

Otterbein University

Digital Commons @ Otterbein

Otterbein Police Department

University Documents & Records

2014

2014 Annual Campus Security and Fire Safety Report

Larry Banaszak

Otterbein University, lbanaszak@otterbein.edu

Follow this and additional works at: <https://digitalcommons.otterbein.edu/police>



Part of the [Law Enforcement and Corrections Commons](#)

Recommended Citation

Banaszak, Larry, "2014 Annual Campus Security and Fire Safety Report" (2014). *Otterbein Police Department*. 1.

<https://digitalcommons.otterbein.edu/police/1>

This Article is brought to you for free and open access by the University Documents & Records at Digital Commons @ Otterbein. It has been accepted for inclusion in Otterbein Police Department by an authorized administrator of Digital Commons @ Otterbein. For more information, please contact digitalcommons07@otterbein.edu.



Annual Campus Security and Fire Safety Report

2014

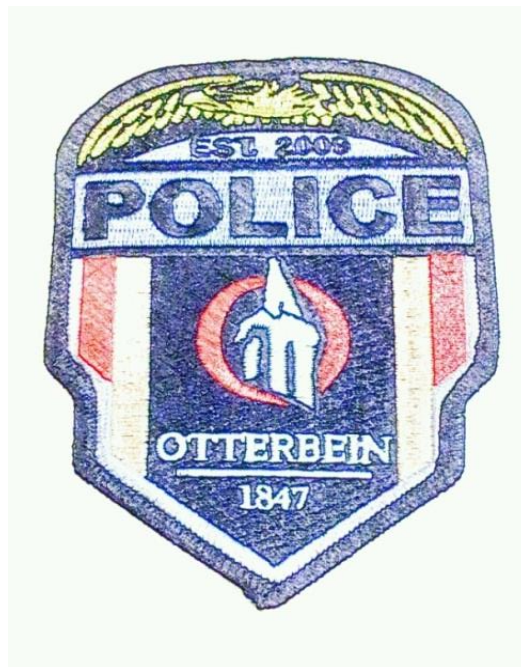


Table of Contents:

Letter from the Chief of Police	6-7
Introduction.....	7
Annual Disclosure of Crime and Residential Facilities Fire Statistics.....	8
Otterbein University Police Department.....	8-10
Criminal Activity off Campus Involving Students.....	10
Campus Crime and Arrest Statistics.....	10-11
2013 Crime Statistics for Otterbein University.....	12-14
Counselors and Confidential Crime Reporting.....	14-15
Assistance for Victims: Rights & Options.....	15
Silent Witness (Anonymous) Reporting.....	15
Clery Act Crime Definitions.....	16-18
Daily Crime and Fire Log.....	18-19
Reporting crimes and emergencies.....	19
Reporting a crime.....	19-20
Voluntary Confidential Reporting.....	20-21
Emergency Telephones.....	21
Emergency Notification.....	21
Rave Alert Notifications.....	22
Timely Warnings.....	22-23
Crime Alerts/Safety Bulletins.....	23-24
Campus Emergency Operation Plan (CEOP).....	24
Evacuation.....	24

Evacuation Procedures.....	24-27
Security and Access to Campus Facilities.....	27
Maintenance of Campus Facilities.....	27-28
Discrimination and Harassment Policy.....	29-38
Confidentiality.....	38
Sexual Misconduct Policy.....	39-56
Violence Against Women Act (VAWA).....	56-64
Resources for Victims of Domestic Violence, Dating Violence, Sexual Assault & Stalking On-Campus.....	64-65
Resources for Victims of Domestic Violence, Dating Violence, Sexual Assault & Stalking In the Franklin County/Delaware County Area.....	65-66
Sexual Violence Resource and Advocate.....	66
Risk Reduction, Warning Signs of Abusive Behavior and Future Attacks....	66-68
If you have been assaulted:	68
Sexual Offender Notification and Information (Megan’s Law).....	68-69
Sexual Misbehavior.....	69-70
Understand the Reporting Process: YOU HAVE THE CHOICE.....	70
Support One Another.....	70-71
Look after your friends!	71
Sexual Misconduct Awareness and Prevention.....	71
Student Code of Conduct: General Statement.....	71-72
Substance Abuse Intro.....	72-77
• Standard of Conduct for Alcohol and Drugs.....	73
• Otterbein University Drug and Alcohol Policy.....	74
• Legal Sanctions; Local, State, and Federal.....	74-75
• Penalties.....	75-76
• Campus Regulations.....	76-77

Drug Law Violations and Financial Aid.....	77-78
Substance Abuse Education and Support.....	78
Counseling Treatment Rehabilitation and Re-Entry.....	78-79
Counseling, Treatment, Support, and Community Resources.....	79
Alcohol and Drug Chart.....	79-80
Health Center Services.....	81
OhioHealth Westerville Medical Campus.....	82
St. Ann’s Hospital.....	83-84
Campus Security Related Policies.....	84-88
• Missing Persons Policy.....	84-86
• Weapons Policy Statement.....	86
• Reason for Policy/Purpose.....	86
• Policy/Procedures.....	86-87
• Deliveries and Solicitation Policy.....	87
• Magnetometer (Metal Detector) Policy.....	87-88
• Smoking Policy.....	88
Crime Prevention Education and Awareness Programs.....	88
• Introduction to Crime Prevention.....	88-89
• Crisis Response on Campus: Active Shooter Phase 1 & 2.....	89
• Crisis Response on Campus: Active Shooter Phase 3.....	89
• Introduction to Emergency Response on Campus.....	89
• Sexual Assault Awareness and Prevention.....	89
• Date Rape Drugs.....	89
• Personal Protection and Self-Defense.....	89-90
• Alcohol Decisions, Drugs and The Law.....	90
• Internet Safety and Identity Theft.....	90
• Personal Protection for Women.....	90
• Residence Hall Fire Safety.....	90
• Residence Hall Smoke Out.....	90
• Safety Services offered by Otterbein University.....	90-91
• Police Escort.....	91
• Personal Safety.....	91
• New Student Orientation.....	91
• New Employee Orientation.....	91
• Women’s Self Defense.....	91
• Operation Identification.....	91

• Bicycle Registration.....	91
• Crime Education Material.....	91
• Lighting Survey.....	91
Residence Halls Safety Standards.....	92-93
Fire Safety.....	93
• Student Housing Facility Fire Safety Systems.....	93
• Fire Safety Improvements and Upgrades.....	93
• Reporting a Fire.....	94
• Evacuation of Student Housing Facilities in the Event of Fire.....	94-95
• Fire Drills in Student Housing Facilities.....	95
• Fire Safety-Major: These are Level IV Violations.....	95
○ Creating False Alarms.....	95
○ Failure to Evacuate a Structure.....	95
○ Tampering with Fire Alarms and Equipment/Fire Extinguishers.....	96
• Fire Safety-Minor: These are Level III Violations.....	96
• Fire Safety Education.....	96
ON-CAMPUS RESIDENCE FIRE STATISTICS.....	96
2013 ANNUAL CAMPUS SECURITY / FIRE SAFETY REPORT.....	97-98
Frequently Asked Questions.....	99-100

To the Otterbein Campus Community,

Thank you for taking time to read this year's Annual Campus Security and Fire Safety Report. The report is designed to provide you with important information about security and fire safety on campus. In addition to outlining the details of the many safety programs Otterbein offers its community members, the report also contains statistics about reported crimes and fire safety initiatives on campus.

The safety you experience on campus is due in part to the combined efforts of many different departments and individuals. Safety is a shared responsibility and we rely on every community member to contribute to security on campus by using common sense when going about their daily activities and reporting suspicious activities when observed.

The Otterbein University Police Department is primarily responsible for criminal enforcement on campus and developing and providing services, programs, and strategies for maintaining a safe campus. In order to meet this goal, the Department focuses primarily on four functions. First is a strong partnership with and service to the campus community. We recognize that we exist to provide service to the campus community and support the idea that all relationships require constant nurturing. We are committed to the philosophy of community-oriented public safety and problem solving. The Otterbein University Police Department works with various student organizations, residence halls, varsity athletic teams, and administrative and academic offices, we are able to service the individualized needs of the campus community.

Second, the Otterbein University Police Department focuses on crime prevention and safety related programming to promote individual responsibility and community safety. The Department offers a wide range of training opportunities that are presented throughout the academic calendar at varying times and locations. Crime prevention and safety related programming currently scheduled can be viewed on the Otterbein Police Department web-site at <http://www.otterbein.edu/Police/>

Third, we focus on the emergency management function which requires a comprehensive approach to preventing, preparing for, responding to, and recovering from emergency situations. Otterbein has a proactive approach to planning for emergencies, having hosted and participated in several critical incident table-top exercises involving participants from many of Otterbein's departments and offices, as well as City of Westerville and central Ohio emergency preparedness representatives.

Finally, the department is charged with the enforcement of Ohio and Westerville laws and ordinances, as well as Otterbein judicial regulations and policies. This function is essential to maintaining an environment that is safe and allows our educational mission to occur without

disruption.

We hope you find this report informative and helpful, and that your stay at Otterbein will be enjoyable and safe. If you have questions or would like further information about safety and security at Otterbein, please visit us at <http://www.otterbein.edu/Police/> or contact us at (614) 823-1222.

Larry Banaszak
Chief of Police
Otterbein Police Department

Introduction

Franklin County and the Westerville area is a great place to live, work, and study, full of history, and set in the picturesque City of Westerville. In this setting it is easy to forget we are not immune to the kinds of problems that beset the rest of the world. While our community is relatively safe, crime is a reality at Otterbein University and in Westerville.

The Otterbein University Police Department (OPD) makes every effort to provide a safe and secure environment for students, staff, faculty, and visitors. However, safety and security must be a cooperative venture, and no police department can be effective unless individuals exercise reasonable care and prudence. The officers and staff of OPD need your help in keeping our campus safe.

Purpose of Publication:

- Provide the Otterbein community with an overview of the Otterbein University Police Department services.
- Share crime statistics required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.
- Inform current and prospective students, staff, faculty, and visitors about the University's policies and programs designed to help keep them safe.
- Share information regarding emergency preparedness and planning.
- Share information regarding fire safety, fire statistics, and fire-related information.

The Otterbein Police Department provides the information contained in this document as a service to the Otterbein community and to comply with federal and state requirements. If you have any questions or concerns related to the information in this document, please contact the Otterbein University Police Department located at 194 West Main Street Westerville, Ohio 43081, or by email at Police@Otterbein.Edu, or by telephoning 614-823-1222.

Annual Disclosure of Crime and Residential Facility Fire Statistics

OPD prepares the Annual Security and Fire Safety Information Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The report is prepared in cooperation with local law enforcement and fire department agencies surrounding our campus, as well as the Office of Student Affairs and other University departments.

Campus crime, arrest and referral statistics include those reported to OPD, designated campus officials (Campus Security Authorities), including but not limited to directors, deans, residential life personnel, Student Conduct personnel, advisors to students/student organizations, athletic coaches, other University employees, and local law enforcement agencies.

Each year, an e-mail notification is made to all enrolled students, faculty and staff that provide the web site to access the report. Copies of the report may also be obtained at OPD located at 194 West Main Street Westerville, Ohio 43081, or by calling (614) 823-1222, or emailing Police@Otterbein.Edu.

Prospective employees and students may also obtain a copy of the report through OPD.

Statistical information for criminal incidents reported to OPD is also filed yearly with the Westerville Police Department in the Westerville Ohio Uniform Crime Report. Information on crime in Westerville and in the areas surrounding campus is available at the Westerville Division of Police. Their address is 29 South State Street Westerville, Ohio 43081. Their Phone number is (614) 901-6450.

Campus Law Enforcement: Otterbein University Police Department (OPD)

The Otterbein University Police Department is a full service campus police department serving all students, staff, faculty, and guests of the University. We are located at 194 West Main Street Westerville Ohio 43081. The telephone number is 614-823-1222. The Chief of Police oversees the department and reports to the Vice President for Student Affairs. The department operates twenty-four hours a day, seven days a week. Full-time law enforcement staff includes the Chief of Police, Deputy Chief, three Sergeants, five Patrol Officers and one Administrative Assistant. Law enforcement personnel are commissioned under the Ohio Peace Officers Training Commission. Officers have complete police authority to investigate criminal activity and make arrests on University property including streets and alleys in the campus area. Many of the law enforcement personnel have prior state and municipal police or military experience.

Officers patrol the campus around the clock, year round in marked police vehicles, on foot, and on patrol bicycles. Officers are primarily responsible for maintaining a safe and secure living,

learning, and working environment, response to emergency, facility security and property protection, traffic enforcement, enforcement of campus parking regulations, and enforcement of applicable federal, state, and local laws, as well as University policies and regulations.

During the week the Otterbein University Police Department is open from 8:30 a.m. to 5:00 p.m. during fall and spring semesters and from 8:30 a.m. to 4:30 p.m. during summer semester. Any time day or night, services can be obtained by calling 614-823-1222 for both emergencies and non-emergencies, or dial 1222 from any campus telephone. Emergencies can also be reported by dialing 911 which routes into the City of Westerville Communication Center who will then dispatch an OPD Officer.

The OPD has the authority to investigate and enforce student Code of Conduct Violations and will on occasion file judicial charges in lieu of or in addition to criminal offenses.

Officers may notify other law enforcement agencies to assist with or take over major crimes or incidents on campus.

The Otterbein Police maintain a close working relationship with local law enforcement. We have a mutual aid agreement with the City of Westerville and the Westerville Division of Police. OPD also has a dispatch agreement with the City which means our officers are dispatched by their Communications section and are on the same radio frequencies as Westerville Police Department (WPD) officers. This enhances communications and thus services to the community. OPD officers also participate in WPD in-service schools and thus frequently train with their officers. The OPD chief and deputy chief also participate in regular meetings with the WPD command staff to enhance efficiency of operations and services. They also attend scheduled meetings with chiefs of police associations in Franklin and Delaware counties. It should be noted if for any reason OPD lacks the resources to professionally investigate major crimes or manage serious incidents on campus, we will ask for assistance from WPD or other agencies, and in some cases turn the crime or incident over to another agency and serve to assist.

The Otterbein Police Department works with the Student Affairs Staff to promote general well-being and safety in the residence halls. Officers work closely with our Campus Life partners in assigned buildings to provide training and information to promote crime prevention awareness and to develop healthy relationships with the residents of the building.

OPD strives to foster and encourage Community-University Police Department partnerships, both to aid in the prevention of crime, and to develop and maintain positive communication and mutual understanding and trust between students, staff, faculty, and the police department. Partnerships between community and the police are always stronger when the community understands and supports the role of the police and when the community is confident the actions of the police are fair and just. Students who fully understand the role of OPD and our

efforts to enhance the quality of community life will be better prepared to provide advice to the university police department to help shape policies and initiatives.

The security systems on campus include 38 security cameras, 44 emergency telephones placed strategically throughout campus, panic alarms, and Tattle Tail Alarm Systems throughout the Otterbein University Campus.

Criminal Activity off Campus Involving Students

Otterbein University operates no off-campus housing or off-campus student organization facilities. However, approved senior students live in the campus area in private rental residences not owned by the University, as well as in rentals off but near campus. While Otterbein Police do not have the primary jurisdiction in off campus areas, OPD officers can and do respond to student-related incidents that occur in close proximity to campus when mutual aid is requested by the Westerville Police Department. When WPD requests aid from OPD in an off campus property involving students, they are the primary agency handling the incident and OPD serves as a back-up support role. When an Otterbein student is involved in an off-campus offense, OPD may assist with the investigation in cooperation with local, state, or federal law enforcement. Note WPD shares information regarding off campus crimes involving students with OPD, and may request a OPD representative be present when dealing with students in areas immediately adjacent to campus. WPD and other local law enforcement agencies regularly provide reports of offenses committed by students to OPD and the University Office of Student Conduct.

Campus Crime and Arrest Statistics

The following crime and arrest statistics compiled by OPD are from calendar years 2012, 2013, and 2014. The statistics do not reflect reports that might have been made to other departments or individuals at the University unless those individuals or departments informed OPD of the incidents. Victims or witnesses may report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. Professional counselors, when acting as a counselor, are not required to report crimes or incidents; however, the University urges counselors to provide "statistical information" should they become aware of a sexual assault incident.

Comprehensive crime statistics for Otterbein University are also available online at the U.S. Department of Education (<http://ope.ed.gov/security/>) and the Federal Bureau of Investigation Uniform Crime Reports (UCR) (<http://www.fbi.gov/ucr/>). **Crime definitions under the Clery**

Act and UCR may be different, so crime statistics provided in Clery and UCR reports may differ.

Institutions of higher education are required to compile and report crime statistics in four categories by location. The categories are: "On-Campus", "On Campus Student Housing Facilities", "Non-Campus Buildings or Property", and "Public Property".

"On Campus" means any building or property owned or controlled by the University within the same reasonable contiguous geographic area and used by the University in direct support of, or in a manner related to the University's educational purposes, including residence halls; and

Any building or property that is within a reasonably contiguous to the previous paragraph that is owned by the University but controlled by another person, is frequently used by students, and supports University purposes (such as food or other retail vendor).

"On Campus Student Housing Facilities" means any student housing facility that is owned or controlled by the University, or is located on property that is owned or controlled by the University, and is within a reasonable contiguous area that makes up the campus.

"Non-Campus Buildings or Property" is defined as buildings or property not part of the main campus or a separate campus which is: owned or controlled by the University; and used in support or in relation to the University's educational purposes, including student housing areas. For the purpose of gathering and classifying statistics for this report, properties listed as "non-campus" include: Equine Facility located at 600 North Spring Road, and the Frank Museum at 39 South Vine Street.

"Public Property" relates to offenses occurring on: All public property, including thoroughfares, streets, sidewalks, parks, and parking facilities, that are within the campus, or immediately adjacent to and accessible from the campus. "Public Property" crime information is collected by OPD and the Westerville Police Department.

The table below lists eleven categories of crime as required by the Jeanne Clery Act. Each category is subdivided by where the criminal incident took place: On-Campus, in a Residence Hall, on a Non-Campus Property, or on adjoining Public Property.

OTTERBEIN UNIVERSITY CRIME STATISTICS 2013

Type of Offense	Year	On Campus	On-Campus Residential Facility	Non-Campus Buildings or Properties	Public Property
Murder and Non-Negligent Manslaughter	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Manslaughter-Negligent	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Sex Offenses-Forcible	2011	0	0	0	0
	2012	2	2	0	0
	2013	2	1	2	0
Sex Offenses- Non Forcible	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Robbery	2011	0	0	0	0
	2012	0	0	0	1
	2013	0	0	0	0
Aggravated Assault	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Burglary	2011	6	4	0	0
	2012	6	6	0	0
	2013	3	3	0	0
Motor Vehicle Theft	2011	1	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Arson	2011	0	0	0	0
	2012	0	0	0	1
	2013	0	1	0	0
Stalking	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Dating Violence	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
Domestic Violence	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0

HATE CRIME STATISTICS 2013

Hate crimes for Clery purposes are defined as any of the crimes from the previous page, plus the crimes of larceny-theft, simple assault, intimidation, vandalism, and any other crime involving bodily injury to any person in which the victim was intentionally selected because of the offender's bias against the victim's actual or perceived race, gender, religion, ethnicity/national origin, sexual orientation or disability.

Type of Offense	Year	On-Campus	Residential Facility	Non-Campus	Public Property
RACE	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
GENDER	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
RELIGION	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
ETHNICITY/ NATIONAL ORIGIN	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
SEXUAL ORIENTATION	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0
DISABILITY	2011	0	0	0	0
	2012	0	0	0	0
	2013	0	0	0	0

These statistics can be found at the following link:

www.otterbein.edu/public/CampusLife/HealthAndSafety/Police/CleryActCrimeReporting.aspx

Arrest statistics for three offense categories for 2011, 2012, and 2013 are also listed below.

"Liquor violations" primarily consist of underage possession or consumption of alcoholic beverages, and do not include driving while impaired or under the influence of alcohol, or public drunkenness. The University is also required to report referrals for campus disciplinary proceedings for alcohol, drug, and weapons law violations in these statistics.

ARREST AND DISCIPLINE REFERRAL STATISTICS 2013

Persons Arrested : Liquor Law Violations	On Campus	Residential Facility	Non- Campus	Public Property
2011	5	1	1	2
2012	4	2	0	8
2013	14	3	6	12
Drug Law Violations				
2011	15	11	1	1
2012	11	4	0	15
2013	12	10	0	19
Illegal Weapon Violations				
2011	0	0	0	0
2012	0	0	0	1
2013	0	0	0	0
Persons Referred for Discipline: Liquor Law Violations				
2011	73	72	1	0
2012	80	75	2	2
2013	61	60	1	2
Drug Law Violations				
2011	0	0	0	0
2012	2	2	0	0
2013	0	0	0	0
Illegal Weapon Violations				
2011	0	0	0	0
2012	0	0	0	0
2013	0	0	0	0

Counselors and Confidential Crime Reporting

Policy Statement Addressing Counselors: Campus “Pastoral Counselors” and campus “Professional Counselors”, when acting as such, are not considered to be Campus Security Authorities and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

ACADEMIC: Students are each assigned a faculty member to assist with decisions concerning courses and class scheduling. These advisors are available for counseling on academic questions at (614-823-1573). The Center for Student Success at (614-823-1010) is also available.

PERSONAL: The Student Affairs Office at (614-823-1250) has staff, including the Chaplain at (614-823-1409) that are available to help with social and personal problems. Student Affairs staff work to make sure students have a place to turn for quality mental health services. Licensed Psychologists are available through the Student Affairs Office with a limited number of visits paid by the University. The Women's Gender and Resource Center is another reference for students.

Assistance for Victims: Rights & Options

Regardless of whether a victim elects to pursue a criminal complaint, the university will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights.

Silent Witness (Anonymous) Reporting

Silent Witness Program - We live and work in a small community and we all like to think of it as "home." And, while we would wish otherwise, it is often true that members of our extended family here on campus may cause problems for others or have experienced problems themselves. When crimes occur that affect our community, several things can be said:

- Because our campus is small, it is almost certain that someone has either seen the event take place or knows of someone who did.
- There is a greater likelihood that someone has heard or seen something or someone which leads them to believe that they were either involved or know the persons who were.
- Someone wishes to provide Otterbein Police with information, but does not wish to be identified as the party providing the information.

If you wish to report a crime anonymously, go to the Silent Witness area of the OPD webpage at www.otterbein.edu/police. Use this form to provide information anonymously regarding possible crimes, planned crimes, and/or law/policy violations. Once the form is completed, click the "send form" button at the bottom of the page. The contents of this form are e mailed directly to OPD.

DO NOT send emergency or crisis information or information on situations needing an immediate response to OPD through this link. While we follow up on all information sent through the anonymous tips site, messages sent through the site are not monitored 24 hours a day.

Clery Act Crime Definitions

Manslaughter by Negligence (Clery Definition): The killing of another person through gross negligence.

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

Sex Offenses, Forcible (Clery Definition): Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

Forcible Rape (Clery Definition): The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

Forcible Sodomy (Clery Definition): Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Forcible Fondling (Clery Definition): The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sexual Assault (Clery Definition): Means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

Sexual Assault With An Object (Clery Definition): The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sex Offenses, Non-forcible (Clery Definition): Unlawful, non-forcible sexual intercourse.

Incest (Clery Definition): Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape (Clery Definition): Non-forcible sexual intercourse with a person who is under the statutory age of consent. (Refer to ORC 2907.02- Rape)

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

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

Motor Vehicle Theft (Clery Definition): The theft or attempted theft of a motor vehicle. This includes all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned (including joyriding).

Motor Vehicle Damage (Clery Definition): 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.

Domestic Violence (Clery Definition): Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, 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.

Dating Violence (Clery Definition): Means violence committed by a person:

(a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship will be determined based on a consideration of the following factors:

(i) The length of the relationship.

(ii) The type of relationship.

(iii) The frequency of interaction between the persons involved in the relationship.

(Refer to Domestic Violence under Ohio Revised Code Section 2919.25, and Assault under Ohio Revised Code Section 2903.13)

Stalking (Clery Definition): Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for his or her safety or the safety of others; or (b) suffer substantial emotional distress.

Hate Crimes (Clery Definition): Crimes that manifest evidence the victim was intentional selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crimes Statistics Act and Campus

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

Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned. See a complete listing of Weapons Definitions according to the Ohio Revised Code on page 85 of this report.

Daily Crime and Fire Log

OPD maintains a Daily Crime and Fire log that is available on the Otterbein University Police Website at:

<http://www.otterbein.edu/public/CampusLife/HealthAndSafety/Police/CleryActCrimeReporting.aspx>

The Crime and Fire Log contains information required by the Clery Act on all criminal incidents and alleged criminal incidents reported to OPD. The following information is on the log: Report Number, Date Incident Reported, Date of Incident, Time of Incident, General Location, Criminal Offense, Disposition, Supervisor Review, Charges Filed in, Unit Number, Clery Indication.

The log is designed to disclose crime information on a timelier basis than the annual statistical disclosures. A crime is entered into the log as soon as possible when reported to OPD. It includes crimes which are reported directly to OPD, as well as crimes that are initially

reported by another campus security authority or from a local law enforcement agency who subsequently reports them to OPD.

Reporting Crimes and Emergencies

Community members, students, faculty, staff, and guests are encouraged to report all crimes and safety related incidents to the Otterbein University Police Department in a timely manner. To report all non-emergency crimes on campus call 614-823-1222. For emergencies call either the number above or 911.

Information regarding incidents of sexual misconduct may be shared with any employee of Otterbein University. Employees who learn of an incident of sexual misconduct or other serious crime (Clery Act crimes including Murder, Manslaughter, Forcible Sex Offenses, Burglary, Robbery, Aggravated Assault, Motor Vehicle Theft, Arson, Hate Crimes, Domestic Violence, Dating Violence, Stalking) should then report the information to the Vice President for Student Affairs Office, the OPD, or the Human Resource Director who is the Title IX Coordinator.

To report a fire or to request an ambulance for a medical emergency, call 9-1-1. You will be connected to the Westerville Police/Fire Emergency Communication Center. Make sure you tell the operator which campus building you are in. Westerville Communications will dispatch Police and Fire.

Reporting a Crime

- Call OPD at 614-823-1222 and communicate details of the incident.
- Advise the location of the incident.
- Describe the suspect. Note the appearance, male/female, clothing, height, weight, ethnicity, scars, and other noticeable features.
- Describe vehicles if involved. Include make, model, color, license plate number, and direction of travel.
- Do not put yourself in harm's way. (Providing information for officers to act on is more important than confrontation).

If you observe a crime or a suspicious incident, call immediately. Don't assume someone else has made the call. Try to provide the dispatcher with accurate, detailed information about the problem. When reporting an emergency, try to explain your needs as calmly as you can. **"STAY ON THE LINE"** until the dispatcher says it is okay to hang up.

Police Officers are available to take your calls 24 hours a day. In response to a call, OPD will take the required action, or ask the victim to respond to the nearest Police Department. OPD officers respond to all reports of crimes and emergencies on campus and will complete an "Incident Report" for emergencies and a "Criminal Report" for crimes occurring on or adjacent to University property. OPD incident and criminal reports are forwarded to the Dean of Students and other appropriate parties and may include judicial charges for violations of the Student Code of Conduct.

If assistance is required from Westerville Police or the Westerville Fire Department, OPD will contact the appropriate unit. If a sexual assault or rape occur, staff on the scene, including OPD, will offer the victim a wide variety of resources. Otterbein University has a trained Sexual Assault Investigator and Advocate available to assist a victim 24 hours a day.

All crimes should be reported to OPD to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community when appropriate.

Crimes often occur in clusters. If you report a crime or a suspicious situation, you might prevent the next one from taking place. An activity which you feel is unusual may be a sign of a criminal act. It is crucial that you contact OPD immediately whenever you see or hear something suspicious. OPD will respond to all reports of suspicious activity whether or not you choose to identify yourself. Your call could prevent a crime against a friend, a neighbor, or yourself.

Signs of crime may include: A scream or call for help - a strange car repeatedly driving by - a broken window - a stranger noticed entering your neighbor's room or home or entering an office or lab with no apparent business to transact - a stranger loitering in a parking area or near your home, residence hall, or work area - a stranger in possession of two bicycles.

Voluntary Confidential Reporting

If you are the victim of a crime and do not want to pursue action within the University disciplinary system or the criminal justice system, you may want to consider making a confidential report to OPD.

The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the University can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution. The information obtained in a confidential report will be shared only with those University officials who will assist in the investigation and/or resolution of the complaint.

If a report of crime or incident of sexual misconduct discloses an immediate threat to the University campus community, where timely notice must be given to protect the health or safety of the community, the University may not be able to maintain confidentiality of the incident, but all personal information will be protected. Immediately threatening circumstances include, but are not limited to, reported incidents of sexual misconduct that include the use of force, a weapon, crimes of violence, or other circumstances that represent a serious and ongoing threat to Otterbein University students, faculty, staff or visitors.

Emergency Telephones

Campus telephones are located outside the main entrances of most residence halls. If you need emergency assistance, pick up any campus telephone and dial 1222. There are also emergency “blue light phones” located strategically throughout campus. These blue light phones connect directly to OPD. The phones are activated by the touch of a button, and when the phones are activated a strobe light on the top will flash. This marks the location for the responding officer and serves as a deterrent to further criminal activity. Telephones carried by patrol personnel will display the location of the call to ensure officers respond quickly to the correct location.

When you activate an emergency phone please provide the following information:

- Your location
- The nature of the emergency

Be prepared to respond to communications from the officer. Familiarize yourself with Blue Light and emergency telephone locations. An interactive Map showing the locations of blue light and emergency phones on campus is available online at the following link:

<http://campustour.otterbein.edu/> (Check the “Emergency Call Box” link to see Location of phones.)

Emergency Notification

In the event of a disaster, significant emergency, dangerous situation, or if a crisis arises, either on or off campus, that in the judgment of the Chief of Police or his/her designee, in consultation with other University administrators, potentially constitutes an ongoing or immediate danger, a campus wide alert will be issued. The alert will be issued by Otterbein Marketing and Communications through the Rave Alert System and may also be sent through the university e-mail system to students, faculty, and staff. Depending on the particular circumstances of the incident, OPD may also post the notice on the Otterbein University Police website at:

www.otterbein.edu/police.

Rave Alert Notifications

The university issues Timely Warnings and Emergency Notifications through its Rave Alert mass notification system. Rave Alert enables the university emergency response team members to communicate with students, staff, and faculty in minutes by sending a message via a number of contact methods-including email, text messaging, cell phones and office phones. Rave Alert is only used for emergencies, crises and reports of serious crime where a situation exists which potentially constitutes an ongoing or immediate danger. This is a free service to members of the Otterbein University community. Otterbein students, faculty, and staff are automatically signed up for Cardinal Red Alert, but may opt out by visiting:

<http://www.otterbein.edu/public/CampusLife/HealthAndSafety/Police/redalert.aspx>

The success of this service relies on you to provide accurate contact information.

Timely Warnings

The Otterbein Police Department and the Office of Marketing and Communications work together on creating and issuing Timely Warning notices to the community. Timely Warnings are sent to inform the community of crimes or incidents which may pose a serious threat to safety. Should a serious threat occur, the Otterbein Police Department will inform members of the Office of Marketing and Communications who will in turn create and deliver the messages. The messages will be sent via the Rave Alert emergency notification system. Members of the Otterbein University Community will receive an email, voicemail and text message provided they are signed up in the system.

Per the Clery Act, a Timely Warning will be issued for the crimes below if they pose a serious or continuing threat to the community:

- Criminal Homicide
- Aggravated assault (cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case by case basis to determine if the individual is believed to be an on-going threat to the larger Otterbein community) Robbery involving force or violence (cases including pick pocketing and purse snatching will typically not result in the issuance of a Timely Warning, but will be assessed on a case by case basis)
- Sexual Assault (considered on a case by case basis depending on the facts of the case, when and where the incident occurred, when it was reported, the threat level to campus, and the amount information known by the OPD)
- Major incidents of arson
- Domestic Violence, Dating Violence, Stalking

- Other crimes as determined necessary by the Chief of Police, or his or her designee in his or her absence

The department does not issue Timely Warnings for the above listed crimes if:

1. The department apprehends the subject(s) and the threat of imminent danger for members of the Otterbein community have been mitigated by the apprehension.
2. A report was not filed with OPD or OPD was not notified of the crime in a manner that would allow the department to post a Timely Warning for the community. Each incident will be evaluated on a case by case basis.

A Timely Warning notice will generally include the following:

- Date and time or timeframe of the incident
- A brief description of the incident
- Information that will promote safety and potentially aid in the prevention of similar crimes (crime prevention or safety tips).
- Suspect description(s)
- Police/Public Safety agency contact information
- Other information as deemed appropriate

Keep in mind the initial notification will go out as quickly as possible to enhance safety. It will provide limited information as many of the details will not be known at the time. However, update information will follow as additional details are received and confirmed. Updates may be sent via Rave Alert messages or posted on the University web site at:

<http://www.otterbein.edu/public/CampusLife/HealthAndSafety/Police/redalert.aspx> Timely Warnings may also be posted in campus buildings in the lobby/entrance areas. The warnings will remain posted as long as appropriate per OPD.

Timely Warnings are filed in the OPD case jacket investigative reports, as well as the Clery file for Timely Warnings.

Crime Alerts/Safety Bulletins

OPD will occasionally send out Crime Alerts or public safety advisories to inform the community of crimes or safety related matters that do not give rise to the level of causing serious or continuing threats to Otterbein. Examples may include vandalism to buildings, damage or thefts to vehicles in parking lots, etc.

OPD also maintains a daily crime log which is normally updated each business day and contains all crimes reported to the campus police.

The information is posted at:

<http://www.otterbein.edu/public/CampusLife/HealthAndSafety/Police/CleryActCrimeReporting.aspx>

Campus Emergency Operations Plan (CEOP)

Otterbein University has a Campus Emergency Operations Plan in order to prevent, prepare for, respond to, and recover from emergency situations. OPD is responsible for maintaining the plan and keeping it current as well as initiating annual training to test the plan. We also work closely with the University Safety Committee and Cabinet to manage the process. OPD works in conjunction with local first responders such as the Westerville Divisions of Police and Fire, the Franklin County Emergency Management and Homeland Security Agency. The CEOP was developed under the Incident Command System (ICS) model prescribed by the National Incident Management System (NIMS). It includes information regarding incident teams, crisis plans and protocols, and safety guidance for students, faculty and staff. Should an incident occur, members of the CEOP respond and they will size up and determine the impact of the incident, make appropriate emergency notifications, prioritize emergency actions, deploy resources and equipment, communicate information and instructions, monitor/re-evaluate conditions, review the effectiveness of the response after the incident and perform any other duties delegated to them through the Otterbein Incident Command System. For security purposes, the CEOP is only available to current students, faculty and staff on the intranet. Note, all members of the CEOP receive at least annual training.

Evacuation

Resident Assistants and other residential life staff receive emergency response and evacuation training every year. The training includes information regarding emergency assembly areas (EAAs) and shelter in place sites (SIP) for different locations on campus.

Evacuation Procedures

Determine in advance the nearest exit from your work location, classroom or dorm room, and the route you will follow to reach that exit in an emergency. Establish an alternate route to be used in the event your route is blocked or unsafe. Each building has emergency exit routes posted and “EXIT” signs at stairwells and exit doors.

During an evacuation:

1. Evacuate quickly

2. Follow instructions from emergency personnel and follow the directions provided for safe routes of evacuation
3. Check doors for heat before opening. (Do not open door if hot)
4. Close the door as you exit your room or office
5. Dress appropriately for the weather
6. Take only essentials with you (e.g. eyeglasses, medications, identification, and cash/checkbook/credit cards) – do not pack belongings
7. Turn off unnecessary equipment, computers and appliances
8. Walk, do not run. Do not push or crowd
9. Do not use elevators
10. Keep noise to a minimum so you can hear emergency instructions
11. Use handrails in stairwells; stay to the right
12. Assist people with disabilities
13. Listen to a radio, if available, to monitor emergency status

Relocating outside the building:

1. Once outside, move to a clear area that is at least 100 feet away from the affected building.
2. Keep streets and walkways clear for emergency vehicles and crews
3. Watch for falling glass and other debris
4. Stay with your fellow building occupants so all can be accounted for
5. If you have relocated away from the building, DO NOT return until notified that it is safe to do so.

Do not use your personal vehicle for evacuation unless specifically instructed to do so. If cars are used to evacuate, protect against hazardous materials by keeping windows closed and outside air conditioning or heating systems off.

Fire and evacuation drills are held twice per semester for each residence hall. Fire drills are a mandatory supervised evacuation of a building for a fire. The fire drill is scheduled with OPD, and the individual residence hall staff. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. The purpose of fire evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. Fire evacuation drills are used as a way to educate and train occupants on issues specific to their building. Evacuation maps are to be posted on every exit and hallways in all residence halls and other Otterbein property.

Shelter-In-Place: is an option in emergency response to danger. The decision to shelter-in-place will vary and is decided on a case-by-case basis. If an incident occurs and the building you are in is not damaged, stay inside-seeking an interior room-until you are told it is safe to come

out. If your building is damaged, or you are directed to evacuate, leave everything in your room, and follow the evacuation procedures for your building. Close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, proceed to the emergency assembly site for your area. If police or fire personnel are on the scene, follow their directions.

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise; follow these steps, unless instructed otherwise by local emergency personnel:

During certain emergency situations, particularly chemical, biological, or radioactive material releases and some weather emergencies, you may be advised to “shelter in place” rather than evacuate the building.

When directed to shelter in place:

1. Stay inside the building (or go indoors as quickly as possible)
2. Do not use elevators
3. Quickly locate supplies you may need such as food, water, radio, etc.
4. If possible, go to a room or corridor where there are no windows and few doors
5. If there is time, shut and lock all windows and doors (locking the door may provide a better seal on the door against chemicals).
6. In the event of a chemical release, go to an above ground level of the building; most chemical vapors and gases are heavier than air and may seep into basements even if windows are closed
7. Turn off heat, fans, air conditioning, or ventilation system, if you have local control of the systems
8. Drink bottled water or stored water, not water from the tap
9. If possible, check for additional information through the local radio and television stations
10. Do not call 911 unless you are reporting a life threatening situation
11. If you smell gases or vapors, hold a wet cloth loosely over your nose and mouth and breath through it in as normal a fashion as possible

When the all clear is announced open all doors and windows, turn on heating, air conditioning or ventilation systems, and go outside and wait until the building has been ventilated.

1. Depending on the situation, if you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, depending on the incident, seek a safe location or proceed into the closest building quickly or follow instructions from emergency personnel on the scene.

2. Locate a room to shelter inside. It should be an interior room without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary.
3. Shut and lock all windows and close exterior doors.
4. Make a list of the people with you and ask someone (RA or other staff) to call the list in to the Otterbein University Police Department so they know where you are sheltering. If only students are present, one of the students should call in the list.
5. Listen for further instructions through Rave Alert System or emergency responders.

Security and Access to Campus Facilities

Most campus buildings and facilities are accessible to students, parents, employees, contractors, and guests during normal business hours, excluding holidays. Athletic facilities, the library, and other select University service areas have varying hours of operation. Most of the academic and administrative buildings on campus are controlled by a card access system. While these buildings will be locked and closed to the general public after regular business hours, students, faculty and staff may gain access by using their University identification card in the card access system. In the case of periods of extended closing, non-residential buildings will be secured according to schedules developed by the department responsible for the facility, and the university will admit only those with prior approval to all facilities.

Residential buildings are secured 24 hours a day. Most exterior doors in student residential halls are controlled by card access, and students are issued a key for their room. Over breaks students will turn in their room keys and their Otterbein University Cardinal Card access is cancelled. Only those students who have prior permission to stay during break will have card access.

Maintenance of Campus Facilities

OPD officers, as part of their patrol procedures, generate work orders to Facilities Management when any defective lighting or unsafe condition related to facilities on campus is noted. Students, faculty, and staff are encouraged to report any safety or security concerns directly to OPD.

Facilities Management is responsible for the maintenance and upkeep of buildings and grounds on campus. This includes everything from changing light bulbs to construction of buildings and everything in between. If you need service in your residence hall or elsewhere on campus, contact the Facilities Management Service Response Center at 614-823-1300.

All requests, concerns, or ideas about facilities maintenance are welcome. Non-urgent requests may be made through the website at: <http://www.otterbein.edu/intranet/service-dept.aspx>

Urgent requests should be called in immediately at 614-823-1300. For after-hours emergency service (4:00 p.m. to 8:00 a.m.), call OPD at 614-823-1222.

Some safety facility tips include:

- Lock your room (even if you are just leaving for a few minutes) and secure your room key.
- Never prop exit doors open.
- Notify OPD immediately if your keys or identification card are lost or stolen.
- Close and report any exit doors that are found open or left unsecured.
- Report any suspicious activities to a R.A. or OPD immediately.
- Notify Facilities Management or OPD immediately if your locks are malfunctioning.
- Keep fire doors and stairwell doors closed at all times.

Discrimination and Harassment Policy:

HUMAN RESOURCES POLICY

104.0 Title **Discrimination and Harassment** *(Note: This policy replaces the former Affirmative Action Policy and Sexual Harassment Policy.)*

104.1 Philosophy Otterbein University is an equal access, equal opportunity institution committed to the values and practices of diversity and inclusion. Members and guests of the Otterbein community assume a measure of responsibility for upholding the University's commitment to free expression, free inquiry, honesty, tolerance, and respect for the rights and dignity of others.

104.2 Statement Otterbein University is committed to providing a workplace that is free from discrimination. Otterbein does not discriminate on the basis of race, color, gender, national origin, religion, gender identity, sexual orientation, age, disability, genetic information, military status, or veteran status (hereafter "protected status") in admissions, in access to, or in treatment within its educational programs or activities, in employment, recruiting, or policy administration.

In addition, Otterbein will not tolerate harassment by or of its employees, faculty, students, vendors, or visitors through words or actions based upon an individual's race, color, gender, national origin, religion, gender identity, sexual orientation, age, disability, genetic information, military status, or veteran status. This prohibition on harassment includes sexual harassment and sexual violence.

The University will take prompt and effective measures to assure that such discrimination and harassment does not occur. All charges of harassment in violation of this policy will be taken seriously. Any person found to have engaged in harassment will be subject to corrective action up to and including dismissal. The University strongly urges employees, faculty, students, vendors, or visitors to report all possible violations of this policy.

Also prohibited is retaliation against any individual who seeks relief from discrimination or harassment under this policy or through legal means.

Although guided by the laws of the United States and the State of Ohio, this policy is unique to Otterbein University and is an expression of the academic, residential, and professional standards of the Otterbein community. Moreover, this policy is not intended to impair or limit the right

of anyone to seek a remedy available under state or federal law.

104.3 Definitions

Discrimination: adverse action toward an individual based upon that individual's protected status so as to adversely impact that individual with regard to job application, hiring, student admissions, corrective action or discharge, promotions, job or educational opportunities, evaluation, employee compensation, or other terms and conditions of an individual's education and/or employment.

Harassment: unwelcome conduct that creates a hostile environment or otherwise results in individuals being denied equal opportunity in the terms and conditions of their employment or education that is based upon an individual's protected status, as defined above.

Harassment, including sexual harassment and sexual violence, as defined in this policy, is a form of discrimination under the law and under this policy. The University will investigate allegations of sexual violence pursuant to the Sexual Misconduct Policy

Sexual Harassment: a specific form of harassment that generally has been defined in two broad categories:

- Quid Pro Quo: involves promises (for example, raises, promotions, high grades, etc.) based on an individual's willingness to submit to unwelcome behavior, including sexual favors or activities or relationships or other unwelcome attention based on the person's sexuality or gender. It also can involve threats (e.g. demotion, bad grades, corrective action, etc.) based on an individual's refusal to submit to unwelcome behavior, including being involved in a sexual or romantic relationship, granting sexual favors, or engaging in other sexual or unwelcome activities based on sexuality or gender. The promise or threat does not necessarily need to be overt.
- Hostile Environment: ordinarily exists when there are incidents of verbal or non-verbal behavior in the workplace or academic environment that focus on the sexuality or gender of a person, that are unwelcome, that are severe or pervasive enough to adversely affect a person's work or academic environment, and that are outside the realm of appropriate academic study or work practices.

104.4 Forms and Examples

Hostile Environment:

The following are examples of the types of conduct that, if severe or pervasive enough, can create a hostile work or educational environment in violation of this policy:

- Abusive, threatening, intimidating, or offensive remarks about or action toward individual persons or classes of persons on the basis of a protected status, as defined above;
- Creating a work or education environment that is less favorable than others or otherwise designed to undermine, humiliate, embarrass, threaten, intimidate, or cause the individual to resign, based upon a person's protected status;
- Conduct creates a hostile environment if it is unwelcome and severe or pervasive enough to adversely affect an individual's work, educational, or living environment.

Sexual Harassment Examples:

- Submission to unwelcome conduct on the basis of gender is made either explicitly or implicitly a term or condition of an individual's employment, academic status, participation in any program or activity, or living environment;
- Inappropriate comments of a sexual nature, including sexually explicit comments, questions, or jokes;
- Persistent, unwelcome attempts to change a working or academic relationship into a romantic or sexual relationship;
- Inappropriate remarks about sexual activity, experience, or orientation;
- Abusive or derogatory remarks about individuals or classes of individuals on the basis of their gender or sexuality;
- Persistent and unwelcome forms of attention toward another member of the University community such as requests for dates, flirtations, sexual advances, phone calls or other communications, or unwanted gifts;
- Touching, patting, hugging, brushing against an individual's body, or repeated or unwanted staring;
- Display of inappropriate sexually oriented or derogatory materials in a location where others can see them;
- Sexual violence or assault (can also be a criminal violation subject to the criminal justice system).

Religious Discrimination Examples:

- Offensive remarks about a person's religious belief or practices so severe or pervasive that they create a hostile or offensive work environment;
- Adverse employment decision such as the victim being fired or demoted is based upon their religion;
- Refusing to allow reasonable accommodation to policies based upon religious beliefs or practices such as refusing to allow employees to wear

religious dress such as a Jewish yarmulke or Muslim headscarf.

104.6 Reporting

Reports of discrimination, harassment, or retaliation may be filed with the Office of Human Resources or Office of Student Affairs. Reports of sexual assaults should be filed with Otterbein Police Department or the Westerville Police Department. Any individual who believes he or she has been subject to discrimination or harassment or retaliation in violation of this policy is encouraged to report the incident(s), even if you are uncertain whether what you are experiencing or witnessing constitutes a violation of this policy. Prompt reporting of incidents is critical to effective enforcement of this policy.

In addition, all persons aware of discrimination, harassment, or retaliation also are urged to report in the manner designated below.

<u>Aggrieved</u>	<u>Administrator</u>
Faculty	Provost
Staff	Vice President for Business Affairs
Student	Vice President for Student Affairs or Director of Student Conduct

Note regarding students: For an incident in which the accused is a student, the investigative and enforcement procedures outlined within the Student Code of Conduct will apply. (See *Campus Life Handbook*)

Duty to Act:

The reporting method described above is preferred. However, if you are uncomfortable speaking with the above personnel, you may report the inappropriate conduct to any supervisor or manager. Any University administrator, supervisor, or faculty chair who receives a report will promptly contact the Director of Human Resources regarding the report. Any faculty member who receives a report from a student will promptly contact the Vice President for Student Affairs, Director of Student Conduct or Director of Human Resources.

Any supervisor, including faculty supervisors, vice president/dean or faculty member who becomes aware of information that would lead a reasonable person to believe that discrimination/harassment has occurred will notify the Office of Human Resources. Corrective action may be imposed on any individual who has a duty to act in any situation of potential discrimination or harassment and who fails to respond in a manner consistent with this and

related policies.

The University will take all such reports seriously and take appropriate steps to protect the complaining party from any ongoing harassment or discrimination during the course of these procedures as appropriate.

The University will not tolerate retaliation in any form against any person who in good faith reports an incident or circumstances he or she believes to be discrimination or harassment in violation of this policy, or who assists another in reporting or pursuing an allegation, or participates in an investigation of a claim of harassment. Such retaliation in itself is a violation of this policy and can subject the offender to appropriate sanctions or corrective action.

Any false report of conduct or events allegedly constituting discrimination or harassment under this policy also is a serious violation of this policy and will not be tolerated. No member of the Otterbein community may knowingly falsify a report of conduct, charge, or testimony under this policy.

The reporting and resolution of retaliation or false reports shall follow the procedures governing reports of discrimination and harassment under this policy.

104.7 Confidentiality

While confidentiality cannot be guaranteed, depending upon the circumstances, the University will make every reasonable effort to protect the confidentiality of all parties of such allegations. The person to whom alleged harassment or discrimination is reported may have a duty to share that information with those responsible for this policy.

104.8 Investigation and Resolution

During the investigatory period, the University will take steps to assure that the alleged conduct does not continue and that the complaining party (referred to as the “Complainant”) is safe from further improper conduct or retaliation. The complaining party should discuss with the Director of Human Resources or assigned investigator any need for such action.

Student Respondents: If the Respondent (the party complained of) is a student, the Vice President for Student Affairs or Director of Student Conduct will initiate the proper procedures through the Student Judicial System, through which the complaint will be handled from this point on.

Steps in Investigatory Process:

1. The Director of Human Resources and/or investigator(s) assigned by the Director will review the Complainant's allegation and meet with him or her to discuss and, if needed, gather further information. Should the Complainant choose, a friend or family member (but not legal counsel) may be present at any investigative meeting.
2. Before proceeding further, the Director of Human Resources, with the advice and input of any assigned investigators(s), will make a determination as to whether the conduct or language complained of would, if true, constitute a violation of this policy. If the conclusion is that the conduct or language complained of, even if true, would not constitute a violation of this policy, there will be no further investigation. The University will take any steps needed to remedy inappropriate conduct that does not constitute a violation of this policy. If the conclusion is that the conduct would, if true, constitute a violation of this policy, the investigation will proceed as follows.
3. The investigator(s) will investigate the allegation by contacting the Respondent and witnesses, gathering other pertinent information and following up with the Complainant, Respondent, and witnesses as needed. While the allegation is under investigation, the investigator will encourage all parties and witnesses to provide any additional information (including statements, e-mails, documents, or any other facts) that may assist the investigation. The investigator will continue to receive and review this information until the investigation is closed.

Conflicts: All parties shall identify any conflicts of interest as soon as possible in the process. If the Respondent would, under other circumstances, be a part of the investigation or appeal process, the President will appoint a substitute to stand in the place of that person. If there is an allegation that the President has violated this policy, the Chair of the Board of Trustees, working in consultation with the Director of Human Resources, will define a process for reviewing the allegation.

Confidentiality: The University encourages, but does not require, those involved in the process to maintain confidentiality to the extent possible. Limiting information to those who have the need to know will help foster a successful investigation. The Director of Human Resources and any assigned investigator will listen in confidence and will make every effort to maintain, but cannot guarantee, the confidentiality of the claim, information

provided, or concerns.

104.9 Conclusions

Findings, Conclusions, and Recommendations:

1. Upon completion of the investigation, the Director of Human Resources, together with any other assigned investigator(s), will prepare a written report that will include factual findings as well as a conclusion of whether or not it is more likely than not (a preponderance of the evidence in legal terms) that there has been a violation of this policy. The report may also include recommendations for resolution, corrective action, or other appropriate action.
2. The Director of Human Resources shall forward the final report to the respective Vice President or Provost.
3. If the conclusion is that it is more likely than not that a violation of this policy has occurred, the Respondent will be advised in writing of the finding of a violation and the corrective action. The Complainant will be advised in writing that the investigation is complete, that a violation was found, and that there will be corrective action taken against the Respondent.
4. If the investigation does not support a violation of any University policy, both the Complainant and the Respondent will be advised in writing of this outcome.

104.10 Appeals

If either the Complainant or Respondent disagrees with the outcome of the investigation, or if the Respondent disagrees with the recommended corrective action, he or she may submit an appeal. An appeal must be submitted to the Director of Human Resources within seven (7) days of receipt of the final report. If no appeal is submitted within that time, the conclusion and the recommendations of the report become final and the corrective action/recommendations shall be implemented.

Appeal Procedures:

1. The written request for appeal must identify the reasons and evidence supporting the appeal, state the result sought, and be submitted to the Director of Human Resources. A copy of the written request will be provided to the non-appealing party within five days, who may submit a written response to that request within five days of its receipt.
2. The Director of Human Resources will forward the report, the file, the

request for appeal, and response to the Office of the President. Within fourteen days, the Office of the President will issue a decision. Both the Complainant and Respondent will be advised in writing of the President's decision.

The University will take steps to prevent retaliation or recurrence of any harassment or to correct any discriminatory effects on the Complainant or others.

104.11 Corrective Action ***Respondent is a Faculty Member:*** If recommended corrective action is termination, non-renewal, or denial or delay of promotion or sabbatical, said corrective action will be pursued in accordance with the Faculty Manual unless the Respondent chooses to accept the corrective action and forego the Faculty Manual process.

A finding of discrimination, harassment, or retaliation under this policy a) will constitute "harassment" as that term is used in the Faculty Manual and, therefore, may be cause for termination; b) may be considered by the University in determining whether a faculty member will be renewed, promoted, or granted a sabbatical, in accordance with the Faculty Manual; c) may be considered as evidence of a lack of commitment to the mission of the University and the basic goals of liberal education and, therefore, constitute an inadequate record of service; or d) may be considered as a basis for a less than satisfactory evaluation in an interim-tenure review.

Respondent is a Non-Faculty Employee: The Respondent will be advised in writing of the finding of a violation and the corrective action will be imposed. Results and recommended corrective action, if any, will be provided to the relevant Vice President who will be responsible for implementing the discipline.

Respondent is an Administrator: The respondent will be advised in writing of the finding of a violation and the corrective action will be imposed. Results and recommended corrective action, if any, will be provided to the relevant Vice President who will be responsible for implementing the discipline.

Respondent is a Student: The corrective action will be governed by the Student Code of Conduct procedures.

Vendors, contractors, subcontractors, visitors, guests, or other individuals who do business with the University: If the investigation reveals that reasonable cause exists to believe that such individual has violated this

policy, the matter shall be referred to the Vice President for Business Affairs for appropriate administrative action consistent with the goals of this policy.

Records: After any challenge to corrective action has concluded, and corrective action has been imposed, all records pertaining to the complaint and its resolution shall be maintained in the Office of Human Resources.

104.12 Administration

Awareness: The University will take appropriate steps to make faculty, staff, and students aware of this policy and related procedures. Members of the University community are expected to take the time to review disseminated information regarding this policy. Any questions can be addressed to the Director of Human Relations or the Vice President for Student Affairs. This Discrimination and Harassment Policy shall be published on the University's website and be a part of the University Policies and Procedures Manual and included in the Faculty Manual. It will also be referenced in the Campus Life Handbook.

Title IX Coordinator: The Director of the Office of Human Resources has been designated to coordinate the University's compliance with non-discrimination requirements under Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Age Discrimination in Employment Act of 1975, which prohibit discrimination on the basis of disability, race, sex and age respectively. With agreement of the Office of the President, the Director of the Office of Human Resources may delegate this authority. The Office of Human Resources may be contacted regarding the University's compliance efforts or any potential violations of the aforementioned statutes as well as Title VII of the 1964 Civil Rights Act which governs employment discrimination.

Training: The University will periodically offer training opportunities for its faculty, staff, and students. This training is expected of any employee in a supervisory position and others as designated by the University such as Residence Hall Assistants. Failure to participate in training, as required, may be grounds for corrective action including termination.

104.13 Related Laws

Related Federal and State Laws

- "Title VII of the 1964 Civil Rights Act (Title VII), as amended": prohibits employment discrimination on the basis of race, color, religion, national origin or sex (including pregnancy);
- "Title IX of the Education Amendments of 1972": prohibits discrimination

on the basis of sex;

- “Title I and Title V of the Americans with Disabilities Act of 1990 (ADA), As Amended”: prohibits employment discrimination against qualified individuals with disabilities in the private sector, and in state and local governments;
- “Equal Pay Act of 1963 (EPA), as amended”: protects men and women who perform substantially equal work in the same establishment from sex-based wage discrimination;
- “Age Discrimination in Employment Act (ADEA) of 1967, as amended”: protects individuals who are 40 years of age or older;
- “Title VI of the Civil Rights Act”: provides monetary damages in cases of intentional employment discrimination;
- “Title II of the Genetic Information Nondiscrimination Act of 2008”: protects applicants and employees from discrimination based on genetic information;
- Ohio Civil Rights Act, Ohio Revised Code Chapter 4112;
- Ohio Fair Employment Practices Act: Ohio Revised Code 4112.01 et seq.

104.14 Related Policies

Sexual Misconduct; Workplace Violence; Whistleblower

104.15 History

Enacted: May 15, 2003

Revised: February 1, 2005; May 12, 2014

Confidentiality

Protecting the privacy of a victim of sexual assault is an issue of primary importance to the University. Our policies and practices for supporting victims are designed to make it as simple as possible for a victim to reach out and receive assistance. No matter who you choose to contact, you can be assured that your situation will be handled with sensitivity and care and that only those individuals who are responsible for helping you navigate the process will be involved.

Sexual Misconduct Policy – Campus Life Handbook

Sexual Misconduct is a Level IV Violation

Sexual misconduct is covered by University Policy 104.0 Discrimination and Harassment, which includes the following introductory statement:

Otterbein University will not tolerate harassment by or of its employees, faculty, students, vendors, or visitors through words or actions based upon an individual's race, color, gender, national origin, religion, gender identify, sexual orientation, age, disability, genetic information, military status, or veteran status. This prohibition on harassment includes sexual harassment and sexual violence.

The University will take prompt and effective measures to assure that such discrimination and harassment does not occur. All charges of harassment in violation of this policy will be taken seriously. Any person found to have engaged in harassment will be subject to corrective action up to and including dismissal. The University strongly urges employees, faculty, students, vendors, or visitor to report all possible violations of this policy.

Also prohibited is retaliation against any individual who seeks relief from discrimination or harassment under this policy or through legal means.

Although guided by the laws of the United States and the State of Ohio, this policy is unique to Otterbein University and is an expression of the academic, residential, and professional standards of the Otterbein community. Moreover, this policy is not intended to impair or limit the right of anyone to seek a remedy available under state or federal law.

University Policy 104.0 Discrimination and Harassment applies to all students, faculty and staff. The policy can be found at <http://www.otterbein.edu/docs/default-source/files/pdf/hr/policies-procedures/104-0-discrimination-and-harassment.pdf?sfvrsn=0>

Sexual misconduct is contact of a sexual nature without clear, knowing and voluntary consent, or offensive sexual or other behavior which exploits another person on the basis of his/her gender or sexual orientation, including the following:

1. **Non-consensual sexual intercourse**, defined as any sexual penetration (anal, oral or vaginal), however slight, with any body part or object by any person upon any person without consent.
2. **Non-consensual sexual contact**, defined as any intentional sexual touching, either by the offender or when the complainant is forced to touch, with any body part or object without consent.

3. **Sexual harassment**, defined as unwelcomed conduct that creates a hostile environment or otherwise results in individuals being denied equal opportunity in education. It is defined in two broad categories:
 - **Quid pro Quo**: involves promises (for example, high grades, raises promotions,) based on an individual's willingness to submit to unwelcomed behavior, including sexual favors or activities or relationship or other unwelcome attention based on the person's gender or sexual orientation. It can also involve threats (e.g. demotion, bad grades, corrective action, etc.) based on an individual's refusal to submit to unwelcome behavior, including being involved in a sexual or romantic relationship, granting sexual favors or engaging in other sexual or unwelcome activities based on sexuality or gender. The promise or threat does not necessarily need to be overt.
 - **Hostile Environment**: ordinarily exists when there are incident of verbal or nonverbal behavior in the academic environment or workplace that focus on the sexuality or gender of a person, that are unwelcomed, that are severe or pervasive enough to adversely affect a person's academic environment or work, and that are outside the realm of appropriate academic study or work practices.
4. **Sexual exploitation**, defined as taking non-consensual, unjust or abusive sexual advantage of another. Examples include, but are not limited to, prostituting another student, non-consensual video or audio-taping of sexual activity, going beyond the boundaries of consent (such as knowingly allowing another to surreptitiously watch otherwise consensual sexual activity), engaging in non-consensual voyeurism, and knowingly transmitting or exposing another person to a sexually transmitted infection (STI) without the knowledge of the person.
5. **Stalking**, defined as engaging in a course of conduct directed at a specific person, based on gender or sexual orientation, that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.
6. **Domestic Violence**, defined as violence committed by a current or former spouse or intimate partner of the complainant, by a person with whom the complainant shares a child, by a person who is or was cohabitated with the complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the complainant, and/or by any other person against an adult or youth victim who is protected from that person under the domestic or family violence laws.
7. **Dating Violence**, defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant; and where the existence of such a relationship is determined based on the following factors: length of the relationship, type of relationship and frequency of interaction between the persons involved in the relationship.

8. **Indecent exposure**, defined as the exposure of the private or intimate parts of the body in a lewd manner in public or in private premises when the accused may be readily observed.

Consent

Consent is informed, freely and actively given, mutually understandable words or action, which indicate a willingness to engage in mutually agreed upon sexual activity.

- Consent is active, not passive.
- Silence, in and of itself, cannot be interpreted as consent.
- Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in the conditions of sexual activity: who, what, when, where, why and how sexually activity will take place.
- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Consent can be withdrawn at any time by word or action.
- Previous relationships or prior consent cannot imply consent to future sexual acts.

To be effective, consent cannot be obtained by use of physical force, compelling threats, intimidating behavior or coercion.

- Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion.
- Coercion is unreasonable pressure for sexual activity. When a person indicates by words or actions that he/she does not want to engage in sexual activity, wants to stop, or does not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
- Intimidation is implied threats, including the exertion of perceived or actual power resulting from position or stature.
- A person must be of legal age (16) to give consent.

An incapacitated person cannot give consent. Sexual activity with someone who one should know to be mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout) is not consented sexual activity and therefore is a violation of this policy.

- Incapacitation is a state where someone cannot make rational, reasonable decisions.
- Incapacitation may result from mental disability, sleep, involuntary physical restraint, or from taking “rape drugs”. (A rape drug is any drug intentionally used to incapacitate another victim to assist in the execution of drug facilitated sexual assault.)
- Possession, use and/or distribution of any so-called “rape drug” is prohibited, and administering these drugs to another person is a violation of this policy.

- Being under the influence of alcohol or other drugs will not excuse behavior that violates this policy.

Sexual Harassment

Sexual harassment is unwelcome conduct, based on gender or sexual orientation, which creates a hostile environment or otherwise results in individuals being denied equal opportunity in the terms and conditions of their education or employment.

Examples of Sexual Harassment

“Quid pro quo” sexual harassment:

Submission to unwelcome conduct on the basis of gender is made either explicitly or implicitly a term or condition of an individual’s employment, academic status, participation in any program or activity, or living environment;

Hostile environment sexual harassment. The following are examples of the types of conduct that, if severe or pervasive enough, can create a hostile work or educational environment on the basis of gender:

- Inappropriate comments of a sexual nature, including sexually explicit comments, questions, or jokes;
- Persistent, unwelcome attempts to change a working or academic relationship into a romantic or sexual relationship;
- Inappropriate remarks about sexual activity, experience, or orientation;
- Abusive or derogatory remarks about individuals or classes of individuals on the basis of their gender or sexuality;
- Persistent and unwelcome forms of attention toward another member of the University community such as requests for dates, flirtations, sexual advances, phone calls or other communications, or unwanted gifts;
- Touching, patting, hugging, brushing against an individual’s body, or repeated or unwanted staring;
- Display of inappropriate sexually oriented or derogatory materials in a location where others can see them;
- Sexual violence or assault (can also be a criminal violation subject to the criminal justice system).

Reporting/Resources

Promptly seeking information can be very helpful to anyone who may want to report sexual misconduct. Reporting incidents is important to addressing sexual misconduct on campus. There are a number of options available to students.

Victims of sexual violence are encouraged to get to a safe place and obtain immediate medical treatment. Calling 911 is important to obtain immediate medical assistance and medical support to preserve evidence. Additional immediate contacts include:

- Westerville Police Department - 911 for immediate threat
- Otterbein Police Department – 614-823-1222 or 911
- Your RA (resident assistant)
- SARNCO (Sexual Assault Response Network of Central Ohio)
24-hour-rape helpline at 614.267.7020

Additional contact information can be found toward the end of this policy under, “Additional Resource Information Regarding Sexual Violence.”

Identification of parties as used in this policy:

Complainant: an individual who brings forth a concern of sexual misconduct

Respondent: an individual who is accused of sexual misconduct

Title IX Coordinator: University employee responsible for overseeing all investigations related to sexual misconduct, to ensure prompt, fair, and impartial investigation and resolution. He/she will coordinate the in-take, investigation, and review of all complaints that fall within this policy. Presently, the Title IX Coordinator is the University’s Director of Human Resources.

Retaliation

The University will not tolerate retaliation in any form against any student, faculty or staff who files a complaint (Complainant), against whom a complaint has been filed (Respondent), serves as a witness, assists the Complainant or Respondent, or participates in an investigation of discrimination or harassment. The University will take steps to prevent retaliation or recurrence of any sexual misconduct on the Complainant or others.

To Discuss Confidentially

Students who wish to confidentially discuss a concern may speak with on-campus mental health counselors, Student Health Center providers, the University Chaplain, or student advocates in the Women’ Gender Resource Center. Off-campus resources are also available to students.

Campus Confidential Resources:

Otterbein Counseling Services	614.823.1250
Student Health Center	614.823.1345
University Chaplain	614.823.1409
Women's Gender and Resource Center	614.823.1028

Off-Campus Confidential Resources:

SARNCO (Sexual Assault Response Network of Central Ohio),	614.267.7020
CHOICES 24 Hour Domestic Violence Hotline	614.224.4663
Mt. Carmel Crime & Trauma Assistance Program	614.234.5900
Buckeye Region Anti-Violence Organization (BRAVO)	614.294-7867
Rape, Abuse, & Incest National Network (RAINN)	800.656.4673
National hotline that connects callers to their nearest rape crisis line.	

Anonymous Reporting:

Campus Conduct Hotline	866.943.5878
Otterbein Police Silent Witness online form at: http://www.otterbein.edu/public/CampusLife/HealthAndSafety/poloce/silent-witness-from.aspx	

Anonymous reporting may limit the University's ability to fully investigate and resolve the complaint.

Other Reporting Options

The following options for reporting are not confidential in that other University employees with a need to know so as to stop the conduct, conduct an investigation and resolve the matter will know of the complaint.

Sexual Misconduct, which includes sexual harassment, involves a variety of inappropriate behavior, the most serious being non-consensual sexual intercourse (sexual assault).

- **Complaints concerning sexual harassment:** students are encouraged to report complaints against students to the Associate Dean of Students. To report complaints against faculty or employees, students are encouraged to contact either the Associate Dean of Students or the University Title IX Coordinator (Director of Human Resources.) The Associate Dean of Students will share complaints with the Title IX Coordinator, who will coordinate the next steps outlined below under "Next Steps."

When a student reports a possible sexual harassment, the Association Dean of Students and/or Title IX Coordinator will meet with the student to provide support and obtain

detailed information about the student concern. Charges of sexual misconduct, including sexual harassment, will follow the steps and procedures listed below.

- **Reporting of sexual assaults and other sexual violence:** Students are encouraged to report sexual assaults and other sexual violence to the Otterbein Police Department or the Westerville Police Department immediately following the incident if possible. An officer from the Otterbein Police Department will meet with the student to take a report. The Complainant can make decisions about his/her level of involvement in an investigation and potential criminal or campus student conduct action. Otterbein Police will provide assistance in preserving relevant materials and will obtain, secure, and maintain evidence needed for criminal and student conduct proceedings.

Following an incident, Complainant and/or her/his friends may contact the Associate Dean of Students who can explain all aspects of the reporting process, support measures, and possible next steps. If the Respondent (accused person) is an Otterbein employee, the Title IX Coordinator (Director of Human Resources) may join the Associate Dean of Students for investigative meetings if a complaint is filed.

Contact Information Includes:

Otterbein Police	614.823.1222
Westerville Police	614.882.7444 or 911
Associate Dean of Students	614.823.1554
Title IX Coordinator (Director of Human Resources)	614.823.1130

Because of the sensitive nature of sexual misconduct, a Complainant may also turn to Residence Life staff or another staff/faculty member with whom she/he is comfortable. Information disclosed by a student to any University faculty or staff or Residence Life employee will need to be shared with the Associate Dean of Students and the Otterbein Police Department (OPD) and possibly others, as explained above. However, every attempt will be made to review the information and address the concern as confidentially as possible.

Any false report of behavior or incidents alleging sexual misconduct, with an intent to mislead, is a violation of this policy.

Next Steps

A support person will be provided for each Complainant and the Respondent. The role of the support person is to provide assistance and serve as a resource of information. A Student Conduct Hearing Officer and support persons will inform the Complainant and the Respondent of her/his rights, options of criminal prosecution, medical assistance, and the University's complaint process. Confidential counseling, support resources, academic assistance, changes in

class or campus employment schedules, and alternative housing assignments will be discussed as appropriate. Appropriate measures will be taken to avoid retaliatory action. Students may be required to sign a “No Contact Order” to restrict any form of contact between the Complainant and the Respondent.

Both the Complainant and the Respondent may choose to have an advisor other than the University provided support person to provide assistance during the investigation and resolution process. Either party may also choose to proceed without an advisor. Both parties are expected to ask and respond to questions on their own behalf, without representation by their advisor. The adviser may consult with the advisee quietly or in writing or outside during breaks, but may not speak on behalf of the advisee. Any advisor who steps outside of this defined role will be given one warning and then be asked to leave the meeting. (A substitute advisor will not be permitted at this meeting.) The advisor or a substitute advisor may be allowed to attend additional meetings at the discretion of the Title IX Coordinator. Legal counsel, parents and legal guardians of either party are not allowed to serve as advisors.

If aware of a possible sexual misconduct violation, the University may initiate a student conduct investigation and impose sanctions for the protection of the campus community. The University reserves this right even if a Complainant decides not to pursue charges, either criminally or through the campus student conduct process.

Investigation and Resolution

During the investigatory period, the University will take steps to assure that the alleged conduct does not continue and that the Complainant is safe from further improper conduct or retaliation.

The Associate Dean of Students and/or Student Affairs Hearing Officer or other assigned by the Title IX coordinator will serve as investigator(s) for complaints. The investigator(s) will meet with the Complainant to gather information about the allegation. Should the Complainant choose, a friend (but not a parent or legal counsel) may be present at any investigative meeting.

Before proceeding further, the Title IX Coordinator, with the advice and input of the investigator(s), will determine whether the conduct or language complained of would, if true, constitute a violation of this policy. If the conclusion is that the conduct or language complained of, even if true, would not constitute a violation of this policy, there will be no further investigation. The University will take any steps needed to remedy inappropriate conduct that does not constitute a violation of this policy.

If the conclusion is that the conduct would, if true, constitute a violation of this policy, the investigation will proceed as follows:

- The investigator(s) will contact the Respondent and witnesses, gathering other pertinent information and following up with the Complainant, Respondent, and witnesses as needed.
- While the allegation is under investigation, the investigator will encourage all parties and witnesses to provide any additional information (including statements, e-mails, documents, or other facts that may assist the investigation. The investigator will continue to receive and review this information until the investigation is closed.

Findings, Conclusions, and Recommendations

Upon completion of the investigation, the investigator(s) will submit a report to that will include factual findings as well as the investigator's conclusion of whether or not it is more likely than not (a preponderance of the evidence in legal terms) that there has been a violation of this policy. The report may also include recommendations for resolution, sanctions, or other appropriate action.

The report will be submitted to the Title IX Coordinator for final review. As Title IX Coordinator, the Director of Human Resources shall forward the final report, with recommendations for resolution, sanctions, or other appropriate action, to the respective Vice President or Provost for disposition.

If the Vice President's or Provost's conclusion is that it is more likely than not that a violation of this policy has occurred, the Respondent will be advised in writing of the finding of a violation, the sanction, and the procedure for appeal. The Complainant will simultaneously be advised in writing that the investigation is complete, that a violation was found, that there will be sanctions against the Respondent, and the procedure for appeal.

If the investigation does not support a violation of any University policy, both the Complainant and the Respondent will be advised in writing of this outcome.

Appeals

If either the Complainant or Respondent disagrees with the outcome of the investigation, or if the Respondent disagrees with the recommended sanction, he or she may submit an appeal. An appeal must be submitted to the Title IX Coordinator (Director of Human Resources) within seven (7) days of receipt of the final report. If no appeal is submitted within that time, the conclusion and the recommendations of the report become final and the sanctions/recommendations shall be implemented.

Appeals Procedures

The written request for appeal must identify the reasons and evidence supporting the appeal, state the result sought, and be submitted to the Title IX Coordinator. A copy of the written request will be provided to the non-appealing party within five days, who may submit a written response to that request within five days of its receipt.

As Title IX Coordinator, the Director of Human Resources will forward the report, the file, the request for appeal, and response to the appeals officer designated by the University President. Within fourteen days, the appeals officer will issue a decision. Both the Complainant and Respondent will be advised in writing of the appeal officer's decision.

Student Sanctions

Sexual Misconduct is a Level IV Judicial violation. Sanctions may include Monetary Fine; Restitution; Restricted Access; Living Unit Probation; Living Unit Dismissal; Disciplinary Probation; Disciplinary Probation with Restrictions; Alcohol/Drug/Anger Assessment; Suspension; or Dismissal. (Definitions of these sanctions can be found in the Campus Life Handbook under Section 10 – Judicial Sanction Defined.)

A student found to be responsible for nonconsensual sexual intercourse will be dismissed from the University or suspended for a minimum of one semester, and additional sanctions as described above may be imposed.

First time offenders who are found responsible for nonconsensual sexual intercourse will receive a sanction to include at minimum the following:

- The offender will be suspended from the university for a minimum of one semester or up to dismissal;
- He or she will not be allowed on campus during the period of suspension;
- Contact with the victim/survivor is strictly forbidden;
- The offender must submit documentation of counseling received off-campus prior to return.

The documentation must include an assessment of the student's ability to return to campus without threatening the safety of others, and the counselor must be licensed by the State of Ohio and approved by the Associate Dean of Students.

Second time offenders found responsible for nonconsensual sexual intercourse will receive a minimum of the following sanction:

- Dismissal from the University.
- Permanent exclusion from campus.

Student-Athletes who are found in violation of the sexual misconduct policy may receive additional sanctions from the Athletic Department, including but not limited to, suspension from

athletics practices, contests, or other activities. Student-Athletes may also be suspended from the team for a designated period of time.

Criminal liability can be incurred in a sexual misconduct violation in penalties established in the Ohio Revised Code for all offenses deemed criminal.

Records

Student conduct records/hearing reports are confidential as they are protected under the Family Educational Rights and Privacy Act.

As required by federal law, Otterbein Police Department (OPD) maintains a daily crime log that is published on the OPD website. The crime log includes all of the incidents reported to OPD. These records include the date/time of the incident, date of the report, general location, charges, and current status of the investigation/resolution. **Student names and personally identifiable information is not included in the crime log.**

Student Rights:

Complainant

- To have all allegations of sexual misconduct taken seriously and to be given a timely and respectful response.
- To be informed of immediate measures for medical care and preservation of evidence if applicable.
- To be informed about University and community support services and resources.
- To be told about criminal and student conduct reporting options and the right to be assisted by campus authorities.
- To learn about possible protective measures, including but not limited to, change in class schedules, alternative housing assignments, campus employment, and restricted contact.
- To be offered a University faculty/staff member to serve as a support person and resource.
- To be have related policy, process and support information explained clearly and fully at every stage of the conduct process.
- To suggest names of witness to be interviewed during the investigation process.
- To be informed in writing of the outcome of the student conduct proceeding and appeal procedure at the same time the Respondent is informed.
- To be notified of any change in the investigation results prior to when they become final.
- To be notified when the results become final.

Respondent

- To be informed of all allegations of sexual misconduct in a timely and respectful manner.
- To be informed about University and community support services and resources.

- To be told about criminal and student conduct reporting options and the right to be assisted by campus authorities.
- To learn about possible protective measures, including but not limited to, change in class schedules, alternative housing assignments, campus employment and restricted contact.
- To be offered a University faculty/staff member to serve as a support person and resource.
- To be have related policy, process and support information explained clearly and fully at every stage of the conduct process.
- To suggest names of witness to be interviewed during the investigation process.
- To be informed in writing of the outcome of the student conduct proceeding and appeal procedure at the same time the Complainant is informed.
- To be notified of any change in the investigation results prior to when they become final.
- To be notified when the results become final.

Additional Resource Information Regarding Sexual Violence

What to do if you are a victim of sexual violence:

- **Get to a safe place.**
- **Contact some who can help:**
 - Westerville Police Department - 911 for immediate threat
 - Otterbein Police Department – 614-823-1222 or 911
 - Your RA (resident assistant)
 - SARNCO (Sexual Assault Response Network of Central Ohio)
24-hour-rape helpline at 614.267.7020
 - RAINN (Rape, Abuse and Incest national Network) 800.656.4673
 - A friend
- **Seek medical attention.** Trained volunteer advocates at available at local ER. Sexual Assault Nurse Examiners, who specialize in collecting evidence are also available at the ER. Ohio Health Hospital is located at corner of Polaris and Africa Road (260 Polaris Parkway); St. Anne's Hospital is located at on Cleveland Avenue, north of Schrock Road (495 Cooper Road).
- For the best **evidence collection** results: consider waiting to shower, bathe, douche, brush your teeth, urinate, defecate, smoke or change clothes until after going to the hospital. If you need to change your clothes, consider bringing the clothes you were wearing at the time of the assault with you, in a paper bag if possible.
- **Consider calling a friend or family member** that you trust.
- **Give yourself time to heal.** What happened to you is **not** your fault.

How to support a friend who has been sexually assaulted:

- **Listen** – focus on what your friend is saying without thinking about your response. Take a moment to gather your thoughts before responding - a little silence is ok

- **Remind your friend that it is not her/his fault.**

Here are some examples of what you should NEVER say:

- What were you wearing?
 - What did you do to lead them on?
 - Were you drunk?
 - Were you flirting with him? Did you give him the wrong impression?
 - Why didn't you fight back?
 - Are you lying?
 - Avoid any variation of those phrases that puts the blame on them
- **Ask questions in a sensitive way.**
 - A good way to communicate your intention before asking a question is, "I'm going to ask you some questions because I want to better understand how I can help, is that okay?"
 - It's generally a good idea to avoid asking questions that start with, "why", because it seems so loaded with judgment. A better way to start is "help me understand ..."
 - **Honor your friend's autonomy**
 - At the time of the assault, your friend was violently stripped of his/her ability to make decisions, to be in control of his/her life.
 - It isn't your intent, but when you say that they "need" to do something, you are taking away their power, just as their perpetrator did.
 - If you feel strongly that your friend could benefit from talking to a trained listener (and you're probably right), there are really great ways to have that conversation that avoid saying what they "need" to do.
 - Asking with genuine curiosity if they have ever considered talking to a therapist is a great place to start, but make sure you are open to whatever answer they give you.
 - **Understand that how a survivor responds is complex and varied**
 - Everyone experiences sexual assault in different, complex ways. Your friend's response will be multi-layered and their recovery will not follow a straight path. She/he may feel completely numb one day and angry the next.
 - Survivors frequently experience severe feelings of anxiety, stress, or fear, known as Post-Traumatic Stress Disorder (PTSD). This neurobiological impact may be noticeable in the survivor's inability to recall information in a linear manner. Recollection of the assault may be communicated in "bits and pieces" as the survivor struggles to recall a clear and comprehensive memory of the incident.

- It helps the survivor to go through three sleep cycles to be able to provide clear details. However, it may take much longer for a survivor to fully recall the traumatic incident in its entirety.
- **Help to establish safety**
 - You will have helped to establish emotional safety by listening to your friend and by not saying the wrong thing to them, but there is another critical component of safety, as we all know.
 - Physical safety will become a major factor in the way that your friend is able to re-navigate their life. Are they afraid to walk to class or work alone? Can they feel safe getting in and out of the car, on the bus, in a crowd, or alone?
 - Offer to accompany your friend on whatever errand or task seems daunting or scary. When you walk your friend home, turn on the lights in their apartment before they walk in.
- **Offer resources**
 - But only if your friend wants them – ask first. If they aren't interested, don't offer resources.
 - If your friend is interested, here are a few to get started:
 - Otterbein Counseling Services: 614.823.1250
 - Otterbein Women's and Gender Resource Center: 614.823.1028
 - SARNCO (Sexual Assault Response Network of Central Ohio)
24-hour-rape helpline: 614.267.7020
 - RAINN (Rape, Abuse and Incest national Network): 800.656.4673
 - BRAVO (Buckeye Region Anti Violence Organization): 866.862.7286
- **Take care of yourself**
 - To fully help your friend, you need to take care of yourself : sleep, eat well, try to stick to some type of routine, and/or talk with a confidential friend or support person.
 - Consider contacting any of the above resources to learn how you can best support your friend and to address the feelings you are experiencing. Caring for a loved one who has survived a trauma can be exhausting and emotionally draining.

Alcohol/Drugs and Sexual Violence

Alcohol and drugs are involved in a large percentage (estimated up to 85%) of sexual assault on college campuses. Drugs and alcohol can lower inhibition and impact the ability to make decisions, including whether or not to be sexual with someone else. Alcohol and drugs can interfere with communication and increase misperception about the sexual intentions of others. A person who is incapacitated by alcohol or drugs is not able to give consent.

Drug-facilitated sexual assault involves the intentional use of drugs or alcohol to incapacitate

another to help facilitate sexual violence. Specific information includes:

- Drugging someone on purpose is considered a felony in most states. This includes someone putting a drug or alcohol into your drink or food without your knowledge.
- Some drugs used to commit sexual assault include Rohypnol ("roofies"), GHB ("liquid ecstasy") and Ketamine ("special K"). Recreational drugs may also be used to facilitate assault.
- Many of these drugs are tasteless, odorless, colorless and difficult to detect in a drink. They are just as dangerous when put into water as they are in alcohol.
- These drugs may be taken voluntarily by the sexual assault survivor (and then the offender takes advantage of resulting vulnerability - seeking out the most wasted person in the room).
- They may also be ingested involuntarily through beverages including "spiked drinks," non-alcoholic drinks or food.

<p>Alcohol is the most commonly used substance to facilitate rape.</p> <p>A person who chooses to use alcohol or drugs, does not ask or deserve to be sexually assaulted.</p>

Bystander Intervention

Bystander Intervention is a philosophy and strategy for prevention of various types of violence. It involves safe and positive options to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking.

What can bystanders do to make a difference?

- **Believe someone** who discloses a sexual assault, abusive relationship, or experience with stalking or cyberstalking.
- **Be respectful** of yourself and others. Make sure any sexual act is OK with your partner if you initiate.
- **Watch out for your friends** – if you see someone who looks like they are in trouble, ask if they are okay. If you see a friend doing something shady, say something.
- **Speak up** – if someone says something offensive, derogatory, or abusive, let them know that behavior is wrong and you don't want to be around it.

Other Bystander Intervention Strategies

- **Silent Stare** - A disapproving look can be more powerful than words.
- **Humor** - Reduces the tension of an intervention and makes it easier for the person to hear you.
- **Group Intervention** - There is safety and power in numbers.

- **We're friends, right....?**
 - Reframes the intervention as caring and non-critical.
 - Example: "Hey Chad.....as your friend I've gotta tell you that getting a girl drunk to have sex with her isn't cool, and could get you in a lot of trouble. Don't do it."
- **Distraction**
 - Snaps someone out of their "sexist comfort zone." Example: Ask a man harassing a woman on the street for directions or the time.
 - Allows a potential target to move away and/or to have other friends intervene. Example: Spill your drink on the person or interrupt and start a conversation with the person.

(Adapted from Men Can Stop Rape, www.mencanstoprape.org)

Risk Reduction Tips

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to victim-blame, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may help to reduce the risk of experiencing a non-consensual sexual act. Below, suggestions to avoid committing a non-consensual sexual act are also offered:

- If you have limits, make them known as early as possible.
- Tell a sexual aggressor "NO" clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.
- Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

- Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
- Understand and respect personal boundaries.
- DON'T MAKE ASSUMPTIONS about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity

then you DO NOT have consent.

- Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.
- Don't take advantage of someone's drunkenness or drugged state, even if they did it to themselves.
- Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don't abuse that power.
- Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.

(From ATIXA Model Sexual Misconduct Policy)

Recognizing warning signs of relationship abuse

Relationship abuse is not uncommon, and it is serious issue. Relationship abuse is real and happens more often than you think.

Relationship abuse is not just violent acts. Relationship abuse is manifested in physical, emotional, psychological and verbal act with the desired outcome being control over another person. Although most commonly a crime against women, anyone can be a victim of abuse, and it can occur in both heterosexual and same sex relationships.

Relationship abuse is not a private matter. Isolation can be one of the most powerful tools an abuser can use to control their partner. All too often we fail to get involved because we either think their relationship is not our business, or we are afraid and don't know who to help. Unfortunately, this only reinforces the abuser's sense that he/she has the right to treat their partner that way. Only by speaking out and recognizing abuse as an unacceptable social behavior can the cycle be broken.

(From its.abuse.com)

Signs of an Abusive Relationship

There are many signs of an abusive relationship. Here are some of them:

- One partner criticizing, humiliating or yelling at the other
- One partner treats the other so badly that it is embarrassing in front of friends or family.
- One partner has a bad and unpredictable temper.
- One partner acts excessively jealous and possessive.
- One partner keeps the other from seeing friends or family.
- One partner threatens to commit suicides if the other leaves.
- One partner forces the other to have sex.

- One partner is constantly checking up on the other.

Healthy relationships are based on equality and respect. Partners make decision together and openly discuss issues like relationship problems and sexual choices. They enjoy spending time together but can be happy apart.

Unhealthy relationships are based on attempts to control the other person. One person tries to make most of the decisions. He or she may pressure his/her partner about sex or refuse to see how their actions can hurt. In an unhealthy relationship, an individual may feel like she/he should only spend time with his/her partner.

Abusive relationships are based on power and control. One person makes all of the decisions – about sexual choices, friend groups, boundaries, even what's true and what's not. Partners spend all of their time together and one may feel like he/she cannot talk to others.

(From loveisrespect.org)

8/18/2014

Violence Against Women's Act (VAWA)

Complainants' Rights

Otterbein University does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited by Otterbein University as well as federal law whether sexually based or not and include dating violence, domestic violence, and stalking. Because you are reporting a possible form of sex-based discrimination, Otterbein University wants to inform you of our policy outlined above in the **Discrimination and Harassment Policy** and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus as well as your rights and Otterbein University's responsibilities.

As a complainant of sexual assault, dating violence, domestic violence or stalking, you will receive a full copy of our institution's Sexual Misconduct Policy. This policy has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking. These procedures include our right to inform you of your right to file criminal charges as well as the availability of medical, counseling and support services. We also offer additional remedies to prevent contact between a complainant and an accused party, such as a temporary or permanent changes in housing, academic, transportation and working conditions, if reasonably available. The policy also addresses possible sanctions and interim and/or long-

term protective measures that Otterbein University may impose following a report through the final determination of our discipline process. If you would like more information than is contained in this handout regarding any process or procedure, or if you'd like to make a report, ask questions about the POLICY, or need to request an accommodation to your living or working arrangements regardless of whether or not you chose to report the crime to law enforcement or campus police, contact the University's Title IX Coordinator, Scott Fitzgerald.

The following definitions are helpful in understanding the University's policy prohibiting sex-based discrimination:

Consent is not defined in the Codified Ordinances of the City of Westerville, The Ohio Revised Code, or the U.S. Code. For Otterbein University purposes, consent is defined as:

Consent is informed, freely and actively given, mutually understandable words or action, which indicate a willingness to engage in mutually agreed upon sexual activity.

- Consent is active, not passive.
- Silence, in and of itself, cannot be interpreted as consent.
- Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in the conditions of sexual activity: who, what, when, where, why and how sexually activity will take place.
- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent to future sexual acts.

Sexual Assault (Clery Definition): Means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

See page 17 of this report for the CLERY definitions of Sexual Assault.

Domestic Violence (Clery Definition): Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, 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 State of Ohio.

Dating Violence (Clery Definition): Means violence committed by a person

(a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship will be determined based on a consideration of the following factors:

- (i) The length of the relationship.

(ii) The type of relationship.

(iii) The frequency of interaction between the persons involved in the relationship.

The Ohio Revised Code (ORC) does not have a section dedicated to “Dating Violence”. The ORC sections related to Dating Violence would be Domestic Violence, Assault, Sex Crimes, and Stalking.

Stalking (Clery Definition): Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for his or her safety or the safety of others; or (b) suffer substantial emotional distress.

Bystander Intervention: A bystander is someone other than the victim who is present when an act of dating violence, domestic violence, stalking or sexual assault is occurring or when a situation is occurring in which a reasonable person feels as though some protective action is required to prevent sexual assault, dating violence, domestic violence or stalking. Bystanders, if active, can prevent harm or intervene before a situation gets worse. Examples of active bystander intervention include: not leaving an overly intoxicated person in a bar/party alone, walking a classmate to his/her car after class, calling police when a potentially violent situation is unfolding, not leaving an unconscious person alone (alerting an RA, EMS, campus police, etc.), or intervening when someone is being belittled, degraded or emotionally abused (walking victim away from abuser, contacting others for help, like counseling center, RA, Dean).

What to do if you have been the victim of sexual assault, dating violence, domestic violence or stalking --

(VAWA violation reporting)

After an incident of sexual assault and domestic violence, the victim should consider seeking medical attention as soon as possible at St. Ann’s Hospital; 500 South Cleveland Avenue Westerville, Ohio 43081, where there is access to a SANE NURSE (Sexual Assault Nurse Examiner) In Ohio, evidence may be collected even if you chose not to make a report to law enforcement. A Sexual Assault Nurse Examiner (SANE Nurse) will conduct an examination of the victim and complete a rape kit, but based on the victim’s desire to remain anonymous, the kit will be submitted to local law enforcement as a “Jane Doe” victim and none of the victims personal information will be made public to anyone including law enforcement. Local law enforcement must submit the rape kit to the Ohio Bureau of Criminal Identification and Investigation, where the kit will be processed (all under the Jane Doe name). After the kits are processed, they are returned to the submitting law enforcement agency where they will be housed indefinitely.

At any time, a victim can decide to pursue a criminal complaint, even if they decided to remain anonymous (Jane Doe) at the onset of this process, they have the right to change their mind and move forward with a criminal investigation.

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence as may be necessary to the proof of criminal activity may be preserved. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease.

Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to University hearing boards/investigators or police. Although the university strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police. To report an incident involving a sexual assault, domestic violence, stalking, and dating violence, contact the Otterbein University Police Department 24 hours a day at (614) 823-1222 or in person at 194 W. Main Street Westerville, Ohio 43081. The Otterbein University Police Department will also assist any victim with notifying local police if they so desire or if the assault occurred off campus. The Westerville Division of Police may also be reached directly by calling (614) 882-7444, or in person at 29 South State Street Westerville, Ohio 43081. Additional information about the Westerville Division of Police may be found online at: <http://www.westerville.org>

Reporting Process – YOU HAVE A CHOICE

Students, faculty, and staff should make reports of sexual assault to Otterbein Police who will investigate the report or notify the appropriate police agency. Otterbein faculty and staff will assist notifying authorities when requested by a victim. A victim of sexual assault has the option of pursuing criminal charges and/or judicial sanctions against a suspect. Police reports are not public information and thus not accessible to the public. Judicial hearing reports are not accessible to the public as they are protected under the Family Educational Rights and Privacy Act. Should a victim decide not to pursue any charges criminally or judicially, the University reserves the right to conduct a judicial investigation and impose sanctions for the protection of the campus community. The Student Affairs Office will provide a support person for each the accuser and the accused student. The role of the support person is to provide assistance and serve as a resource of information.

An On-Call (ADRL) staff member is also available to provide support and assistance. They may be contacted at any time by calling OPD 1222. If using a cell phone, call OPD at: 614-823-1222.

Support Process

The University recognizes that any decision to report and/or pursue charges for sexual assault through on-campus disciplinary and/or criminal channels is the right of the victim. The University Judicial Officer and support persons will inform the victim and the alleged perpetrator of her/his rights, options of criminal prosecution, medical assistance, and the University's complaint process. The support person will assist the student with these contacts if requested. Confidential counseling, support resources, academic assistance, and alternative housing assignments will be discussed as appropriate and requested. Otterbein Police and other University personnel will provide assistance in preserving materials considered relevant to the internal complaint process and will obtain, secure, and maintain evidence needed for criminal and/or judicial proceedings. At the request of the accusing student, appropriate measures will be taken to avoid retaliatory action if it appears that the safety or security of an individual is in jeopardy. This may include changes in class schedules and/or housing assignments. Students may be required to sign a "No Contact Order" to restrict any form of contact between the victim and alleged perpetrator.

A person who has been assaulted is encouraged to seek professional counseling. Information that is disclosed to a professional counselor is confidential. The University and the Columbus community offer a variety of support services. Appointments to see a counselor through the University can be made by contacting the Student Affairs Office. Another resource in the Columbus area is SARNCO (Sexual Assault Response Network of Central Ohio), (614) 267-7020. This is a 24-hour help line.

In the State of Ohio, a victim of domestic violence, dating violence, sexual assault or stalking has rights. Further, Otterbein University complies with Ohio law in recognizing orders of protection: Temporary Protection Orders (TPOs) and Civil Protection Orders (CPOs). The Otterbein University complies with all rules and regulations set forth in the Ohio Revised Code relative to the enforcement of Protection Orders. Any known violations of a protection order will be handled through the criminal justice system in the county in which the protection order was issued. Any person who obtains an order of protection from a County Court in the state of Ohio or any reciprocal state (list reciprocal states) should provide a copy to Otterbein University Police Department and the Office of the Title IX Coordinator. The possessor of a Protection Order may then meet with OPD to develop a Safety Action Plan, which is a plan for campus police and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, providing a temporary cellphone, changing classroom location or allowing a student to complete assignments from home, etc. To obtain a Protection order, a victim must go to the Franklin County or the Delaware County Prosecutor's Offices and swears under oath to the facts surrounding the need for a protection order.

The Contact information for the Franklin County Prosecutor's Office is: 373 South High Street #14, Columbus, Ohio 43215. Phone number: (614) 525-3555. Hours: 8:00 to 5:00

The contact information for the Delaware county Prosecutor's Office is: 140 North Sandusky St, Delaware, Ohio 43015. Phone number: (740) 833-2690. Hours: 8:30 to 5:00

It should be noted that if the violence occurred in a County other than Franklin or Delaware, the Protection Order must be issued in that County.

To the extent of the victim's cooperation and consent, university offices, including OPD, Student Affairs, Human Resources, Academic Affairs, Information Technology, and the Business Office will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal university investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic, living, or working situations in addition to counseling, health services and assistance in notifying appropriate local law enforcement. The Student Affairs Office, the Business Office and the Academic Affairs Office can assist with these tasks.

Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. The University does not publish the name of crime victims nor house identifiable information regarding victims in the Otterbein University Police Departments Daily Crime Log or online. Victims may request that directory information on file be removed from public sources by request to the Information Technology Office, Resident life Office, and the Office of Student Affairs.

Disciplinary Procedures Following a Complaint - Investigation and Resolution

A person alleging sexual assault, domestic violence, dating violence, or stalking may also utilize the complaint and investigatory procedures set forth in the university's policy against Sexual Harassment (A copy of the **Discrimination and Harassment Policy** can be obtained through the Human Resources Office located at 25 West Home Street Westerville, Ohio) in order to remedy any hostile environment. All conduct proceedings against students, however, will be resolved through the (**Sexual Misconduct Policy**.)

During the investigatory period, the University will take steps to assure that the alleged conduct does not continue and that the complainant is safe from further improper conduct or retaliation.

The Director of Human Resources serves as the University Title IX Director. In this capacity, the Director of Human Resources oversees all investigations related to sexual misconduct.

The Director of Human Resources and/or investigator(s) assigned by the Director will review the Complainant's allegation and meet with him or her to discuss and, if needed, gather further

information. Should the Complainant choose, a friend or family member (but not legal counsel) may be present at any investigative meeting.

Before proceeding further, the Director of Human Resources, with the advice and input of any assigned investigator(s), will make a determination as to whether the conduct or language complained of would, if true, constitute a violation of this policy. If the conclusion is that the conduct or language complained of, even if true, would not constitute a violation of this policy, there will be no further investigation. The University will take any steps needed to remedy inappropriate conduct that does not constitute a violation of this policy. If the conclusion is that the conduct would, if true, constitute a violation of this policy, the investigation will proceed as follows:

- The investigator(s) will investigate the allegation by contacting the Respondent and witnesses, gathering other pertinent information and following up with the Complainant, Respondent, and witnesses as needed.
- While the allegation is under investigation, the investigator will encourage all parties and witnesses to provide any additional information (including statements, e-mails, documents, or other facts that may assist the investigation. The investigator will continue to receive and review this information until the investigation is closed.

Findings, Conclusions, and Recommendations

Upon completion of the investigation, the Director of Human Resources, together with any other assigned investigator(s), will prepare a written report that will include factual findings as well as a conclusion of whether or not it is more likely than not (a preponderance of the evidence in legal terms) that there has been a violation of this policy. The report may also include recommendations for resolution, sanctions, or other appropriate action. Student Conduct hearing reports are not accessible to the public as they are protected under the Family Educational Rights and Privacy Act.

The Director of Human Resources shall forward the final report to the Dean of Students and Vice President for Student Affairs.

If the conclusion is that it is more likely than not that a violation of this policy has occurred, the Respondent will be advised in writing of the finding of a violation and the sanction. The Complainant will be advised in writing that the investigation is complete, that a violation was found, and that there will be sanctions against the Respondent.

If the investigation does not support a violation of any University policy, both the Complainant and the Respondent will be advised in writing of this outcome.

For students, sexual assault, domestic violence, dating violence, and stalking are violations of the Student Conduct Code. Employees who violate this policy will be subject to discipline, up to and

including termination of employment. Sexual assault, domestic violence, dating violence, and stalking are criminal acts which also may subject the perpetrator to criminal and civil penalties under federal and state law and local law.

Appeals

If either the Complainant or Respondent disagrees with the outcome of the investigation, or if the Respondent disagrees with the recommended corrective action, he or she may submit an appeal. An appeal must be submitted to the Director of Human Resources within seven (7) days of receipt of the final report. If no appeal is submitted within that time, the conclusion and the recommendations of the report become final and the corrective action/recommendations shall be implemented.

Appeals Procedures

The written request for appeal must identify the reasons and evidence supporting the appeal, state the result sought, and be submitted to the Director of Human Resources. A copy of the written request will be provided to the non-appealing party within five days, who may submit a written response to that request within five days of its receipt.

The Director of Human Resources will forward the report, the file, the request for appeal, and response to the Vice President of Student Affairs. Within fourteen days, the Vice President of Student Affairs will issue a decision. Both the Complainant and Respondent will be advised in writing of the Vice President of Student Affairs decision.

The University will take steps to prevent retaliation or recurrence of any harassment on the Complainant or others.

Sanctions

Sexual Misconduct is a Level IV Judicial violation. Sanctions may include Monetary Fine; Restitution; Restricted Access; Living Unit Probation; Living Unit Dismissal; Disciplinary Probation; Disciplinary Probation with Restrictions; Alcohol/Drug/Anger Assessment; Suspension; or Dismissal.

A student found to be responsible for nonconsensual sexual intercourse will be dismissed from the University or suspended for a minimum of one semester, and additional sanctions as described above may be imposed.

First **time offenders who are found responsible for nonconsensual sexual intercourse** will receive a sanction to include at minimum the following:

- The offender will be suspended from the university for a minimum of one semester or up to dismissal;
- He or she will not be allowed on campus during the period of suspension;

- Contact with the victim/survivor is strictly forbidden;
- The offender must submit documentation of counseling received off-campus prior to return. The documentation must include an assessment of the student's ability to return to campus without threatening the safety of others, and the counselor must be licensed by the State of Ohio and approved by the Director of Student Wellness.

Second time offenders found responsible for nonconsensual sexual intercourse will receive a minimum of the following sanction:

- Dismissal from the University
- Permanent exclusion from campus

Disclosure of Sexual Misconduct - Disciplinary Hearing Outcomes

Both the victim and the accused will be informed of the outcome of any institutional disciplinary proceeding that is brought alleging a sex offense. The outcome of a disciplinary proceeding means only the University's final determination with respect to the alleged sex offense and any sanction that is imposed by the University against the accused. The University's disciplinary process does not replace or supersede sanctions from the Criminal Justice System.

Resources for Victims of Domestic Violence, Dating Violence, Sexual Assault & Stalking

On-Campus

Student Health Center	78 W. Home St., Westerville, Oh 43081	(614) 823-1345
OPD Campus Police	194 W. Main St., Westerville, Oh 43081	(614) 823-1222
Office of Diversity & Inclusion	65 W. Home St., Westerville, Oh 43081 (Hanby Hall)	(614) 823-1250
Office of the Title IX Coordinator	25 W. Home St., Westerville, Oh 43081	(614) 823-1130
Director of Wellness	65 W. Home St., Westerville, Oh 43081 (Hanby Hall)	(614) 823-1250
University Chaplain	82 W. Main St., Westerville, Oh 43081	(614) 823-1409
Office of Multicultural Student Affairs	65 W. Home St., Westerville, Oh 43081 (Hanby Hall)	(614) 823-1250

<u>LGBTQ Alliance</u>	46 W. Home St., Westerville, Oh 43081	http://www.otterbein.edu/public/CampusLife/ServicesAndResources/University/ResourcesAndOpportunities.aspx
------------------------------	--	--

Resources for Victims of Domestic Violence, Dating Violence, Sexual Assault & Stalking

In the Franklin County/Delaware County Area:

<u>Westerville Division of Police</u>	21 S. State Street Westerville, Ohio 43081	(614) 882-7444
<u>St. Ann's Hospital</u>	500 S. Cleveland Ave. Westerville, Ohio 43081	(614) 898-4000
<u>Battered Women's Shelter: Choices</u>	No listed address for security reasons	24 Hours Hot line: for help call (614)224-4663
<u>Rape Crisis Center Franklin County SARNCO</u>	1299 Olentangy River Road Columbus, Ohio 43212	(614) 566-4770
<u>Rape Crisis Center Delaware County SARN</u>	11 North Franklin Street Delaware, Ohio 43215	(740) 363-1835
<u>Domestic Violence Intake Center (Protective Orders) Franklin County</u>	373 S. High Street #14 Columbus, Ohio 43215	(614) 525-3555
<u>Domestic Violence Intake Center (Protective Orders) Delaware County</u>	140 North Sandusky Street Delaware, Ohio 43015	(740) 833-2690
<u>Franklin County Courthouse</u>	375 S. High Street Columbus, Ohio 43215	(614) 645-8186
<u>Delaware County Courthouse</u>	70 North Union Street Delaware, Ohio 43015	(740) 203-1500

Other resources for victims can be found at the following link:

<http://www.aardvarc.org/dv/states/ohdv.shtml>

SARNCO (Sexual Assault Response Network of Central Ohio)
SARN of Delaware County

Other Rape Crisis Center information can be found at the Following link:
<http://www.thejusticeleagueohio.org/rape-crisis-centers>

Sexual Violence Resource and Advocate:

Police Department

- 614-823-1222 (you can request an officer) - 24 hours a day

Associate Dean of Students

- 614-823-1250 (8:30 am - 5:00 pm)

Student Affairs

- 614-823-1250 (8:30 am - 5:00 pm)

Counseling and Psychiatry Services

- 614-823-1250 (8:30 am - 5:00 pm)

Office of Student Conduct

- 614-823-1250 (8:30 am - 5:00 pm)

Wellness Center - Health Services

- 614-823-1345 (8:30 am - 5:00 pm) **Your Resident Adviser:** 24 hours a day

Women's Gender and Resource Center

- 614-823-1028 (Sun.-Thurs. 12:00 pm - 12:00 am; Fri. & Sat. 12:00 pm - 2:00 am)

Saint Ann's Hospital

- 614-898-4000 24 hours a day

Westerville Police Department

- 614-882-7444 or 911

Risk Reduction, Warning Signs of Abusive Behavior and Future Attacks

No victim is ever to blame for being assaulted or abused. Unfortunately, a person who is the victim of sexual or dating violence is more likely to be re-victimized. Below are some tips to help reduce your risk, to recognize warnings signs of abusive behavior and how to avoid potential attacks.

Warning Signs of Abusive Behavior

Domestic and dating abuse often escalates from threats and verbal abuse to violence. And, while physical injury may be the most obvious danger, the emotional and psychological consequences of domestic and dating violence are also severe. Warning signs of dating and domestic violence include:

- 1) Being afraid of your partner.
- 2) Constantly watching what you say to avoid a “blow up.”
- 3) Feelings of low self-worth and helplessness about your relationship.
- 4) Feeling isolated from family or friends because of your relationship.
- 5) Hiding bruises or other injuries from family or friends.
- 6) Being prevented from working, studying, going home, and/or using technology (including your cell phone.)
- 7) Being monitored by your partner at home, work or school.
- 8) Being forced to do things you don’t want to do.

Help Reduce Your Risk and Avoid Potential Attacks

If you are being abused or suspect that someone you know is being abused, speak up or intervene.

1. Get help by contacting the Counseling Center or Health Center for support services
2. Learn how to look for “red flags” in relationships so you can learn to avoid some of those characteristics in future partners
3. Consider making a report with Campus Police and/or the Title IX Coordinator and ask for a “no contact” directive from the University to prevent future contact
4. Consider getting a protective order or stay away order (INSERT HOW)
5. Learn more about what behaviors constitute dating and domestic violence, understand it is not your fault, and talk with friends and family members about ways you can be supported.
6. Trust your instincts—if something doesn’t feel right in a relationship, speak up or end it.

Sexual Assault Prevention (From RAINN)

- Be aware of rape drugs
- Try not to leave your drink unattended
- Only drink from un-opened containers or from drinks you have watched being made and poured
- Avoid group drinks like punch bowls
- Cover your drink. It is easy to slip in a small pill even while you are holding your drink. Hold a cup with your hand over the top, or choose drinks that are contained in a bottle and keep your thumb over the nozzle

- If you feel extremely tired or drunk for no apparent reason, you may have been drugged. Find your friends and ask them to leave with you as soon as possible
- If you suspect you have been drugged, go to a hospital and ask to be tested
- Keep track of how many drinks you have had
- Try to come and leave with a group of people you trust
- Avoid giving out your personal information (phone number, where you live, etc.). If someone asks for your number, take his/her number instead of giving out yours

Traveling around campus (walking)

- Make sure your cell phone is easily accessible and fully charged
- Be familiar with where emergency phones are installed on the campus
- Be aware of open buildings where you can use a phone
- Keep some change accessible just in case you need to use a pay phone
- Take major, public paths rather than less populated shortcuts
- Avoid dimly lit places and talk to campus services if lights need to be installed in an area
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone
- Walking back from the library very late at night is sometimes unavoidable, so try to walk with a friend
- Carry a noisemaker (like a whistle) on your keychain
- Carry a small flashlight on your keychain
- If walking feels unsafe, try calling campus security. Many campuses offer safe ride programs

If you have been assaulted:

Get to a safe place and call 911.

- Do not wash, go to the bathroom or change clothing if at all possible. This will help preserve physical evidence should you decide to take legal action. It is important to preserve evidence for the proof of a criminal offense.
- Go to Saint Ann's Hospital within 96 hours to receive medical attention and collect evidence. Medical transportation is available through OPD.
- Contact OPD, You may file a report with OPD at any time of the day or night. Assistant Directors of Resident Life (ADRL) staff will assist you in notifying these authorities.

Sexual Offender Notification and Information

The Federal Campus Sex Crimes Prevention Act was enacted on October 28, 2000 and went into effect October 28, 2002. This law requires institutions of higher education to issue a statement

advising the campus community where law enforcement agency information, which is provided by a State, concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student.

In the State of Ohio, convicted sex offenders must register with the county sheriff of their county of residence address within seven days of moving to that county. The registry was established pursuant to 2950.01 to 2950.14 of the Ohio Revised Code. Every person convicted on or after July 1, 1997, including juveniles tried and convicted in the courts pursuant to ORC 2950.03, whether sentenced as adults or juveniles, of an offense for which registration is required shall be required as a part of the sentence imposed upon conviction to register and re-register with the county sheriff of their residency county as provided in ORC 2950.04.

In addition, all persons convicted of violations under the laws of the United States or any other state substantially similar to an offense for which registration is required shall provide to the local agency all necessary information for inclusion with an Ohio county sheriff within seven days of establishing a residence within the county. Any person required to register shall also be required to re-register within seven days following any change of residence, whether within the county or any other county.

Any person may search the Franklin and/or Delaware County Sheriff's web pages for information on registered sex offenders in the respective counties. Each county's sheriff maintains an on-line database of registered sex offenders in their particular county. The Sheriff Departments' Sex Offender web sites may be viewed at <http://www.Sheriff.Franklin.oh.us/>, or <http://www.delawarecountysheriff.com/> Click on Sexual Offender Database and enter or click on the zip codes for Westerville. Both web pages have information by zip code for registered sex offenders within their respective counties. Westerville zip codes are 43081 and 43082.

Sexual Misbehavior

Sexuality is an important attribute of a human being. It deserves to be treated, in one's self and others, with dignity, respect, decency, and responsibility. Offensive sexual behavior which is exploitive of the other person or in violation of the law may result in disciplinary action up to and including dismissal.

Sexual misbehavior includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's advancement; (2) submission to or rejection of such conduct by an individual is used as the basis

for decisions unreasonably interfering with an individual's performance or creates an intimidating, hostile, or offensive environment.

Sexual misbehavior also includes any violation of ORC 2907.07 Importuning Solicit Underage Sex via a computer, or by any other means of communications. In addition, a violation of ORC 2907.321 Pandering Obscenity Involving a Minor via a computer, or by any other means of communication will be considered Sexual Misbehavior.

Understand the Reporting Process: YOU HAVE THE CHOICE

- To call just for information
- To share your story
- To seek counseling
- To seek support
- To report the assault to OPD or local law enforcement
- To pursue criminal charges
- To file university Judicial charges
- To file no charges

If you are ever a bystander, witness or victim of any sexual offense on or off campus, you can pursue one, all, or none of these options at any time. Sexual offenses may be adjudicated through the university Code of Conduct System. This is an independent process from the State of Ohio Criminal Justice system. If a sexual offense has been heard and adjudicated through Otterbein University's Judicial Proceedings, this does not preclude or limit a victim's access to the criminal court system.

All of these following offices provide information, support and/or resources to prevent and respond to sexual misconduct.

Support One Another

How can you help a friend who has been the victim of sexual assault?

- Remain calm-You may feel shocked and outraged, but the victim/survivor's response is primary right now.
- Believe your friend-Make it clear that you believe the assault happened and that it's not their fault.
- Encourage counseling-Give the victim the number to the Sexual Violence Resource & Advocate, Wellness Center or the Rape Crisis Hotline, but let them decide whether to call. Refer them to the Women's Gender and Resource Center located at 25 W Home Room 159 (meeting room), Room 160 (office). **Faculty Advisor: Tammy Birk**
Hours

Sun.-Thurs.: 12 pm-12 am

Fri. & Sat.: 12 pm-2 am

phone (614) 823-1028

email wgrc@otterbein.edu

Web Site: <http://www.otterbein.edu/intranet/womens-resource-center.aspx>

- Seek counseling for yourself-You can't ignore your own feelings, but they may not be appropriate to share with a victim.
- Help give your friend control-All control has been stripped from a victim during an assault. Empower them to make decisions about what steps to take next, but don't tell them what to do.
- Encourage medical attention- Medical exams can diagnose and provide treatment for injuries and can help provide evidence should a victim decide to prosecute.
- Let your friend express their feelings-Allow them to cry, scream, etc... Just be there to listen.
- Maintain confidentiality- Let the victim decide who will know about the assault.
- Resist the culture of sexual violence-call out objectifying and harassing behavior, get to know your own boundaries as well as the boundaries of others, and resist all forms of violence whenever you encounter them!

Look after your friends!

Sometimes potentially risky situations can be identified and avoided before anyone is harmed. Trust your instincts; if something "feels" wrong, it may very well be. If you're not sure- and most times people aren't- check it out, either directly with the friend you're concerned about or confidentially with another friend who is witnessing the same thing. Chances are very good that if you are worried, others are also.

Sexual Misconduct Awareness and Prevention

OPD and Student Affairs personnel offer sexual assault education and information programs to students and employees upon request. Literature on non-stranger rape education, risk reduction, and response is also available at the OPD Office, Campus Center and Student Affairs.

Student Code of Conduct -- General Statement

Students voluntarily enter into membership in the University community, and in so doing, assume obligations of performance and behavior reasonably agreed upon by that community for the purpose of furthering its missions, objectives, processes, and functions. As a requirement necessary for carrying out its mission, the University community has the right to promulgate and enforce appropriate rules, regulations, and policies and to take action when violations occur.

Students, along with the entire University community, are provided the opportunity through the University governance to discuss and propose changes in the rules and regulations.

The enforcement of the Student Code of Conduct is a part of the total educational process that not only protects the academic community but also assists the student in personal development.

The function of the student conduct process is, to promote the student's learning by examining how a present pattern of conduct interferes with, and is thereby a detriment to, the educational process.

It is impossible to write a Code of Conduct which takes into account every kind of behavior, Otterbein University reserves the right to sanction, to suspend, or to dismiss any student or to disband any organization who seriously threatens the well-being of individuals or the University. These actions may also result from student conduct that occurs away from the University's premises.

All judicial and appeals procedures will be followed before action is taken, except in rare cases when the possibility of imminent danger exists. In such rare cases, the University may suspend a student or organizational chapter pending a hearing, before notifying the chairman of the appropriate judicial body.

Should an accused student be academically dismissed or voluntarily withdraw from Otterbein University before disciplinary proceedings have concluded, the matter may proceed to a hearing and/or a disciplinary hold may be placed on the student's account. The hold will not prevent an accused student from registering, but would start the judicial process.

EACH STUDENT HAS THE OBLIGATION TO BECOME FAMILIAR WITH SUCH RULES, REGULATIONS, AND POLICIES AND ACKNOWLEDGES HE/SHE SHALL BE HELD ACCOUNTABLE FOR CONDUCT IN THOSE VIO-LATIONS, EVEN IN THE ABSENCE OF SUCH FAMILIARITY.

SUBSTANCE ABUSE INTRO

The possession, sale or the furnishing of alcohol on the University's campus is strictly prohibited. The Ohio Liquor Control Commission (OLCC) controls the possession, sale, consumption, or the furnishing of alcohol in Ohio. However, the enforcement of alcohol and drug related violations on campus will be the responsibility of Otterbein University Police Department and the Westerville Police Department. Alcohol/Underage Drinking Policy: This is a level III violation. The State of Ohio Liquor Control law prohibits the purchase, possession, or

consumption of alcoholic beverages or beer by persons under the age of 21 years. Otterbein, as a United Methodist related University, recognizes the merit of the United Methodist position that abstinence is a responsible form of Christian love and witness. The University believes that the consumption of alcoholic beverages enhances neither the educational process nor the quality of life. The Otterbein community functions on the basis of mutual trust and responsibility, and the consumption of alcoholic beverages is potentially disruptive of this educational environment. Otterbein recognizes the right of choice of individuals to use or refrain from the use of alcoholic beverages, but believes that the choice of use is properly exercised elsewhere than on campus grounds, in University buildings, and in fraternity and sorority houses.

Alcoholic beverages may not be served or consumed at social events held in buildings on campus, in fraternity or sorority houses, residence halls, theme houses, or campus apartments. However, Alcohol may be served, in conformance with all State regulations, at the Frank Museum of Art, which is located 39 South Vine Street, Westerville.

Students who are required to be seen by medical personnel and/or transported to the hospital or a medical facility due to excessive alcohol consumption may be required to have an assessment. Students will be required to complete the recommendations of the assessment at their own expense. Either the student, medical personnel, or University staff will notify a parent if the student is transported to a medical facility due to excessive consumption of alcohol.

Standards of Conduct Alcohol and Drugs

The possession and/or consumption of alcoholic beverages and/or illegal drugs is not permitted on campus grounds. Otterbein is committed to maintaining an environment of teaching and learning, which is free of illicit drugs and alcohol. In compliance with the requirements of the Drug-Free Schools and Community Act Amendments of 1989, all students and employees of Otterbein are notified that the unlawful possession, use and distribution of illicit drugs and alcohol on the Otterbein campus are strictly prohibited. Statements of Otterbein policies against the use of illegal drugs and abuse of alcohol, including sanctions against violations, may be found in the Otterbein Campus Life Handbook and the Employee Handbook. Students and employees in violation of criminal laws of the City of Westerville, State of Ohio, or the United States relating to alcohol or drugs may be subject to arrest and conviction. Conviction can result in sanctions, including probation, fines, and imprisonment. Students who are found to be in violation of this stated prohibition are subject to discipline in accordance with the requirements and procedures of the Campus Life Handbook. Sanctions may include disciplinary probation, educational programming, or dismissal from Otterbein. Faculty and staff employees who are found to be in violation of this stated prohibition are subject to discipline in accordance with the applicable Otterbein employment rules and procedures. Discipline may include suspension or termination of employment.

Otterbein Alcohol and Drug Policy

Otterbein believes that the consumption of alcoholic beverages enhances neither the educational process nor the quality of life. Otterbein recognizes the right of choice of individuals to use or refrain from the use of alcoholic beverages, but believes that the choice of use is properly exercised elsewhere than on campus grounds, in Otterbein buildings, and in fraternity and sorority houses. Therefore, possession, use, production, distribution or sale of alcohol or other drugs is prohibited. Any faculty, staff or student violating the policy will be subject to Otterbein disciplinary procedures according to the **Otterbein Campus Life Handbook**, available from the Office of the Vice President for Student Affairs; the **Faculty Manual**, available from the Office of the Vice President for Academic Affairs; and the **Administrative Manual** and the **Personnel Policies Manual** for Non-Exempt Staff, available from the Office of the Vice President for Business Affairs.

Legal Sanctions under Local, State and Federal Laws

Alcohol: Westerville ordinance and Ohio law prohibit the following acts related to alcohol — any person from possessing an opened container of beer or intoxicating liquor in any public place, or in any motor vehicle on a street or other public or private property open to the public for vehicular travel or parking; anyone under 21 of purchasing beer or intoxicating liquor; furnish false information to purchase beer or intoxicating liquor; consume beer or intoxicating liquor in a motor vehicle; buy or furnish beer or intoxicating liquor to anyone under 21 years of age unless supervised by parent; as an owner or occupant of any public or private place knowingly permit any under-age person to remain in or on the place while possessing or consuming beer or intoxicating liquor; any underage person from knowingly order, pay for, attempt to purchase, possess, or consume any beer or intoxicating liquor in any public or private place; any underage person from being under the influence of any beer or intoxicating liquor in any public place; operate or have physical control of a vehicle anywhere while under the influence; while voluntarily intoxicated in a public place or in the presence of 2 or more persons engage in conduct likely to be offensive or to cause inconvenience, annoyance, or alarm to persons of ordinary sensibilities, which conduct the offender, if the offender were not intoxicated, should know is likely to have that effect on others; while voluntarily intoxicated engage in conduct or create a condition that presents a risk of physical harm to the offender or another, or to the property of another. Convictions of the above misdemeanor violations may result in a fine, incarceration, or both. Unless specified differently, the maximum jail term for a misdemeanor is not more than 180 days, and the maximum fine is not more than \$1,000.

Drugs: Westerville ordinance and Ohio law prohibit the following acts related to drugs — knowingly by force, threat or deception, administer to another a controlled substance; sell, offer to sell, prepare for shipment, ship, transport, deliver, prepare for distribution, or distribute a controlled substance; cultivate marijuana or knowingly manufacture or otherwise engage in any

part of the production of a controlled substance; knowingly assemble or possess one or more chemicals that may be used to manufacture a controlled substance in schedule I or II with the intent to manufacture a controlled substance in schedule I or II; knowingly obtain, possess, or use a controlled substance; knowingly make, obtain, possess, or use any instrument, article, or thing the customary and primary purpose of which is for the administration or use of a dangerous drug, other than marijuana, when the instrument involved is a hypodermic or syringe; knowingly use, or possess with purpose to use, drug paraphernalia; by deception, shall procure the administration of, a prescription for, or the dispensing of, a dangerous drug or shall possess an uncompleted preprinted prescription blank used for writing a prescription for a dangerous drug; knowingly adulterate or alter any dangerous drug or substitute any dangerous drug with another substance; knowingly adulterate or alter any package or receptacle containing any dangerous drug or substitute any package or receptacle containing any dangerous drug with another package or receptacle; purpose to induce intoxication or similar physiological effects, shall obtain, possess, or use a harmful intoxicant; knowingly possess, make, sell, offer to sell, or deliver any substance that the person knows is a counterfeit controlled substance; possess an open cartridge of nitrous oxide in a motor vehicle. Convictions of the above misdemeanor or felony violations may result in a fine, incarceration, or both. Unless specified differently, the maximum jail term for a misdemeanor is not more than 180 days, and the maximum fine is not more than \$1,000. Unless specified differently, the maximum jail term for a felony is not more than 11 years, and the maximum fine is not more than \$20,000. Additionally, a student's eligibility for federal financial aid might be suspended if the offense occurred while receiving federal student aid (grants, loans, or work-study). If convicted of a drug-related offense after submitting the FAFSA, a student might lose eligibility for federal student aid, and might be liable for returning any financial aid received during a period of ineligibility.

Federal Drug Laws: Federal law prohibits the trafficking and illegal possession of controlled substances. Depending on the type of drug and amount, penalties for simple possession range from at most 1 year imprisonment, at least a \$1,000 fine, or both; to at most 20 years imprisonment and at least \$1,000 fine. Trafficking penalties range from maximum imprisonments of 5 years to life, and maximum fines from \$250,000 to \$20 million.

Penalties

The purchase, consumption, transportation or possession of alcoholic beverages by a person under 21 is punishable by fines of up to \$1000.00, loss of driving privileges, and up to 180 days in jail in Ohio.

Misrepresentation of age to purchase alcohol and altering, selling or manufacturing of false identification is also punishable by minimum fines of \$1,000.00 and loss of driving privileges. The selling or furnishing of alcoholic beverages to those under the age of 21 is punishable by law

in the following manner; A mandatory fine of \$1,000.00 for the first offense, and \$2,500.00 for each subsequent violation. Lying about ones age to obtain alcohol, making a false ID, possessing a false ID and furnishing alcohol to individuals under age 21 are misdemeanor offenses.

A summary of penalties related to alcohol may be found online In the Ohio Revised Code. A complete summary of federal penalties related to alcohol and illicit drugs may be found online at the U.S. Drug Enforcement Administration.

Otterbein University has programs and policies in place to support a drug-free environment. A complete copy of Otterbein's Drug and Alcohol Policy may be obtained by contacting HR Services at <http://ocweb.otterbein.edu/docs/default-source/files/campus-life/2014clhupdated6-23-14.pdf?sfvrsn=2>

If an employee has concerns about drug or alcohol use- their own or others- they may want to consult with the universities employee assistance program (EAP) counselors.

Otterbein University's Student Code of Conduct states,

Alcohol/Underage Drinking Policy: The State of Ohio Liquor Control law prohibits the purchase, possession, or consumption of alcoholic beverages or beer by persons under the age of 21 years. Alcoholic beverages may not be served or consumed at social events held in buildings on campus, in fraternity or sorority houses, residence halls, theme houses, equine center or campus apartments.

Alcohol may be served, in conjunction with all state regulations, at the Frank Museum of Art, which is located at 39 South Vine Street, Westerville.

Students who are required to be seen by medical personnel and/or transported to the hospital or medical facility due to excessive alcohol consumption may be required to attend individual alcohol counseling.

CAMPUS REGULATIONS

A. No signs or advertisements for events being held on or off campus mentioning alcoholic beverages may be posted or used on campus property.

B. Empty alcoholic beverage containers (e.g. beer cans, kegs, liquor and wine bottles) are prohibited. This includes any empty beverage containers, cartons, boxes etc. that have been mutilated or changed into posters or wall hangings/decorations.

C. The consumption of beverages with alcoholic content and/or the possession of such beverage on campus grounds, in University buildings, or in a fraternity or sorority house are prohibited and penalties will accompany violations.

D. Students are legally responsible to civil authorities for violations of the alcohol laws of the State of Ohio and the City of Westerville when committed in those places listed in paragraph C. Such violations are also considered violations of University regulations.

E. On-campus intoxication by students of any age is prohibited.

Drug Law Violations and Financial Aid

A federal or state drug conviction can disqualify a student for federal student aid funds (FSA) if it was for an offense that occurred during a period of enrollment for which the student was receiving federal Title IV aid.

The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale (including conspiring to sell) or possession and whether the student had previous offenses.

	Possession of illegal drugs	Sale of illegal drugs
1st offense:	1 year from date of conviction	2 years from date of conviction
2nd offense:	2 years from date of conviction	Indefinite period
3+ offenses:	Indefinite period	Indefinite period

If the student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

A student regains eligibility the day after the period of ineligibility ends or when he or she successfully completes a qualified drug rehabilitation program or, effective beginning with the 2010–2011 award year, passes two unannounced drug tests given by such a program. Further drug convictions will make one ineligible again.

Students denied eligibility for an indefinite period can regain it after successfully completing a rehabilitation program (as described below), passing two unannounced drug tests from such a program, or if a conviction is reversed, set aside, or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record. In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility. It is the student's responsibility to certify they have successful completion of the rehabilitation program.

When a student regains eligibility during the award year, he or she may receive Pell, ACG, National SMART, TEACH, and Campus-based aid for the current payment period and Direct loans for the period of enrollment.

Standards for a qualified drug rehabilitation program

A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
- Be administered or recognized by a federal, state, or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

Additional information on this subject is located online at:

http://www.otterbein.edu/Files/pdf/FinancialAid/DrugLawViolations_Financial%20Aid.pdf

Title IV Federal Aid includes: Federal Work Study, Federal Direct Loans, Federal Pell Grants, Supplemental Educational Opportunity Grants, Academic Competitive Grants, Federal SMART Grants, Robert C Byrd Scholarships, and Federal Perkins Loans.

Substance Abuse Education and Support

Education

Drug and alcohol education programs are conducted regularly to heighten awareness of the necessity to have a drug-free University community. Resources are provided to community members by sources such as the Office of the Dean of Students, Campus Life, OPD, the Health Center, and Human Resources Services. Education and Awareness programs, including Alcohol Education are offered during Orientation and throughout the year www.otterbein.edu/public/CampusLife/DivisionOfStudentAffairs.aspx

Counseling, Treatment, Rehabilitation and Re-Entry Programs

In addition to sanctions designed to reduce alcohol and other drug abuse, Otterbein has a variety of on-campus prevention and education programs as well as access to off-campus screening, intervention and treatment programs available. The Otterbein Student Affairs Wellness Department can provide information and also help put students in touch with a variety of community resources available to assist those who are experiencing alcohol and other drug-related problems. Another resource available to students is the “ECHECKUP TO GO” website.

Written for students, this interactive website provides an abundance of information on alcohol and an individual alcohol assessment. All first-year Otterbein students are required to complete ECHECKUP by the first of September.

Counseling, Treatment, Support and Community Resources

<http://www.otterbein.edu/public/CampusLife/HealthAndSafety/Counseling.aspx>

Emergency Assistance: Otterbein Police (614) 823-1222

On-campus call x1222 Off-campus calls 911 or contact your RA, or ADRL

ALCOHOL AND DRUG Chart

NAME CATEGORY		EFFECTS / POSSIBLE HEALTH RISKS
Alcohol		<i>Drowsiness, slurred speech, nausea, loss of coordination, impaired memory, loss of consciousness / Increased risk of injuries, violence, fetal damage in pregnant women; depression; neurologic deficits; hypertension; liver and heart disease; addiction; fatal overdose</i>
Cannabinoids	Hashish Marijuana	<i>Relaxation; slowed reaction time; distorted sensory perception; impaired balance and coordination; increased heart rate and appetite; impaired learning and memory; anxiety; panic attacks; psychosis / Cough; frequent respiratory infections; possible mental health decline; addiction</i>
Club Drugs	MDMA (Ecstasy) Flunitrazepam (Rohypnol) GHB	MDMA: <i>Mild hallucinogenic effects; lowered inhibition; anxiety; chills; sweating; teeth clenching; muscle cramping / Sleep disturbances; depression; impaired memory; hyperthermia; addiction</i> Flunitrazepam: <i>Sedation; muscle relaxation; confusion; memory loss; dizziness; impaired coordination / Addiction</i> GHB: <i>Drowsiness; nausea; headache; disorientation; memory loss / Unconsciousness; seizures; coma</i>
Depressants	Barbiturates (Amytal, Seconal, Phenobarbital) Benzodiazepines (Ativan, Valium, Xanax) Sleep Medications (Ambien, Sonata, Lunestra)	<i>Sedation/drowsiness, reduced anxiety, lowered inhibitions, slurred speech, poor coordination, confusion, dizziness, impaired coordination and memory / Slowed pulse, lowered blood pressure, slowed breathing, tolerance, withdrawal, addiction; increased risk of respiratory distress and death when combined with alcohol</i> Barbiturates: <i>euphoria, fever, irritability / Life-threatening withdrawal in chronic users</i>
Dissociative Anesthetics	Ketamine PCP & analogs Salvia Divinorum Dextromethorphan (DXM)	<i>Feelings of being separate from one's body and environment; impaired motor function / Anxiety; tremors; numbness; memory loss; nausea</i> Also for ketamine: <i>Analgesia, delirium / Respiratory depression and arrest; death</i> Also for PCP and analogs: <i>Analgesia; psychosis; aggression; violence; slurred speech; loss of coordination; hallucinations</i> Also for DXM: <i>Euphoria; slurred speech; confusion; dizziness; distorted visual perceptions, vomiting, paranoia, impaired motor function</i>

Hallucinogens	LSD	<i>Altered states of perception and feeling; hallucinations; nausea</i>
	Mescaline	Also for LSD and mescaline: <i>Increased body temperature, heart rate, blood pressure; loss of appetite; sweating; sleeplessness; numbness; dizziness; weakness; tremors; impulsive behavior; rapid shifts in emotion</i>
	Psilocybin	Also for LSD: Flashbacks, Hallucinogen Persisting Perception Disorder Also for psilocybin: <i>Nervousness; paranoia; panic</i>
Opioids and Morphine Derivatives	Codeine, Heroin, Morphine, Methadone Fentanyl and analogs, Other opioid pain relievers (Oxycontin, Percodan, Percocet, Vicodin, Lortab, Lor- cet, Dilaudid, Demerol, Dar- von, Darvocet)	<i>Pain relief, euphoria, drowsiness, sedation, weakness, dizziness, nausea, impaired co-ordination, confusion, dry mouth, itching, sweating, clammy skin, constipation / Slowed or arrested breathing, lowered pulse and blood pressure, tolerance, addiction, unconsciousness, coma, death; risk of death increased when combined with alcohol or other depressants</i>
Other Compounds	Anabolic Steroids	Steroids: Hypertension; blood clotting and cholesterol changes; liver cysts; hostility and aggression; acne; prostate cancer
	Inhalants	Inhalants: <i>Stimulation; headache; nausea; slurred speech; loss of motor coordination /</i> Muscle weakness; depression; memory impairment; damage to cardiovascular and nervous systems; unconsciousness; sudden death
Stimulants	Amphetamines (Adderall) Methylphenidate (Concerta,	<i>Feelings of exhilaration, increased energy, mental alertness /</i> Increased heart rate, blood pressure, and metabolism; reduced appetite; weight loss; nervousness; insomnia; seizures; heart attack; stroke
Tobacco	Nicotine	<i>Increased blood pressure and heart rate /</i> Chronic lung disease; cardiovascular disease; stroke; cancers of the mouth, pharynx, larynx, esophagus, stomach, pancreas, cervix, kidney, bladder, and acute myeloid leukemia; adverse pregnancy outcomes; addiction

Source: drugabuse.gov/drugs-abuse

Campus Health Center Services



The Student Health Center provides health care services for students. Nurses are on duty from 9:00 am to 5:00 pm, Monday through Friday. A physician is available two hours daily, Monday through Friday. The hours the doctor is available varies and will be posted each month in the residence halls, Campus Center and throughout the campus. All full-time students are entitled to unlimited doctor and/or nurse visits. All full-time students are covered by a secondary accident policy at no additional expense to the student. There is an optional medical coverage policy. Please call **614-823-1250** for additional literature on this policy. The Student Health Center is located east of the Campus Center at 78 West Home Street. The phone number for the Campus Health Center is 614-823-1345

OhioHealth Westerville Medical Campus

Emergency Care Center



THIS IS AN EMERGENCY DEPARTMENT. THIS IS NOT AN URGENT CARE.

OhioHealth Westerville Medical Campus Emergency Care Center is a full-service ambulance-receiving emergency department open 24 hours a day, 365 days a year.

The facility provides a convenient alternative to traditional emergency departments located at hospitals. The emergency department is staffed with the same skilled, board-certified physicians as OhioHealth's Riverside Methodist Hospital and Grant Medical Center Emergency Departments.

The OhioHealth Westerville Emergency Care Center treats all patients regardless of their ability to pay. The address is **300 Polaris Pkwy-Westerville, OH\43081- (614)-533-3000.**

Mount Carmel/

St. Ann's Hospital



500 South Cleveland Avenue
Westerville, Ohio 43081

Located in Westerville, Mount Carmel St. Ann's is a community hospital with the clinical capabilities of facilities far larger. It has a state-of-the-art emergency department, maternity center and cancer center; patients are able to get a personal healthcare experience without sacrificing quality of care.

One of the campus' newest buildings is the Mount Carmel St. Ann's Maternity Pavilion. It welcomes nearly 5,000 deliveries per year and includes a Level III special care nursery. The recently renovated emergency department sees 72,000 visits per year, and the hospital itself features 11 state-of-the-art operating rooms and dedicated angio and cath labs. The Westerville hospital's campus also boasts a dedicated Women's Health Center and a Cancer Center offering outpatient infusion and radiation therapy services.

Phone Numbers:

Main Number	614-898-4000
Central Scheduling	614-234-7400
Emergency Department	614-898-4040
Human Resources	614-898-4090
Medical Records	614-898-4075
Patient/Visitor Information	614-898-4100
Volunteer Services	614-898-4097

Campus Security Related Policies:

Missing Student Policy/Investigation

MISSING PERSONS POLICY

The Higher Education Act (HEA) Title IV, Section 485(j), requires higher education institutions that provide any on-campus housing facility to establish a policy regarding missing student notification procedures for students who reside in on-campus student housing facilities. On-campus housing is clarified as “any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus”. This includes all Otterbein owned or controlled residence halls, theme houses, sororities and fraternities. As such Otterbein has established the following policy and procedure to address students residing on-campus that are reported as missing:

- 1) The “Campus Life Handbook” shall inform each student in accordance with HEA Title IV, section 485(J) that students who reside in on-campus housing have the option to identify an individual to be contacted by Otterbein immediately after the student is determined missing. Additionally, Otterbein will notify the appropriate law enforcement agency immediately after a student residing in on-campus housing is determined missing. If the student is under 18-years old and not emancipated, Otterbein will notify a parent/guardian immediately after the student has been determined missing.
- 2) Otterbein shall provide each student residing in on-campus housing the means to register

confidential contact information, to be utilized in the event the student is determined to be missing, by completing the Otterbein Office of Residence Life “Entering Student Housing & Board Information Form” or the “Returning Student Housing & Board Information Form.” Any confidential contact information provided for missing person notification purposes will only be used for this purpose.

- 3) Otterbein shall initiate the “**Missing Student Notification Procedures**” if the Otterbein Police Department, or a law enforcement agency, determines through their investigation of a missing person report that an Otterbein student residing in on-campus housing has been missing and has not returned to campus.

Otterbein’s “**Missing Student Notification Procedures**” are as follows for students that reside in on-campus housing:

- A) Any official report made to Otterbein students, faculty or staff of a missing student who resides in on-campus housing is to be immediately referred to the Otterbein Police Department.
- B) Upon investigation by Otterbein Police Department, if the student is determined to have been missing, the following notification procedures will be followed:
 - i) Otterbein personnel to be notified when an Otterbein student residing in on-campus housing has been determined as missing includes the Vice President for Student Affairs, Chief of Police, and Executive Director of Marketing and Communications
 - ii) If the missing student has provided Otterbein with an individual to contact if determined missing, Otterbein Police Department will notify this individual the student has been determined missing.
 - iii) If the student is under 18 years of age and not an emancipated individual, the Otterbein Police Department will immediately contact the student’s parent/legal guardian.
 - iv) If neither ii nor iii apply, the Otterbein Police Department will notify the appropriate law enforcement agency that the student has been missing.

Otterbein University’s Missing Student Police can be found at the link below:

<http://www.otterbein.edu/public/CampusLife/HealthAndSafety/StudentConduct.aspx>

Residence Life personnel, may make an entry into the student’s room to check on their welfare. If the student is an off-campus resident, OPD will informally enlist the aid of the neighboring police agency having jurisdiction.

Concurrently, University officials will endeavor to determine the student’s whereabouts through contact with friends, associates, and/or employers of the student. Whether or not the student has been attending classes, labs, recitals, and scheduled organizational or academic

meetings, or appearing for scheduled work shifts, will be established. If located, verification of the student's state of health and intention of returning to the campus will be made.

Notification of the local law enforcement and emergency contact will be made immediately after it has been determined that the student is missing. Notification of the emergency contact will be made by the Dean of Students or his/her designee. If the student is an off-campus resident, appropriate family members or associates are encouraged to make an official missing person report to the law enforcement agency with jurisdiction. Local law enforcement will be notified in all cases even if the student has not provided an emergency contact, and the university will provide the necessary information to assist in locating the missing student.

If the missing student is under the age of 18 and is not an emancipated individual, **OPD will immediately notify the student's parent or legal guardian.**

If circumstances related to a student's disappearance appear to be foul play, (i.e., kidnapping or other criminal acts), then the appropriate notifications and actions will be initiated.

OPD will cooperate, aid, and assist the primary investigative agency in all ways prescribed by law. If the student is an on-campus resident, OPD will open an official investigation and retain status as the primary investigative unit. Upon closure of the missing person investigation, all parties previously contacted will be advised of the status of the case.

WEAPONS POLICY STATEMENT:

All members of the University community, including faculty, staff, and students, as well as visitors to Otterbein University, are prohibited from possessing firearms, explosives or weapons (hereafter collectively referred to as "weapons") on the premises of the university or in any building under university control or at any university-sponsored event without the explicit authorization of Otterbein University, whether or not a federal or state license to possess the same has been issued to the possessor.

Reason for Policy/Purpose:

Otterbein University is committed to maintaining a safe and secure environment in which to conduct educational activities and house its students. This policy is one step towards reducing the risk of injury or death associated with intentional or accidental use of weapons.

Policy/Procedures:

It is prohibited to possess weapons on property owned or controlled by Otterbein University or at any University sponsored event without the explicit authorization of the

University, whether or not a federal or state license to possess the same has been issued to the possessor. The only exceptions to this policy are as follows:

Commissioned law enforcement officers to the extent they are legally permitted to possess weapons in the State of Ohio and the City of Westerville.

Persons in the military in performance of their official duties to the extent they are legally permitted to possess weapons in the State of Ohio, City of Westerville.

Anyone possessing a weapon may also be subject to arrest and/or disciplinary action as discussed below. Exceptions to this policy may be requested in writing to the Chief of Police. The Chief will review the request with the Vice President for Student Affairs. Only under the most unusual circumstance would an exception be granted. Questions about the applicability of this policy to specific items may also be directed to the Chief of Police.

Any student, faculty or staff member violating this policy shall be subject to University disciplinary policies and procedures. Additionally, possession of unlicensed firearms or weapons may lead to criminal prosecution.

Deliveries and Solicitation Policy:

For the safety and privacy of all members of the campus community, solicitors, peddlers, and door-to-door solicitation are not permitted on campus, including in any campus buildings.

Members of the campus community are not permitted to raise funds or sell products on campus without permission from the Office of Student Affairs. No one, including members of the campus community, is permitted to solicit, raise funds or sell products in the residential facilities. No deliveries are to be made to an individual room in any campus building, including the residential facilities. All personnel delivering personal products should be directed to meet you at the main entrance to a campus building.

Magnetometer (Metal Detector) Policy:

Otterbein University values the safety of all students, faculty, staff, and guests of the campus. Towards that end, the University reserves the right to employ a magnetometer (metal detector) at campus events.

Metal detectors may be used if any of the following criteria are met:

- At dances, parties, and concerts, when these events are:
 - (1) Open to the public outside of the Otterbein community (the Otterbein community consists of current Otterbein students, faculty, staff, and alumni), and;

(2) The event is expected to draw more than 100 people.

- When deemed necessary by the Chief of Police, or other appropriate University administrators.

The following information should be provided to all individuals purchasing tickets for events in which a metal detector will be used:

"All guests at this event are subject to search, including screening with a metal detector before being admitted. By seeking admission to this event, you are consenting to such a search."

The following should be posted at the entrances to events subject to the policy: "All guests at this event are subject to search, including screening with a metal detector, before being admitted."

Smoking Policy:

The University promotes a smoke-free environment, and smoking is permitted only in outdoor areas of the campus not within 25 feet of a building. No smoking is allowed in any building on campus. This includes private offices, residence hall rooms and public buildings. Smoking is also prohibited in University vehicles. The success of this policy depends on the thoughtfulness, consideration and cooperation of smokers and nonsmokers.

CRIME PREVENTION EDUCATION AND AWARENESS

Otterbein is dedicated to eliminating and/or minimizing criminal activities through the eyes and ears of all faculty, staff, students, friends and neighbors of the campus community. Crime prevention brochures and other printed materials are available at the Otterbein Police Department for the entire Otterbein community. Crime prevention programs emphasizing security and safety procedures for students and faculty/staff members are routinely presented throughout the academic year and are available upon request by individuals or groups. Crime Prevention and Security briefings are offered during summer orientation sessions to parents, and students have the option to attend the same presentation during New Student Weekend activities. Human Resources provides new employees with an emergency flipchart, crime prevention safety tips and requires new employees to attend Sexual Harassment Prevention training. Some of the crime prevention / safety programs presented are:

☐ Introduction to Crime Prevention:

General crime prevention tips will be presented in the following areas: property theft, identity theft, sexual assault crimes, strangers/solicitors in residence halls, alcohol and drugs, date-rape drugs, fire safety, emergency preparedness, and weather emergency plans. The community

approach to crime prevention will be emphasized. This is a broad overview of safety and security on campus.

☐ **Crisis Response on Campus: Active Shooters:**

Phases 1 and 2: University and workplace incidents across the nation, common suspect characteristics, law enforcement's response during an incident, and survival tactics for students, faculty and staff in residence halls, academic and administrative areas will be emphasized. The discussion will also include information on the growing trend of violence on campuses, and in society. Set in a classroom environment, students will learn and practice how to respond in the event of a shooter in their building or classroom. Fleeing, barricading or locking the doors, attacking the shooter, securing weapons, and other important safety issues will be discussed.

☐ **Crisis Response on Campus: Active Shooters:**

Phase 3: Hands-on self-defense techniques designed to teach students to react when confronted with deadly force will be emphasized. Securing weapons and suspects, escaping holds, pressure point strikes, and incapacitating suspects will be presented.

☐ **Introduction to Emergency Response on Campus:**

This training is designed to familiarize the participant with Otterbein's updated Emergency Response Manual, including an introduction to the Incident Command System (ICS), internal/external/media relations, and departmental and individual responsibilities. It also provides resources to assist departments with establishing their protocols. A tabletop exercise for a critical incident on campus is included in the training.

☐ **Sexual Assault Awareness and Prevention:**

The thrust of the lecture will be presenting the criminal, civil and emotional ramifications of sexual assault. Pre-planning and appropriate decision-making will be emphasized, as well as guidance to victims for healthy recovery. Guest instructors may include police officers, sexual assault nurse examiners, and victims of assault

☐ **Date-Rape Drugs:**

Students will receive a detailed explanation of various date-rape drugs. The lecture will discuss drug identification, effects of the drugs, as well as strategies to implement if someone becomes a victim. Prevention options will also be reviewed.

☐ **Personal Protection and Self-Defense:**

The program will provide options for male and female students who are physically attacked. The options will include verbal and physical responses to assault. Appropriate use of force levels will

also be presented to protect against civil liability. Appropriate gym clothes should be worn for hands-on training. Safety for all students will be emphasized.

☐ **Alcohol Decisions; Drugs and the Law:**

The program includes Otterbein Student Judicial Council and the Ohio Revised Code's interpretations of illegal narcotic use, possession, manufacturing, sales, etc. The presentation will also address date-rape drugs and alcohol.

☐ **Internet Safety and Identity Theft:**

Students will be introduced to the fastest growing crime in America. The thrust of the training will include identity theft crimes, protecting the student from identity theft, and what to do if one becomes a victim. Other discussion topics include social websites (facebook.com, myspace.com, etc.), cyber scams, and ways to protect your computer.

☐ **Personal Protection for Women:**

Instructed by the Westerville Police Department, women will be taught the safest way to respond, and escape physical as-saults from larger, stronger suspects. Students should wear gym clothes and be prepared to roll on the ground with training partners. Safety for all students will be emphasized. The class is limited to the first 30 women registered.

☐ **Residence Hall Fire Safety:** The Otterbein Police Department in conjunction with the Westerville Division of Fire conducts the training. The thrust of the presentation will include fire hazards in residence halls and the evacuation procedures.

☐ **Residence Hall Smoke Out:** Westerville Division of Fire uses a smoke machine to emit smoke into a residence hall. Students will be trained to safely exit the hall despite being impaired by smoke.

Additional programs are presented and tailored to individual group needs and re-quests. Several of the PowerPoint presentations utilized during the training sessions are available to view and review on the Otterbein Police Department's web site at

<http://www.otterbein.edu/public/CampusLife/HealthAndSafety/Police/CrimePrevention.aspx>.

Safety Services offered by Otterbein University

Otterbein University provides the following services and programs to improve safety on campus and to educate the community about security issues:

Police Escort: OPD provides this escort service for people walking on campus or to and from a University-owned residence. Call (614)823-1222. A uniformed officer will accompany you to your destination. Students, staff, and faculty are asked to walk with others when possible and to choose paths that are well lit.

Personal Safety: Sessions on personal safety, crime and violence prevention, crisis and emergency management planning, residence hall safety, rape prevention, self-defense, fire safety, and first aid/CPR are offered regularly on campus. Contact OPD at (614) 823-1222 for more information.

New Student Orientation: Crime prevention materials are provided and questions are answered during new student and parent orientation meetings.

New Employee Orientation: Crime prevention materials are provided and questions are answered during new employee orientation meetings.

Women's Self Defense: is taught by certified OPD and WPD officers. The program focuses on developing self-defense as one of the options available to women. The system includes carefully selected, realistically employable defense tactics which utilize a woman's personal weapons (such as hands and feet). These tactics are easy to learn and easy to retain. This program is offered to all Faculty and student members free of cost. Please contact OPD for information regarding these class offerings at police@otterbein.edu

Operation Identification: Students are strongly encouraged to mark valuables with your driver's license number and to record serial numbers.

Bicycle Registration: The bicycle registration program is a free service for students. Upon registration, a numbered decal will be affixed to your bike. Your registration information will be kept on file with the City of Westerville. If the bike is stolen and recovered, the owner can be traced through the registered decal number. To register your bike, contact OPD at ext. 1222 on campus or (614) 823-1222 or visit the Otterbein Police Department.

Crime Education Material: Brochures and posters related to substance abuse, personal safety, motor vehicle and bicycle theft prevention, residence and office security and many other topics are available at the OPD office.

Lighting Survey: A lighting survey is conducted monthly by OPD officers to determine if external lighting is adequate. Security needs are taken into consideration during these inspections. OPD requests participation from the university community in identifying areas in need of improvement.

Residence Hall Safety Standards

Students are encouraged to exercise extreme care when selecting electrical appliances for their campus housing. Each of these electrical appliances must be Underwriters Laboratory (UL) approved, in good operating condition, and not left unattended when in use. Students should remember the space limitations of many areas and the number of outlets available to them. With this in mind, students may bring the following items into the residence halls, theme houses and Commons apartments:

Air Purifiers, Clocks, Computers, Curling irons/curlers, DVD/VCR, Player/Recorder, Fans, Non-Ionic Hair Dryers & Hair Implements (straighteners, etc.), Holiday lights (not stranded together), Hot air popcorn poppers, Iron (auto shut-off), Lighted make up mirror, Microwave* (800 watts or less), Power strips with circuit breakers, Razors (electric), Reading lamps (excluding Halogen reading lamps without safety grids), Refrigerator * (up to 4 cubic ft., limited to one per room), Sewing machine, Stereo System (small), Surge Protectors with a 14 gauge wire (heavy duty), Television, Video Game System, Ionic hair implements (hair dryer, curling iron, hair straightener) are not allowed because they may cause the fire alarms to activate.

*Refrigerators and microwaves should be limited to one of each per residence hall room.

Commons apartments and theme houses may have one microwave per house/apartment located in the kitchen and may not bring additional refrigerators into the facility. Students in the Commons and theme houses ONLY may possess and use toasters, coffee makers and George Foreman grills with extreme caution in the kitchen area only. Only students who have been granted a medical accommodation through the Disabilities Services Coordinator may use a portable air conditioner during fall and spring semester.

Due to the risk of fire when using the following electrical appliances, students shall refrain from possessing and/or using them in the residence halls, theme houses and Commons apartments. If any violation of these items is found, the resident will be referred to judicial council.

Any appliance not clearly marked as UL approved, Any appliance with an exposed heating element Air conditioners (unless approved by the Disability Services Coordinator), Broiler ovens, candles (including candle warmers), Electric blankets, Electric potpourri pots, Electric frying pans/griddles/devices, Extension cords (all types), Halogen lamps without safety grids, Heat or Sun Lamps, Hot plates, Ionic Hair Dryers, Oil popcorn poppers, Outlet expander without surge protector, Scented oil burners, Space Heaters, Sun or heat lamps, Toasters, Toaster ovens, or any item which causes the fire alarm to activate.

Any appliance not included in these lists must be approved by a Hall Director before usage. Any use of electric appliance requires that the resident monitor the placement of the electric cords (i.e., do not let cords lie on or next to heating units). Students shall make smart choices to assure

their safety and the safety of others in the residence halls, theme houses and Commons apartments.

The following guidelines will help students decrease the risk of a fire hazard in their living area:

- Empty wastebaskets on a regular basis in the dumpsters provided outside, do not place wastebaskets in closets and use metal wastebaskets.
- Refrain from playing pranks.
- Assure all items taped to walls are taped at all corners using removable tape/tabs, or small tacks.
- Do not hang anything from the ceiling and/or over a light.
- Do not build lofted beds in halls where furniture is not meant to be lofted.

Due to the community environment and the added risk of loss or damage to life or property, the following items are prohibited in all residence units: vehicle batteries, charcoal, gasoline, and items identified in under the Concealed Weapons policy and Firearms/Firecrackers policy. Please refer to Section 8 –[University Judicial Policies Defined](#) for the Concealed Weapons policy and for the Firearms/Firecrackers policy.

FIRE SAFETY

Student Housing Facility Fire Safety Systems

At Otterbein University, 97% of student sleeping rooms are equipped with a smoke detector that is connected to a supervised fire alarm system. Student sleeping rooms are defined as the actual room in which the occupants live and sleep.

All student housing fire alarm systems, if activated, result in a signal being transmitted to a monitored location, the monitoring company will then notify Westerville Police and Fire Communications. The WPD Communications section will then dispatch OPD and WFD to the appropriate location.

Fire alarms systems are monitored 24 hours/day, seven days/week by Hard Fire Suppression Systems and Emergency 24 Monitoring Center. Information on specific residential buildings is posted in the chart below.

Fire Safety Improvements and Upgrades

OPD's Fire Prevention Officer, Facilities Management, Resident Life Staff, Environmental Health and Safety, and WFD's Fire Marshall annually review the fire systems in our residence halls and make upgrades, repairs or revisions when problems are identified.

Reporting a Fire

Persons reporting a fire should call 911. If there is a fire in your area and the alarm has not sounded, you should immediately activate a local fire alarm pull station and evacuate the building.

Evacuation of Student Housing Facilities in the Event of Fire

Corridors and Exits

It is absolutely essential for corridor separations and stairwell doors to be closed at all times, unless the door is equipped with an approved electromagnetic door closer. Fire doors retard the travel of smoke, heat, toxic gases, and fire. All stairwell doors must be closed at all times. Do not place any combustible material on these doors. Absolutely no paneling, burlap, draperies, parachute netting, Styrofoam, or any type of wood can be installed in exit corridors or stairwells.

Building fire equipment such as sprinkler heads, smoke detectors, heat detectors, fire hoses, extinguishers, standpipes, and alarm boxes must remain in good working condition and must not be obstructed. Unauthorized use or tampering with this equipment will result in disciplinary and/or legal action.

Emergency Exits

- Do not prop open, or obstruct designated fire doors. • Do not lock or otherwise close a fire or exit door to prevent or impede exit.
- Remove all obstructions from emergency exits and corridors.
- Report blocked or locked fire exits to an ADRL, Resident Assistant, Department Chair or Otterbein Police or Service Dept.
- Do not obstruct fire alarm boxes, fire hoses, fire standpipes, fire extinguishers, sprinkler heads, fire/smoke detectors, or any other fire protection equipment.

When an alarm is activated there are a few steps to follow:

- Remain calm and close the windows in the room.
- Take only clothing that will be needed for the type of weather conditions that exist. Do not try and collect personal items to take with you.
- Turn off any electrical items you may have on at the time, including lights and a stove/oven.
- Stay low if you are going through smoke or toxic fumes.
- Leave by the nearest exit. When a fire alarm is active any door to the building may be used to exit so long as it is safe to do so.
- Do not use elevators. Use only the stairs.
- Proceed to the Emergency Assembly Area (EAA) for your building. This information is posted in each residential facility and is available through your

Residence Assistant. In non-housing facilities, this information is available from your building coordinator. Your Building Captain and/or their designees will also provide you directions to your EAA in the event a building evacuation occurs.

- Never attempt to go back into the building even if the alarm stops sounding. Wait until Public Safety personnel have cleared the building and given the permission to re-enter.
- In an actual emergency if you are trapped and not able to exit a room or the building, yell for help and call 911 using a phone in the building or your cellular phone. Stay in one location as long as it is safe to do so. Be sure you can give your location in the building as best as you can so an officer can locate and assist you.
- Report blocked or locked fire exits to an ADRL, Resident Assistant, Department Chair or Otterbein Police or Service Dept.
- Do not obstruct fire alarm boxes, fire hoses, fire standpipes, fire extinguishers, sprinkler heads, fire/smoke detectors, or any other fire protection equipment.

Fire Drills in Student Housing Facilities

In compliance with Ohio State Fire Code, Otterbein University will conduct regular fire drills and fire inspections of all residential facilities, which include residence halls, theme houses, Greek houses and the Commons apartments. As outlined in the Ohio Fire Code, the drills and inspections will take place at unexpected times and under varying conditions to simulate the unusual conditions that occur in case of fire. These drills will be completed four times in a year. Residence Life and Student Affairs staff may assist University Police in coordinating compliance with these policies. Any violation of university policy, including Failure to Evacuate, will be documented and forwarded to the Director of Student Conduct.

Fire Safety -- Major:

These are level IV violations --

Creating False Alarms: No person shall cause the evacuation of any building or place or otherwise cause public inconvenience or alarm by circulating a warning of fire or other impending catastrophe, or in any manner engaging in conduct which induces public panic or alarm.

Failure to Evacuate a Structure: Failure to evacuate a structure when an alarm is sounded, either automatically or manually, or vocally expressed by University officials or Westerville Fire or Police officials, shall constitute a Level IV judicial violation and may result in criminal charges for violation of local and state laws.

Tampering with Fire Alarms and Equipment/Fire Extinguishers: Fire extinguishers, fire detectors, and alarm equipment are for emergency use only. Tampering with fire extinguishers, detectors or alarm equipment except in the event of a fire constitutes a violation of the laws of the City of Westerville. Anyone tampering with or discharging fire extinguishers or tampering with fire alarm and detection equipment will be subject to penalties through the campus judicial system and will be referred to local authorities when deemed appropriate.

Fire Safety -- Minor:

These are level III violations --

Students are encouraged to exercise extreme care when selecting electrical appliances for their campus housing. Each of these electrical appliances must be Underwriters Laboratory (UL) approved, in good operating condition, and not left unattended when in use. Students should remember the space limitations of many areas and the number of outlets available to them. With this in mind, students may bring items listed (under Electrical Appliances in the Residence Life and On-Campus Housing policies) into the residence halls, theme houses, and Commons apartments.

Fire Safety Education

All residence halls are equipped with fire detection and firefighting equipment. All residents should familiarize themselves with the emergency escape plan for their residence hall.

Throughout the year fire alarm systems will be tested to ensure they are in working order. When an alarm sounds all occupants must vacate the facility for their own safety and so firefighters can focus on fighting the fire and not have to worry about saving lives.

In the event of an actual fire, the local fire department or OPD will notify residents when it is safe to re-enter a building. Students should assume all alarms are actual emergencies and respond accordingly. No one is permitted to enter the building, even if the alarm is silenced, until fire and police personnel give the okay.

ON-CAMPUS RESIDENCE FIRE STATISTICS

Fire Statistics:

FIRES REPORTED	2011	2012	2013
Fires	1	0	1
Fire-Related Injuries	0	0	0
Fire-Related Deaths	0	0	0
Fire-Related Property Damage	0	0	0

2013 ANNUAL CAMPUS SECURITY / FIRE SAFETY REPORT

DESCRIPTION OF ON-CAMPUS STUDENT HOUSING FIRE SAFETY SYSTEM

LOCATION:	Fire alarm monitoring On-Campus Each calendar year	Partial sprinkler system	Full sprinkler system	Smoke detectors	Manual pull stations	Fire extinguishers	Evac plans posted	Number of evacuation (fire) drills
<u>Residence Halls</u>								
25 W. Home	X		X	X	X	X		4
Clements Hall	X			X	X	X	X	4
DeVore Hall	X		X	X	X	X		4
Davis Hall	X			X	X	X	X	4
Davis Annex	X			X	X	X	X	4
Dunlap-King	X	X		X	X	X	X	4
Engle Hall	X			X	X	X	X	4
Garst Hall	X			X	X	X	X	4
Hanby Hall	X			X	X	X	X	4
Home St. Commons	X		X	X		X	X	4
Mayne Hall	X			X	X	X	X	4
Park St. Commons	X		X	X		X	X	4
Scott Hall	X			X	X	X	X	4

LOCATION:	Fire Alarm Monitoring On-Campus Each calendar year	Partial sprinkler system	Full sprinkler system	Smoke detectors	Manual pull stations	Fire extinguishers	Evac plans posted	Number of evacuation (fire) drills
-----------	--	--------------------------	-----------------------	-----------------	----------------------	--------------------	-------------------	------------------------------------

Sororities

Epsilon Kappa Tau				X		X	X	4
Sigma Alpha Tau				X		X	X	4
Tau Delta				X		X	X	4
Theta Nu				X		X	X	4

Fraternities

Lambda Gamma Epsilon				X		X	X	4
Sigma Delta Phi				X		X	X	4

Theme Houses

46 W. Home St.				X		X	X	4
146 W. Home St.				X		X	X	4
154 W. Home St.				X		X	X	4
155 W. Home St.				X		X	X	4
162 W. Home St.				X		X	X	4

<http://www.otterbein.edu/public/CampusLife/HealthAndSafety/Police.aspx>

Frequently Asked Questions

Does OPD have powers of arrest or are they just a security department?

Our officers are duly sworn officers empowered by the State of Ohio to enforce laws within our jurisdiction. This means our officers have the same powers as police officers in your town or city. Please remember, safety is our number one priority.

How safe is the campus?

We think that our campus is very safe but we realize that incidents can occur. No community is totally crime free. We are no exception. We take every reasonable measure to insure that all members of our community are safe and our community is violence free. The thing to remember is crime prevention on campus is everyone's responsibility. Every community member should take proactive steps to become prepared for campus living.

What services does OPD provide?

Educational Programs: In addition to providing a full range of law enforcement services, OPD offers a variety of safety related educational programs. Some include Crime Prevention, Fire Safety, Identity Theft, Alcohol Education, Illegal Drug Education, Sexual Assault Prevention, Self Defense, Self Defense for Women, Response to Campus Shooter, Orientation for Parents, Orientation for Students, Safety Talks for Athletic Teams, Greek Organizations and other groups on campus. Police Officers conduct sessions on their own as well as joint training presentations with the Office of Student Affairs, the Westerville Police and Fire Departments.

Motorist Assistance: OPD provides motorist assistance services which include, lockout services, jump starts, tire change, and other related services.

Escort Service: There is no reason for anyone to walk across campus alone at night. Police Officers provide vehicle escorts at all hours for students, faculty and staff to enhance safety. To request an escort, they simply call 614-823-1222 and an officer will pick them up and transport them to their destination on campus.

What about the officers, what is their training and experience?

All of our officers are required to receive training and maintain certification in compliance with the requirements of the State of Ohio. The training is an ongoing process through yearly updates and continuing education. In addition to the OPD in-service schools, officers also have monthly roll call training. They also train with the Westerville Division of Police in their in-service schools. Some officers have previously worked in municipal, state, or military policing, while others have experience on University campuses prior to joining our department. Officers are trained in many specialty areas such as emergency medical response, hazardous materials, anti-terrorism, drug recognition, and Sexual Assaults. Some of our officers are instructors in different specialties and teach for various state and local departments.

What are the most prevalent crimes on campus?

Theft is the number one crime on most University campuses. The majority of the thefts are related to unattended property and rooms left unlocked. Alcohol related crimes compose a significant portion of each year's crime report. Underage possession of intoxicating beverages and public drunkenness make up the highest number of alcohol related incidents.

What happens if I am arrested or get in trouble?

All persons on University property, including students, faculty, staff and visitors, are subject to the same laws and regulations. When OPD officers issue citations, utilize arrest warrants or make on-view arrests, all procedures appropriate to the Ohio Revised Code and OPD will be followed. Incidents on campus involving students may also be referred through the Judicial Council.

When should I contact OPD and why?

OPD officers are on duty 24 hours a day, 365 days a year and should be contacted to report any suspicious or criminal activity. They must also be notified of any emergencies occurring on campus. Questions regarding motor vehicle regulations or laws, parking issues or traffic control needs should be directed to the Otterbein Police Department at (614) 823-1222.

What Ohio criminal sections of law are related to the Clery Act?

For this information, please access the following link –

<http://www.otterbein.edu/public/CampusLife/HealthAndSafety/Police/CleryActCrimeReporting.aspx>