

Campus Safety Summary 2014

Culver-Stockton College Campus Safety

It is the responsibility of Culver-Stockton College to provide a safe and secure environment for our students, employees and campus visitors. This booklet was prepared so the members of the college can be well informed regarding campus crime statistics, crime reporting procedures and crime prevention.

The particular crime categories cited are those required by federal legislation, specifically the Jeanne Clery Disclosure of Campus Security Policy and the Campus Crime Statistics Act of 1998.

The commonly reported crimes, requests for service, and provisions for the safety of the Culver-Stockton community are on a 24 hour basis and similar to those of a small town. We take campus safety and security seriously and are committed in the effort to maintain a safe, secure learning environment for all students, staff, faculty and visitors. Your personal safety is a priority at Culver – Stockton College. Culver – Stockton College Campus Safety maintains a close working relationship with the Canton Police Department and other public service entities to maintain a safe campus.

Safety and security is everyone's responsibility. We need your cooperation and assistance to make Culver-Stockton College a safe place to live, work and learn.

Campus Safety Department

The Culver-Stockton Campus Safety Department works in cooperation with the Dean of Student Life. Campus Safety staff includes a Director, Assistant Director and four full time safety officers. The officers are responsible for working cooperatively with students, faculty, staff and local law enforcement to enhance the level of service and safety on campus. Campus safety officers have direct contact with city police, fire department, and ambulance services to facilitate rapid response in any emergency situation. The campus safety department is responsible for providing a number of services related to safety and security. Safety officers routinely patrol campus on foot or in a marked safety vehicle, conduct vehicle checks, enforce parking and issue

permits, conduct security surveys, student escorts and document incidents which occur on campus. Other duties include the presentation of training and crime prevention programs.

Campus Physical Security

Most campus facilities are open during normal operating hours of 8 a.m. and 5 p.m. Certain facilities, buildings and offices may be restricted as to hours of access requirements. Access to residence buildings are restricted to residents and their guests. Access to residence buildings also includes admittance of staff for the purpose of maintenance, housekeeping, security and other administrative functions. Keys are issued to all residents, remain the property of the college, and may not be duplicated. Afterhours access to administrative buildings is on an as needed basis and may be granted by contacting campus safety. Some buildings have cameras installed to monitor areas where safety and security could be a risk.

All broken windows or locks should be reported to the physical plant (extension 6313 or campus safety extension 6300). For any repairs students, faculty and staff can report information to **Help Desk Physical Plant**. Exterior doors should not be propped open, if found open they should be secured and reported to campus safety.

Identification Cards

All students, faculty and staff are issued identification cards at Culver-Stockton College. The cards are used for identification purposes and to make purchase(s) from college dining services. If the card becomes lost or stolen it should be reported to campus safety immediately at extension 6300.

Emergency Phones

There are 7 emergency phones located outside on the Culver-Stockton College Campus. In the event of an emergency, the caller can dial 6300 to reach campus safety. In the event outside emergency service(s) are needed 911 can be dialed. Callers should be prepared to state the location and nature of the emergency.

Escorts

Culver-Stockton College Campus Safety offers a ride and walking escort service for students, faculty and staff. The telephone number for an escort is extension 6300.

Weapons

Missouri law and college policy prohibits anyone other than commissioned police officers to carry weapons on campus. A weapon is defined as any object that is designed to cause injury or shoot a projectile. This includes paintball guns, blowguns, pellet/bb guns, archery equipment, knives with blades over four inches long and ammunition.

Other Physical Security Measures

Campus safety along with other campus officials, regularly survey the campus grounds to assess lighting and foliage conditions as they relate to the safety and security of the college.

Comments pertaining to safety and security can be directed to Culver-Stockton College Campus Safety. The information may also be exchanged by contacting the Director of Security and Facilities by e-mail mbringer@culver.edu.

General Crime Prevention and Safety Awareness

Crime prevention and safety awareness programs are offered at Culver –Stockton College. Campus safety and other outside agencies provide information, talks and programs on topics pertaining to:

- Rape and Sexual Risk Reduction
- Domestic Violence Education
- Workplace Violence Education
- Personal Safety
- Rape Aggression Defense System
- Alcohol and Drug Awareness
- Travel Safety
- Fire Extinguisher Use, Fire Safety, Weather Safety/ Preparedness
- Campus Safety 101

Risk Reduction Tips

Personal Safety

- Walk or jog in groups of three or more.
- Be aware of your surroundings.

- Be aware of crimes on campus.
- Avoid isolated or dark areas.
- Travel with confidence or purpose.
- Do not wear earphones while walking or jogging.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Make sure cell phone is with you and charged. Program direct cell phone number to campus safety in phone (217)440-6394. Call 911 if threat is imminent and immediately provide location of emergency.
- Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- Attend social gatherings with a group of friends. Arrive together, check in with each other throughout the evening and leave together.
- If you do not have a travel companion, use the escort service provided by campus safety no matter how short the trip.
- Do not leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you have left it unattended, just get a new one.
- Don't accept drinks from people you don't know or trust.
- Don't drink from punch bowls or other large, common containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way to intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
- If you suspect a friend has been drugged, contact law enforcement or medical assistance immediately.
- Have a code word to use with friends or family, so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends and/or family can come get you or make up an excuse for you to leave.
- If you and/or another person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you might regret later.
- Be true to yourself. You should not feel obligated to do anything that you do not want to do. "I don't want to" is always a good enough reason. Only do what feels right to you and what you are comfortable with.
- Before exiting the building or car look around for suspicious behavior.
- If confronted by a situation, try to remain calm.
- If it is safe to do so, try and get detailed information about suspect(s) and/or vehicle(s).
- Before parking at night call campus safety know your location so a drive by may be done.

- Know the locations of emergency phones.
- Do not use ATMs (automated bank teller machines) alone, at night, or when someone suspicious may be nearby.
- Avoid strangers; you do not have to talk to them.
- If you are being followed go to the nearest area of safety.
- Stay alert and always plan ahead for “what if”.

Residential/ Workplace Safety

- Know your neighbors and co-workers; you are the best to determine who does not belong.
- Do not prop open exterior doors.
- When entering a building with access controls in place, do not allow strangers to enter behind you.
- Always lock your door when you leave, sleep or work late.
- If you see someone who seems suspicious or out of place, **call campus safety at extension 6300.**

Protecting Your Property

- Record the serial numbers of your belongings. Engrave or permanently mark items with unique identifying number.
- Keep your car locked, store items out of sight in your office/room.
- Coats, backpacks, and purses should remain with you or be locked up.

Campus Emergency Notifications

All emergencies including crimes in progress, fire and medical emergencies should be **immediately reported to 911** on and off-campus.

- Emergency callers should be prepared with the following information:
 - Name
 - Exact location of the incident
 - Description of the scene
 - Description of any suspects
 - Description and license numbers of any involved vehicles.
- All victims are encouraged to report crimes and emergencies to Culver-Stockton College Campus Safety or the Canton Police Department. Initially campus safety officers will be the primary responder to campus emergencies. Direct radio and phone communications with local police, fire and emergency medical services ensures the campus safety officer can initiate and direct emergency responders to the area.

- To report non-emergencies or suspicious activities, call campus safety at 288-6300 or 217 440-6394.

Culver-Stockton College Campus Safety has the primary responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document emergencies on campus.

In the event of a significant emergency or dangerous situation which poses an immediate threat to the health or safety of members of the Culver-Stockton College community, the college has various systems in place for communicating information quickly to those individuals. Some or all of these methods of communication may be activated in the event of a confirmed immediate threat to the Culver-Stockton campus community. These methods of communication include the following:

- Emergency Text Message by Cell Phone
- Outdoor Warning System.
- Emergency E-Mail
- NOAA Weather Radios
- Building Fire Alarms

Crime Response

Culver - Stockton College Campus Safety requires that calls involving crimes against persons and life/safety issues, such as fire or injury, receive priority response from the department. The primary response will be handled by the Canton Police Department. The Lewis County Sheriff's Office and the Missouri State Highway Patrol may be a source of Secondary response in an emergency situation.

Culver-Stockton College Campus Safety responds to crime in similar fashion as any other law enforcement agency would respond, unless it is in progress and acts that exhibit high potential for violence or serious bodily injury are occurring (in progress crimes or high potential calls will involve law enforcement as primary responders). The incident is documented with a report and handled through a formal law enforcement investigation or campus safety investigation. Some investigations may be jointly investigated by local law enforcement and campus safety. In any case, the preservation and collection of evidence is essential to all investigations.

Members of the community can stay informed about criminal incidents at Culver-Stockton College by reading the Daily Crime Log or Security Notices (Safety Alerts) distributed to members of the Culver-Stockton community as a part of an ongoing effort to keep informed and to raise awareness of significant unsolved crimes that occur at or near the college.

Safety Alerts are issued in compliance with the Higher Education Act (20 U.S.C. 1092(f)). This act requires that a timely warning be issued when one of the below incidents occurs on or near Culver-Stockton facilities or property and there is reason to believe that there is a continued threat to students and/or employees:

- Murder
- Sex offense, forcible or non-forcible
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Manslaughter
- Arson
- Stalking, Domestic or Dating Violence or
- When repeated offenses warrant public notice, such as multiple unsolved thefts with the same possible suspect(s) or established patterns.

The department may also issue a security notice (safety alert) for any crime when there is a compelling need to get the information to the college community. A security notice will contain as much of the following information as possible:

- Date, time, location (general or specific)
- Summarized event description
- Suspect description and/or vehicle description
- Any special instructions that may be needed

A Security Notice will be issued as soon as possible after the specific event. If the incident is a delayed report (more than 24 hours) by the victim, then the time and date the victim reported the incident will also be included in the notice. The security notice (safety alert) will not contain information that may hinder an ongoing police investigation and will not identify the victim by name or address. A general location, such as dormitory or fraternity, may be given instead of a specific location to ensure the privacy of a victim.

Security notices (safety alerts) are distributed to the college community at risk. Notices are usually distributed in various forms of communication such as e-mail, text message, fliers, posters, or other media.

Emergency Text Registration

In order to receive security notices (safety alerts) via cell phone you must be registered. **If you are not registered you will be unable to receive the emergency text message.** The Emergency Cell Phone Text Message will be a primary form of communication in the event of an emergency which requires faculty, staff and students receive immediate notification. To register, sign into MyCulver and proceed to the employee/student info tab. Click on this tab and find emergency text message heading located on the left side of the page. Click on this heading and the registration page will open. Once you complete the data entry, test the system to make sure you receive the test message after registration.

Culver – Stockton College Campus Safety maintains a Daily Crime Log in compliance with the Jeanne Clery Disclosure of Campus Safety Security Policy and Campus Crime Statistics Act. Persons may view a copy of the crime log at the Campus Safety Office, Culver –Stockton College, Canton, Missouri during normal business hours (8A.M – 5 P.M.).

Sexual Assault, Domestic Violence, Dating Violence, and Stalking Prevention and Response

General Provisions

Culver-Stockton College policies strictly prohibit sexual harassment, sexual assault and intimate partner violence. The College's harassment policy prohibits many forms of harassment including sexual harassment and examples of such behaviors are outlined in the policy statement. It should be recognized that sexual harassment includes a range of behaviors up to and including coerced sexual contact that may involve coerced sexual intercourse (i.e., sexual assault). Intimate partner violence (IPV) may include a much broader scope of activities such as stalking, dating violence, sexual violence and domestic violence offenses. A detailed description of the harassment policy can be found in the faculty/staff handbook (Section V- page 7). Students will find a detailed description of the Sexual Misconduct Policy in the Cat Tracker (page 159).

The harassment policy applies to faculty, staff, and students. This means that a member of the faculty, staff, or a student may choose to bring a charge of sexual assault under the harassment policy and procedures when applicable. For example, if a student is sexually assaulted by a staff person or faculty member, the student may choose to bring a complaint against that staff person or faculty member under the college sexual harassment policy, if applicable. Also, if a faculty member is sexually assaulted by a student, the faculty member may bring a charge of sexual assault against the student under the college sexual harassment policy, if applicable. For

the purpose of this policy sexual assault, sexual harassment, stalking and intimate partner violence considered phenomena.

If a student has been sexually assaulted by another student, and chooses to file a complaint under college policy, the student filing the complaint may pursue redress under the sexual misconduct policy.

All members of the college community (faculty, staff and students) have the right to pursue charges beyond the College, utilizing local, state, or federal enforcement agencies as is appropriate, regardless of whether they choose to file a complaint on campus. Many, but not all, of the behaviors involved in IPV or stalking violate Missouri Law (This policy is not intended to substitute for or supplant those laws).

Additional information on sexual assault and sexual harassment can be found on the Internet. Printed copies of the Sexual Harassment and Sexual Assault Policies are available by contacting the Department of Student Life, Campus Safety and the Department of Human Resources.

Sexual Assault Defined

As an educational institution, Culver-Stockton College is committed to promoting, through educational and awareness-raising activities, a campus environment where sexual assault and exploitation are recognized as unacceptable, and where survivors of sexual assault are provided support and avenues of redress as appropriate.

Sexual assault, including rape, is a form of violence used to exert power and control over another person. Sexual assault is defined as including:

Engaging in a sexual act with another person:

1. By compelling the other person to participate in a sexual act without consent; or
2. By threatening or coercing the other person; or
3. By placing the other person in fear that any person will suffer imminent bodily injury; or
4. Having impaired substantially the ability of the other person to appraise or control conduct by administering or employing drugs or intoxicants without the knowledge or against the will of the other person.

In addition, sexual assault also includes a person engaging in a sexual act with another person when that other person:

1. Is mentally incapable of understanding, or for any reason, including intoxication, is unaware of the sexual act; or
2. Is physically incapable of resisting or of communicating an unwillingness to participate; or
3. Is under the age of 17.

For purposes of this policy, a "sexual act" is defined as meaning conduct between persons consisting of contact between the penis and the vulva, the penis and the anus, the mouth and the penis, the mouth and the vulva, or any intrusion, however slight, by any part of a person's body or any object into the genital or anal opening of another.

Sexual assault and attempted sexual assault violate Culver-Stockton College policy, and are strictly prohibited. Students found to have violated this policy are subject to disciplinary sanctions up to and including expulsion from the College. Conduct that violates Culver-Stockton College policy may also violate Missouri law.

Formal charges of sexual assault, sexual harassment and IPV can be filed with the Director of Campus Safety, Dean of Student Life or the Title IX Coordinator. Complaints involving employees can be filed by contacting the Director of Campus Safety and/or the Human Resource Director. If you choose to file a formal complaint you will be asked to put your complaint in writing. An investigation and hearing will be conducted. If the accused is found guilty, disciplinary action shall be taken.

If you are a victim of sexual assault at Culver-Stockton College, your first priority should be to get to a place of safety. You should then obtain the necessary medical treatment. It is strongly recommended that a victim of sexual assault report the incident in a timely manner. This is a critical factor for evidence collection and preservation. A report should be reported directly to campus safety and/or the Canton Police Department. Filing a police report **does not** obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions. Filing a police report will:

- Ensure the victim filing the report receives the necessary medical treatment and tests.
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later.
- Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.
- Student victims also have the option to change their on campus living situations after the alleged sexual assault, if such changes are available.

When a sexual assault victim contacts campus safety, the Canton Police Department may be contacted. Sex Offenses are investigated by the Canton Police Department in accordance to state law. The Dean of Students and the Director of Residential Life shall be notified if the victim is a student. The student victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system or the campus disciplinary process.

A representative of Culver-Stockton College will guide the victim through the available options and support the victim in his or her decisions. Counseling options will be made available through the Director of Counseling and Wellness Services.

A student or employee who believes he or she may have experienced sexual assault is encouraged to seek medical care and supportive counseling as soon as possible. Critical pieces of evidence may be recovered by medical professionals at this time.

Important Steps to Preserving Physical Evidence

- **Refrain from eating or drinking-** Do not drink until the hospital has completed a sexual assault kit. Anything you put in your mouth following a sexual assault can potentially destroy the evidence and reduce the chances of obtaining DNA.
- **Call a friend-** He or she can make sure that you get to a doctor safely. A friend can help you collect physical evidence that might help the police find your attacker.
- **Don't Take a Bath-**The most common response from rape victims is the feeling of being "dirty" after a sexual assault. This is normal, and you have every right to feel that way, but it isn't a good idea to bathe until after the hospital has done a sexual assault kit. Water and soap will wash away all trace evidence and DNA, which will make prosecution much more difficult. In addition, don't brush your teeth or even rinse off with a washcloth. Do not douche.
- **Save your Clothes-** Even if your clothes were removed during your sexual assault, they may contain valuable evidence that the police can use to find your attacker. If you can, put all clothes in a bag and turn it over to the hospital or a police officer. If you're still wearing the clothes, the hospital will give you clothes and take the ones you are wearing. This might include everything down to socks, shoes, underwear and jewelry.
- **Bedding-** Do not change or launder bedding
- **Leave the Crime Scene-** Many rapes take place in the victim's bedroom or another area of her house, but consider that area a crime scene until the police have had a chance to process it. Many times, crime scene investigators will find hairs, fibers and other trace evidence at the scene that can help to find or identify the attacker, so try not to clean up or move anything. Don't be self-conscious if you haven't gotten around to doing laundry - the police understand.
- **Communication-** Do not delete or destroy any text messages, e-mails, voicemails, written notes, or any other documents that may be relevant.

Victims are encouraged to seek assistance from campus and community resources.

Intimate Partner Violence Defined

Intimate Partner Violence (also called domestic violence, dating violence, relationship violence, wife abuse, or battering) is a pattern of abusive behavior-physical (e.g., striking, shoving, kicking, punching, strangling, restraining); sexual (rape, sexual assault); emotional (e.g., isolation from friends and family, verbal abuse); and psychological (e.g., threats of harm to victim or self, a third party, pets, or property, humiliation and degradation, harassment)-that is used by one person to gain power and control over a current or former spouse or intimate

partner, or current or former dating partner. This definition includes heterosexual couples and gay couples.

Stalking is a pattern of conduct involving repeated or continuing harassment that is intended to cause or does cause a reasonable person (or others important to that person) to fear or suffer: death; assault; bodily injury; sexual assault; involuntary restraint; damage to property; confinement; or threats of harassment via electronic devices. The individual knows or should know that such conduct is likely to cause reasonable fear of material harm to physical health, safety, or personal property of such person, a member of such person's family, or a third party with whom the person is acquainted. Stalking can involve a range of behaviors including, but not limited to, following someone on foot or in a car; showing up at a victim's place of work; repeatedly calling; sending flowers and gifts; contact through e-mails or letters; breaking into the victim's home or car; homicide.

Summary of Resources for Survivors of Sexual Assault, Attempted Sexual Assault and/or Victims of Intimate Partner Violence

A student or employee who believes he or she has experienced sexual assault and/or intimate partner violence may file a formal complaint at the College and/or pursue criminal charges or legal remedies.

On behalf of the College, several options can be offered to a survivor of sexual assault, or a victim of intimate partner violence as appropriate to the circumstances, including:

- discussion about options regarding different levels of addressing the assault;
- assistance with filing charges through the College judicial system;
- facilitation of a mediated discussion with the alleged perpetrator;
- issuance of a no-trespass or no-contact letter;
- referral to counseling and other support services;
- academic allowances or changes in living arrangements; and
- transportation and working situations if reasonably available;
- Assistance in notifying proper law enforcement authorities, if the student or employee so chooses.

Students and employees are encouraged to report incidents of sexual assault to any member of campus safety, college administration and/or the police department, and to seek medical care and supportive counseling.

Confidentiality

The law recognizes and protects the confidentiality of communications between a person seeking care, and a medical or mental health professional or religious advisor. Confidentiality will be observed to the extent possible while still allowing a thorough investigation. Students should understand that most employees are obligated to report any sexual misconduct,

harassment, and/or hazing incident to campus safety. However, the request of the complaint to remain confidential will be considered during the investigation. The Chaplain and Professional Licensed Counselor are the only employees that are protected by law to hold confidence. The mental health and religious professionals at Culver-Stockton College respect and protect confidential communications from students. Mental health professionals and clergy are required by law, however, to report incidents of sexual assault when sex offenses involve victims who are *under* the age 18. In the case of imminent risk to life of self or others mental health and religious professional may have to breach confidentiality to access outside assistance or hospitalization

CAMPUS RESOURCES

Counseling and Wellness-Extension 6441

Individual counseling is available through a crisis and after. These services are confidential, except in the limited circumstances described above if you need to speak with a counselor after 5:00 p.m. or on a weekend, call campus safety's mobile phone (217 440-6394) and an officer will call a counselor for you.

College Chaplain- Extension 6420

The College Chaplain is also available to provide supportive and confidential counseling except in the limited circumstances described above.

Campus Safety- Extension 6300

If you have been sexually assaulted or have become a victim of an IPV, you are encouraged to report the incident to campus safety. Campus safety is available 24 hours to provide transportation to medical facilities. Upon receiving a report of sexual assault, campus safety may alert the campus and community that a sexual assault has occurred if there is concern about further risk to others. The warning will be general and will not specify your name or other identifying information. Reports of sexual assault made to campus safety will result in the notification of the sexual assault incident to the Dean of the Students, senior administration in some cases, especially if it involved employees of the college. Reporting a sexual assault to campus safety does not commit you to pursuing a formal complaint. Campus safety encourages survivors to report any sexual assault or incident of IPV to campus safety and/or law enforcement authorities.

Dean of Student Life-6334

The Dean of Student Life is available to support you by arranging extensions on academic assignments, reassessing course load and/or making changes in housing assignments, etc., when necessary, appropriate, and feasible. In a student-to-student sexual assault situation, you do not have to file a formal complaint in order to request help from the dean.

Director of Human Resources-6493

The Director of Human Resources is available to address and receive reports of sexual assault, sexual harassment and/or IPV involving employee's of the college. Any employee or student who believes he or she has been harassed by an employee or an agent of the college should promptly report the facts of the incidents and names of the individuals involved.

Title IX Coordinator-6421

The Title IX Coordinator is available to address and receive reports of sexual misconduct- whether informal or formal. The Title IX Coordinator is responsible for monitoring and overseeing overall implementation of Title IX compliance at the college, including coordinating training, education, and communications and initiating the grievance procedures for faculty, staff, and the other members of the college community, as well as visitors to the college.

You may consult with any of the resources mentioned to determine your options. If you choose to file a formal written complaint, an investigation and judicial hearing will be conducted. Disciplinary action will be taken if the alleged offender is found to be in violation of college policy. It is entirely the victim's decision to contact law enforcement and proceed with the filing of a report and possible criminal charges.

COMMUNITY RESOURCES

Hospitals and Clinics

There are a number of hospitals and clinics available in the immediate area that have received specialized training and can provide comprehensive care to victims of sexual assault. Upon request of the victim, transportation can be provided to the below mentioned locations:

- Canton Medical Clinic Canton, Missouri 573 288-5360 8:00A.M. -5:00 P.M.
- Quincy Medical Group Canton, Missouri 573 288-5949 8:00A.M. -5:00 P.M.
- Blessing Hospital Quincy, Illinois 217 224-4454 24/7
- Hannibal Regional Hospital Hannibal, Missouri 573 248-1300 24/7
- Urgent Care/Emergency Dial 911 24/7

Avenues- 1-800-678-7713

Rape, Abuse and Incest National Network (RAINN) Hotline 1-800-656-HOPE

Support, counseling, and advocacy services are available 24 hours per day. The services are confidential, to the extent permitted by law.

In the case of an emergency, always call 911.

Canton Police Department
573 288-4412
or
Lewis County Sheriff's Office
573 767-5311

You may report an assault to law enforcement. Assaults on campus should be reported to campus safety and law enforcement. In some instances, intimate partner violence incidents may not violate Missouri State Law.

If you choose to file a report of assault to the police this will likely result in an investigation of the crime. Police will interview you and take a detailed statement of what occurred. You may have persons present with you during the interview to provide emotional support. The police will also interview witnesses, collect any physical evidence, and attempt to interview the assailant.

You should provide the names of any witnesses to the crime or names of any witnesses who saw you and the assailant together immediately before or after the assault. Police will interview witnesses, collect physical evidence (clothing worn at the time, bed clothes, condoms, condom wrappers, items handled by the assailant), photograph any injuries and will attempt to find and interview the assailant.

Once the investigation is completed, the police will bring the paperwork to the Prosecuting Attorney's Office who will decide what, if any, charges should be filed. It is the Prosecuting Attorney's decision alone as to whether charges are filed.

If charges are filed, the Prosecuting Attorney's Office will provide you with more information regarding procedures, and your rights during a criminal judicial process.

If charges are filed, you will be expected to attend an informal meeting where you will be questioned under oath by the defense attorney. This is called a deposition. The Prosecuting Attorney will be present at the meeting and will make sure that you are treated with dignity and respect.

Although most cases are settled without a trial, you may be required to appear in court and testify regarding the details of the assault.

The telephone number for the Lewis County Prosecuting Attorney's Office is 573 767-5478.

Pursuing a Formal Complaint on Campus, and Campus Judicial Procedures

Whether or not to file a complaint with the College is up to the student who is the survivor of an assault. A student who believes he/she has been assaulted by another student may speak with a member of campus safety, Counseling and Wellness Office or the Dean of Student Life

about the incident and seek their support without pursuing formal action. An employee may contact the Director of Campus Safety, Director of Human Resource or any senior level administrator about the incident and seek their support to file formal complaint.

In the unusual circumstance in which a Dean of Student determines there is significant risk to members of the College community, the dean may be obligated to pursue action to protect the community. The dean is obligated to report allegations against a faculty or staff member to the designated College administrative office for appropriate action. This would include violations of college policy where sexual assault, sexual harassment and/or IPV have been reported.

Judicial Procedures

Should a student choose to file charges through the college judicial system, the judicial hearing process will follow the procedures outlined in the Blueprint Student Handbook (Code of Conduct for Students and Guests, pages 8-16). Judicial outcomes for violation of this policy can range from disciplinary warnings, fines to suspension and even expulsion. Campus judicial hearings are less formal than courtroom proceedings. They are intended to avoid intimidation of the person bringing the charge, while respecting the rights of the accused person to fair proceedings and an impartial hearing.

Proceedings shall be conducted by officials trained on sexual assault and other intimate partner violence issues. The officials that conduct these types of judicial proceedings shall use the preponderance of evidence standard (which is “more likely than not”).

Special note should be given to the following procedures:

Support Person

The party charged and the party originating the charge may each bring an adviser who is a member of the College community. The advisers may be consulted by their advisees during the hearing, but, unless specifically invited, may not otherwise participate in the proceedings. Prior to the commencement of the hearing, each student shall provide the chair with the names of persons serving as advisers.

Privacy

Students should know that reports made to Campus Safety will be shared with the Dean of Students, Dean of the College and the Counselor. Reports made directly to the counselor are considered confidential medical records, and will not be shared with other College offices without the student's consent. Reports or records maintained by the College (including medical records) may, however, be subject to subpoena if a civil or criminal charge is filed in court. Incident information involving employee information will be controlled by the Director of Human Resources. Employee incidents will be handled in accordance to federal, state and local employment law.

Notification

As required by law, both the accuser and the accused will be informed of the outcome of campus disciplinary proceedings alleging a sexual assault, attempted sexual assault and/or a intimate partner violence policy violation. Both the outcome of guilt or innocence, and the sanction, if applicable, will be disclosed to the accuser and the accused. The accused and accuser will receive notification in writing. The notification of the accuser and accused must be communicated within one business day of such outcome being reached. Campus Safety shall be notified of any safety issue such as a No Contact Order, or a student being restricted from campus.

Interim Measures, Accommodations, and Sanctions

Where appropriate, Culver-Stockton will implement interim measures on its own initiative or in response to a request from a complainant (the alleged victim of a sexual assault, domestic violence or stalking incident) or respondent (the alleged perpetrator of a sexual assault, domestic violence or stalking incident).

Interim measures for **students** may include, but are not limited to:

- Access to on-campus counseling services and assistance in setting up initial appointment
- “No-contact directives” (also known as stay away orders or directives to desist).
- Rescheduling of exams and assignments
- Providing alternative course completion options
- Changing class schedules, including the ability to transfer course sections or withdraw from courses as set forth by the academic dean.
- Changing work schedules, job assignments, or job location on campus.
- Changing residence hall assignments
- Providing an escort to ensure safe movement between classes and activities
- Providing academic support services, such as tutoring
- Limiting or barring an individuals or organizations access to certain college facilities or activities
- Interim removal from residence hall
- Interim suspension of respondent
- Student-requested leaves of absence

Student Appeals

Both the accused and the accuser have the right to appeal a decision made by a conduct officer. The appeal must follow the standards outlined in the appeal process in the Cat Tracker on page 151. Appeals must be submitted within five business days of the conduct decision. All appeals are sent to the Dean of Student Life in writing and are then submitted to an appellate board who will review the case. A person who disagrees with the decision of the appellate

board may appeal to the president of the college, within five business days from the time of the decision of the appellate board. In such cases the decision of the president shall be final and binding.

Interim measures for **faculty and staff** may include, but are not limited to:

- Access to on-campus counseling services and assistance with setting up an initial appointment.
- Changing work schedules, job assignments, or job locations
- Limiting or barring an individuals or organizations access to certain college owned facilities or activities
- Providing an escort to ensure safe movement on campus
- Administrative leave

Report and Investigation

Culver-Stockton College is committed to providing a prompt, fair, and impartial investigation and resolution for all students and employees. For additional information concerning the investigations and disciplinary process for students see information in Student Cat Tracker, pages 145-147, 149-153, and page 159.

Retaliation

Retaliation against a person who files a complaint, participates in an investigation, encourages one to file, or opposes discrimination is prohibited. In addition respondents must not interfere with an investigation.

Standard of Proof

Culver-Stockton College uses the preponderance of the evidence standard of proof. This standard looks at whether it is “more likely than not “that the policy was violated.

Determination

At the conclusion of the investigation a determination will be made based on the preponderance of the evidence, whether the alleged acts occurred and violated the Intimate Partner Violence Policy which includes a wide variety of behaviors up to and including coerced sexual contact that may involve coerced sexual intercourse. These violations may also include a much broader scope of activities such as stalking, dating violence, sexual violence and domestic violence offenses.

Prevention and Awareness Programs

Student Programs

All incoming students shall receive prevention and awareness programming which provides them with information about intimate partner violence. Topics of discussion and information provided will include: the definition of consent in sexual relationships, process for reporting sex offenses, bystander intervention and risk reduction strategies and techniques. Students will receive prevention and awareness information during their attendance in **Campus Safety 101**. The R.A.D. Program is offered to female students each year and covers a wide variety of topics which include information about realistic self-defense tactics and techniques. It is a comprehensive self defense course for women that begin with awareness, prevention, risk reduction and avoidance, while progressing on to the basics of hands-on defensive training. Students will also be required to complete an online training session on **Understanding Sexual Assault** which addresses the critical issues of sexual assault, relationship violence, and stalking.

Employee Programs

All employees shall receive prevention and awareness programming which provides them with information about intimate partner violence. Topics of discussion and information provided will include: the definition of consent in sexual relationships, process for reporting sex offenses, bystander intervention and risk reduction strategies and techniques.

Confidential Reporting Procedures

- Culver Stockton College has an anonymous reporting system known as Silent Witness. This can be used if the witness or reporting party chooses to make a report anonymously. Statistics on criminal activity reported on campus are included in the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act.

Emergency Preparedness

The ultimate goal of emergency preparedness is to promote community safety, assure continuity of emergency response operations and restore normal college operations and services as quickly as possible following an emergency. The Emergency Response Framework identifies key decision makers and their roles during a campus emergency. The plan established emergency command centers and describes procedures that will be utilized during specifically identified severities of emergency.

Evacuation

Buildings on campus have a notification system for emergency evacuation. In most buildings this is a fire alarm system. All fire alarm systems will sound an audible alarm and with a visible flashing strobe to signal an emergency. Whenever the alarm sounds, everyone must leave the building or move to a safe location.

All buildings on-campus have emergency evacuation protocol in place with an annual distribution to faculty, staff and students. The evacuation plans include information specific to

fire evacuation and severe weather procedures. These documents include such information as emergency telephone numbers; evacuation personnel duties; designated meeting points; and building information about smoke detection, and /or pull alarm systems and fire extinguisher locations. Severe weather protocol includes information specific to watch /warning education, communication procedures and safe areas for seeking shelter.

There are a number of exercises in place to enhance the effectiveness of emergency preparedness at the college. These exercises include announced and unannounced fire alarm drills in all residence halls, threat recognition training for faculty and staff and an annual tabletop exercise which includes members of college administration.

Missing Student Policy

This policy, with its accompanying procedures, establishes a framework for cooperation among members of the college community in the event that a student is perceived to be and is reported missing.

A student shall be deemed missing when he or she is absent from the college for more than 24 hours without any known reason. All reports of missing students shall be directed to Campus Safety (**573 288-6300 or 217-440-6394**) who will investigate each report and make a determination about whether the student is truly missing. All students have the opportunity to identify an individual (a confidential contact) to be contacted by the college during a missing person's investigation. If the allegedly missing student is under 18 years of age, the college is required to notify the parent or guardian of the situation within 24 hours if the student is not located. If, after a thorough campus-based investigation involving the confidential contact, the student remains unaccounted for, the parent/guardian and the Canton Police Department will be notified. This notification will take place no more than 24 hours from the time the report is received.

Students shall be given the opportunity to designate confidential contact information, specific to the possibility of being reported missing, during residence hall check in procedures. This Confidential Contact Registration Form will be kept on file in the Department of Campus Safety. A registration form is also available for completion on MyCulver. Each student who files a Confidential Contact Registration Form is solely responsible for the accuracy of the contact phone number and for the update of information should the confidential contact person and /or number change.

Sexual Offender Registration

The Missouri State Highway Patrol maintains the State Sexual Offender Registry, a central information and registration system for sexual offenders located in Missouri. Information for

registered sex offenders can be received from this location as well the Lewis County Sheriff's Office in Monticello, Missouri. The sheriff keeps record(s) of registered sex offenders in Lewis County. Registered sex offender information can also be obtained from the Director of Campus Safety Office, this includes information obtained from the above mentioned law enforcement agencies.

Criminal Convictions

A crime committed outside the workplace, felony or misdemeanor, may render a staff member unsuitable for continued employment at the college. If an employee is convicted of a crime, the employee is required to notify his or her immediate supervisor within five (5) days of the conviction.

Alcohol and Illegal Drug Use on Campus

Culver-Stockton College is concerned about the health and safety of our students and the unlawful and irresponsible use of alcohol and other drugs. Culver –Stockton College takes a proactive stance when dealing with these issues. The college is a wet campus and C-SC students who are at least 21 years of age may consume alcoholic beverages in residential facilities within specific policy guidelines. C-SC seeks to foster an atmosphere which not only affords those of legal age the privilege of choice regarding alcohol use, but also respects and supports the choice to abstain from alcohol. Students of legal age are expected to drink responsibly and follow the guidelines outlined in the alcohol policy.

The sale, manufacture, possession or distribution of any controlled substance is prohibited by Culver-Stockton College. It is also illegal under federal and state laws; Culver-Stockton College has a zero tolerance policy on illegal drugs.

Violators are subject to sanctions and disciplinary action by the college. Arrest, criminal prosecution, fine and imprisonment could occur as a result of police intervention.

Culver-Stockton College On-Campus Resources (off campus dial 288- then extension)

Dean of Student Life	Extension: 6334
Campus Safety	Extension: 6300
Director of Security and Facilities	Extension: 6524
Counseling/Support	Extension: 6441
Chaplain Office	Extension: 6420

Director of Residential Life Extension: 6570

Parking and Escorts Extension: 6300

Off Campus Resources

Lewis County Ambulance 911

Canton Police Department 911

Canton Fire Department 911

Lewis County Prosecuting Attorney's Office (573) 767-5478

Lewis County Sheriff's Office (573) 767-5311

Rape Crisis Hotline 800 656 -4673

Hate Crimes

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act require the reporting of incidents in which prejudice against race, religion, sexual orientation, or ethnicity is employed during the commission of a crime. **Culver-Stockton College Campus Safety has not responded to crimes in which prejudice was involved in 2010, 2011, 2012.**

Offense Definitions

The Clery Act requires statistics be reported for seven serious crimes, liquor law violations, drug law violations and illegal weapons violations. The offenses are defined according to the F.B.I. Uniform Crime Reporting/ National Incident – Base Reporting System as follows:

Arson

To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device.

Aggravated Assault

An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

Burglary

The unlawful entry into a building or other structure with the intent to commit a felony or a theft.

Murder and Non-Negligent Manslaughter

The willful killing of one human being by another

Negligent Manslaughter

The killing of another person through gross negligence.

Drug/ Narcotic

The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in the preparation and /or use.

Liquor Law

The violation of laws and ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages. Drunkenness and driving under the influence are not included.

Motor Vehicle Theft

The theft of a motor vehicle.

Robbery

The taking, or attempting to take, anything of value under confrontational circumstances from the care, custody or control of a person by force or threat of force or violence and/or by putting the victim in fear of immediate harm.

Forcible Sex Offense

Any sexual act directed against another person, forcibly and/or against that persons will; or not forcibly or against the person's will, but where the victim is incapable of giving consent. The category includes forcible rape, forcible sodomy, sexual assault with an object and forcible fondling.

Intimate Partner Violence

Intimate Partner Violence (also called domestic violence, dating violence, relationship violence, wife abuse, or battering) is a pattern of abusive behavior-physical (e.g., striking, shoving,

kicking, punching, strangling, restraining); sexual (rape, sexual assault); emotional (e.g., isolation from friends and family, verbal abuse); and psychological (e.g., threats of harm to victim or self, a third party, pets, or property, humiliation and degradation, harassment)-that is used by one person to gain power and control over a current or former spouse or intimate partner, or current or former dating partner. This definition includes heterosexual couples and gay couples.

Rape

The 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.

Fondling

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

Non Forcible Sex Offense

Unlawful, non forcible sexual intercourse. The category includes incest and statutory rape.

Incest

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

Statutory Rape

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

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 who similarly situated to a spouse of the victim under the domestic 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.

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.

Stalking

Stalking is a pattern of conduct involving repeated or continuing harassment that is intended to cause or does cause a reasonable person (or others important to that person) to fear or suffer: death; assault; bodily injury; sexual assault; involuntary restraint; damage to property; confinement; or threats of harassment via electronic devices.

Weapons Law

The violation of laws or ordinances prohibiting the sale, purchase, manufacture, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. Include violations such as the manufacture, sale, or possession of deadly weapons, concealed or openly; using, manufacturing, etc., silencers; and furnishing deadly weapons to a minor.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 require the reporting of crime statistics by location, i.e., on-campus, non-campus, student residences, and public property.

On Campus:

- any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including the residence hall.
- Any property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as food or other retail vendors).

Non-Campus:

- Any building or property owned or controlled by a student organization
- any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is used by students, and is not within the same reasonably contiguous geographic area

Public Property:

- all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used in direct support of or in a manner related to the institution's purposes.

Student Residences:

- A subset of "on campus" crime statistics, which includes only those crimes that were reported to have occurred in dormitories or other residential facilities for students on campus.

Arrests

OFFENSE	YEAR	ON-CAMPUS	ON-CAMPUS RESIDENCE HALLS	PUBLIC PROPERTY
Illegal Weapons Possession	2012	2	1	0
	2013	0	0	0
	2014	0	0	0
Drug Law Violation	2012	4	2	0
	2013	6	6	0
	2014	4	2	0
Liquor Law Violation	2012	18	14	0
	2013	6	3	0
	2014	2	2	0

Disciplinary Actions

OFFENSE	YEAR	ON-CAMPUS	PUBLIC PROPERTY
Illegal Weapons Possession	2012	0	0
	2013	3	3
	2014	0	0
Drug Law Violation	2012	27	0
	2013	25	0
	2014	13	0
Liquor Law Violation	2012	103	0
	2013	191	0

	2014	213	0
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Various Offenses

OFFENSE	YEAR	ON-CAMPUS PROPERTY	RESIDENTIAL FACILITIES	PUBLIC PROPERTY
Murder/Non-Negligent Manslaughter	2012	0	0	0
	2013	0	0	0
	2014	0	0	0
Negligent Manslaughter	2012	0	0	0
	2013	0	0	0
	2014	0	0	0
Sex Offenses - Forcible	2012	3	3	0
	2013	1	1	0
	2014	5	5	0
Sex Offenses – Non-forcible	2012	0	0	0
	2013	0	0	0
	2014	0	0	0
Robbery	2012	0	0	0
	2013	0	0	0
	2014	0	0	0
Aggravated Assault	2012	0	0	0
	2013	1	0	0
	2014	1	1	0
Burglary	2012	3	3	0
	2013	7	6	0
	2014	7	7	0
Motor Vehicle Theft	2012	0	0	0
	2013	0	0	0
	2014	0	0	0
Arson	2012	0	0	0
	2013	0	0	0
	2014	0	0	0

2012	Race				Gender				Religion				Sexual Orientation				Ethnicity				Disability							
	O C	N C	R H	P P	O C	N C	R H	P P	O C	N C	R H	P P	O C	N C	R H	P P	O C	N C	R H	P P	O C	N C	R H	P P				
Murderer/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses – Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses – Non-forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other Crimes Involving Bodily Injury	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	N A	N A	N A	N A	N A	N A	N A	N A	N A	N A	N A	N A	N A	N A	N A	N A	N A	N A	N A	N A	N A	N A	N A	N A	N A	N A	N A	N A
Dating Violence	N A	N A	N A	N A	N A	N A	N A	N A	N A	N A	N A	N A	N A	N A	N A	N A	N A	N A	N A	N A	N A	N A	N A	N A	N A	N A	N A	N A
Stalking	N A	N A	N A	N A	N A	N A	N A	N A	N A	N A	N A	N A	N A	N A	N A	N A	N A	N A	N A	N A	N A	N A	N A	N A	N A	N A	N A	N A

Clery Act Compliance Requirements:

- Publish and distribute an annual campus safety summary by October of each year.
- Maintain 3 years of campus crime statistics following the publication of the last annual safety summary to which they apply.
- Publish policy statements and program descriptions.
- Provide statement of procedures to be followed in sex offenses.
- Inform prospective students and employees about the campus safety summary.
- Provide timely notice to the campus on crimes considered threats to safety.

Daily Log Requirements:

- Record all crimes that are reported to the campus police or security department: nature of the crime, date, location, and disposition of the complaint (if known).
- Record entries or updates within 2 business days. May be withheld if jeopardy exists, but only as long as damage is likely to occur. Record entries may be in electronic format, if accessible.

Prepared by: Mike Bringer, Director of Campus Security and Facilities