an individual's job performance or learning ability or creating an intimidating, hostile or offensive educational, athletic or working environment.

Stalking and domestic violence, as defined above, that are not conducted on the basis of sex will be addressed by the Office of Student Conduct, if the respondent is a student, or Human Resources, if the respondent is an employee.

(7) REPORTING PROHIBITED CONDUCT

(a) Reporting Options

Anyone who feels they are in immediate danger are strongly encouraged to call 911.

When an individual experiences Prohibited Conduct, the following options are available to them, which can be explained in more detail by the Title IX Coordinator:

- (i) If the Prohibited Conduct constitutes a crime, the option to notify College law enforcement and/or local law enforcement. The College can help facilitate such notification;
- (ii) The option to seek a protection order and/or other legal orders through a court with jurisdiction, which will be enforced by the College as may be required by the order;
- (iii) The option to seek medical attention, counseling services or other confidential resources (see Section 8 of this procedure);
- (iv) The option to file a report with the Title IX Coordinator and request appropriate supportive measures;
- (v) The option to report Prohibited Conduct to an employee who is required to file the information with the Title IX Coordinator, except where the disclosure is made in the context of a confidential relationship (e.g., counselor-patient);
- (vi) The option to file a Formal Complaint with the Title IX Coordinator to pursue informal resolution or a formal investigation.

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A complainant may choose multiple options, and the options they choose may change over time. For example, a complainant may choose initially to proceed with a criminal investigation, or this process, both or neither. Regardless of those choices, the complainant may seek a protection order, confidential resources, supportive measures and/or file a Formal Complaint.

(b) Making a Report to Law Enforcement

Where an individual has been subjected to violence or other criminal acts, the College encourages such individuals to seek assistance from medical providers and/or law enforcement immediately after the incident, whether or not the complainant intends to pursue criminal charges. This is to assist in the preservation of evidence and to begin a timely response by law enforcement. Preserving evidence may later assist in proving that an alleged criminal offense occurred, or it may be helpful in obtaining a protection order if one is desired.

The Title IX Coordinator can assist in notifying law enforcement authorities if the complainant chooses. Complainants also may decline to notify such authorities. Also see Section 9 of this procedure regarding Ohio's felony reporting law.

(c) Making a Report to the College

The College strongly encourages individuals who have experienced or witnessed Prohibited Conduct to file a report with the Title IX Coordinator as soon as reasonably possible. Making a report does not require further action on the part of the reporter.

Certain employees of the College who become aware of behavior that may constitute Prohibited Conduct are required to report all information regarding such Prohibited Conduct to the Title IX Coordinator as soon as reasonably possible (see Section 9 of this procedure).

Any person may report potential Prohibited Conduct in person, by mail, by telephone or by email, using the contact information listed for the Title IX Coordinator, or by any other means that result in the Title IX Coordinator receiving the person's verbal or written report. Such reports may be made at any time, including during non-business hours. Contact information for the Title IX Coordinator is found at: <https://www.csc.edu/services/title-ix/title-IX-coordinator.shtml>.

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The College's preferred reporting method for sexual harassment or sexual violence is the College's secure, online report form which is accessible at <http://csc.edu/services/title-ix/#submitting>. The online report form is automatically sent to the Title IX Coordinator and Deputy Title IX Coordinators. While any person may use this secure online report form, a complainant may use it to submit a Formal Complaint if they include the elements of a Formal Complaint as described in Section 13(b) of this procedure. The Title IX Coordinator and/or the Deputy Title IX Coordinators will consult with the complainant to determine if it is appropriate to make a Formal Complaint, regardless of whether the online report form constitutes a Formal Complaint. Anonymous reports may be made through this form, but depending on the level of information included in the report, anonymous reporting may limit the College's ability to respond. Employees who are required to make reports under this procedure are not permitted to make such reports anonymously. If the anonymous report includes a crime, it will be counted in the College's crime statistics.

Any student, employee or third party who reports that they have experienced sexual assault, domestic violence, dating violence or stalking on the basis of sex shall be provided with a written explanation of their rights, options and available services. These rights and options include the opportunity to access specific support services at the College and in the community, such as assistance with changing academic and working arrangements upon request. Appropriate College officials will determine if the request is reasonable. Such rights also apply to the respondent.

Students or employees who knowingly or maliciously make a false or frivolous allegation of Prohibited Conduct will be subject to sanctions by the Office of Student Conduct under Procedure 7-10 (G) or discipline by Human Resources under Procedure 3-32 (C), as appropriate.

Where it is alleged that the Title IX Coordinator has engaged in Prohibited Conduct, such report may be directed to the Senior Director of Equity and Compliance, who will designate an appropriate individual to act as the Title IX Coordinator for purposes of that report.

(8) CONFIDENTIALITY AND PRIVACY

Confidentiality and privacy are two distinct concepts under this procedure.

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Privacy means that information will be protected except to the extent it is necessary to disclose information in order to respond to a report, effectuate supportive measures, facilitate an informal resolution, administer a Formal Complaint under this procedure, provide remedies to those who experience Prohibited Conduct and ensure the safety of individuals and the College community. The Title IX Coordinator and other College employees are expected to respect the privacy of the parties and witnesses to a report or Formal Complaint and share information only on a “need to know” basis. Personally identifiable information regarding students is further protected by the federal Family Educational Rights and Privacy Act (FERPA), but sharing information as required by this procedure is permitted under that Act. To learn more about privacy and disclosures, see <https://www.csc.edu/services/title-ix/privacy-info.shtml>.

Confidentiality means that information will not be shared by the individual who receives the information except in limited circumstances, such as where there is an imminent threat of harm to the individual or to others, or where there is knowledge or suspicion of child abuse (including sexual abuse and molestation) or neglect. Confidential resources include licensed counselors, medical providers, attorneys, clergy and certified rape crisis counselors.

Individuals seeking confidential assistance through College resources may contact the following:

- (a) Columbus State Counseling Services – (614) 287-2818 (currently enrolled students only)
- (b) Matrix EAP Counselors – (614) 475-9500 (full-time and part-time employees, administrators, ACFs, tenured and tenure track faculty)

Individuals seeking confidential assistance outside of the College may contact the following:

- (a) Medical and mental health providers, a list of which can be found here: <https://www.csc.edu/services/student-advocacy/pdf/Mental%20Health%20Facilities.pdf>
- (b) Legal support through the following:
 - (i) Legal Aid Society of Columbus – www.columbuslegalaid.org
 - (ii) Southeastern Ohio Legal Services – www.seols.org

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- (c) Domestic violence and intimate partner violence assistance through the following:
 - (i) Choices 24 hour Crisis Line/Shelter – (614) 224-HOME
<https://lssnetworkofhope.org/choices/home/get-help/>
 - (ii) Lighthouse Domestic Violence Shelter (Fairfield County) – (740) 687-4423
 - (iii) Ohio Domestic Violence Network - <https://www.odvn.org/find-help/>
- (d) Sexual Assault Response Network of Central Ohio (SARNCO) -
<https://www.ohiohealth.com/services/neuroscience/our-programs/behavioral-and-mental-health/sarnco>
- (e) 24/7 Hotlines:
 - (i) ChildHelp National Child Abuse Hotline – (800) 422-4453
 - (ii) Crisis Text Line – text “HOME” to 741741
 - (iii) Gay, Lesbian, Bisexual and Transgender National Hotline – (888) 843-4564
 - (iv) National Domestic Violence Hotline – (800) 799-7233
 - (v) National Human Trafficking Hotline – (888) 373-7888
 - (vi) National Sexual Assault Hotline – (800) 656-HOPE
 - (vii) National Suicide Prevention Lifeline – (800) 273-8255
 - (viii) National Teen and Young Adult Dating Abuse Helpline – (866) 331-9474
or text “loveis” to 22522
 - (ix) Ohio Hispanic Coalition Domestic Violence Hotline – (614) 746-3534
(Spanish and English)
 - (x) Ohio Sexual Violence Helpline – (844) OHIO HELP

The most current list of College and community resources, many of which provide confidentiality, is available at <https://www.csc.edu/services/title-ix/resources.shtml>.

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The College is required by the Clery Act to keep certain publicly available records regarding crimes that are reported on or near campus property. Such records do not include personal information regarding victims of such crimes, to the extent permissible by law.

(9) EMPLOYEE AND VOLUNTEER REPORTING RESPONSIBILITIES

While all employees are strongly encouraged to notify the Office of Equity and Compliance when they learn of an alleged incident of Prohibited Conduct as defined in this procedure, the following employees must notify the Senior Director of Equity and Compliance, Title IX Coordinator or Deputy Title IX Coordinators upon learning of Prohibited Conduct:

- (a) Employees of the Police Department
- (b) Employees of Human Resources
- (c) Non-student employees of the Office of Student Conduct
- (d) Athletic coaches and assistant coaches
- (e) Administrative employees with managerial responsibilities, including all academic chairpersons

Although the employees named above cannot provide confidentiality when they learn of potential Prohibited Conduct, they will maintain the privacy of those involved to the greatest extent possible.

All individuals, including employees and volunteers of the College, are required by Ohio law to report felonies, including sexual assault, to law enforcement unless they learn of such conduct in the context of a confidential relationship, such as counselor-patient treatment. The Title IX Coordinator can assist in facilitating this reporting upon request.

All employees and volunteers of the College are required to report potential sexual abuse and molestation of a minor to law enforcement or child protective services. The Title IX Coordinator can assist in facilitating this reporting upon request.

Employees and volunteers who fail to comply with these reporting responsibilities are subject to disciplinary action, up to and including termination of employment.

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(10) SUPPORTIVE MEASURES

Upon receipt of a report of potential Prohibited Conduct, the Title IX Coordinator shall offer the complainant reasonably available and appropriate supportive measures. The Title IX Coordinator also shall offer supportive measures to respondents when they are notified of a Formal Complaint. The supportive measures that are offered to the parties may evolve as circumstances change, and either party may request different or additional supportive measures from the Title IX Coordinator at any time. It is not necessary for a party to file a Formal Complaint or make a report to law enforcement in order to receive supportive measures.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the recipient of the measures. The measures shall be designed to restore or preserve equal access to the College's education program or activity, including employment, without unreasonably burdening the other party. Supportive measures may be designed to protect the safety of a party or of the College's educational, athletic and/or working environment, or they may be designed to deter Prohibited Conduct. The Title IX Coordinator is responsible for determining and coordinating the effective implementation of supportive measures.

Examples of supportive measures that may be offered include:

- (a) Counseling
- (b) Extensions of deadlines or other course-related adjustments
- (c) Modifications of work or class schedules
- (d) Campus escort services
- (e) Mutual restrictions on contact between the parties
- (f) Changes in work locations
- (g) Increased security and monitoring of certain areas of the campus
- (h) Changes to academic, living, transportation and working situations
- (i) Other similar measures as deemed appropriate by the Title IX Coordinator

College employees are expected to keep supportive measures private except as may be necessary to provide the supportive measures.

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The Title IX Coordinator is responsible for maintaining records of all supportive measures that are given to each party, information about which measures were requested by a party but not offered and the rationale for such decision, and information about which supportive measures were offered but rejected by a party. If the College does not offer supportive measures to a party, it must document the reasons why such response was reasonable in light of the known circumstances.

As required by the Clery Act, the College provides written notification to student and employee complainants about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available for complainants who report being victims of crimes. Columbus State Victim Advocates can provide further assistance for victims of crimes by contacting them at (614) 287-5979 or victimadvocacy@csc.edu. More information about supportive measures is found here: <https://www.csc.edu/services/title-ix/support-measures.shtml>.

(11) EMERGENCY REMOVAL

The College retains the authority to remove individuals who are alleged to have committed Prohibited Conduct under this procedure from its program(s) or activity(ies) on an emergency basis. If a respondent is alleged to have committed Sexual Harassment (Type A), the College will undertake an individualized safety and risk analysis in order to determine if there is an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Prohibited Conduct which justifies a removal.

If the College determines such removal is necessary, the respondent who is alleged to have committed Sexual Harassment (Type A) will be provided notice and an opportunity to challenge the decision immediately following the removal.

(12) ADMINISTRATIVE LEAVE

The College retains the authority to place a non-student employee respondent on administrative leave during this procedure. Administrative leave is not considered to be an “emergency removal” for purposes of Section 11 of this procedure.

(13) FORMAL INVESTIGATION AND DECISION-MAKING PROCESS

(a) Overall Timeframe

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The timeframe for the formal investigation and resolution process begins with the filing of a Formal Complaint. The process will be concluded within a reasonably prompt manner, and no longer than sixty (60) business days after the filing of the Formal Complaint. However, the process may be extended for good cause, including but not limited to the unavoidable absence of a party, a party's advisor, or a witness; the complexity and scope of the allegations; the complexity and amount of evidence submitted for consideration; the number of witnesses involved; concurrent law enforcement activity; intervening College breaks or closures; or the need for language assistance or accommodation of disabilities. In the event that an extension is granted by the Title IX Coordinator, the parties will be notified in writing of the reason(s) for the delay and the expected adjustment in timeframes.

Parties may request the extension of deadlines within this process for good cause provided that the requestor provides reasonable notice and the delay does not overly inconvenience other parties. The Title IX Coordinator shall have sole discretion to determine such extensions, which if granted, shall be provided to the parties to the extent applicable.

(b) Filing a Formal Complaint

To file a Formal Complaint, the complainant must file a signed written document (which may be electronic) that alleges Prohibited Conduct against a respondent and requests that the College investigate the allegation of Prohibited Conduct. Such complaints must be filed with the Title IX Coordinator in person, by mail, by email or through the College's secure, online system for making such reports. If a complainant is not 18 years of age and is not enrolled in the College, the College must obtain the voluntary, written consent of a natural parent, guardian, or an individual acting as a parent in the absence of a parent or guardian before proceeding with an investigation.

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Upon receipt of a Formal Complaint from a complainant, the Title IX Coordinator will conduct an initial assessment to determine whether the Formal Complaint properly alleges Prohibited Conduct under this procedure. The Title IX Coordinator may gather additional information if necessary to make such a determination. Formal Complaints alleging Prohibited Conduct will be handled according to this procedure. The Title IX Coordinator also may consolidate potential violations of other College policies into a Formal Complaint where they relate to the alleged Prohibited Conduct and the Title IX Coordinator determines, in their sole discretion, that it is appropriate to do so under the circumstances. Formal Complaints that do not allege any Prohibited Conduct under this procedure will be addressed by the appropriate policy and/or procedure and/or forwarded to the appropriate College office, if any, for further consideration.

If a Formal Complaint is brought against a respondent that is not subject to substantial control by the College, such as where the respondent is not an employee or student, the Title IX Coordinator may, in their sole discretion, consult with the Police Department to determine if a Criminal Trespass Order is appropriate and/or take other steps to protect the safety of the campus in lieu of any further investigation or decision-making. In such situations, the complainant shall be notified in writing that the Formal Complaint has been dismissed and what steps were taken to address the situation. The respondent may or may not be notified of the Formal Complaint, depending on the Title IX Coordinator's assessment of the situation and the relationship of the respondent to the College. The Title IX Coordinator still shall offer appropriate supportive measures to the complainant pursuant to this procedure.

The Title IX Coordinator also may file a Formal Complaint where they have received a report that potential Prohibited Conduct has occurred. Factors to consider when making this decision include the preferences and concerns of the complainant, the nature and circumstances of the allegations in the report, the severity and impact of the reported conduct, allegations of repeated behavior by the respondent, whether the respondent has admitted to the conduct, whether there are multiple complainants or respondents, whether the respondent has threatened further Prohibited Conduct or violence against the complainant or others, whether the respondent is an employee and whether the College possesses independent means to obtain relevant evidence if the complainant is not willing or able to participate. If a complainant requests that no formal action be taken, the College will balance that request with its responsibility to protect the College community from Prohibited Conduct. The Title IX Coordinator will inform the complainant of whether the College will take formal action on the Formal Complaint in writing. If the Title IX Coordinator decides to take formal action, the Title IX Coordinator will inform the complainant of this decision prior to notifying the respondent of

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the Formal Complaint. If the complainant chooses not to participate in the Formal Complaint and the process that follows it, they are still entitled to receive all notices issued under this procedure.

The Title IX Coordinator may consolidate Formal Complaints alleging Prohibited Conduct against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of Prohibited Conduct arise out of the same facts or circumstances.

The Title IX Coordinator or designee will acknowledge receipt of the Formal Complaint within two (2) business days.

Nothing in this procedure prevents a complainant from seeking the assistance of law enforcement alongside the appropriate College process. If a Formal Complaint is filed in relation to a concurrent law investigation, the College will coordinate with law enforcement to ensure its procedures do not interfere with that investigation.

The Title IX Coordinator may, in their sole discretion, dismiss a Formal Complaint or any of the allegations therein if at any time during the investigation or decision-making process:

- (i) A complainant notifies the Title IX Coordinator in writing that they would like to withdraw the Formal Complaint or any allegations therein;
- (ii) The respondent is no longer enrolled in or employed by the College; or
- (iii) Specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.

If a Formal Complaint is dismissed, the College will promptly send written notice of the dismissal and the reasons for the dismissal simultaneously to the parties. Where a Formal Complaint is dismissed, the College may take action under another provision of its policies and/or codes of conduct.

(c) Title IX Hearing Eligibility

When a Formal Complaint is filed, the Title IX Coordinator will determine whether the matter is *potentially eligible* for a Title IX Hearing.

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Under the federal Title IX regulations, only certain cases are eligible for a Title IX Hearing. To be eligible for a Title IX Hearing, all of the following must be true:

- (i) The Formal Complaint was filed by a complainant who, at the time of filing, was either participating in or attempting to participate in a College education program or activity, including employment;
- (ii) The Formal Complaint alleges Sexual Harassment (Type A);
- (iii) The Sexual Harassment (Type A) is alleged to have occurred against a person in the United States;
- (iv) The Sexual Harassment (Type A) is alleged to have occurred within the College's education program or activity.

Sexual Harassment (Type B) and/or other Prohibited Conduct under this procedure that does not meet the above criteria will be addressed by the Non-Title IX Resolution process described in Section 13(g) of this procedure.

This determination of whether the matter will proceed to a Title IX Hearing or a Non-Title IX Resolution will be finalized after the investigative report is submitted, as described below.

(d) Notice to the Parties

Where a Formal Complaint has been determined through an initial assessment to properly allege Prohibited Conduct, the Title IX Coordinator or designee shall provide written notice to the parties that shall include the following:

- (i) Notice of this procedure
- (ii) Notice of the allegations of Prohibited Conduct, including sufficient details known at the time of the notice and with sufficient time to prepare a response before any initial interview. Such notice shall contain:
 - 1. The identities of the parties involved in the incident(s), if known;
 - 2. The allegations of Prohibited Conduct;
 - 3. The date and location of the reported incident(s), if known.

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- (iii) A statement that the respondent is presumed not responsible for the reported conduct and that a determination regarding responsibility is made at the conclusion of the process
- (iv) A statement that the parties may have an advisor of choice, who may be an attorney, accompany them to any related meeting or proceeding under this procedure
- (v) A statement that the parties may inspect and review evidence as provided in this procedure
- (vi) A statement that the parties may suggest witnesses and provide statements and evidence as permitted by this procedure
- (vii) A statement that the allegations may be eligible for a Title IX Hearing under this procedure, or whether they may be subject to a “mandatory dismissal” from the Title IX Hearing process under this procedure
- (viii) Notice that the College prohibits knowingly making false statements or knowingly submitting false information during the process of filing and addressing a Formal Complaint
- (ix) Notice of how to request supportive measures under this procedure
- (x) A statement that retaliation is prohibited under this procedure
- (xi) Information about how to request reasonable accommodations relating to a disability

If, during the course of an investigation, the Title IX Coordinator determines it is appropriate to include additional allegations in the investigation, the Title IX Coordinator or designee will provide written notice of those additional allegations and sufficient details of such allegations to the parties.

- (e) Role of the Advisor

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Each party may bring an advisor of their choice with them to all meetings and/or proceedings under this procedure. The advisor may be an attorney, a bargaining unit representative or another individual that the party chooses. Advisors may not be disruptive to the process. At any point, advisors may be removed or dismissed from the process for disruptive behavior or where they do not abide by the restrictions on their participation. Except as described below with regard to live hearings in Section 13(i) of this procedure, the advisor's role is limited to providing advice and support to the party.

(f) Informal Resolution

After the initiation of a Formal Complaint, if all parties voluntarily consent in writing, the College may determine whether it is appropriate to assist the parties in an informal resolution process. An informal resolution process is available at any time prior to reaching a determination regarding responsibility, except that federal regulations prohibit informal resolution in the cases of reports of Sexual Harassment (Type A) brought by a student against a College employee.

Before initiating an informal resolution process, the College will: (1) provide the parties a written notice that an informal resolution process is available to them; and (2) obtain the parties' voluntary, written consent to the informal resolution process. The written notice to the parties will disclose the allegations, the requirements of the informal resolution process (described below) and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

The College does not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, the waiver of the right to an investigation and adjudication of Formal Complaints under this procedure. Similarly, the College will never require the parties to a Formal Complaint under this procedure to participate in an informal resolution process.

The College's informal process provides any party, at any time prior to agreeing to a resolution, the right to withdraw from the informal resolution process and resume the formal resolution process with respect to the Formal Complaint.

When allegations of Prohibited Conduct can be resolved through informal resolution by mutual consent of the parties and on a basis that is acceptable to the Title IX Coordinator, the resolution process shall be considered final and binding and there will be no subsequent process or appeal.

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(g) Investigation

Formal Complaints shall be investigated by a trained investigator who is free from bias or conflicts of interest. The Title IX Coordinator, in their discretion, may assign more than one investigator to a case and may perform the role of investigator while carrying out the duties of Title IX Coordinator. The investigator(s) shall gather relevant evidence sufficient to reach a determination regarding responsibility, as the burden of proof and the burden of gathering evidence is an obligation that rests on the College and not the parties.

(i) Submission of Evidence and Witnesses

The parties each have the opportunity to be interviewed by the investigator(s), submit relevant evidence and witness names and contact information to the investigator(s) and provide a written statement to the investigator(s) if they choose. The parties may present fact and expert witnesses to the investigator(s).

Each party shall be provided with written notice of the date, time, location, participants and purpose of all investigative interviews or other meetings that they are expected to attend, with sufficient time for the party to prepare to participate. Each party may bring an advisor to all investigative meetings or interviews. Except as described with regard to live hearings in Section 13(i) of this procedure, the advisor's role is limited to providing advice and support to the party.

(ii) Review of Evidence

When the investigator(s) believes they are ready to prepare the investigation report, the Title IX Coordinator will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have ten (10) calendar days to submit a written response. The parties will have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including the evidence upon which the College does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source. The College will not consider or provide for inspection and review of evidence which the College knows was illegally or unlawfully created or obtained.

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Parties and their advisors are not permitted to download, print, share or otherwise disseminate any of the evidence subject to inspection and review. Parties who download, print, share or otherwise disseminate the evidence will be subject to sanctions or disciplinary actions.

(iii) Preparation of Investigative Report and Party Response

The investigator(s) will review the parties' written responses, conduct any follow-up investigation the investigator(s) deems appropriate and prepare an investigative report that summarizes relevant evidence. The investigative report will not include a summary of evidence not considered to be relevant. If the complaint involves multiple complainants, multiple respondents, or both, the College may issue a single investigative report.

Each party and their advisor shall receive a copy of the investigative report for their review and written response, at least ten (10) calendar days prior to a hearing or other time of determination regarding responsibility. If a party disagrees with the investigator's determination about which evidence is relevant, the party may include arguments for or against relevance of evidence in their written response.

(iv) Final Determination as to Hearing Eligibility

The investigative report will include an assessment as to whether the reported conduct is eligible for a Title IX Hearing. Under the federal Title IX regulations, only certain cases are eligible for a Title IX Hearing. To be eligible for a Title IX Hearing, all of the following must be true:

1. The Formal Complaint was filed by a complainant who, at the time of filing, was either participating in or attempting to participate in a College education program or activity, including employment;
2. The Formal Complaint alleges Sexual Harassment (Type A);
3. The Sexual Harassment (Type A) is alleged to have occurred against a person in the United States; and
4. The Sexual Harassment (Type A) is alleged to have occurred within the College's education program or activity.

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The Title IX Coordinator will review the assessment and determine whether they concur with the assessment of the investigator(s) and whether a Title IX Hearing will be held.

If the Title IX Coordinator determines that none of the conduct, if proven, meets the requirements for a Title IX Hearing, the Title IX Coordinator shall notify the parties that the case is subject to mandatory dismissal from the Title IX Hearing process found in this procedure and the case shall proceed to a Non-Title IX Resolution pursuant to Section 13(g) of this procedure.

If the Title IX Coordinator determines that the case is eligible for a Title IX hearing, the case shall proceed to a Title IX Hearing pursuant to Section 13(i) of this procedure.

(h) Non-Title IX Resolution

Cases that do not proceed to a Title IX Hearing will be resolved through the Non-Title IX Resolution process. Such process is typically completed within thirty (30) calendar days of referral for decision, except where extensions are appropriate for good cause as determined by the Title IX Coordinator in consultation with the Office of Student Conduct, if the respondent is a student, or Human Resources, if the respondent is an employee. The Office of Student Conduct or Human Resources, as appropriate, will give written notice to both parties of the reason for the extension.

Where the respondent is a student or former student, the case shall be referred to the Office of Student Conduct for resolution through the Student Conduct Hearing Board Procedure pursuant to Procedure 7-10(G) Sections (6), (9), and (10). The Student Conduct Hearing Board shall be treated as the decision-maker under this procedure.

Where the respondent is an employee or former employee, the case shall be referred to Human Resources, who shall resolve it pursuant to College Procedure 3-32(C) using the preponderance of evidence standard.

The decision-maker in this process will inform the respondent and the complainant, as appropriate, of the determination and options to appeal, in writing.

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(i) Title IX Hearing

The College will hold a live hearing after the investigation, where the case is determined to be eligible for such hearing. Hearings are typically held within thirty (30) calendar days of referral for hearing, except where extensions are appropriate for good cause as determined by the Title IX Coordinator with written notice to both parties of the reason for the extension.

The Title IX Coordinator will appoint a Hearing Officer to serve as decision-maker during the hearing. The Hearing Officer will not be the Title IX Coordinator, the investigator(s) who investigated the allegations, or the informal resolution officer. The Hearing Officer is under an obligation to objectively evaluate all relevant evidence both inculpatory and exculpatory. The Hearing Officer has the right to ask questions and elicit information from parties and witnesses on the Hearing Officer's own initiative.

The College will not limit the choice or presence of an advisor for complainant or respondent in any meeting or related proceeding. Advisors are required to abide by College restrictions regarding the extent to which they may participate in proceedings, and any restrictions will apply equally to the parties. If a party's advisor refuses to comply with restrictions set by the College, the College may require the party to use a different advisor.

At least five (5) business days prior to the hearing, a separate pre-hearing conference will be held with each party, the party's advisor, the Title IX Coordinator and the Hearing Officer. At the pre-hearing conference, the party and advisor must disclose the witnesses that will be requested and the evidence that will be submitted for consideration. Evidence and witnesses may only be considered at the hearing if they were submitted to the investigator, unless they were previously unknown or unavailable to the party during the investigation. The Hearing Officer will decide whether to grant any requests for new evidence and new witnesses at the pre-hearing conference. The Hearing Officer also will discuss guidelines for appropriate behavior and decorum during the hearing.

Hearings will be conducted with all parties physically present in the same geographic location or, at the College's discretion, any or all parties, witnesses and other participants may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other.

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The College will create a recording, or transcript, of any live hearing and make it available to the parties for inspection and review.

At the live hearing, the Hearing Officer will permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Before a complainant, respondent or witness answers a question, the Hearing Officer will first determine whether the question is relevant and explain any decision to exclude a question as not relevant.

The Hearing Officer is not required to give a lengthy or complicated explanation of a relevancy determination during the hearing and may send to the parties after the hearing any revisions to the Hearing Officer's explanation that was provided during the hearing.

Cross-examination at the live hearing will be conducted directly, orally and in real time by the party's advisor of choice and never by a party personally. All questioning will be relevant, respectful and non-abusive. No party will be "yelled" at or asked questions in an abusive or intimidating manner.

If a party or witness does not submit to cross-examination at the live hearing, the Hearing Officer will not rely on any statement of that party or witness in reaching a determination regarding responsibility. However, a respondent's alleged verbal conduct that itself constitutes the reported Prohibited Conduct at issue is not considered the respondent's "statement" and therefore may be considered even if the respondent does not submit to cross-examination. Similarly, video or audio evidence showing the conduct alleged within a complaint may be considered, even if the party does not submit to cross-examination. The Hearing Officer will not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

If a party does not have an advisor present at the live hearing, the College will provide, without fee or charge to that party, an advisor of the College's choice to conduct cross-examination on behalf of that party. That advisor may be, but is not required to be, an attorney.

Relevancy determinations will be made pursuant to Section 13(j). Credibility will be considered pursuant to Section 13(k). Decisions will be prepared pursuant to Section 13(l). Sanctions, if any, will be determined pursuant to Section 13(m). Additional remedies, if any, will be determined pursuant to Section 13(n). All references to Sections refer to sections in this procedure.

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(j) Relevance

Relevant evidence is evidence that tends to make a fact that is important to the case either more probable or less probable. Relevant questions are those questions that are designed to elicit relevant evidence.

The following may be considered *irrelevant*:

- (i) Repetitive or duplicative questions or evidence;
- (ii) Information that is protected by a legally recognized privilege, such as attorney-client privilege;
- (iii) Questions and evidence about the complainant's sexual predisposition or prior sexual behavior, unless:
 - 1. Such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant; or
 - 2. 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;
- (iv) Any party's medical, psychological and similar records, unless the party has given voluntary, written consent for their use in the process.

The College will not exclude relevant evidence because such relevant evidence may be unduly prejudicial, concern prior bad acts (unless excluded above) or constitute character evidence. However, the Hearing Officer may objectively evaluate such evidence by analyzing whether that evidence warrants a high or low level of weight or credibility.

Pattern evidence may be determined to be relevant by the Hearing Officer where the respondent was previously found to be responsible for the offense, the previous incident was substantially similar to the present allegation and the information indicates a pattern of behavior and substantial conformity with that pattern by the respondent.

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(k) Credibility

The Hearing Officer will evaluate all admissible, relevant evidence for weight and credibility. The degree to which any inaccuracy, inconsistency or implausibility in a narrative provided by a party or witness should affect a determination regarding responsibility is a matter to be decided by the Hearing Officer, either after reviewing the case file in the case of non-hearing resolution, or after having the opportunity to ask questions of parties and witnesses, and to observe how parties and witnesses answer the questions posed by the other party in the case of a hearing. Corroborating evidence is not required.

Credibility determinations are not based solely on observing demeanor, but also are based on other factors such as the level of specific details and consistency of each person's account, whether corroborative evidence is lacking where it should logically exist and the inherent plausibility of the statement. Credibility determinations will not be based on an individual's status as a complainant, respondent or witness.

The Hearing Officer should evaluate the answers given by anyone testifying in context, including taking into account that the person testifying may experience stress while trying to answer questions.

(l) Decision

The Hearing Officer will conduct an objective evaluation of all relevant evidence, including both inculpatory and exculpatory evidence, and issue a written determination of responsibility for Prohibited Conduct using a "preponderance of the evidence" standard. The same standard of evidence applies to all Formal Complaints regardless of the status or title of the respondent.

The determination of responsibility will include:

- (i) Identification of the allegations potentially constituting Prohibited Conduct;
- (ii) A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits and methods used to gather other evidence and hearings held;
- (iii) Findings of fact supporting the determination;

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- (iv) Conclusions regarding the application of this procedure to the facts;
- (v) A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions or disciplinary actions the College imposes on the respondent (see Section 13(m) of this procedure), and whether remedies will be provided by the College to the complainant (see Section 13(n) of this procedure), and;
- (vi) The College's procedures and permissible bases for the complainant and respondent to appeal (see Section 14 of this procedure).

The nature of remedies, if any, will not be included within the determination. The determination will be provided to the parties simultaneously. The determination becomes final only after the time period for appeal has expired or, if a party does file an appeal, after the appeal decision has been sent to the parties.

(m) Sanctions

The College recognizes that not every case of Prohibited Conduct is alike in severity. Therefore, the College reserves the right to consider a range of reasonable sanctions. This range includes a formal warning, receiving a reprimand in the course of employment, mandatory training, behavioral contracts, administrative referrals, community service, loss of privilege, disciplinary probation, removal from a course, restitution, facility suspension/expulsion, ban from College property, revocation of admission, revocation of degree, suspension, expulsion, employment demotion and/or termination of employment. See College Procedure 7-10 (G) for a full list of sanctions for students found to be responsible for a violation and College Procedure 3-32 (C) for a full list of disciplinary actions for employees found to be responsible for a violation.

Where a respondent is found to have engaged in sexual assault, dating violence, domestic violence (regardless of whether based on sex) or stalking (regardless of whether based on sex), the sanction will generally result in either suspension or permanent removal from the College.

A respondent's prior disciplinary record will be taken into consideration in assigning sanctions. More than one sanction may be imposed for any single violation. Any sanction imposed will be in effect on all College-owned or – controlled property, and at all events or functions sponsored by or under the supervision of the College, unless otherwise provided in the written decision.

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(n) Remedies

Where a determination of responsibility for Prohibited Conduct is made, the College will provide remedies to a complainant designed to restore or preserve equal access to the College's education program or activity, including employment. Such remedies may include the same individualized services provided as supportive measures; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent. The Title IX Coordinator is responsible for effective implementation of remedies.

Where the final determination has indicated that remedies will be provided, the complainant can then communicate separately with the Title IX Coordinator or designee to discuss what remedies are appropriately designed to preserve or restore the complainant's equal access to education. Remedies for a complainant which do not affect the respondent must not be disclosed to the respondent.

(14) APPEALS

The Title IX Coordinator shall appoint a trained Appeals Officer to issue a written decision. The Appeals Officer will not be the Title IX Coordinator or designee who coordinated the case, the investigator(s) who investigated the case or the Hearing Officer who reached a decision in the case. The Appeals Officer is typically an administrator of the College.

(a) Appealing the Dismissal of a Formal Complaint or Allegations

Any party may appeal the College's dismissal of a Formal Complaint or any allegations therein. The parties will have a reasonable, equal opportunity to submit a written statement in support of, or challenging, the dismissal. The appeal of the dismissal of the Formal Complaint or any allegations therein must be made in writing to the Appeals Officer within three (3) calendar days of the written notice of the dismissal decision. The appeal must identify the appropriate grounds for appeal and must contain information in support of such grounds. The Appeals Officer will notify the other party in writing when an appeal is filed and provide access to the appeal. The non-appealing party may submit a written response within three (3) calendar days of receiving access to the appeal from the Appeals Officer.

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The Appeals Officer shall issue a written decision within five (5) business days of receiving the appeal(s) of the dismissal. Extensions may be granted by the Title IX Coordinator for good cause and with written notice provided to the parties, including the reason for the extension. The Appeals Officer's decision will include the result of the appeal and the rationale for the result. The decision will be provided simultaneously to the parties and is final and binding on the parties.

(b) Appealing the Determination Regarding Responsibility

Any party may appeal the determination regarding responsibility. The parties will have a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome. The appeal must be made in writing to the Title IX Coordinator within five (5) calendar days of the written notice of the outcome. The appeal must identify the appropriate grounds for appeal and must contain information in support of such grounds. The College will notify the other party in writing when an appeal is filed and provide access to the appeal. The non-appealing party may submit a written response within five (5) calendar days of receiving access to the appeal from the Title IX Coordinator.

The Appeals Officer shall issue a written decision within ten (10) business days of receiving the appeal(s) of the determination of responsibility and response(s) from the Title IX Coordinator. Extensions may be granted by the Title IX Coordinator for good cause and with written notice provided to the parties, including the reason for the extension. The Appeals Officer's decision will include the result of the appeal and the rationale for the result. The decision will be provided simultaneously to the parties and is final and binding on the parties.

(c) The only appropriate grounds for any appeal are:

- (i) Procedural irregularity that affected the outcome of the matter;
- (ii) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter, and;
- (iii) The Title IX Coordinator, investigators, or Hearing Officer 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.

Disagreement with the dismissal or determination regarding responsibility, by itself, is *not* sufficient grounds for an appeal. All grounds for appeal will be available to all parties.

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(15) TRAINING, IMPARTIALITY AND BIAS

The Title IX Coordinator, investigator(s), Hearing Officer(s), Appeals Officer(s), and facilitator of informal resolution for each case must be trained as required pursuant to the Title IX regulations and, if applicable, pursuant to the Clery Act regulations.

Such individuals must not have a conflict of interest or bias for or against complainants or respondents generally, or for or against an individual complainant or respondent. An individual's current job title, professional qualifications, past experience, identity or sex shall not automatically indicate bias. The Title IX Coordinator will apply an objective, common sense approach to evaluating whether a particular person serving in a Title IX role is biased and will exercise caution not to apply generalizations that might unreasonably conclude that bias exists.

(16) RETALIATION

Retaliation is strictly prohibited and takes the following forms:

- (a) Intimidating, threatening, coercing or discriminating against any individual for the purpose of interfering with any right or privilege secured by these procedures or by Title IX and its implementing regulations;
- (b) Intimidating, threatening, coercing or discriminating against any individual 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 under these procedures or under Title IX and its implementing regulations; and
- (c) Pursuing charges against an individual for code of conduct or disciplinary violations that do not involve sex discrimination or Sexual Harassment (Type A), but arise out of the same facts or circumstances as a report or complaint of sex discrimination or a report or Formal Complaint of Sexual Harassment (Type A), for the purpose of interfering with any right or privilege secured by this procedure or under Title IX and its implementing regulations.

The exercise of rights protected under the First Amendment does not constitute retaliation. Charging an individual with a code of conduct or disciplinary violation for making a materially false statement in bad faith in the course of any portion of this procedure does not constitute retaliation. A determination regarding responsibility alone is not sufficient to conclude that any party made a materially false statement in bad faith.

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An allegation of retaliation as defined above will be addressed by the Office of Student Conduct when the individual accused of retaliation is a student and by Human Resources when the individual accused of retaliation is an employee.

(17) RECORD-KEEPING

The Title IX Coordinator shall ensure that the College maintains the following records for a period of seven (7) years after a case file is closed:

- (a) Records of each investigation regarding Sexual Harassment (Type A), including any determination regarding responsibility and any audio or audiovisual recording or transcript of the hearing, any disciplinary sanctions imposed on the respondent and any remedies provided to the complainant designed to restore or preserve equal access to the College's education program or activity;
- (b) Any appeal of a decision regarding Sexual Harassment (Type A) and the result therefrom;
- (c) Any informal resolution of a Formal Complaint regarding allegations of Sexual Harassment (Type A) and the result therefrom;
- (d) All materials used to train the Title IX Coordinator, investigators, decision-makers and any person who facilitates informal resolutions. Such materials shall be made available on the College's website;
- (e) Information regarding the College's response to any reports of Sexual Harassment (Type A) that may meet the hearing eligibility requirements, including any supportive measures provided by the College. The College's documentation must include the basis of its conclusion that its response was not deliberately indifferent, as well as documentation that measures were designed to restore or preserve equal access to the College's education program or activity;
- (f) If the College does not provide a complainant with supportive measures in a case involving allegations of Sexual Harassment (Type A), then the College must document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

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(18) DISABILITY ACCOMMODATIONS

This procedure does not alter any institutional obligations under federal disability laws including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Parties may request reasonable accommodations for disclosed disabilities to the Title IX Coordinator at any point before or during this procedure that do not fundamentally alter the process. The Title IX Coordinator may consult with the College's Disability Services Department or with the College's ADA Coordinator when considering a request for accommodations. The Title IX Coordinator will not affirmatively provide disability accommodations that have not been specifically requested by the parties, even when the parties may be receiving accommodations in other institutional programs and activities.

(19) ACADEMIC FREEDOM/FIRST AMENDMENT GUIDELINES

The College is committed to providing a safe, anti-harassing and nondiscriminatory environment that protects the civil rights of individuals. The College also recognizes academic freedom and the constitutional protections of the First Amendment.

This procedure is not intended to restrict serious discussion of relevant controversial issues in a training or academic situation. In order to prevent claims that course or training content is discriminatory, harassing or offensive, it is highly recommended that participants in such discussions are provided with a disclosure that the content may be controversial.

(20) EDUCATION PROGRAMS

The College offers education programs to promote the awareness of Prohibited Conduct. These programs include both primary and ongoing prevention and awareness.

The programs include:

- (a) A statement that the College prohibits the offenses of domestic violence, dating violence, sexual assault and stalking
- (b) The legal definitions of domestic violence, dating violence, sexual assault and stalking in this jurisdiction
- (c) The lack of a legal definition of consent in this jurisdiction, as well as the definition of consent in this procedure

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- (d) Safe and positive options for bystander intervention to prevent harm or intervene when there is a risk of sexual harassment/sexual violence
- (e) Risk reduction information to recognize warning signs of abusive behavior and to provide guidance on how to avoid potential attacks
- (f) An explanation of the procedures related to addressing allegations of Prohibited Conduct as described herein

Information about specific education programs may be found on the College's Title IX website: <https://www.csc.edu/services/title-ix/index.shtml>.

(21) PROHIBITED CONSENSUAL SEXUAL RELATIONSHIPS

Consensual sexual relationships include romantic, intimate or sexual relationships in which both parties agree to participate in the relationship. The College recognizes that consensual sexual relationships are generally not problematic, except when the relationship may compromise the integrity of the College, create the potential for the abuse of authority or create the inability to remain impartial. Consensual sexual relationships also may create a third-party perception that a subordinate is receiving preferential treatment.

(a) Prohibited Consensual Sexual Relationships Among Employees

Consensual sexual relationships between administrators, supervisors, deans or chairpersons and the employees they supervise, professionally advise, counsel or employees over whom they have direct impact on the employee's terms and conditions of employment are strictly prohibited.

(b) Prohibited Consensual Sexual Relationships With Students

Consensual sexual relationships between faculty members and the students or student employees enrolled in a class or class sequence(s) taught, advised, counseled, coached or supervised by the faculty member, or over whom the faculty member has direct impact on the student or student employee's academic enrollment or success are strictly prohibited.

Consensual sexual relationship between administrators, supervisors, deans, chairpersons or employees and the student or student employees whom they advise, counsel, coach or supervise, or over whom they have a direct impact on the student or student employee's academic enrollment or success are strictly prohibited.

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The College strongly discourages all employees or faculty members from engaging in consensual sexual relationships with students as long as the student is considered to be in an active status as a student, even if the student is not currently enrolled in a class.

(c) Consequences of Prohibited Sexual Relationships

Any employee or faculty member who is engaged in a consensual sexual relationship that may be in violation of this procedure has the responsibility to notify their administrator, dean or chairperson, Human Resources, the Title IX Coordinator or a Deputy Title IX Coordinator/Compliance Officer about the relationship as soon as it is known that it may violate this procedure.

The employment of the parties involved in the consensual sexual relationship in which one person has authority over or influence upon the status of the other will be modified so that the authority or influence no longer exists. This shall occur by moving one of the persons to another position, department or supervisor, if possible.

An employee who does not notify their administrator, supervisor, dean or chairperson, Human Resources, the Title IX Coordinator or a Deputy Title IX Coordinator/Compliance Officer that they are involved in a consensual sexual relationship in violation of this procedure shall be subject to disciplinary action, up to and including termination of employment.

If an employee and/or faculty member is found to be engaged in a consensual sexual relationship with a student that violates this procedure, disciplinary action may be expedited.

When one person in a consensual sexual relationship of any kind clearly informs the other person that the relationship is no longer welcome, the other person should not pursue the relationship. To continue the pursuit of the relationship may become a violation of this procedure, and the pursuing person will be subject to disciplinary action, up to and including termination of employment.

Last Effective Date(s): October 1, 2015 (previous title: Sexual Misconduct)

**November 2, 2020: Administrative changes made to update list of College officials with authority to institute corrective measures on behalf of the College.*

**November 24, 2020: Administrative changes made to reduce confusion around the appeals process.*

APPENDIX HH

COLUMBUS STATE DIVISION OF STUDENT AFFAIRS & HUMAN RESOURCES

Procedure #	Title:	By Authority of:	Page:
102F	Written Notification of Services Available	Desiree Polk-Bland, Vice President Division of Student Affairs Kristen Treadway, Executive Director of Human Resources	1 of 1

102F Written Notifications of Services Available

- I. Policy Statement:** Columbus State will provide written notification to students and employees about existing services, which may include counseling and mental health services, health services, victim advocacy, legal assistance, drug and alcohol services, and other services available on campus and in the community.
- II. Procedure:**
- A. Columbus State Community College will provide written notification of services available on campus and in the community to:
1. Students about the following services:
 - a. Counseling and Mental Health Services
 - b. Financial Stability and Student Advocacy
 - c. Recreational and Well-Being Services
 - d. Victim Advocacy
 - e. Drug and Alcohol Prevention Support
 2. Employees about the following services:
 - a. Counseling and Mental Health Services
 - b. Health Services
 - c. Victim Advocacy
 - d. Legal Assistance
 - e. Drug and Alcohol Prevention Support
- B. E-mails outlining these services shall be sent through Marketing and Communications to the Columbus State Community at the beginning of each semester. Typically, these e-mails will be sent each year in January, June, and September.

APPENDIX II

COLUMBUS STATE COUNSELING SERVICES

Procedure #	Title	By Authority of:	Page:
1505	Drug, Alcohol, and Substance Abuse Prevention	Ezekiel Peebles, Assistant Director of Counseling Services	1 of 1

1505 Drug, Alcohol, and Substance Abuse Prevention

I. Policy Statement:

- A. The Columbus State Counseling Services offers and other Drugs (AoD) prevention programs to prevent the unlawful possession, use, sale, or distribution of illicit drugs and alcohol.

II. Procedure:

- A. Counseling Services outlines programs and resources to prevent the unlawful possession, use, sale, or distribution of illicit drugs and alcohol. In addition, the college provides information on 1) standards of conduct involving alcohol and drugs, 2) penalties when violating federal, state, and local drug and alcohol laws, 3) disciplinary sanctions for violating college drug and alcohol policies, and 4) health risks associated with alcohol and drug abuse. These resources can be found at csc.edu/counselingservices