COLUMBIA COLLEGE
ANNUAL SECURITY AND FIRE SAFETY REPORT

Campus Safety  http://web.ccis.edu/offices/campussafety.aspx
IMPORTANT PHONE NUMBERS

The following are numbers you might need for various purposes:

- **Emergency** ____________________________ 911
- **Non-Emergency** ________________________ (573) 442-6131
- **Campus Safety Officer** __________________ (573) 875-7315/711
- **Director of Campus Safety** --------------- (573) 875-7304
- **Division of Student Affairs** ------------- (573) 875-7400
- **Director of Residential Life** ----------- (573) 875-7450
- **Title IX Coordinator Hotline** ---------- (573) 875-7877
- **Residential Life Duty Phone (24 hour)** -- (573) 875-7402
- **Campus Facilities** ____________________ (573) 875-7310
- **Administrative Services** ________________ (573) 875-7300
- **Columbia College Counseling Services** -- (573) 875-7423
- **Columbia College Health Services** ------ (573) 875-7432
- **City/County Health Department** -------- (573) 874-7356
- **Community 24-Hour Crisis Line** ------- (800) 395-2132
- **Boone County Sheriff** _________________ (573) 875-1111
- **Crime Stoppers** _______________________ (573) 875-TIPS
- **College Information** _________________ (573) 875-8700
- **Columbia Police** ______________________ (573) 874-7652
- **Poison Information Center** ____________ (800) 222-1222
- **Area Transit System** _________________ (573) 874-7282
- **National Suicide Prevention Lifeline** -- (800) 273-TALK (8255)
- **Boys & Girls Town National Hotline** --- (800) 448-3000
- **Abuse/Sexual Assault Hotline (True North)** --- (573) 875-1370 or (800) 548-2480
- **Rape, Abuse & Incest National Network (RAINN) Hotline** -- (800) 656-4673 (HOPE)
- **National Domestic Violence Hotline** ------ (800) 799-SAFE (7233)
CAMPUS SAFETY

Mission: To provide a safe and secure environment conducive to promoting a respectful and educational atmosphere for all members and guests of the campus community.

Columbia College provides 24-hour security service through Campus Safety. Officers are available at all times to provide assistance to the campus community. The office for the director of Campus Safety is located in the Wightman Building at 606 Pannell St. and open Monday through Friday (7:30am – 4:30pm). Campus Safety officers may be contacted at (573) 875-7315 (or 711 from a campus phone), 24 hours a day, 7 days a week.

For information on Campus Safety, refer to the Columbia College Campus Safety website at: http://web.ccis.edu/Offices/campussafety.aspx

Questions and concerns regarding Campus Safety may be directed to the Campus Safety supervisor at (573) 875-7315 or the director of Campus Safety at (573) 875-7304.

STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT
(PUBLIC LAW 101-542)

To assist in keeping students, parents and employees well informed about campus security and safety, the student Right-To-Know and Clery Act requires the college to disclose crime and fire statistics for specific crimes. The director of Campus Safety is responsible for publishing those statistics as well as reporting them to the U.S. Department of Education. For the Campus Crime and Fire Statistics, you may refer to: http://web.ccis.edu/en/Offices/CampusSafety/Statistics.aspx.

REPORTING CRIMES

Campus Safety officers are the primary source of security for Columbia College. The officers provide a visible security presence and perform various duties, including: personal safety escorts for campus community members, responding to emergency and non-emergency calls, enforcement of college rules and regulations, inspecting and testing of security and fire safety systems, coordinating with local emergency services and various other safety and security duties.

Campus Safety is not a police organization and the officers are not commissioned peace officers. Campus Safety officers are unable to execute law enforcement duties beyond reporting criminal activity or providing a visible presence. All criminal investigations and arrests will be conducted by the Columbia Police Department or presiding authorities. Campus Safety officers will use all reasonable means to gather information about crimes, hazards or related incidents that occur on all property owned or controlled by Columbia College, after which they are to report those incidents to the appropriate agency.

Emergency call boxes are located in blue poles at the Miller parking lot, Seventh Street parking lot, Practice Hall parking lot, Banks parking lot, north and south Rangeline Street parking lots, Wightman parking lot, Tenth Street parking lot,
Tenth Street Center parking lot and near the front entrance of Buchanan Hall. An emergency call box is located on the north wall of Robnett-Spence, on the south wall of Federal Hall and on a wall near the south side of the Cougar Village parking lot. Standard telephones are located at the front of Banks, Hughes and Miller residence halls.

All crime victims are encouraged to report incidents to Campus Safety regardless of how insignificant the crime. In case of an emergency, call 911 to report the emergency and then call Campus Safety at (573) 875-7315 (or 711 from a campus phone). You may use one of the emergency call boxes located throughout campus. In case of a non-emergency crime, call Campus Safety first and the responding officer will assist in determining if it is necessary to contact other authorities. Campus Safety is available 24 hours a day, 365 days a year, thus allowing an officer to be available at any time. The Campus Safety officers will respond to the caller’s location or advise directions for contact.

Never assume someone else has made the call when you encounter an emergency. If calling 911, provide the dispatcher with as much detailed information as possible. Stay on the line until the dispatcher terminates the call or provides you with other instructions. If calling 911 about another person’s emergency, ask someone else (if available) to stay with the victim while you make the call.

Campus community members are encouraged to act quickly when reporting crimes that occur within the jurisdiction of the college. Prompt reporting decreases the chance of losing evidence and provides Campus Safety officers with an opportunity to take necessary action that will enhance the safety and security of the campus community.

A high percentage of campus crimes are incidents of opportunity. Often campus community members contribute to situational crimes by needlessly placing themselves or their property at risk. Crime prevention methods can be effective in reducing the number of crimes, and all campus community members play an essential role in the practice of incorporating those preventative methods. A good practice is to maintain constant awareness of surroundings, walk in pairs or groups and protect personal possessions and college property by securing all items prior to leaving any area.

**Preserving Evidence:** It is vital for any criminal investigation to preserve all evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order or other significant court ordered actions. To ensure the integrity of the evidence is protected, such evidence should be collected by a law enforcement officer and preserved in a manner that complies with the policies of the collecting law enforcement agency. All victims or witnesses of a crime are encouraged to contact local law enforcement immediately and avoid contact with, wash or clean any items, material or bodily fluids that might be considered evidence of the criminal act.

**Records:**
The offices of Campus Safety and Student Affairs will complete publicly available recordkeeping, including for the purpose of Clery Act reporting and disclosure, without the inclusion of identifying information about the victim; and maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures. Crime Statistics may be viewed at [http://web.ccis.edu/en/Offices/CampusSafety/Statistics.aspx](http://web.ccis.edu/en/Offices/CampusSafety/Statistics.aspx) or by contacting the director of Campus Safety at (573) 875-7304.

**Assistance, Services and Accommodations:**
Columbia College will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services available for victims within the institution and in the community.
Columbia College will provide written notification to victims about options for, and available assistance in, changing transportation and working situations, in addition to academic and living situations. The institution will make these accommodations if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement. This information is provided to all students.

**CAMPUS EMERGENCY RESPONSE PROCEDURES**

To provide a safe and secure campus environment, a Columbia College Crisis Response Plan has been developed to establish guidelines for an organized emergency response. A Crisis Response Team, consisting of several college officials, is responsible for the direction of response activities as well as preparation plans and training events.

**Timely Warnings:**
In the event of an ongoing safety or security issue that DOES NOT present an immediate threat to the health and safety of the campus community, a timely warning will be issued by various means of communication. The tools used to communicate the warning may include, but not be limited to: campus e-mail, campus website, postings on bulletin boards and personal contact with campus officials.

**Emergency Notifications:**
Providing fast and accurate information to the campus community is one of the most important aspects in responding to an emergency situation. To ensure this information is provided in the most efficient method, Columbia College has incorporated an emergency alert system called *CC Cougar Alert*. The system, specifically used to send emergency notifications of any event or situation that may present a danger to the campus community, is capable of delivering notifications to the student, faculty or staff member's Columbia College email address and personal mobile device. The system is tested frequently to ensure operational integrity.

In response to a dangerous situation that may present an immediate threat to the health and safety of the campus community, campus authorities will, without delay, perform the following procedures:

- **Verify the information is valid** – The director of Campus Safety, or another campus official, will make the appropriate calls to verify the information is valid. Verification of the information will be completed by contacting the Columbia/Boone County Public Safety Joint Communications Center (PSJC) or the initial reporting person. If verification has not been successful, the information will be considered valid. The appropriate authorities will be contacted for all valid emergencies. PSJC will be responsible for alerting other areas of the larger community.

- **Immediately alert the campus community** – College officials will activate the ENS as long as it has been determined the activation will not compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. Notifications will be sent to the entire campus in the event of an emergency.

- **Initiate procedures to secure the campus** – College officials will take appropriate actions to secure the campus. Procedures include, but are not limited to, securing buildings, directing students, faculty and staff to safe locations, establishing and maintaining open lines of communication and providing direct assistance to all community members.

- **Establish a command and communications network** – Authorities will establish a designated command center to coordinate with local authorities, communicate with the campus community members and disseminate information to the larger community through media and other means.

**Evacuation Procedures:**
Evacuation maps for fires and severe weather are posted on walls throughout campus buildings. Each semester, resident students practice evacuations with fire drills and other training methods. Evacuations for other emergency situations will
be based on the situation and instructions will be provided by the emergency notification systems. There is no mandate for primary lock down or evacuation. Each situation will be evaluated and appropriate instructions will be provided to the campus community through the ENS and/or direct contact.

CRIME PREVENTION

The following list includes various methods of crime prevention:

• Be aware of your surroundings and what is going on around you.
• Keep a list of campus phone numbers with you or in your phone.
• Do not prop open residence hall doors.
• Do not leave personal property unattended.
• Report suspicious individuals to Campus Safety.
• Keep your room locked at all times.
• Walk with a friend or in a group.
• Stay on main walkways.
• Become familiar with locations of emergency call boxes.
• Remove valuables from your car and lock it.
• Engrave your valuables.
• Attend college-sponsored programs on self-defense.
• Always carry your college identification card.

Student Affairs offers a variety of group discussions and presentations related to safety and security awareness throughout the academic year.

If you assume responsibility for your own safety first and encourage others to do the same, the opportunities for crime are drastically reduced.

CAMPUS FACILITY ACCESS

On the Columbia College campus, most buildings are open only when classes are in session or during regular business hours. Residence halls are always locked and residents must have their student ID card to enter the main doors. Guests may enter only when accompanied by a resident.

Employees who have a key to a campus building and plan to work after normal working hours are encouraged to contact Campus Safety and alert the officers to their presence on campus. Persons who do not have a key and need access must have a pass signed by the department head or director as well as their student or employee ID.

An authorized individual entering or leaving a locked building must not allow any unauthorized individual to enter that building. Authorized personnel may have guests with them as long as the guest stays near faculty and staff members who have an assigned key, and the authorized individual assumes full responsibility for their presence. An individual entering or leaving a secured building shall be responsible for checking the door to ensure that it is secured, after which they must contact Campus Safety to inform the officers they have left.

The theft or loss of assigned keys should be reported immediately to the person who issued you the keys. Do not lend
your keys to anyone. You are solely responsible for the keys.

POLICIES AND PROGRAMS CONCERNING ALCOHOL AND OTHER DRUGS
The college provides education, intervention and referral services for the prevention of alcohol and other drug abuse through Student Affairs.

The office of Student Affairs offers students awareness and educational programs regarding safety and security. Many of these programs are offered in coordination with Campus Safety and the local police department.

The following statutes and policies apply to all members of the Columbia College campus community:

- Under Missouri law, anyone under 21 years of age who buys, attempts to buy or is in possession of alcohol can be charged with a misdemeanor and may be subject to a fine, jail sentence or both. Further, any underage individual who consumes alcohol in or around a licensed dealer or establishment or uses falsified identification to obtain alcohol may be charged with a misdemeanor with the same penalties.

- Columbia College policy prohibits the possession, use, distribution and sale of alcohol and illicit drugs by Columbia College students and employees on college-owned property and at college sponsored or supervised events. Empty alcohol containers are not allowed in the residence halls, and students will be disciplined for behavior resulting from intoxication.

- The President of Columbia College retains the authority to make exceptions to this policy as it pertains to the serving of wine and/or beer at college functions where meals are served. Requests for exceptions to this policy must be submitted to the president’s office in writing prior to the event and will be considered on an individual basis. Notification of the president’s decision will be made in writing to the person(s) making the request.

- The college regards possession, distribution or use of illegal drugs as a direct violation of college rules and the law. Representatives of the college will work with outside authorities to enforce existing federal, state and local laws regarding illegal drugs. (Additional information may be found in the Alcohol and Other Drugs policy.)

- The possession, use or sale of firearms, ammunition, fireworks, major and minor explosives or any other lethal weapons not described herein is forbidden from college property and subject to disciplinary action.

PROGRAMS ON AWARENESS AND PREVENTION
Columbia College prohibits the crimes of dating violence, domestic violence, sexual assault and stalking. (See definitions at the end of this document.) The College offers various programs designed to increase awareness about these crimes and other potentially dangerous issues. The following programs have been implemented in an effort to prevent further crimes or dangerous situations on or off campus.

Primary Programs:
Title IX training for new students, student leaders and athletes: The training includes discussions on the philosophy behind Title IX and how it impacts college students. Definitions, resources and policies are discussed.

Title IX training for new and current employees: The office of Human Resources provides initial training for new employees during orientation and ongoing training for current employees on an annual basis. The training includes
discussions about definitions, policies and regulations.

**Bystander Intervention Training:** Implemented during orientation for new students as a workshop designed to provide students with tools needed to recognize and effectively intervene in any situation where they believe someone may be in danger.

**Secondary Programs:**

*Denim Day:* National campaign designed to bring awareness to sexual assault and reflect on ways to be part of the solution.

*Resident Assistant (RA) programs:* Various programs intended to raise awareness of personal safety and responsible decision making. Includes resources regarding sexual assault awareness, prevention and personal safety.

*Healthy Relationships program:* Co-sponsored by the Prevention Coalition and Counseling Services to provide resources regarding healthy relationships, consent and sexual health.

*"No More" poster campaign:* Campaign using posters featuring various celebrities speaking out against excuses people use for sexual assault. Posters are distributed and posted throughout the campus buildings, including resident halls.

*Safety Meetings:* Discussions with campus staff and students, facilitated by the director of Campus Safety and designed to increase awareness on personal safety.

**SEXUAL MISCONDUCT POLICY**

In addition to prohibiting discrimination and harassment on a broader scale, Columbia College also believes that sex discrimination has no place in the educational and work environment. This prohibition of sex discrimination includes all acts of sexual misconduct, whether verbal, nonverbal or physical acts and whether those acts are intentional or unintentional.

Columbia College is committed to addressing the issue of sexual misconduct in the educational and workplace landscape and will continue to modify policies, procedures and prevention efforts as needed.

**Scope of Policy**

This policy covers on-campus, off-campus and online conduct, as described below.

- **On-Campus Violations** - This policy forbids acts of discrimination or harassment anywhere on campus. "Campus" includes college-owned or leased property, streets and pathways contiguous to college property, or in the immediate vicinity of campus. It also includes the property, facilities and leased premises of organizations affiliated with the college.

- **Off-Campus or Online Violations** - Off-Campus or Online behavior violations that affect a clear and distinct interest of the college are subject to disciplinary sanctions. For example, discrimination and harassment by a student in an off-campus or online setting is within the college’s interests when the behavior:
  - Involves conduct directed at a college student or other member of the college community.
  - Occurs during college sponsored events (e.g., field trips, social or educational functions, college related travel, student recruitment activities, internships and service learning experiences).
  - Occurs during the events of organizations affiliated with the college, including the events of
student organizations, or
○ Poses a disruption or threat to the college community.

All individuals associated with the college, including all students, faculty, staff or third parties working under the purview of the college, are covered under this policy, regardless of sexual orientation or gender identity.

The college encourages victims of sexual misconduct to talk to somebody about what happened so that they are able to get the support they need and so the college can respond in an appropriate manner. It is important that individuals wishing to talk to somebody understand that different employees on campus have different abilities to maintain a victim’s confidentiality under Title IX.

Those who wish to speak confidentially about their options for reporting and support should contact Counseling Services at (573) 875-7423. Counseling Services are confidential, except under limited circumstances. Most offices and employees of Columbia College can provide privacy, but not confidentiality.

In order to create a safe campus environment, all faculty and staff (except for the Counseling Services staff) are mandated reporters and required to report instances of sexual assault, harassment and discrimination to the Title IX Coordinator or Investigators.

Options for Assistance Following an Incident of Sexual Misconduct

• **In the case of an emergency, always call 911.**

• Columbia College On-Campus Resources:
  ○ Columbia College Campus Safety at (573) 875-7315
  ○ Columbia College Counseling Center at (573) 875-7423
  ○ Columbia College Health Services at (573) 875-7432
  ○ Columbia College Title IX Hotline at (573) 875-7877
  ○ Title IX Coordinator - responsible for monitoring and overseeing overall implementation of Title IX compliance at Columbia College, including coordinating training, education, communications and initiating the grievance procedures for faculty, staff, students, and other members of the College community, as well as visitors to the College.
    ▪ Mary Jane Worstell, Director of Academic Advising (AHE) - (573) 875-7645
  ○ Deputy Title IX Coordinator
    ▪ Kathryn Gleich, Assistant Director of Human Resources - (573) 875-7708
  ○ Title IX Investigators
    ▪ Dave Roberts, Associate Dean for Student Affairs - (573) 875-7690
    ▪ Molly Bormeyer, Coordinator of Student Conduct - (573) 875-7877
    ▪ Patty Fischer, Executive Director of Human Resources - (573) 875-7260

• Community Resources:
  ○ Rape, Abuse & Incest National Network (RAINN) Hotline at 1-800-656-HOPE
  ○ True North of Columbia, a Columbia, MO Emergency Shelter and/or counseling service for victims of domestic and sexual violence. 24-hour-crisis line at (573) 875-1379 or 1-800-548-2480
  ○ Boone Hospital - (573) 815-8000
  ○ University of Missouri Hospital - (573) 882-4141
  ○ City/County Health Department - (573) 874-7356
- **Columbia Police Department - (573) 442-6131**

**Academic Options and Support:** Survivors of sexual harassment or assault may request assistance with academic matters. To the extent these requests are reasonable and can be accommodated, every effort will be made to provide the appropriate assistance. More information on academic options and resources can be obtained by contacting the Title IX Coordinator.

**Emotional Support and Medical Care:** ALL students can seek support through RAINN (Rape, Abuse & Incest National Network) Hotline at 1-800-656-HOPE or by seeking out survivor support services in their local area. Day students can seek emotional support through Columbia College Counseling Services (Counseling Services are confidential, except under limited circumstances). ALL students may choose to receive medical support at local hospitals or other medical facilities. Day students can also choose to receive medical attention through Columbia College Student Health Services.

**Definitions Associated with the Sexual Misconduct Policy:**

- **DISCRIMINATION** includes, but is not limited to, treating individuals differently because of their protected status, in connection with the terms and conditions of employment or educational opportunities. Discrimination does not occur, however, when an individual is treated differently than another individual for legitimate reasons.

- **HARASSMENT** includes verbal or physical conduct that is unwelcome and which would make a reasonable person experiencing such conduct uncomfortable in the work or learning environment or which could interfere with the individual’s job performance or educational opportunities.

**Examples of conduct which may constitute sexual harassment include, but are not limited to:**

- Repeated unwelcome sexual propositions, teasing, joking or flirting
- Persistent unwelcomed efforts to develop a romantic or sexual relationship
- Graphic comments about a person’s body
- Sexually suggestive objects or pictures in the workplace or classroom
- Sexually degrading words to describe a person
- Derogatory or sexually explicit statements about an actual or supposed sexual relationship
- Unwelcome touching, patting, pinching or leering
- Derogatory gender-based humor

- **SEXUAL VIOLENCE** includes any physical act which is committed by force or without the full and informed consent of all persons involved. Sexual violence may include, but is not limited to, rape, sexual assault, sexual battery, sexual coercion and sexual exploitation. Sexual violence can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual violence can be committed by men or women, and it can occur between people of the same or different sex.

**Sexual violence is a broad term and includes various forms of sexual misconduct, including, but not limited to:**

- The deliberate touching of a person’s intimate parts (including genitalia, groin, breast or buttocks, or clothing covering any of those areas)
- Using force to cause a person to touch his or her own or another person’s intimate parts; penetration (anal, oral or vaginal) by a penis, tongue, finger, or an inanimate object
- Taking sexual advantage of another person without consent, including causing or attempting to cause the incapacitation of another person
- Causing the prostitution of another person
- Allowing third parties to observe sexual acts
- Engaging in voyeurism
- Distributing intimate or sexual information about another person
- Knowingly transmitting a sexually transmitted infection, including HIV, to another person
- Capturing or transmitting intimate or sexual utterances, sounds or images of another person

- **SEXUAL ASSAULT** - an offense that meets the definition of rape, fondling, incest or statutory rape as used in the FBI's UCR program.
- **DATING VIOLENCE** - violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship would be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

For the purpose of this definition:
- **Dating violence includes**, but is not limited to, sexual or physical abuse or the threat of such abuse
- **Dating violence does not include acts covered under the definition of domestic violence**
- **DOMESTIC VIOLENCE** - a felony or misdemeanor crime of violence committed by any of the following:
  - A current or former spouse or intimate partner of the victim;
  - A person with whom the victim shares a child in common;
  - A person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
  - A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
  - Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

- **STALKING** - engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
  - Fear for his or her safety or the safety of others; or
  - Suffer substantial emotional distress

For the purposes of this definition:
- **Course of conduct means** two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by an action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- **Substantial emotional distress means** significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- **Reasonable person means** a reasonable person under similar circumstances and with similar identities to the victim.

- **CONSENT** - the affirmative, unambiguous and voluntary agreement to engage in a specific sexual activity during a sexual encounter. Under this definition, an individual who was asleep, or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason, or who was under duress, threat, coercion, or force, would not have been able to give consent. Further, one would not be able to infer consent under circumstances in which consent was not clear,
including, but not limited to the absence of "no" or "stop," or the existence of a prior or current relationship or sexual activity.

**Reporting Policies and Protocols:**
Every individual covered by this policy has a duty to immediately report discrimination, harassment, or sexual misconduct in a timely manner so that Columbia College can attempt to resolve the situation. This should be reported whenever you believe that you or someone else has been or is being harmed. This is true regardless of the individual’s standing as a member of the educational community.

Complaints should be reported to one of the following members of the campus community or via one of the given formats:

- Columbia College Title IX Hotline at (573) 875-7877
- Title IX Coordinator
  - Mary Jane Worstell, Director of Academic Advising (AHE) - (573) 875-7645
- Deputy Title IX Coordinator
  - Kathryn Gleich, Assistant Director of Human Resources - (573) 875-7708
- Title IX Investigators
  - Dave Roberts, Associate Dean for Student Affairs - (573) 875-7690
  - Molly Borgmeyer, Coordinator of Student Conduct - (573) 875-7877
  - Patty Fischer, Executive Director of Human Resources - (573) 875-7260

*If the appropriate administrator is involved in the harassment or discrimination allegations the complainant should direct the complaint to one of the other administrators listed above.*

The report, which need not be in writing, should include the following whenever possible:

- All relevant details about the alleged sexual violence that the student or another person has shared
- All relevant details that the school will need to determine what occurred
- All relevant details that might be needed to resolve the situation
- The above includes, name(s) of the alleged perpetrator(s) (if known), the student(s) who experienced the alleged sexual violence, any other students involved in the alleged sexual violence and any other relevant facts (including the date, time and location)

Most offices and employees of Columbia College can provide privacy, but not confidentiality. In order to create a safe campus environment, all faculty and staff (except for the Counseling Services staff) are mandated reporters and required to report instances of sexual assault, harassment and discrimination to the Title IX Coordinator or Investigators.

Any individual who receives any report or complaint of sexual misconduct - whether informal or formal - must immediately report it through one of the above individuals or formats, even if the person making the report has asked that no action be taken on the report or complaint.

**Reporting Confidentially** - if you wish that your identity and the details of an incident be kept confidential, you may find it helpful to speak with on-campus mental health counselors, campus health service providers, or off-campus rape crisis resources or clergy members who can maintain confidentiality. For day students, Columbia College Counseling Services are available free of charge and can be seen on an emergency basis. *You may wish to consider this option if you:*
Would like to know about support and assistance, but are not sure if you want to pursue formal action against the individual, or

Have questions or would like to process what happened with someone without involving police or campus disciplinary procedures, or

Do not want the perpetrator to know that you are seeking help or support

NOTE: Please be aware that even confidential resources have some obligations to report, such as in situations of imminent danger and/or sexual abuse of a minor.

Retaliation - individuals may raise concerns and make good faith reports about discrimination, harassment or sexual misconduct without fear of reprisal. Retaliation against a person make a good faith report or participating in an investigation is absolutely prohibited and will result in disciplinary action. Any person who believes he/she may have been subjected to retaliation based on making a good faith report should immediately notify his/her supervisor, one of the individuals listed above (i.e. Title IX Coordinator or Title IX Investigators) or the Executive Director of Human Resources.

Knowingly making a false complaint of fact is also prohibited and may result in disciplinary action imposed by the College after conclusion of the investigation.

Investigation Procedures and Protocols:
All complaints of discrimination, harassment or sexual misconduct will be promptly and thoroughly investigated by a trained Title IX Investigator. Investigations should be conducted and concluded within 60 days of the complaint being filed. The situation may be investigated by interviewing the complainant, the alleged perpetrator and other persons where appropriate. Each party to the investigation must cooperate in the investigation.

Columbia College will endeavor to maintain confidentiality during the investigation and will exercise discretion in the disclosure of evidence it deems necessary for the investigation. To enable confidentiality, each party to the investigation must maintain in complete confidence any interviews, questions, or other matters with respect to any such investigation.

Once an investigation is completed, a report of the findings and/or recommendations will be released to all parties involved.

Grievance Procedures:
It is the intent of the college to create an environment in which students can grow and develop as free from problems as possible. However, it is recognized that legitimate concerns, complaints and/or grievances may occur. All reports brought to the attention of the Title IX Coordinator will be evaluated and investigated. Anyone who is found to have engaged in unlawful discrimination, harassment, sexual misconduct or retaliation will be subject to disciplinary action, up to and including termination of employment, exclusion from the campus community or expulsion.

The student conduct process is not a court of law and therefore does not use the same evidentiary standard for disciplinary proceedings. The preponderance of evidence standard will be used in all student conduct cases (including those related to sexual misconduct) to determine what most likely happened.

However, it should be noted that students may file both a criminal complaint and/or grievance/complaint to
campus officials for investigation simultaneously. The criminal process and the student conduct process are considered to be two separate processes. Student conduct investigations may be conducted and disciplinary action may be taken regardless of the existence of any criminal proceedings that may be pending.

**Potential Remedies** - Columbia College will take immediate action to eliminate a hostile environment, prevent reoccurrence and address any effects on the community at large through the following, non-inclusive actions:

- Prohibiting the alleged perpetrator from having any contact with the complainant.
- Informing both the complainant and the alleged perpetrator of their rights under Title IX, available resources and their right to file a criminal complaint with local law enforcement.
- Columbia College will work with the student, Campus Safety and other local resources to protect all parties from retaliatory harassment including information about how to report any subsequent problems.
- Columbia College will continue to assess efforts being utilized to educate students about responsible and appropriate behavior as well as the resources and support provided for affected students.

Other remedies for the complainant might include, but are not limited to:

- Campus escort
- Insuring that the complainant and alleged perpetrator do not attend the same classes if possible given the available resources
- Potentially moving one or both parties to a different residence hall
- Counseling Services
- Student Health Services
- Academic support
- Review of disciplinary actions

**Notice of Potential Sanctions for Perpetrator** - the following is not meant to be an inclusive list of potential sanctions, but is provided as an outline for possible actions that might be taken:

- **DISCIPLINARY WARNING** - written and/or verbal notice to a student for violate of a campus rule or regulation.
- **DISCIPLINARY LIMITATION** - in some cases a violation of the Student Code of Conduct could result in a student being restricted from participating in certain campus events, student organizations or entering certain campus facilities.
- **DISCIPLINARY PROBATION** - a student is placed on disciplinary probation for a specified time period. Students holding leadership positions within the campus community who are placed on disciplinary probation may also be removed from that position if recommended by the sanctioning body/conduct officer. Disciplinary probation may carry over into subsequent semesters and academic years. As a part of the probationary status, conditions to a student’s probation may be established (i.e. restitution, community service, required assessments, etc.). A student who violates additional campus policies while on disciplinary probation will likely appear before a conduct officer/Campus Review Board and will face a full range of disciplinary actions including suspension or dismissal.
- **DISCIPLINARY SUSPENSION** - results in the separation of a student from the college for a specified time period, usually no more than two years. Other conditions can also be stipulated for a student’s readmission. Suspension applies to all programs, unless otherwise noted. After the suspension
period has been served, the student should contact the Dean for Student Affairs for directions regarding the possibility of re-enrollment. A student returning from a disciplinary suspension is placed on disciplinary probation for one year.

- **DISCIPLINARY DISMISSAL** - results in the permanent separation of a student from the college. Dismissal applies to all programs and campuses.

- **INTERIM SUSPENSION** - the Dean for Student Affairs or designee may suspend a student for an interim period pending the outcome of disciplinary proceedings or resolution of health-related concerns. An interim suspension will become immediately effective without prior notice whenever there is evidence that the continued presence of the student in the college community poses a substantial threat to others or the stability and continuance of normal college functioning. A student suspended on an interim basis shall be given an opportunity to appear before the Dean for Student Affairs or designee within two working days from the effective date of the interim suspension in order to discuss the following issues:
  - The reliability of the information concerning the student's conduct and/or condition.
  - Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student in the college community poses a substantial threat to him or herself or others or the stability and continuance of normal college functions.

An interim suspension period can last until final adjudication of the matter through the normal college disciplinary procedures.

- **EDUCATIONAL SANCTIONS** - these sanctions could be an activity, meeting, writing assignment, community service project, letter of apology or other experiential educational activity that a student may be assigned to complete as part of the adjudication of a violation of the Student Code of Conduct. Conditions may be specific for the completion of the assignment and will be assigned by the conduct officer.

- **RESTITUTION** - reimbursement for actual damage or loss caused by violation(s) of the Student Code of Conduct.

**Appeals Procedures** - If either party disputes the findings or is dissatisfied with the recommendations of the Title IX Investigator’s report, they may appeal such findings by filing a written appeal within three business days of receipt of the written report. The appeal should be filed with the Dean for Student Affairs who will review all materials regarding the matter and will reach a final determination as to any action to be taken within ten business days of receipt of the appeal.

For further information regarding the procedures surrounding grievances, please refer to the Student Handbook.

To view the complete Columbia College Title IX: Sexual Misconduct Policy, please visit [http://web.ccis.edu/Offices/HumanResources/TitleIX.aspx](http://web.ccis.edu/Offices/HumanResources/TitleIX.aspx).

**Preserving Evidence**: It is vital for any criminal investigation to preserve all evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order or other significant court ordered actions. To ensure the integrity of the evidence is protected, such evidence should be collected by a law enforcement officer and preserved in a manner that complies with the policies of the collecting law enforcement agency. All victims or witnesses of a crime are encouraged to contact local law enforcement immediately and avoid contact with, wash or clean any items, material or bodily fluids that might be considered evidence of the criminal act.
MISSING RESIDENTIAL STUDENT POLICY

This policy is designed to establish procedures for the response to reports of missing residential students. The policy applies to students who reside in Columbia College campus housing facilities. The following is a summarized statement regarding the current policy:

If a member of the campus community finds reason to believe a residential student is missing, he or she should immediately notify Campus Safety (573) 875-7315, Student Affairs (573) 875-7400 or Residential Life (573) 875-7450. A report will be generated, and steps will be taken to confirm the information as well as identify the missing student. Should it be determined the student is missing and has been missing for more than 24 hours, the Columbia Police Department and the student’s emergency contact will be notified. Notification of law enforcement and emergency contacts will be completed within 24 hours of the moment the student was confirmed missing for a 24-hour period. If the reported student is under the age of 18 and is not emancipated, the student’s parent or legal guardian will be notified immediately upon confirmation the student is missing. All information regarding the missing student will be considered confidential and will only be shared with the investigating law enforcement agency.

For more information on this and other policies, refer to the Residential Life Handbook link at www.ccis.edu/offices/residentiallife/hallpolicies.asp.

FIRE SAFETY

To provide safe and secure living conditions for our residential students, Columbia College has taken a proactive stance in regards to fire safety. Fire suppression systems (sprinklers) have been installed in each college housing facility (rooms and common areas). The systems are connected to a fire alarm system that is monitored 24 hours a day by a reputable alarm company. Fire extinguishers and fire escape route maps are located at strategic locations throughout each housing facility. All fire safety systems are inspected regularly by Campus Safety officers and annually by local fire marshals. A local fire safety company is contracted to inspect and service fire extinguishers on a predetermined schedule. Resident students are subjected to unannounced fire drills three times a year (one for each semester), and student officers receive additional fire safety training by local fire department staff and college officials. For more information on Residential Life fire safety policies, refer to www.ccis.edu/offices/residentiallife/hallpolicies.asp.

Policies:

Compliance with a published list of policies is required of residential students. The following policies focus on health and fire safety:

• All types of explosives, including firecrackers, gasoline and other combustible materials, are prohibited in the residence halls.
• Smoking is prohibited in the residence halls. Smoking on campus is only allowed in designated areas.
• Burning of candles or incense is prohibited in the rooms and common areas.
• Hot plates, microwaves, small ovens, etc., are not allowed in the rooms. Microwaves are provided in the kitchenette of the residence halls, and cooking is only allowed in the kitchenettes.
• Electrical outlets should not be overloaded. Extension cords must be “heavy duty” and UL approved.
• Smoke detectors are located in every room. These battery operated detectors are in addition to the active alarm on the fire suppression system (sprinkler).
Evacuation Procedures:
For the safety of all students and staff, all fire alarms must be considered valid. As directed in the Residential Life Handbook, all students must evacuate the building when a fire alarm is activated. Resident Assistants (RA's) and other Resident Life officials will assist in the evacuation. During the course of an evacuation, students are instructed to close room windows and doors, leave the building, cooperate and comply with staff and fire personnel and remain outside until they receive permission by Residential Life staff to return to their rooms.

Contacts:
In the event of a fire and/or fire alarm, students are instructed to contact one or more of the following numbers:

   Emergency Services:  911   Campus Safety: (573) 875-7315   Residential Life: (573) 489-5780

Future Improvements:
In an effort to maintain a proactive position in terms of student safety and security, Columbia College continuously performs evaluations of current structures and fire safety systems.

CRIME STATISTICS
Columbia College Campus Safety believes the community has the right to know about criminal incidents on campus. We believe that by reviewing the statistics, you can make an educated decision about choices to stay safe. To maintain a proactive practice in campus crime prevention, we encourage all members of the campus community to immediately report any crimes or suspicious activity.

Federal law requires colleges and universities disclose statistics on specific crimes that may occur on campus. The specific crimes are classified by the FBI Uniform Crime Report and definitions for those crimes are listed below:

PRIMARY CRIMES

Murder:

- Murder and non-negligent manslaughter: The willful (non-negligent) killing of one human being by another.
- Negligent manslaughter: The killing of another person through gross negligence.

Sex Offenses:

Definition: Any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent.

- Sex Offenses - Rape: Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Sex Offenses – Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his or her age or because of his or her temporary or permanent mental incapacity.
- Sex Offenses – Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Sex Offenses – Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent.
**Definition of Consent:** The affirmative, unambiguous and voluntary agreement to engage in a specific sexual activity during a sexual encounter. Under this definition, an individual who was asleep, or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason, or who was under duress, threat, coercion, or force, would not have been able to give consent. Further, one would not be able to infer consent under circumstances in which consent was not clear, including, but not limited to the absence of "no" or "stop," or the existence of a prior or current relationship or sexual activity.

**Other Crimes:**

- **Robbery:** The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Aggravated assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- **Burglary:** The unlawful entry of a structure to commit a felony or a theft.
- **Motor vehicle theft:** The theft or attempted theft of a motor vehicle.
- **Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

**HATE CRIMES:**

Definition: A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender’s bias.

- **Larceny-theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. *(Hate crime reporting only.)*
- **Simple assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness. *(Hate crime reporting only.)*
- **Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack. *(Hate crime reporting only.)*
- **Vandalism (destruction or damage) of property (except arson):** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it. *(Hate crime reporting only.)*

**Hate Crimes:** Any of the aforementioned offenses and any other crime involving bodily injury reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias. The categories of bias are the victim’s actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin and disability.

**ARRESTS AND REFERRALS FOR DISCIPLINARY ACTION**

- **Weapons Possession:** Violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.
- **Drug/Narcotic Law Violations:** Violations of state and local laws, specifically those for the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.
• **Alcohol Law Violations:** Violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages (does not include arrests for driving while impaired or under the influence of alcohol).

**VIOLENCE AGAINST WOMEN ACT (VAWA)**

• **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.
  - The existence of such a relationship would be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
  - For the purpose of this definition:
    - Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
    - Dating violence does not include acts covered under the definition of domestic violence.

• **Domestic Violence:** A felony or misdemeanor crime of violence committed
  - By a current or former spouse or intimate partner of the victim;
  - By a person with whom the victim shares a child in common;
  - By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
  - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
  - By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

• **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to
  - Fear for the person’s safety or the safety of others; or
  - Suffer substantial emotional distress.

For the purpose of this definition:

- **Course of conduct** means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
- **Substantial emotional distress** means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- **Reasonable person** means a reasonable person under similar circumstances and with similar identities to the victim.

**IMPORTANT TERMS AND DEFINITIONS**

• **Clergy:** Short for “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.” In memory of a student who was slain in her dorm room in 1986, this Act, along with subsequent amendments to the Higher Education Act of 1965 (HEA), requires all postsecondary institutions participating in HEA’s Title IV student financial assistance programs to disclose campus crime statistics and security information.

• **Clergy Geography:** Referring collectively to the physical locations for which an institution is responsible for collecting reports of crimes for inclusion in its annual crime statistics and, if applicable, its daily crime log. For the purposes of the annual crime statistics and daily crime log, it includes areas that meet the definitions of “campus,”
“non-campus building or property,” or “public property.”

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

- **Non-campus buildings or property:** Any building or property owned or controlled by a student organization that is officially recognized by the institution; or Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

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

- **Federal Bureau of Investigation's (FBI) Uniform Crime Reporting (UCR) program (FBI’s UCR program):** A nationwide, cooperative statistical effort in which city, university and college, county, State, Tribal and Federal law enforcement agencies voluntarily report data on crimes brought to their attention.

- **Title IX:** The Education Amendments of 1972 (“Title IX”), 20 U.S.C. Sections 1881 et seq., and its soon to be implemented regulations, 34 C.F.R. Part 106. Address the issues of sexual harassment, sexual discrimination, sexual misconduct and sexual violence in a collegiate environment. To view the complete Columbia College Title IX: Sexual Misconduct Policy, please visit http://web.ccis.edu/Offices/HumanResources/TitleIX.aspx.

- **Consent:** The affirmative, unambiguous and voluntary agreement to engage in a specific sexual activity during a sexual encounter. Under this definition, an individual who was asleep, or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason, or who was under duress, threat, coercion, or force, would not have been able to give consent. Further, one would not be able to infer consent under circumstances in which consent was not clear, including, but not limited to the absence of "no" or "stop," or the existence of a prior or current relationship or sexual activity.

- **Hate Crime:** A crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias. The categories of bias are the victim’s actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin and disability.

- **Hierarchy Rule:** The requirement in the FBI’s UCR program that, for purposes of reporting crimes in that system, when more than one criminal offense is committed during a single incident, only the most serious offense is to be included in the institution’s Clery Act statistics.

- **Programs To Prevent Dating Violence, Domestic Violence, Sexual Assault and Stalking:** Comprehensive, intentional and integrated programming, initiatives, strategies and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs and informed by research or assessed for value, effectiveness or outcome. These programs must also consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

- **Dating Violence:** See definition in section on Violence Against Women Act (VAWA).

- **Domestic Violence:** See definition in section on Violence Against Women Act (VAWA).

- **Stalking:** See definition in section on Violence Against Women Act (VAWA).

- **Awareness Programs:** Programs developed and implemented by the institution to increase individual and group awareness of specific or general concerns. (Example: Sexual Assault awareness programs to increase awareness of indicators, threats and avoidance techniques.)
- **Bystander Intervention:** Programs designed to provide students and staff with tools needed to recognize and effectively intervene in any situation where someone may be in danger.
- **Ongoing Prevention and Awareness Campaigns:** Programs designed to focus on acts of criminal nature, run continually, provide information and resources regarding prevention methods and increase awareness of potential victims.
- **Primary Prevention Programs:** Programs implemented as the institution's primary attempt to prevent dating violence, domestic violence, sexual assault, stalking or any other criminal activity. *(See Programs to Prevent Dating Violence, Domestic Violence, Sexual Assault and Stalking.)*
- **Risk Reduction:** A strategy implemented by the institution to decrease the potential for students and staff of becoming victims of criminal activity.

**SEX OFFENDERS**

A list of Registered Sex Offenders may be obtained from the Columbia Police Department at (573) 874-7652, the Boone County Sheriff’s Department website at [www.showmeboone.com](http://www.showmeboone.com), the Boone County Sheriff’s Department at (573) 875-1111, the Missouri State Highway Patrol at 1-888-SOR-MSHP (767-6747) or the Missouri State Highway Patrol website at [http://www.mshp.dps.mo.gov/MSHPWeb/PatrolDivisions/CRID/SOR/SORPage.html](http://www.mshp.dps.mo.gov/MSHPWeb/PatrolDivisions/CRID/SOR/SORPage.html).

**LAW ENFORCEMENT JURISDICTION**

The Columbia Police Department (CPD) is the primary responding law enforcement agency for Columbia College. The director of Campus Safety is the law enforcement liaison for Columbia College and all criminal offenses are reported to the Columbia Police Department for response and investigation.

**ANNUAL SECURITY REPORT AVAILABILITY**

A copy of Columbia College’s Annual Security Report can be obtained by contacting Campus Safety or by accessing the website where it can be viewed. The campus crime statistics may be viewed at: [http://web.ccis.edu/en/Offices/CampusSafety/Statistics.aspx](http://web.ccis.edu/en/Offices/CampusSafety/Statistics.aspx).

This report includes statistics for the previous three years concerning reported crimes that occurred on-campus; in certain off-campus buildings or property owned or controlled by Columbia College; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies in regards to sexual assault and other matters.