



# **2019 Campus Security & Fire Safety Report**

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## THE CLERY AND CAMPUS SAVE ACTS

In 1990, Congress enacted the *Crime Awareness and Community Security Act of 1990*, which amended the *Higher Education Act of 1965 (HEA)*. This act required all colleges and universities participating in *HEA*'s Title IV student financial aid programs to disclose campus crime statistics and security information. The Act was amended in 1992, 1998, 2000, and 2008. The 1998 amendments renamed the Law the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* in memory of a student who was slain in her dorm room in 1986.

Commonly known as “The *Clery Act*”, the legislation requires Institutions of Higher Education (IHE) to give timely warnings of crimes that represent a threat to the safety of students or employees, and to make public their campus security policies. The *Clery Act* also requires IHE's to collect statistics on crimes that occur on campus and to report the statistics to the campus community, prospective students and their families with accurate, complete, and timely information on campus safety so they can make an informed comparison of their higher education options. Heidelberg University's policies relating to the *Clery Act* and the institution's crime statistics are found in this document and on the Heidelberg University Safety and Security web page. More information on The *Clery Act* is available on the Clery Center's website at [www.clerycenter.org](http://www.clerycenter.org)

The *Clery Act* was amended again in 2013 to address growing concerns regarding sexual assault, domestic violence, dating violence and stalking incidents on campuses nationwide. This amendment occurred through the reauthorization of the *Violence Against Women Act (VAWA)* and more specifically under *VAWA's Campus Sexual Violence Act* (or “*Campus SaVE Act*”) provision, Section 304. This amendment requires expanded crime reporting obligations and the implementation of specific policies, procedures, and training related to sexual violence and intimate partner violence.

Heidelberg University prepares this Annual Campus Security & Fire Safety Report in an effort to better inform our students, faculty, and staff of crime on campus and University controlled properties as well as surrounding public property. The crime statistics are compiled from the past three years and are based on data from the Office of Student Affairs and the Office of Campus Safety & Security. Please note these statistics represent reported cases and do not distinguish between credible incidences and false reports.

Crimes included in the Annual Security Report are those defined by the *Clery Act* for inclusion and occurring within the geography of the University. The geography of Heidelberg University includes any buildings and property that are part of the institution's campus, the institution's non-campus buildings and property, public property within or immediately adjacent to and accessible from the campus, and areas within the patrol jurisdiction of the security office.

Each year, an email notification is sent to all students, faculty and staff that provides the website address to access this report. Copies of the Annual Campus Security & Fire Safety Report may be printed from the Safety & Security website <https://inside.heidelberg.edu/docs/campus-security-fire-safety-report-2018> or be requested from the following offices:

Chris Abrams, Dean of Student Affairs

Jeff Rhoades, Director of Campus Safety & Security, Lead Title IX Investigator

## Fire Safety

Heidelberg University is committed to providing safe residential environments as well as information on promoting fire safety. The data and information contained in this document are reported annually in compliance with legal requirements set forth by the *Clery Act*. This report includes residential fire safety statistics on the number and cause of fires, the number of injuries resulting in treatment, the number of deaths, and the estimated value of damage to University and personal property.

Policies and procedures on reporting a fire and fire safety are located in the HU Crisis & Emergency Response Summary, page 27 of the Student Handbook and page 5 & 6 of this report. Information on electrical appliances permitted in resident housing, prohibiting smoking in residential units, and prohibiting the possession of items that produce an open flame in University-owned residences are included in the Student Handbook and page 6 of this report.

**NOTE:** A fire is defined as any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner that occurred in an on-campus residential facility.

### Fire Alarm Procedures:

**Emergencies:** Dial **911** for the Tiffin Fire & Rescue Division

**Non-emergencies:** Dial **(419) 448-2211** for Campus Security

1. In case of fire, activate the nearest fire alarm. Take appropriate precautions to assure your personal safety.
2. When you are in a safe area, away from the fire, call the Tiffin Fire/Rescue Division at the designated emergency response number **911**. Give your name and the exact location of the fire (building, floor, room, etc.). Be sure to stay on the phone until released by the emergency operator. Follow-up with a call to Campus Security at the designated emergency response number.
3. Evacuate the building by the nearest uninvolved exit. If persons with disabilities cannot safely evacuate the building, assist them to the nearest uninvolved stairwell. Alert emergency personnel of their location.
4. Always evacuate a building when the alarm is ringing.
5. **DO NOT USE ELEVATORS. DO NOT PANIC.**
6. Once outside, move to a clear area that is at least 100 feet away from the affected building and follow instructions from fire personnel. Keep streets and walkways clear for emergency vehicles and crews.
7. **DO NOT RETURN TO OR ENTER AN EVACUATED BUILDING** unless authorized by Tiffin Fire/Rescue Division personnel.
8. The Director of Campus Safety and Security and or the Assistant Director of Safety & Security will assess the situation and notify the Dean of Student Affairs and the Associate Vice President of Engineering and Facilities.

### Conducting Fire Drills

Fire drills are conducted in the Residence Halls one time each semester by Campus Security Staff and the Tiffin Fire & Rescue Division. Campus Security staff review evacuation procedures and fire safety equipment with all students living in campus houses and apartments during the first 10 days of the fall semester.

## **Fire Drills and Alarms**

When a fire alarm sounds, all students, visitors and guests must evacuate the building and defer to the directions of Residence Life staff, Campus Security Staff, and Tiffin Fire & Rescue Division personnel.

## **Annual Fire Log**

The Heidelberg University Fire Log for the current calendar year is located in the Director of Campus Safety & Security Office, University Hall C201 and the Assistant Director of Safety & Security's Office, Campus Center 127. Fire Logs older than the current calendar year may also be requested.

## **Future Implementation of Fire Safety Equipment**

Changes in fire safety for residential buildings: Fall of 2018, campus security staff started reviewing fire safety tips with all students living in campus houses and apartments.

Annual meetings are scheduled between the Director of Campus Safety & Security and the Tiffin Fire & Rescue Division Chief to review policies, procedures, and drill schedules.

## **Residential Fire Safety Policies**

In an effort to maintain an environment that is safe and free of potential fire safety hazards, residents are asked to adhere to the following guidelines within the residence, whether within their own rooms or suites or within the common areas of the building:

### **Electrical Appliances**

1. Each resident is permitted to have a 4.5 cubic feet refrigerator or smaller in his/her room.
2. With the exception of air corn poppers, microwaves, and coffee makers, all other cooking appliances that have a heat source are prohibited.
3. Multiple taps and electrical extension cords are prohibited. UL approved power strips with surge protectors are acceptable for use (1 per resident only).
4. All electrical equipment must be UL approved.
5. Window air-conditioning units are not permitted. (For air conditioning required due to medical need, see Special Residential Accommodations.)
6. Space heaters are not permitted in any residential facility, unless specifically issued by Krammes Service Center on an emergency basis.
7. Halogen Bulbs are not permitted in any residential facility, due to the high risk of fire associated with them.

### **Incense/Candles**

All types of incense, candles, heating elements, and open flames are prohibited in the University-owned houses, apartments, and residence hall rooms. This includes and candle warmers, potpourri heaters, or any type of incense device that plugs into an electrical outlet or contains a heating element.

### **Smoking in Residential Housing**

Smoking, the use of smokeless tobacco products, and the use of electronic smoking devices is prohibited in all facilities owned or leased by Heidelberg University and on the grounds of any property owned or leased by the University

## Annual Fire Safety Report

<i>Heidelberg University Fire Alert Systems for Student Housing</i>						
<u>Address</u>	Monitored by local police department or Fire Alarm pull stations	Sprinkler system Full or Partial (F/P)	Smoke detectors	Fire Extinguishers	Evacuation plans/placard	# of fire drills done each year
Brown Hall-93 Greenfield	Monitored		Y	Y	Y	2
King Hall-255 Main St.	Monitored		Y	Y	Y	2
Krieg Hall-167 Main St.	Monitored	P	Y	Y	Y	2
Miller Hall-100 Greenfield	Monitored		Y	Y	Y	2
France Hall-119 Greenfield	Monitored		Y	Y	Y	2
Williard Hall-116 Greenfield	Monitored	F	Y	Y	Y	2
Talmage Hall - 77 Greenfield	Monitored	F	Y	Y	Y	2
2 Clinton Avenue (House)			Y	Y	Y	
14 Clinton Avenue (House)			Y	Y	Y	
21 Circular St.			Y	Y	Y	
141 Main St. (House)			Y	Y		
215 Main St. (House)			Y	Y		
229 Main St. (House)			Y	Y		
333/333 1/2 E. Market (House)			Y	Y		
255 E. Perry St. (College Hill Apartments)			Y	Y	Y	
285 E. Perry St. (House - rear apartment)	PULL		Y	Y	Y	
231 Walker St. (Sr. Apartments)			Y	Y	Y	
233 Walker St. (Sr. Apartments)			Y	Y	Y	
235 Walker St. (Sr. Apartments)			Y	Y	Y	
282 Main St. (Sr. Apartments)			Y	Y	Y	
286 Main St. (Sr. Apartments)			Y	Y	Y	

### Annual Fire Safety Statistics

	2016			2017			2018		
Name of Facility	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Brown Hall-93 Greenfield	0	0	0	0	0	0	0	0	0
King Hall-255 Main St.	0	0	0	0	0	0	0	0	0
Krieg Hall-167 Main St.	0	0	0	0	0	0	0	0	0
Miller Hall-100 Greenfield	0	0	0	0	0	0	0	0	0
France Hall-119 Greenfield	0	0	0	0	0	0	0	0	0
Williard Hall-116 Greenfield	0	0	0	0	0	0	0	0	0
Talmage Hall - 77 Greenfield	0	0	0	0	0	0	0	0	0
2 Clinton Avenue (House)	0	0	0	0	0	0	0	0	0
14 Clinton Avenue (House)	0	0	0	0	0	0	0	0	0
5/7 Circular St. (House)	0	0	0	0	0	0	NS	NS	NS
21 Circular St. (House)	0	0	0	0	0	0	NS	NS	NS
141 Main St. (House)	NS	NS	NS	NS	NS	NS	0	0	0
215 Main St. (House)	0	0	0	0	0	0	0	0	0
229 Main St. (House)	0	0	0	0	0	0	0	0	0
333/333 1/2 E. Market (House)	0	0	0	0	0	0	0	0	0
255 E. Perry St. (College Hill Apartments)	0	0	0	0	0	0	0	0	0
285 E. Perry St. (House - rear apartment)	0	0	0	0	0	0	0	0	0
231 Walker St. (Sr. Apartments)	0	0	0	0	0	0	0	0	0
233 Walker St. (Sr. Apartments)	0	0	0	0	0	0	0	0	0
235 Walker St. (Sr. Apartments)	0	0	0	0	0	0	0	0	0
282 Main St. (Sr. Apartments)	0	0	0	0	0	0	0	0	0
286 Main St. (Sr. Apartments)	0	0	0	0	0	0	0	0	0

\* NS – no students

\* cause of fire and value of property damage caused by each fire not reported due to no fires



## Crime Statistics Information

Pursuant to the *Campus Security Act of 1990*, the Heidelberg University Security Department annually reports information to students and employees regarding institutional crime statistics. This report includes statistics for the previous three calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Heidelberg; and on public property within, or immediately adjacent to and accessible from, the campus. The *Clery Act* requires institutions to include four general categories of crime statistics: Criminal Offenses, Hate Crimes, Arrests and Referrals for Disciplinary Action, and VAWA Offenses.

*Heidelberg University also reports crime statistics for the previous three calendar years for the following locations: American Junior Year Program – Heidelberg Germany*

## Definitions of Crime Categories

### Criminal Offenses

1. *Criminal Homicide* – These offenses are separated into two categories;
  1. *Murder and Non-Negligent Manslaughter* – is defined as the willful killing of one human being by another.
  2. *Manslaughter by Negligence* – is defined as the killing of another person through gross negligence.
2. *Sexual Assault (Sex Offenses)* – Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.
  1. *Rape* – is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
  2. *Fondling* – is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
  3. *Incest* – is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
  4. *Statutory Rape* – is sexual intercourse with a person who is under the statutory age of consent.
3. *Robbery* – is the taking or attempting to take anything of value from the care, Custody or control of a person by force or threat of force or violence and or putting the victim in fear.
4. *Aggravated Assault* – is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by the means likely to produce death or great bodily harm.
5. *Burglary* – is the unlawful entry of a structure with the intent to commit a felony or theft. For reporting purposes this definition includes unlawful entry with the content to commit larceny or felony; breaking and entering with the intent to commit a larceny; housebreaking; safecracking; and all attempts to commit the aforementioned.
6. *Motor Vehicle Theft* – is the theft or attempted theft of a motor vehicle.
7. *Arson* – is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another.

## Hate Crimes

8. *Hate Crime* – is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. For *Clery Act* purposes, Hate Crimes include any of the following offenses that are motivated by bias; *Murder and Non-Negligent Manslaughter, Rape, Fondling, Incest, Statutory Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, Destruction/Damage/Vandalism of Property.*

## Arrests and Referrals for Disciplinary Action

9. *Weapons Violation* – is defined as the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.
10. *Drug Abuse Violations* – are defined as the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use growing, manufacturing and making of narcotic substances.
11. *Liquor Law Violations* – are defined as the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

## VAWA Offenses (*Violence Against Women Act*)

12. *Domestic Violence* – is a felony or misdemeanor crime of violence committed
  1. By a current or former spouse or intimate partner of the victim;
  2. By a person with whom the victim shares a child in common;
  3. By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
  4. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
  5. By any other person against an adult or youth victim who is protected from that person’s act under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
13. *Dating Violence* – is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
14. *Stalking* – is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to
  1. Fear for the person’s safety of others; or
  2. Suffer substantial emotional distress.

## **Geographic Areas for Crime Reporting**

Crime statistics are compiled in accordance with the guidelines set forth by the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* and the *2008 Higher Education Opportunity Act*. These figures include reports of crimes and arrests occurring on campus, in Non-campus University owned or affiliated buildings or property, and public property within the City of Tiffin that is immediately adjacent to campus. These geographic areas are defined as follows:

### **On-Campus**

1. Any building or property owned or controlled by Heidelberg University within the same reasonably contiguous geographical area and used by Heidelberg University in direct support of, or in a manner related to, its educational purposes, including residence halls; and
2. Any building or property that is within or reasonably contiguous to the areas identified in paragraph (1) that is owned by Heidelberg University but controlled by another person, is frequently used by students, and supports institutional purposes (such as food or other retail vendor). Most of the reported offenses and arrest statistics for the On-Campus category are provided by the Heidelberg University Security Department.

### **Public Property**

Public Property is defined as all public property, including thoroughfares, streets, sidewalks, and parking facilities that is within the campus, or immediately adjacent to and accessible from the campus. The reported offenses and arrest statistics for Public Property are provided by the Heidelberg University Security Department and consist of incidents occurring on streets, sidewalks and other public property immediately adjacent to campus.

### **Non-Campus Building or Property**

1. Any building or property owned or controlled by a student organization that is officially recognized by the institution; or
2. Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same contiguous geographic area. The Heidelberg University Security Department provided the reported offenses and arrest statistics for the Non-Campus Buildings or Properties category.

## **Daily Crime Log**

Any institution, regardless of whether it's public or private, that has a campus police or security department, must create, maintain and make available a daily crime log. The purpose of the daily crime log is to record all criminal incidents and alleged criminal incidents that are reported to the campus police or security department. All Heidelberg University Daily Crime Logs for the current calendar year and years past are located in the Director of Campus Safety & Security Office, University Hall C201 and the Assistant Director of Safety & Security's Office, Campus Center 127. The log is open to public inspection, free of charge, upon request, during normal business hours.

## Annual Crime Statistics for Heidelberg University, Tiffin, Ohio

<b>Criminal Offenses</b>	2016	2017	2018
<b>Murder/Non-negligent manslaughter</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Negligent manslaughter</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Rape</b>			
<i>On Campus</i>	3	6	3
<i>Student Housing Facilities</i>	3	6	2
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Fondling</b>			
<i>On Campus</i>	0	3	6
<i>Student Housing Facilities</i>	0	3	5
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Incest</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Statutory rape</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Robbery</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Aggravated assault</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Burglary</b>			
<i>On Campus</i>	4	3	7
<i>Student Housing Facilities</i>	3	3	5
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Motor vehicle theft</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Arson</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0

<b>Hate Crimes</b>	2016	2017	2018
<b>Murder/Non-negligent manslaughter</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Negligent Manslaughter</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Rape</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Fondling</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Incest</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Statutory rape</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Robbery</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Aggravated assault</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Burglary</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Motor Vehicle Theft</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Arson</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Hate Crimes continued on next page</b>			

<b>Simple Assault</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Larceny-theft</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Intimidation</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Destruction/damage/vandalism of property</b>			
<i>On Campus</i>	1	0	0
<i>Student Housing Facilities</i>	1	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0

<b>VAWA Offenses</b>	2016	2017	2018
<b>Domestic Violence</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Dating Violence</b>			
<i>On Campus</i>	3	3	2
<i>Student Housing Facilities</i>	3	2	1
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Stalking</b>			
<i>On Campus</i>	0	0	3
<i>Student Housing Facilities</i>	0	0	2
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Arrests</b>	2016	2017	2018
<b>Weapons: carrying, possessing, etc.</b>			
<i>On Campus</i>	1	0	0
<i>Student Housing Facilities</i>	1	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Drug abuse violations</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Liquor law violations</b>			
<i>On Campus</i>	0	1	0
<i>Student Housing Facilities</i>	0	1	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Disciplinary Referrals</b>	2016	2017	2018
<b>Weapons: carrying, possessing, etc.</b>			
<i>On Campus</i>	0	0	1
<i>Student Housing Facilities</i>	0	0	1
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Drug abuse violations</b>			
<i>On Campus</i>	5	10	17
<i>Student Housing Facilities</i>	5	5	13
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Liquor law violations</b>			
<i>On Campus</i>	37	31	12
<i>Student Housing Facilities</i>	36	30	12
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
	2016	2017	2018
<b>Unfounded Crimes</b>	0	0	0

## Annual Crime Statistics for American Junior Year Program, Heidelberg Germany

<b>Criminal Offenses</b>	2016	2017	2018
<b>Murder/Non-negligent manslaughter</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Negligent manslaughter</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Rape</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Fondling</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Incest</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Statutory rape</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Robbery</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Aggravated assault</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Burglary</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Motor vehicle theft</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Arson</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0



<b>Hate Crimes</b>	2016	2017	2018
<b>Murder/Non-negligent manslaughter</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Negligent Manslaughter</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Rape</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Fondling</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Incest</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Statutory rape</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Robbery</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Aggravated assault</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Burglary</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Motor Vehicle Theft</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Arson</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Hate Crimes continued on next page</b>			

<b>Simple Assault</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Larceny-theft</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Intimidation</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Destruction/damage/vandalism of property</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0

<b>VAWA Offenses</b>	2016	2017	2018
<b>Domestic Violence</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Dating Violence</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Stalking</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Arrests</b>	2016	2017	2018
<b>Weapons: carrying, possessing, etc.</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Drug abuse violations</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Liquor law violations</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Disciplinary Referrals</b>	2016	2017	2018
<b>Weapons: carrying, possessing, etc.</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Drug abuse violations</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
<b>Liquor law violations</b>			
<i>On Campus</i>	0	0	0
<i>Student Housing Facilities</i>	0	0	0
<i>Noncampus</i>	0	0	0
<i>Public Property</i>	0	0	0
	2016	2017	2018
<b>Unfounded Crimes</b>	0	0	0

## **Reporting Crimes and Other Emergencies**

The Office of Campus Safety & Security is a support service, charged with enforcing Heidelberg University policies and regulations while maintaining a safe and secure environment for the campus community. The department is staffed with a Director of Campus Safety & Security, an Assistant Director of Safety & Security (vacant), a Senior Security Officer, two (2) full-time Security Officers, one (1) part-time Security Officer, and part-time Heidelberg University Student Security Officers.

The Campus Security Office is located on the bottom floor of the Campus Center (Room 129). The Campus Security Office is staffed 24 hours a day seven days a week for 365 days a year. The Office of Campus Safety & Security has a collaborative relationship with the Tiffin Police Department and Tiffin Fire & Rescue Division.

Campus Security Officers are not police officers and do not maintain legal authority to arrest individuals.

The University encourages anyone who believes a crime or violation of University policy has occurred to report it to either the Campus Security Department or the Tiffin Police Department. Campus Security can be reached at **(419) 448-2211** and the Tiffin Police Department can be reached at **(419) 447-2323** or **911** for emergencies.

Under Ohio law, people who have knowledge of a felony are required to report the crime to the police (Ohio Revised Code 2921.22). Failure to report a crime may itself be a crime.

*Anyone who believes a crime or violation of University policy has occurred on the American Junior Year Campus in Heidelberg Germany should report the crime or violation to the AJY Resident Director, Hanne Heckmann, Ph.D. Hanne can be reached by phone Monday through Friday mornings 9 to 12 EST at 011-49-6221-23874 or email [ajy@uni-heidelberg.de](mailto:ajy@uni-heidelberg.de)*

## **Disseminating Information on Serious Crimes**

We encourage everyone to take responsibility for the safety and security of themselves and others. We promote this crime prevention message through campus programs, literature distribution and by publicizing crime.

## **Reporting Conduct Violations and Incidents on Campus**

To report student conduct violations and incidents on campus to the Dean of Student Affairs, the Director of Campus Safety & Security and the Assistant Director of Safety & Security, use the following link:

<https://inside.heidelberg.edu/departments-offices/safety-security/incident-communication-form>

If you have been the victim of or have witnessed a crime on the Heidelberg University campus and would like to take the opportunity to report it **anonymously**, please click on the link above and enter 'anonymous' in the fields that ask for identification of person reporting the incident.

## **Crime Prevention Tips**

Crime Prevention tips are located in the Heidelberg University Student Handbook (page 4 and 5).

## **Blue Emergency Phones**

Heidelberg has five Emergency Code Blue Phones throughout campus. Students may call the Tiffin Police Department **911** by pressing the red button in an emergency. The red button should only be used in an emergency. Students may call campus security for any non-emergency situation by pressing the black button and dialing **2211**.

## **Campus Escort Service**

Campus Security provides escorts as a safe alternative to walking alone on campus after dark. Escorts are provided to and from any on campus location 24 hours a day, 365 days a year. To arrange for an escort, phone **(419) 448-2211**.

## **Building Security**

Campus Security maintains security of all buildings on campus. University maintenance personnel inspect campus facilities and grounds regularly, make repairs and respond to reports of potential safety and security hazards such as broken windows and locks.

## **Reporting Violent or Criminal Behavior**

**First Contact – Tiffin Police Department (419) 447-2323 or 911 for emergencies**

**Second Contact – Campus Security: 419-448-2211**

Everyone on campus will be expected to assist in providing a safe environment by being alert to suspicious behavior and promptly reporting the situation to Campus Security at the designated emergency response number.

1. If you are a victim, observe a criminal act, or observe a suspicious person on campus, immediately notify the Tiffin Police Department at **419-447-2323 or 911** for an emergency and then Campus Security **419-448-2211** and report the incident, including the following:
  - Your name
  - Nature of the incident
  - Location, date, and time of incident
  - Description of person(s) involved Description of property involved
2. Assist the officer(s) when they arrive by providing additional information upon request.
3. Take the following action if you are a victim of a property crime:
  1. Go to a safe place and notify the Tiffin Police Department then Campus Security
  2. Do not touch anything.
  3. Meet with the officer at the location the officer requests.
  4. Explain to the officer everything you observed, including telling the officer if you did touch or move anything. Follow the officer's instructions.
4. Take the following action if you are a victim of a violent/personal crime:
  - Be observant! The more information you can provide; the better chance the criminal will be apprehended. Remember: *Whatever you decide to do, you must be prepared both mentally and physically. Your safety is the most important thing to remember during any attack.*
  - As soon as possible get to a safe place and notify the Tiffin Police Department and then Campus Security at the designated emergency response number. Advise officers of the nature of the incident, location, if medical assistance is needed, and a description of the person(s) involved.
  - Meet with the officer. Follow the officer's instructions.

## **Emergency Notification Procedures**

The Office of Campus Safety & Security assumes the role of issuing emergency notifications to the campus community. As defined, an emergency notification is the process of immediately notifying the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus.

Heidelberg University will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notifications system unless issuing a notification will, in the professional judgement of responsible authorities, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate an emergency.

Emergency notifications may be authorized by the Director of Campus Safety & Security, the Assistant Director of Safety & Security, the Dean of Student Affairs, or the designee of any of these individuals.

The process of issuing an emergency notification begins by confirming there is a significant emergency or dangerous situation. The Office of Campus Safety & Security will verify information about a potential significant emergency or dangerous situation. This occurs by collecting and assimilating information from a variety of possible sources, including but not limited to firsthand accounts from the campus community or campus security officers in the field, and through the use of the campus safety surveillance system.

In some circumstances, other local, state, or federal agencies may notify the Office of Campus Safety & Security of a possible emergency and may provide information or guidance to be used in verifying whether a significant emergency or dangerous situation exists. The Office of Campus Safety & Security may contact or be contacted by external law enforcement agencies, emergency management agencies, public health agencies, or other agencies with expertise in the type of situation affecting the campus.

Upon confirming that an emergency or dangerous situation involving an immediate threat to the health or safety of the campus community, the Office of Campus Safety & Security will begin the process of issuing an emergency notification.

The Office of Campus Safety & Security is responsible for determining the content of an emergency notification, based on the circumstances and the manner in which the situation is impacting campus. The content of the notification message is designed to provide instruction to the University community that promotes safety and wellbeing of those impacted. To alert the campus as quickly as possible, messages may state simply that an emergency has occurred on campus and advise the community to be observant and take necessary action as appropriate. In those situations, the Office of Campus Safety & Security will provide timely updates to keep the community informed as more information about the emergency becomes available. At other times, messages may recommend specific protective action, information about an area of campus to avoid, or recommendations or information about the nature of the incident itself. A message may be directed to the entire campus community or to specific areas or segments of the campus, depending on the nature of the incident.

Upon determination of the notification's content, the system utilized to transmit emergency notifications will be activated to deliver the desired content relating to the emergency to the campus community. This system is described in the next section.

Delivery of an emergency notification may occur within minutes of the initial confirmation of a significant emergency or dangerous situation, depending upon the time of day and the successful activation and performance of the technology used to issue the notification.

## **Emergency Notification System**

Heidelberg University uses an emergency notification system (SendWordNow) to notify the campus community in case of emergency. SendWordNow delivers time-sensitive information to students, faculty and staff simultaneously via multiple paths including phone calls, SMS text messages, and email when unforeseen events or emergencies arise. Information pertaining to incidents and emergencies on campus will be disseminated to the larger public via media organizations through the University's Media & Communications Specialist. The University will without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgement of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

Students and employees are automatically enrolled in the SendWordNow system by their email. Students, Faculty, and Staff are notified via email in September to add additional contact information such as phone numbers.

The Office of Campus Safety & Security receives weather alerts from the Seneca County Emergency Management Office via the National Weather Service. In the event the National Weather Service issues a Tornado Warning that is likely to impact campus, an emergency notification will be sent by the Office of Campus Safety & Security using SendWordNow.

## **Emergency Evacuations**

To protect our campus population from the effects of emergencies, protective action recommendations or evacuation instructions may be issued by the Office of Campus Safety & Security and other emergency response authorities (e.g., Tiffin Fire & Rescue Division). These instructions may order evacuations for individual buildings or regions of campus, or they could be campus wide.

In the rare event that an evacuation of the entire campus is ordered, it is important to follow evacuation instructions disseminated through the communication systems used to inform the campus of an emergency. Any evacuation of a majority of the campus may include portions of the City of Tiffin. If an evacuation were required, Heidelberg University and the Office of Campus Safety & Security, in consultation with other local, state, and/or federal agencies, would determine the most appropriate method and route for evacuating the area. It is possible that traffic routes may be altered, that some areas of campus may be inaccessible, and that travel off campus may require the use of other transportation arrangements.

It is important to remember that evacuations are issued only if the safety and well-being of the University community is at serious risk. Heidelberg University asks that you work together to assist each other during evacuation, and that you follow all instructions and guidance from University officials and first responders.

Building-specific evacuation procedures vary by building. We encourage all individuals on campus to familiarize themselves with evacuation procedures in the buildings they occupy.

You may be asked to shelter-in-place rather than evacuate a building or area, because leaving the area may expose you to danger. Shelter in place means finding a safe location and staying there until you are given an "all clear" or told to evacuate by emergency personnel. You may be asked to shelter in place because of an active threat; tornado; or chemical, radiological, or other hazard.

## Testing and Exercises

Exercises designed to test the Heidelberg University Crisis & Emergency Response Plan are conducted at least annually and may be conducted in the form of a drill, tabletop, functional, or full-scale exercise. These exercises will include the Office of Campus Safety & Security, other University personnel, local first responders, and members of the University community. The Office of Campus Safety & Security is required to document a description of each exercise, the date and time of the exercise, and information about whether the test was announced or unannounced. Testing of the SendWordNow system occurs annually at a minimum, but may occur at more frequent intervals at the discretion of the Office of Campus Safety & Security. A log of all SendWordNow tests is maintained by the Director of Campus Safety & Security.

## Statement of Policy on Timely Warnings

Timely Warnings are provided to heighten safety awareness by giving students, faculty and staff notification of *Clery Act* crimes that occur only on campus property, non-campus property, or on public property immediately adjacent to and accessible from campus and are considered by Heidelberg University to present a serious or continuing threat to students and employees.

The Office of Campus Safety & Security is responsible for preparing a timely warning notice when a crime is reported to or brought to their attention and that crime represents a continuing threat to the safety of students and employees. Information for alerts may come from other law enforcement agencies or other offices. While every attempt will be made to distribute the alert after an incident or series of incidents is reported, the release will occur after a determination is made that the crime(s) represents a continuing threat to students and employees and is subject to the availability of accurate facts concerning the incident.

Information about criminal incidents is reviewed on a case-by-case basis to determine whether those incidents represent a serious or continuing threat to students and employees. Incidents will be reviewed based on the nature of the crime, the facts of the case, and the information known to the Office of Campus Safety & Security.

Criminal suspects are often unknown to the victims. In the instance of a violent crime occurring between two individuals who know each other, the Office of Campus Safety & Security will look at each instance to determine if the suspect poses a continued threat to the campus community and will issue a warning when necessary.

The Office of Campus Safety & Security will make every effort to properly classify a criminal incident when issuing a timely warning. Upon further analysis and investigation, it may be determined that incidents for which timely warnings are issued do not fall within the definitions of reportable crimes included in this report; therefore, some incidents for which timely warnings are issued may not be included in the crime statistics provided by this report.



## **Timely Warning Procedure**

The Office of Campus Safety & Security will prepare a timely warning when a report is received of a *Clery Act* crime against a person or particularly threatening crime against property that represents a continuing threat to the safety of the students, faculty, and staff. Notices may be issued for such crimes that occur within the *Clery* reporting geography. Timely warnings may not include all facts regarding the incident if they are unknown. Timely warnings do not include the names of crime victims. Timely warnings are distributed via email to all heidelberg.edu addresses. Other forms of communication may be used to issue the timely warning if deemed necessary.

Information a timely warning may include:

- Details of the crime/incident
- Location, date and time of the crime/incident
- Physical description of the suspect, if known
- Possible connection to previous incidents
- Other relevant and information about the crime(s)
- Information about personal safety and other community safety resources

In addition to Timely Warnings and Emergency Notifications, the Office of Campus Safety & Security may issue a Crime Alert via email to all heidelberg.edu email addresses for serious or violent crimes or crime patterns that occur on non-*Clery*-reportable property when they present a serious or continuing threat to students and employees. Determinations about issuances of these “off-campus” Crime Alerts will be made on a case-by-case basis, and issuance is within the discretion of the Director of Campus Safety & Security and the Assistant Director of Safety & Security. Although the Office of Campus Safety & Security works to remain aware of crimes that occur in areas close to campus, the Office of Campus Safety & Security may not always be aware of a particular crime that occurs in an off-campus area or may not have sufficient information to issue a Crime Alert.

## **Heidelberg University Crisis and Emergency Response Summary**

The Heidelberg University Crisis and Emergency Response Summary can be viewed online at

<https://inside.heidelberg.edu/offices/security/crisis-emergency>

## **A.L.I.C.E. (Active Shooter Response Training)**

The Office of Campus Safety & Security provides A.L.I.C.E. (Active Shooter Response Training) for all students, faculty, and staff during the fall and spring semesters.

## **Sex Offender Registry**

The federal Campus Sex Crimes Prevention Act, enacted on Oct. 2, 2000, went into effect on Oct. 28, 2002. The 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, volunteer services or is a student. The Office of Campus Safety & Security, while not law enforcement certified, maintains a Web link with the Seneca County Sheriff's Web page for Registered Sex Offenders within Seneca County.

[http://www.senecacountyso.org/sex\\_offenders.htm](http://www.senecacountyso.org/sex_offenders.htm)

## **Missing Student Policy & Procedure**

### **Policy**

If any member of the Heidelberg University community has reason to believe a Heidelberg University student who resides in on-campus housing has been missing for at least 24 hours, they should promptly contact Campus Security at **419-448-2211**. All students have the option to identify an individual to be contacted by the University within 24 hours after the student is determined to be missing in accordance with this policy. Student contact information will be registered confidentially and only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information. Confidential contact information can be registered by the student in OASIS. If Campus Security makes an official determination that a student is missing the Tiffin Police Department will be notified and emergency contact procedures will be initiated within 24 hours in accordance with the student's designation. In addition, the Dean of Student Affairs will be notified. If a missing student is under 18 years of age and is not emancipated, Heidelberg University is required to notify the missing student's custodial parent or guardian within 24 hours after the student is determined missing, in addition to notifying any additional contact person designated by the student.

### **Procedure**

1. Any report of a missing student, from whatever source, should immediately be directed to Campus Security.
2. When a student is reported missing:
  1. Campus Security will notify the Assistant Director of Safety & Security or the Director of Campus Safety & Security if the Assistant cannot be contacted.
  2. Campus Security will initiate an investigation to determine the validity of the missing person report.
  3. Campus Security will contact the Dean of Student Affairs if the student cannot be located.
  4. The Dean of Students shall notify the individual identified by the missing student as the emergency contact within 24 hours of making a determination that the student is missing.
  5. If the missing student is under the age of 18, the Dean of Students Affairs will notify the student's custodial parent or guardian as contained in the records of the University within 24 hours of the determination that the student is missing.
  6. Campus Security will notify the Tiffin City Police within 24 hours after determining that the student is missing.
3. The Dean of Student Affairs will notify the President of the University.
4. The Dean of Student Affairs shall initiate whatever action he or she deems appropriate under the circumstances, is in the best interest of the missing student.

## **Weapons Policy**

Heidelberg University Board of Trustees mandates the following ban on all weapons. Additionally, the Board of Trustees gives the administration the authority to enforce this policy.

The possession, manufacture, transfer, sale or use of weapons by anyone on University property, which includes personal vehicles, or at any University event, without the written authorization of Heidelberg University, is expressly prohibited. Likewise, the possession, manufacture, transfer, sale or use of weapons is prohibited while conducting University business, whether or not on University property or at a University sponsored event. This prohibition exists whether or not a federal or state license to possess a weapon has been issued to the possessor.

Weapons are defined as any device or substance that is designed, used or likely to be used to cause bodily harm or property damage. Included are firearms, which are defined as any gun, rifle, pistol, handgun or device designed to fire bullets, BBs, pellets, or shots (including paint balls), or other projectiles regardless of the propellant used. Other weapons include but are not limited to Taser/stun guns, knives with fixed blades, switchblades, spring-loaded knives, pocket knives, kitchen utensils not used for their intended purpose, martial arts weapons, bow and arrows of any type, swords, brass knuckles, sling shots, explosives or incendiary devices.

This prohibition includes other items deemed by the Campus Safety and Security Department to be dangerous, including but not limited to hazardous chemical or biological material of any sort, displays or collections of the weapons, ornamental weapons and ornamental ammunition. Prohibited items are subject to the immediate removal of the weapon from University property or at the University event.

Any member of the University community who observes an individual possessing, manufacturing, transferring, selling or using a weapon and who reasonably believes that the individual is doing so without the consent of Heidelberg University should immediately report this to the Campus Safety and Security Department. Likewise, any member of the community who observes unattended items they reasonably believe to be weapons should also immediately contact the Campus Safety and Security Department with a description and location of these items.

The only exceptions to this policy are:

1. Authorized law enforcement officers or authorized military personnel, acting on behalf of and within the scope of their official duties, and to the extent, they are legally permitted to possess weapons in the state of Ohio.
2. Persons legally permitted to possess weapons in the state of Ohio, to the extent that such possession is necessary as a part of an academic, research or work-related activity. Such use must have received prior written approval by the Director of Campus Safety and Security.
3. A state of Ohio Concealed Handgun licensee, who is transporting a handgun and where the handgun and all of the ammunition remains inside the person's privately owned motor vehicle while the person is physically present, or each handgun and all the ammunition is locked within the trunk, glove box or enclosed compartment or container within or on the person's privately-owned motor vehicle and the vehicle is in a location where vehicles are permitted.

## Drug Free Campus

The unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees is prohibited by Heidelberg University. The University adheres to the Drug-Free Schools and Communities Act Amendments of 1989.

Violations (e.g., possession, sale, use, transfer, purchase and/or delivery of illegal drugs or drug paraphernalia) will result in an administrative hearing and/or a hearing before a Conduct body. Refer to the Student Code of Conduct section of this handbook for information on the social judicial system process and the disciplinary sanctions.

In addition to the University's disciplinary sanctions, violators are subject to legal sanctions under local, state, or federal law.

The University recognizes drug abuse not only as a likely safety and security problem, but as an illness and major health problem. Consistent with the concern related to all life threatening illnesses and serious diseases, the University offers a range of resources and services as follows:

Student education and information, counseling and support services, and referral to agencies and organizations which offer supportive services are available through the Stoner Health & Counseling Center, as well as the office of the Dean of Student Affairs. Education programs dealing with controlled substances are sponsored by the Student Affairs staff.

## Federal, State, & Local Legal Sanctions

The following is a description of the applicable legal sanctions under Local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol.

### A. Federal Law

#### 1. Controlled Substances

Any person knowingly or intentionally manufacturing, distributing, dispensing, or possessing with an intent to distribute or dispense, a "controlled substance" (as defined in 21 U.S.C. Sections 802,812) is subject to sentencing under Federal law to a term of imprisonment of as much as twenty (20) years to life and a fine of four million dollars (\$4,000,000). Although the sentences imposed under Federal law vary according to the specific controlled substance involved, all Federal sentencing requirements are stringent.

#### 2. Alcohol

The illegal manufacture or sale of alcoholic beverages, without obtaining the necessary and proper permits from Federal alcohol authorities may subject a convicted individual to fines of up to one thousand dollars (\$1,000).

### B. State Law: Criminal sanctions under Ohio law vary significantly depending upon the controlled substance and the act involved. All specific laws and relevant sections are written in the Ohio Revised Code (ORC) which is available online.

#### 1. Controlled Substances

**ORC 2925.03** Prohibits the sale or offer to sell, preparation for shipment, ship, transport, delivery, preparation for distribution, or distribution a controlled substance or a controlled substance analog;

Penalty: A maximum of eleven (11) years imprisonment and up to a \$20,000 fine.

**ORC 2925.11** Prohibits any person from knowingly obtaining, possessing or using a controlled substance.

Penalty: A maximum of ten (10) years imprisonment and up to a \$5,000.00 fine.

## 2. Alcohol

**ORC 4301.63** Provides that no person under the age of twenty one (21) shall purchase beer or intoxicating liquor.

Penalty: A fine of not less than \$25.00 nor more than \$100.

**ORC 4301.69A** Prohibits selling beer or intoxicating liquor to a person under the age of twenty one (21) years, or buying it for or furnishing it to such a person.

Penalty: Misdemeanor of the first degree. Maximum penalty is imprisonment for up to 6 months and a \$1000.00 fine.

**ORC 4301.69E** Provides that no underage person shall knowingly possess or consume any beer or intoxicating liquor, in any public or private place, unless he is accompanied by a parent, spouse, or legal guardian, who is not an underage person, unless it is for medical or religious reasons.

Penalty: Maximum penalty is imprisonment for not more than six months and a \$1,000.00 fine.

- C. Local Ordinances: The city of Tiffin enforces all the state criminal statutes cited above and all others cited in the ORC.

## Health Risks

The following is a brief description of the health risks associated with the use of illicit drugs and the abuse of alcohol.

### 1. Illicit drug use

According to the CDC (2018), injection drug use is a well-known route of transmission of blood borne infections, particularly HIV and hepatitis B and C. Use of illicit drugs is associated with increased rates of TB and STDs. The CDC reports that, marijuana use directly affects the brain - specifically the parts of the brain responsible for memory, learning, attention, decision making, coordination, emotions, and reaction time. Heavy users of marijuana can have short-term problems with attention, memory, and learning, which can affect relationships and mood. Marijuana also affects brain development. When marijuana users begin using as teenagers, the drug may reduce attention, memory, and learning functions and affect how the brain builds connections between the areas necessary for these functions. Marijuana's effects on these abilities may last a long time or even be permanent. This means that someone who uses marijuana may not do as well in school and may have trouble remembering things.

### 2. Alcohol use

According to the CDC (2018), excessive alcohol use has immediate effects that increase the risk of many harmful health conditions. These are most often the result of binge drinking and include the following:

- Injuries, such as motor vehicle crashes, falls, drownings, and burns.
- Violence, including homicide, suicide, sexual assault, and intimate partner violence
- Alcohol poisoning, a medical emergency that results from high blood alcohol levels.
- Risky sexual behaviors, including unprotected sex or sex with multiple partners. These behaviors can result in unintended pregnancy or sexually transmitted diseases, including HIV.

- Miscarriage and stillbirth or [fetal alcohol spectrum disorders \(FASDs\)](#) among pregnant women.

The CDC (2018) reports that over time, excessive alcohol use can lead to the development of chronic diseases and other serious problems including:

- High blood pressure, heart disease, stroke, liver disease, and digestive problems.
- Cancer of the breast, mouth, throat, esophagus, liver, and colon.
- Learning and memory problems, including dementia and poor school performance.
- Mental health problems, including depression and anxiety.
- Social problems, including lost productivity, family problems, and unemployment.
- Alcohol dependence, or alcoholism.

### **Treatment and Counseling**

The following is a description of any drug or alcohol counseling, treatment, rehabilitation, or re-entry programs that are available to employees or students.

1. Heidelberg University is concerned that our students and employees do not abuse the use of tobacco, alcohol and other drugs. Should a member of the Heidelberg Community want help with his/her alcohol or drug problem, we are anxious to aid the person in any possible way. Professional help is offered through our Stoner Health & Counseling Center, Firelands Counseling & Recovery Services or smoking succession programs available through Mercy Hospital via a referral from the Stoner Health & Counseling Center. Helping such an individual is of great importance, but the individual should initiate such action himself/herself.
2. Heidelberg University has a Counseling Center with services available to all students. Also, Firelands Counseling & Recovery Services provides counseling by professionals experienced with the complexities of substance abuse. The counseling might be one-on-one, in a group, or with families. The aim of counseling is to help people see their substance abuse patterns clearly - where they come from, where these patterns are leading, and what can be done to break old habits.
3. The Student Affairs office facilitates various support groups that are open to any member of the Heidelberg Community. Support groups are confidential networks that allow individuals to meet regularly and share their common concerns. Also, information is available from the Students Affairs office or the Stoner Health & Counseling Center concerning support groups that meet in the Tiffin Community. These groups include Alcoholics Anonymous, eating disorder groups, Alanon, Ala-Teen, Narcotics Anonymous, and 12-Step Groups.

### **Employees and Student Pell Grant Recipients**

Under a similar but separate law, the Drug-Free Workplace Act, a Pell grant recipient must certify that he or she will not engage in any activity involving illicit drugs during the period covered by the Pell grant; this also applies to activities that are not sponsored by Heidelberg University, such as off-campus non-academic pursuits.

Under the Drug-Free Workplace Act, any student or employee is required to notify the University within five days of any criminal drug conviction relating to illegal drug activity in the workplace.

The University is then required to notify the applicable federal agency of any employee conviction. Employee refers to students receiving Pell grants and/or student employees in addition to full and part-time employees.

## **Alcohol Policy**

The University expects all students to comply with the Ohio law regarding possession and consumption of alcoholic beverages.

To comply with state and local law and University policies, the following guidelines are established:

1. The possession of empty alcohol containers in University-owned housing is prohibited. Prohibiting empty containers supports the enforcement of the University alcohol policy, combats health and odor issues in University-owned housing, and helps to maintain a higher image of Heidelberg University and its students. For the purpose of consistently meeting these goals, all empty containers, including but not limited to alcohol, beer and wine containers, alcohol boxes, or other alcohol paraphernalia, are prohibited, and may not be used as room decoration.
2. No one under the legal drinking age is permitted to possess or consume alcohol on the University campus.
3. Students who are under the legal drinking age may not possess alcohol in their room. This includes alcohol brought to the room by any guest or visitor.
4. Students who are under the legal drinking age are not restricted from choosing to live with another student who is of legal drinking age. However, students of legal drinking age will be held responsible for policy violations if they do not take reasonable measures to ensure that underage residents do not gain access to the alcohol.
5. Students who are of legal drinking age may not bring or consume alcohol in another room where a student who is under the legal drinking age resides.
6. Those of legal age may possess only reasonable quantities of alcohol for their personal use in their rooms. No large quantities (greater than one 12 oz. 6-pack per person) of beer or its equivalent will be permitted on University-owned property. Kegs, party balls and large quantities of alcohol are not permitted on University-owned property. No other forms of alcohol are permitted.
7. No alcohol is permitted to be possessed or consumed in any public area without permission of the Dean of Student Affairs or his designee. Public areas are defined as areas, indoors and outdoors, that are used in common by the University community, such as lounges, hallways, parking lots, green spaces, and athletic facilities. In some instances, private spaces, such as residence hall rooms, may become public by action of the occupants.
8. Any student who appears at a University function or on campus in an intoxicated condition, or who creates a disturbance when it is apparent the student has been consuming alcoholic beverages, will be subject to disciplinary action.
9. Under no circumstances is a person of legal age permitted to furnish alcoholic beverages to a minor.
10. Hosts of private social gatherings are responsible for insuring adherence to state law and University regulations.
11. No activity shall include any form of alcoholic drinking contest in either its promotion or its program. Drinking games are prohibited.
12. Hosts or overnight and weekend guests assume all responsibility for their guest(s). (See Guests & Student Visitors for further information).
13. No recognized student organization, or individual student using the school name, shall obtain an F-1 permit in order to sponsor an off-campus activity at which alcoholic beverages are served.
14. Any recognized student organization or individual student sponsoring an on-campus activity at which alcoholic beverages are served shall adhere to the following guidelines:
  - a. Have all alcohol provided and served by the University's food service provider (Parkhurst).
  - b. Coordinate with Parkhurst to check identification of individuals who are being served alcoholic beverages to ensure that alcoholic beverages are not accessible or served to persons under the legal age of consumption.



- c. Coordinate with Parkhurst to ensure that alcoholic beverages are not served to individuals who appear to be intoxicated.
  - d. Provide non-salty snacks and food when alcohol is present.
  - e. The consumption of alcoholic beverages shall occur only within the approved area for the activity.
  - f. Non-alcoholic beverages shall be available at the same place as alcoholic beverages and shall be featured as prominently as alcoholic beverages.
  - g. A reasonable allotment of the budget for an activity shall be designated for the purchase and serving of food.
  - h. No activity shall include any form of alcoholic drinking contest in either its promotion or its program. Drinking games are prohibited.
  - i. Organizations shall not use alcohol as the predominant feature in the advertisements or promotions. For example, a picture of alcohol should not be your only or largest graphic and any text detailing alcohol being served should not be your only or largest text. Additionally, no promotions can include the unauthorized use of trademark images.
15. Any recognized student organization, or individual student which sponsors an off-campus activity at which alcoholic beverages are served under the alcohol permit of another agent (e.g., a hotel, a country club, or a restaurant) shall observe the following guidelines:
- a. Each organization sponsoring an off-campus activity at which alcoholic beverages are served should consider the following:
    - i. Checking identification of individuals who are being served alcoholic beverages to ensure that alcoholic beverages are not accessible or served to persons under the legal age of consumption.
    - ii. Ensuring that alcoholic beverages are not served to individuals who appear to be intoxicated.
    - iii. Arranging for the transportation for those individuals who appear to be intoxicated.
    - iv. Arranging for the presence of security personnel at all times during the activity.
    - v. Providing non-salty snacks and food when alcohol is present.
  - b. No one in the sponsoring organization shall be designated as a server of alcoholic beverages.
  - c. The consumption of alcoholic beverages shall occur only within the approved area for the activity.
  - d. Non-alcoholic beverages shall be available at the same place as alcoholic beverages and shall be featured as prominently as alcoholic beverages.
  - e. A reasonable allotment of the budget for an activity shall be designated for the purchase and serving of food.
  - f. No activity shall include any form of alcoholic drinking contest in either its promotion or its program. Drinking games are prohibited.
  - g. No advertisements promoting the serving of alcoholic beverages at off-campus activities shall be displayed or distributed on campus.
  - h. Informational materials (e.g., invitations, memoranda, or advertisement fliers) used by student organizations to announce off-campus activities shall not make reference to the amounts of alcoholic beverages (e.g., the number of kegs of beer) to be served.
16. No recognized student organization shall use alcoholic beverage as a recruitment tool, at a new member education events, or initiation activities.
17. The only exception to these policies are for religious observances or well-established, historically verified, religious institutions that use alcohol during a religious ritual.



## Alcohol and Substance Abuse Programs

### *3<sup>rd</sup> Millennium Classrooms (online)*

Alcohol-Wise Intervention: Tailored to the individual, students receive a confidential drinking profile that summarizes personal drinking-related problems, compares drinking habits with social norms, challenges personal expectations, and provides a range of non-drinking strategies.

Marijuana 101: Tailored to the individual, students receive a confidential personalized-feedback report that summarizes use and negative consequences, compares individual use with social norms, challenges personal expectations, and provides a range of strategies to quit.

### On Campus and Local Resources

Stoner Health & Counseling Center	419-448-2041
Mercy Hospital	419-448-3130
Tiffin Police Department	911 or 419-447-2323
Tiffin Fire & Rescue Division	911 or 419-448-5444
Firelands Counseling & Recovery Services	419-448-9440
Firelands Confidential Hotline:	1-800-826-1306
<b>Student Affairs</b>	
Chris Abrams, Dean of Student Affairs	419-448-2062
<b>Administration</b>	
Margaret Rudolph, Chief Human Resources Officer	419-448-2111
<b>Academic Affairs</b>	
Beth Schwartz, VP for Academic Affairs & Provost	419-448-2216

### Campus Organizations that Sponsor Alcohol-Free Activities

Groups	Contact Person	Ext.
Berg Events Council (BEC)	Jacqueline Sironen	419-448-2261
Residence Halls (IRHC)	Kristen Giaquinto	
Alpha Phi Omega (APO)	Paul Stark (advisor)	419-448-2066
Student Senate	Jacqueline Sironen	419-448-2261

### Tobacco Free Campus

Heidelberg University remains committed to the health and wellness of its employees, students and the broader campus community. Among the efforts to be implemented by the University are efforts to promote and assist health awareness, wellness, and smoking/tobacco cessation and to enhance air quality and concern for the health and wellness of others throughout campus.

Though possession is not a violation, smoking, the use of smokeless tobacco products, and the use of electronic smoking devices is prohibited in all facilities owned or leased by Heidelberg University and on the grounds of any property owned or leased by the University. This means all buildings owned or

controlled by Heidelberg University, including shelters, indoor and outdoor athletic facilities, walkways, sidewalks, residence halls, and parking lots. Smoking, the use of smokeless tobacco products, and the use of electronic smoking devices is prohibited on sidewalks that adjoin University property. Smoking, the use of smokeless tobacco products, and the use of electronic smoking devices is also prohibited in any vehicle or equipment owned, leased or operated by Heidelberg University.

Students, faculty, and staff violating this policy may be subject to University action. Visitors who violate this policy may be denied access to Heidelberg University campus and may be subject to prosecution for trespass.

*Smoking* is defined as inhaling, exhaling, burning of any lighted cigar, cigarette, shisha pipe, pipe, water pipe (hookahs) or other lighted smoking device for burning tobacco or any other plant.

*Smokeless tobacco* includes, but is not limited to, chew, snus, snuff, strips and orbs.

*Electronic smoking devices*, commonly referred to as electronic cigarettes or e-cigarettes, are battery operated devices and closely resemble cigarettes.

For the purpose of enforcement, the presence of smoking devices, smokeless tobacco or electronic smoking devices in a residence facility may be reasonable grounds for Residence Life staff or Security to questions and/or document an alleged violation. As such, students are cautioned to use good judgement within this setting.

## **Sexual Assault Programs and Awareness**

All students and employees within our campus deserve to feel safe and supported. Heidelberg University Prohibits the crimes of sexual assault, domestic violence, dating violence and stalking and works year-round to provide you with education, tools, and resources to recognize concerning or harmful behaviors and strategies for intervening or to help others get the support they need. Heidelberg University has multiple programs that are directed at reducing sexual assault, domestic violence, dating violence and stalking on campus. Two mandatory programs that all new students must complete include *Sexual Violence Prevention for Undergraduate Students* and *Interactive Theatre: Bystander Training*. *Heidelberg Interactive Theatre* addresses questions and concerns related to sexual assault, dating violence/domestic violence, and stalking. The performance utilizes brief dramatic scenes and real life scenarios to engage the audience to promote skill-building and awareness to these important topics. *Sexual Violence Prevention for Undergraduate Students* is part of the Not Anymore online training series that unpacks and sheds light on realities and misconceptions of issues such as sexual assault, relationship violence and rape. All students are given a copy of the Heidelberg University Sex Discriminations Policy and are required to sign a document verifying receipt of the policy at verification. Other programming includes domestic violence awareness week and *It's On Us*. *It's On Us* involves various workshops, speakers, and training all designed to create awareness on campus, prevent sexual assaults from occurring, and creating a safe and healthy campus culture.

In the fall of 2018 the Center for Survivor Empowerment was established on campus. The Center for Survivor Empowerment is dedicated to providing free and confidential support and advocacy services to survivors of sexual assault, domestic violence, dating violence, and stalking. The mission of the Center for Survivor Empowerment is to educate the entire campus community by providing awareness and prevention programs that empower bystanders to share responsibility in ending sexual violence. In the fall of 2019 Heidelberg University will implement a Green Dot training program for the campus community. For more information about Sexual Assault Safety and Prevention go to <https://inside.heidelberg.edu/departments-offices/stoner-health-counseling-center/sexual-assault-safety-prevention>

## **Counseling Services**

The Counseling Center can be contacted if you are in need of counseling services. Information shared with this office is kept personal and confidential. The Counseling Center is located in the Stoner Health & Counseling Center, level one of the Campus Center. The Center offers free counseling services with licensed counselors or counseling interns for all full time Heidelberg students Monday through Friday when classes are in session. Walk in services are available with these students being triaged by the available staff. A Graduate Assistant for the Stoner Health & Counseling Center focuses on outreach services for both the health and counseling services. Counseling appointments can be made by calling the Stoner Health & Counseling Center at [419-448-2041](tel:419-448-2041) or emailing [counseling@heidelberg.edu](mailto:counseling@heidelberg.edu). For more information about the Counseling Services available at Heidelberg go to <https://inside.heidelberg.edu/health-services/counseling-services>. For suicide prevention tips go to [https://inside.heidelberg.edu/counseling-services/suicide-prevention#tab\\_tab-fourth](https://inside.heidelberg.edu/counseling-services/suicide-prevention#tab_tab-fourth)

## **Health Services**

The Stoner Health & Counseling Center is open Monday through Friday when classes are in session for full-time students from 7:15 AM – 4:00 PM in Campus Center Office 141. The Center features FREE walk in clinic hours Monday through Friday from 9:00 AM – 11:00 AM, and by appointment. Our Health Center team members include our nurse practitioner, Janelle Baldosser CNP, and Becky Gosche LPN. Insurance companies are NOT billed for visits so ALL full time students are eligible to use the Center. The Stoner Health Center does not provide excuses for routine illnesses or injuries that may lead to missed classes, labs, exams, or deadlines. The vast majority of legitimate excuses for missing classes, exams, or work (such as colds, headaches, nausea, vomiting, diarrhea, abdominal pain, dizziness, etc.) do not lend themselves to objective confirmation, especially after the fact. Students are expected to work with their faculty members on these issues. However, when a student is hospitalized or has a serious ongoing illness or injury, the Stoner Health Center will work with the student and Disabilities Coordinator to set up accommodations.

Services provided include injury and illness care, first aid, over-the-counter and a limited prescription formulary. Lab testing is also offered (e.g. urinalysis, strep screening, mono tests, flu tests, glucose, pregnancy tests, etc.). Tuberculin (Mantoux) tests and vaccinations are also available. A nominal, at-cost fee, payable by cash, check or student account are charged for medication, vaccinations, and lab services. Flu shots are offered at a designated time during the fall semester. For more information about the Health services available at Heidelberg go to <https://inside.heidelberg.edu/departments-offices/stoner-health-counseling-center>

## **Student Accessibility Services**

Heidelberg University respects the privacy of its students. The Family Educational Rights and Privacy Act governs all student record information. Information related to a disability provided by a student as part of a request for accommodation will remain confidential.

All information concerning student disabilities and accommodation is kept separately from student academic files. Only those members of the faculty or administration involved in the decision making process on a requested accommodation will have access to the information. By signing and submitting the signed release of information, the student consents to access of that information by those faculty and administration members involved in the decision making process.

Student Accessibility Services are available through the Owen Center for Academic & Career Support on Monday through Friday 8:00am – 5:00pm. The Coordinator of Student Accessibility is responsible for

coordination of academic, psychological and medical accommodations for students needing the services. Please call [419-448-2484](tel:419-448-2484) or email [dstoll2@heidelberg.edu](mailto:dstoll2@heidelberg.edu) to make an appointment or if you have questions regarding student accessibility services at Heidelberg University. For more information about Student Accessibility Services available at Heidelberg go to <https://inside.heidelberg.edu/departments-offices/student-accessibility-services>

## **SEX DISCRIMINATION POLICY**

### ***Notice of Prohibition of Sex Discrimination***

Heidelberg University does not discriminate on the basis of race, color, sex, gender, gender identity, sexual orientation, religion, national origin, age, or disability in its education programs, employment or activities.

The Sex Discrimination policy addresses all forms of sexual discrimination, including sexual misconduct and sexual harassment. Heidelberg University does not discriminate on the basis of sex, gender, or gender identity in its educational, extracurricular, athletic, or other programs or in the context of admissions or employment in accordance with Title IX of the Education Amendments of 1972.

Title IX is a federal law that provides that, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Heidelberg University, as an educational community, will promptly and equitably respond to all reports of sexual discrimination in order to eliminate the misconduct and/or harassment, prevent its recurrence, and address its effects on any individual or the community.

This policy applies to all members of the University community including: students, employees, volunteers, independent contractors, visitors, and any individuals regularly or temporarily employed, studying, living, visiting, conducting business, or having any official capacity at the University.

### ***Definitions***

#### **Sexual Harassment**

Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other unwanted verbal or physical conduct of a sexual nature when one or more of the following conditions are present:

- Submission to or rejection of such conduct is an explicit or implicit condition of an individual’s employment, evaluation of academic work, or any aspect of a University program or activity;
- Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance, i.e., it is sufficiently severe, pervasive, or persistent as to create an intimidating, hostile, humiliating, demeaning, or sexually offensive working, academic, residential, or social environment under both an objective and subjective standard.

Sexual harassment also includes harassment based on gender, sexual orientation, gender identity, or gender expression, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex/gender or sex/gender-stereotyping, even if the acts do not involve conduct of a sexual nature.

The University will assess objective and subjective factors in determining whether a hostile environment exists.

A single, isolated incident of sexual harassment alone may create a hostile environment if the incident is sufficiently severe, such as rape. The more severe the conduct, the less need there is to show a repetitive series of incidents to create a hostile environment, particularly if the harassment is physical.

It is important to Heidelberg that individuals feel free to come forward, and not wait until issues of sexual harassment become severe or pervasive prior to reporting the conduct and seeking assistance. Reports of sexual harassment that do not rise to the level of creating a hostile environment may be investigated and addressed by the University so as to prevent further incidents from occurring.

Sexual harassment can take many forms:

- may be blatant and intentional and involve an overt action, a threat of reprisal, or may be subtle and indirect, with a coercive aspect that is unstated.
  - does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.
  - may be committed by anyone, regardless of gender, age, position, or authority. While there is often a power differential between two persons, perhaps due to differences in age, social, educational, or employment relationships, harassment can occur in any context.
  - may be committed by a stranger, an acquaintance, or someone with whom the Complainant has an intimate or sexual relationship.
  - may be committed by or against an individual or may be a result of the actions of an organization or group.
  - may occur by or against an individual of any sex, gender identity, gender expression, or sexual orientation.
  - may occur in the classroom, in the workplace, in residential settings, over electronic media (including the internet, telephone, and text), or in any other setting on or off campus.
  - may be a one-time event or part of a pattern of behavior.
  - may be committed in the presence of others or when the parties are alone.
  - may affect the Complainant and/or third parties who witness or observe harassment type and severity.
- Key determining factors are that the behavior is unwelcome, is gender or sex based, and is reasonably perceived as offensive and objectionable under both a subjective and objective assessment of the conduct.

### **Sexual Misconduct**

Sexual misconduct, in a University setting, is “non-consensual physical contact of a sexual nature,” such as acts using force, threat, intimidation, or advantage gained by the offended person’s mental or physical incapacity or impairment of which the offending person was aware or should have been aware. Sexual Misconduct may include, but is not limited to Sexual Assault, Sexual Exploitation, Physical Assault, Bullying and Intimidation, Stalking, Indecent Exposure, and Intimate Partner Violence.

***Sexual Assault*** - Sexual assault is defined as having sexual intercourse or sexual contact with another individual without consent, including:

- by the use or threat of force or coercion;
- without effective consent; or
- where that individual is incapacitated.

Sexual intercourse includes vaginal or anal penetration, however slight, with a body part (e.g., penis, tongue, finger, hand, etc.) or object, or oral penetration involving mouth to genital contact.

Sexual contact includes intentional contact with the intimate parts of another, causing another to touch one's intimate parts, or disrobing or exposure of another without permission. Intimate parts may include the breasts, genitals, buttocks, groin, mouth, or any other part of the body that is touched in a sexual manner. Sexual contact also includes attempted sexual intercourse.

**Sexual Exploitation** - Sexual exploitation is an act or acts committed through non-consensual abuse or exploitation of another person's sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage, or any other non-legitimate purpose. The act or acts of sexual exploitation are prohibited even though the behavior does not constitute one of the other sexual misconduct offenses.

Examples of sexual exploitation include:

- observing another individual's nudity or sexual activity or allowing another to observe consensual sexual activity without the knowledge and consent of all parties involved;
- non-consensual streaming of images, photography, video, or audio recording of sexual activity or nudity, or distribution of such without the knowledge and consent of all parties involved;
- prostituting another individual;
- exposing one's genitals in non-consensual circumstances;
- knowingly exposing another individual to a sexually transmitted disease or virus without that individual's knowledge; or
- inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.

**Physical Assault** - Physical assault is a purposeful action meant to hurt another person. Examples include, but are not limited to, kicking, punching, hitting with or throwing an object, or biting, when these acts occur in the context of intimate-partner violence or when the behavior is perpetrated on the basis of sex, gender, or sexual orientation.

**Bullying and Intimidation** - Bullying includes any intentional electronic, written, verbal, or physical act or a series of acts directed at another person or persons on the basis of sex, gender, or sexual orientation, that is severe, persistent, or pervasive and that has the intended effect of doing any of the following:

- substantially interfering with a person's education or work;
- creating a threatening environment; or
- substantially disrupting the orderly operation of the University.

Intimidation is any verbal, written, or electronic threats of violence or other threatening behavior directed toward another person or group on the basis of sex, gender, or sexual orientation that reasonably leads the person(s) in the group to fear for her/his physical well-being.

**Stalking** - Stalking occurs when a person engages in a course of conduct or repeatedly commits acts toward another person on the basis of sex, gender, or sexual orientation, including following the person without proper authority, under circumstances that demonstrate either of the following:

- place the person in reasonable fear of bodily injury; or
- reasonably cause substantial emotional distress to the person.

Stalking includes the concept of cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used to pursue, harass, or to make unwelcome contact with another person in an unsolicited fashion.



Examples of stalking include:

- unwelcome and repeated visual or physical proximity to a person;
- repeated oral or written threats;
- extortion of money or valuables;
- unwelcome/unsolicited written communication, including letters, cards, emails, instant messages, and messages on online bulletin boards;
- unwelcome/unsolicited communications about a person, their family, friends, or co-workers;
- sending/posting unwelcome/unsolicited messages with an assumed identity;
- implicitly threatening physical contact; or
- any combination of these behaviors directed toward an individual person.

***Domestic Violence*** – Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim/survivor, by a person with whom the victim/survivor shares a child in common, by a person who is cohabitating with or has cohabitated with the victim/survivor as a spouse or intimate partner, by a person similarly situated to a spouse of the victim/survivor under Ohio’s domestic or family violence laws, or by any other person against an adult or youth victim/survivor who is protected from that person’s acts under Ohio’s domestic or family violence laws.

***Dating Violence*** – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim/survivor, and where the existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the following factors: 1) the length of the relationship; 2) the type of relationship; and 3) the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of Domestic Violence above.

### ***Consent***

Consent means informed, freely given agreement, communicated by clearly understandable words or actions, to participate in each form of sexual activity.

Guidance for Consent:

- Consent cannot be inferred from silence, passivity, or lack of active resistance.
- A current or previous dating or sexual relationship is not sufficient to constitute consent, and consent to one form of sexual activity does not imply consent to other forms of sexual activity.
- When consent is requested verbally, absence of any explicit verbal response constitutes lack of consent. A verbal “no” constitutes lack of consent, even if it sounds insincere or indecisive.
- By definition, there is not consent when there is a threat of force or violence or any other form of coercion or intimidation, physical or psychological.
- Either person may withdraw consent at any time. Withdrawal of consent should be outwardly demonstrated by words or actions that clearly indicate a desire to end sexual activity. Once withdrawal of consent has been expressed, sexual activity must cease.
- A person who is the object of sexual aggression is not required to physically or otherwise resist the aggressor; the lack of informed, freely given consent to sexual contact constitutes sexual misconduct.
- Intoxication is not an excuse for failure to obtain consent.
- A person incapacitated by alcohol or drug consumption, or who is unconscious or asleep or otherwise physically or mentally impaired, is incapable of giving consent.
- A person who is below the legal age of consent is incapable of giving consent.

### *Advisor*

The term “Advisor” means any person who is a member of the University Community not holding an advanced law degree, who is invited by the Complainant or the Respondent to attend any meetings, sessions or conferences with the intent to advise the Complainant or the Respondent. The Advisor’s role is advisory only; the Advisor is not permitted to question conference participants, speak to Conduct Board Members or make public comments during the Conduct Board Conference.

### *Proceeding:*

Proceeding means all activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact finding investigations, formal or informal meetings, and hearing. Proceeding does not include communications and meetings between officials and victims/survivors concerning accommodations or protective measures to be provided to a victim/survivor.

### *Title IX Coordinator and Team*

The Title IX Coordinator is the designated University official with primary responsibility for coordinating the University’s compliance with Title IX. The Title IX Coordinator oversees the implementation of grievance procedures, which includes notification, investigation and disposition of complaints of sex discrimination. The Title IX Coordinator will coordinate the provision of educational materials and training for the campus community. Finally, the Title IX Coordinator will ensure a fair and neutral process for all parties and monitor all other aspects of the University’s Title IX compliance.

The President of the University has appointed Margaret Rudolph as the Title IX Coordinator. Additionally, the President has appointed Title IX Deputy Coordinators that make up the Title IX Team.

**The Title IX Coordinator can be contacted by telephone, email, or in person during regular office hours at:**

Margaret Rudolph, Title IX Coordinator  
University Hall Room 216, 310 East Market St, Tiffin OH 44883  
(419) 448-2111 or [mrudolph@heidelberg.edu](mailto:mrudolph@heidelberg.edu)

**A trained Deputy Title IX Coordinators who can also offer assistance are available in the following offices:**

Stacy Wheeler, Director of Advancement Services  
University Hall, Room 210, 310 East Market St, Tiffin OH 44883  
(419) 448-2888 or [swheeler@heidelberg.edu](mailto:swheeler@heidelberg.edu)

### *Complaints*

Heidelberg University strongly supports and encourages prompt reporting of sex discrimination. Reporting provides resources to victims and contributes to keeping the campus safe. All Heidelberg community members (students, staff, and faculty) should help ensure that violations of Title IX are promptly reported. Most Heidelberg employees are mandatory reporters as described in the Importance of Reporting section below. Normally, this means reporting any witnessed violations, or violations learned about through the disclosure of others. Reporting is not the same as filing a formal complaint (although for some purposes a formal complaint may also serve as a report).

If a person believes they or someone they know has been the victim of sex discrimination, it should promptly be reported to the University's Title IX Coordinator or a Deputy Coordinator. Additionally, if a



person believes they or someone they know has been the victim of sex discrimination a report may be made to the Office of Campus Safety & Security at (419) 448-2211 or through any member of the Residence Life staff.

A person filing a complaint will be provided with the Heidelberg University Sex Discrimination policy.

Instances of sex discrimination may violate both the University's sex discrimination policy and the law. As a result, the University encourages victims to pursue their complaints through both the University's process for sex discrimination and through the criminal justice system. The Tiffin Police Department, which can be reached at (419) 447-2323, can explain the procedures for pursuing a criminal investigation of sex discrimination. The Tiffin Police Department will investigate every incident reported to police to determine if a crime has been committed.

Finally, The U.S. Department of Education's Office of Civil Rights is the entity that is charged with enforcing Title IX compliance. Inquiries about these issues may also be referred to the Office for Civil Rights/Cleveland at U.S. Department of Education, 600 Superior Avenue East, Suite 750, Cleveland, OH 44114 or by calling (216) 522-4970.

### *Administrative Complaints*

The University has the authority to institute an administrative complaint against any student, faculty, administrator, or staff if a violation occurs of the sex discrimination policy.

### *Investigation*

A complete and thorough investigation into a complaint shall be conducted by the Title IX team or its designee. The preliminary investigation shall be concluded as quickly as possible within a reasonable amount of time. Normally, the complaint and resolution should take no longer than sixty (60) days, unless extenuating circumstances necessitate a longer time frame. The investigation will be conducted in a manner that is thorough, reliable, and impartial and may include interviews of the parties involved, including witnesses, and the gathering of other relevant information and documentation.

### *Confidentiality*

The Title IX Coordinator or designee will seek consent from the Complainant before beginning an investigation. If the Complainant requests confidentiality or asks that the complaint not be pursued, the University will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation. If a Complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the University will inform the Complainant that the University's ability to respond may be limited. The University will also inform the Complainant that Title IX prohibits retaliation, and that it will take actions to prevent retaliation as well as strong action against anyone who engages in retaliation. If the Complainant continues to ask that his or her name or other identifiable information not be revealed, the University will evaluate that request in the context of its responsibility to provide a safe and nondiscriminatory environment for all members of the community. Thus, the University may weigh the request for confidentiality against factors including but not limited to the following: the seriousness of the alleged harassment; the Complainant's age; whether there have been other harassment complaints about the same individual; and the alleged harasser's rights to receive information about the allegations if the information is maintained by the school as an "education record" under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g; 34 C.F.R. Part 99.15

The University will inform the Complainant it cannot ensure confidentiality. Even if the University cannot take disciplinary action against the alleged harasser because the Complainant insists on confidentiality, the University will attempt to pursue other steps to limit the effects of the alleged harassment and prevent its recurrence.

### *Protective Measures*

Upon receipt of a report, the University will provide interim support and reasonable protective measures to prevent further acts of misconduct, and to provide a safe educational and work environment. The University will determine the necessity and scope of any interim measures. Even when a Complainant or Respondent does not specifically request that protective action be taken, the University may choose to impose interim measures at its discretion to ensure the safety of any individual, the broader University community or the integrity of the review process.

Persons seeking such assistance should speak with the Title IX Coordinator or a Deputy Title IX Coordinator who will coordinate such requests on the behalf of the person. The University will maintain contact with the parties to ensure that all safety and emotional and physical well-being concerns are being addressed.

All individuals are encouraged to report concerns about failure of another individual to abide by any restrictions imposed by an interim measure. The University will take immediate and responsive action to enforce measures previously ordered or implemented by the University.

The University may impose any remedy that can be tailored to the involved parties to achieve the goals of this policy, even if not specifically listed here. The range of interim measures may include:

- No Contact Order: A Complainant or Respondent may request, or the University may impose, communication and contact restrictions to prevent further potentially harmful interaction. These communication and contact restrictions generally preclude in person, telephone, electronic or third party communications. In some cases, an individual may also wish to consider a Protection Order from the local courts. This is a civil proceeding independent of the University. If a court order is issued, the University will, to the best of the institution's ability, assist the protected person in benefiting from the restrictions imposed by the court and facilitate on campus compliance with the order. The University may also limit an individual or organization's access to certain University facilities or activities as part of the no contact order.
- Academic, Employment, or Residence Modifications: A Complainant or Respondent may request an academic or employment modification or a change in residence after a report of sex discrimination. An individual who requests assistance in changing their academic, employment or living situation after an incident of sex discrimination will receive appropriate and reasonably available modifications. These may include:
  - o Academic modifications, including a change in class schedule, taking an incomplete, dropping a course without penalty, attending a class via electronic or other alternative means, providing an academic tutor, or extending deadlines for assignments;
  - o Change of residential living assignment;
  - o Change in work assignment or schedule;
  - o Providing an escort to ensure safe movement around campus.
- Emotional Support: The University will provide access to counseling services through Stoner Health and Counseling Center or will assist in providing a referral to off campus agencies.

- **Interim Separation:** Where the report of sex discrimination poses an ongoing risk of harm to the safety or well-being of an individual or members of the campus community, the University may place an individual or organization on interim suspension or impose leave for an employee. Pending resolution of the complaint, the individual or organization may be denied access to campus. When interim suspension or leave is imposed, the University will make reasonable efforts to complete the investigation and resolution within an expedited time frame.

### *Informal Resolution*

Some alleged violations of the sex discrimination policy that are non-violent in nature, may be resolved using an informal resolution process (mediation) overseen by one or more members of the Title IX team or its designee if (i) the University determines, in its discretion, that such a process would be appropriate; and (ii) all parties agree to participate.

Allegations of sex discrimination that are violent in nature including sexual assault, physical assault, and intimate partner violence may not be resolved using an informal resolution procedure.

The parties to any such informal process will not be required to deal directly with one another. Instead, after an initial investigation of the complaint carried out by Title IX team, the Complainant and the assigned Title IX Coordinator or other official selected by the Title IX team may agree to attempt to resolve the complaint informally. The Title IX Coordinator and the Complainant may agree to seek an informal resolution of the complaint by meeting with the Respondent, maintaining anonymity if appropriate or possible. If either the Complainant or the accused is dissatisfied with the outcome of the informal resolution process, then either party may institute the formal resolution process described below within seven (7) business days of receiving written notice of the outcome of the informal resolution process.

Any party may request that the informal resolution process be terminated at any time, in which case the formal resolution procedure (described below) would commence. In addition, any party can pursue formal resolution if he or she is dissatisfied with a proposed informal resolution. Finally, as described above, the University may elect to pursue a formal resolution procedure even if the Complainant does not wish a formal resolution.

The Complainant and the Respondent have the right to be assisted by an advisor they choose. However, because it is important to preserve the educational tone of the informal process and to avoid the creation of an adversarial environment, Advisors in the informal process may not be an attorney. The Complainant and/or the Respondent is responsible for presenting his or her own information and, therefore, Advisors are not permitted to speak or to participate directly in the process.

### *Formal Resolution*

For allegations of sexual discrimination that cannot be resolved informally, a Conduct Board Conference shall be conducted by a Conduct Board.

For the purpose of a formal resolution the following definitions will be used:

The term “Conduct Board” means any person or persons trained to determine formal sex discrimination violations. The Conduct Board members will be selected from a broad representation of the campus community, including Faculty and Staff, appointed by the Title IX team.

The term “Appellate Board” means any person or persons trained to determine formal sex discrimination violations. The Appellate Board members will be selected from a broad representation of the campus community, including Faculty and Staff, appointed by the Title IX team. Appellate Board members may also serve on Conduct Boards; however, no member of a Conduct Board may serve on the Appellate Board for the same case.

The term “Conduct Administrator” means any person who is trained by the Title IX Team to oversee the formal resolution process and to select members of a Conduct Board. A member of the Title IX Team can serve as Conduct Administrator.

The term “Complainant” means any person who submits a charge alleging a violation of the sex discrimination policy.

The term “Respondent” means any person accused of violating the sex discrimination policy.

The term “Conference” means the meeting between a Conduct Board and the Respondent(s). The purposes of this Conference with the Respondent are to review the complaint, to discuss the process, and to determine options for resolving the complaint.

Prior to a Conduct Board Conference, the Respondent shall be presented with all charges in written form. A time shall be set for a Conduct Board Conference, not less than two (2) nor more than fifteen (15) business days after the Respondent has been notified. Maximum time limits for scheduling of Conduct Board Conferences may be extended at the discretion of the Conduct Administrator.

**The following guidelines will be used for Conduct Board Conferences:**

1. Conduct Board Conferences normally shall be conducted in private.
2. The Complainant, Respondent and their Advisors, if any, shall be allowed to attend the entire portion of the Conduct Board Conference at which information is received (excluding deliberations). Admission of any other person to the Conduct Board Conference shall be at the discretion of the Conduct Board and/or its Conduct Administrator.
3. The Complainant and Respondent will receive the name(s) of the Conduct Board member(s) prior to the conference. The Complainant and Respondent may challenge any Conduct Board member prior to the conference if they believe they have a conflict of interest. The Conduct Administrator will review the concern and will have sole discretion to make a change in Conduct Board Members.
4. In Conduct Board Conferences involving more than one Respondent, the Conduct Administrator, in his or her discretion, may permit the Conduct Board Conferences concerning each person to be conducted either separately or jointly.
5. The Complainant and the Respondent have the right to be assisted by an Advisor they choose. The Complainant and/or the Respondent is responsible for presenting his or her own information and, therefore, Advisors are not permitted to speak or to participate directly in any Conduct Board Conference. A person should select as an Advisor a person whose schedule allows attendance at the scheduled date and time for the Conduct Board Conference. Delays will not normally be allowed due to the scheduling conflicts of an Advisor.
6. The Complainant, the Respondent, and the Conduct Board may arrange for witnesses to present pertinent information to the Conduct Board. The University will try to arrange the attendance of witnesses, if reasonably possible, and who are identified by the Complainant and/or Respondent at least two business days prior to the Conduct Board Conference. Witnesses will provide information to and answer questions from the Conduct Board. The Complainant and/or Respondent may request questions be answered by each other and/or by other witnesses. Requested questions will be directed to the Conduct Administrator, rather than to the witness directly. This method is used to preserve the educational tone of

the Conference and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved at the discretion of the Conduct Administrator.

7. The initial investigation, pertinent records, exhibits and written statements (including absent witness reports) may be accepted as information for consideration by a Conduct Board at the discretion of the Conduct Administrator and will be equally available to both the Complainant and Respondent for review.

8. All procedural questions are subject to the final decision of the Conduct Administrator.

9. After the portion of the Conduct Board Conference concludes in which all pertinent information has been received, the Conduct Board shall determine by majority vote whether the Respondent has violated the sex discrimination policy.

10. The Conduct Board's determination shall be made on the basis of whether it is more likely than not (a preponderance of evidence) that the Respondent violated the sex discrimination policy.

11. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Conduct Board Conferences proceedings.

12. There shall be a single verbatim record, such as a tape recording of all Conduct Board Conferences before a Conduct Board. Deliberations shall not be recorded. Minutes of Conduct Board Conferences may be taken by a University administrative assistant. The record shall be the property of the University.

13. If a Respondent, with notice, does not appear before a Conduct Board Conference, the information in support of the charges shall be presented and considered even if the Respondent is not present.

14. The Conduct Board may accommodate concerns for the availability, personal safety, well-being, and/or fears of confrontation of the Complainant, Respondent, and/or other witness(es) during the Conference by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the Conduct Administrator to be appropriate.

### *Sanctions*

Sanctioning can vary according to the relationship the Respondent has with the University.

If the Complainant is a student, the Conduct Board will make sanctioning recommendations based on sanctions described in the Student Code of Conduct. The recommendation will be sent to the Dean of Student Affairs for final approval.

If the Complainant is a faculty member, the Conduct Board will make sanctioning recommendations based on sanctions described in the Faculty Manual. The recommendation will be sent to the Provost for final approval.

If the Complainant is a staff member, the Conduct Board will make sanctioning recommendations based on sanctions described in the Employee Handbook. The recommendation will be sent to the Director of Human Resources for final approval.

The decision of the Conduct Board will be sent simultaneously to both parties. In most cases, the Complainant and the Respondent will receive in writing the outcome of the Conference within two (2) business days following the conference. If there is a delay, both the Complainant and the Respondent will receive in writing notification of the delay including the reasons for the delay. The outcome will include a determination of responsibility and sanctions.

## *Appeals*

A decision reached by the Conduct Board may be appealed by the Complainant(s) or Respondent(s) to the Title IX Coordinator or a Deputy Coordinator within five (5) business days of receiving the decision. Such appeals shall be in writing and shall be delivered to the Title IX Coordinator or a Deputy Coordinator.

Except as required to explain the basis of new information, an appeal shall be limited to a review of the verbatim record of the Conduct Board Conference and supporting documents for one or more of the following purposes:

1. To determine whether the Conduct Board Conference was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Sex Discrimination policy was violated, and giving the Respondent a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
2. To determine whether the sanction(s) imposed were appropriate for the violation of the Sex Discrimination policy which the Respondent was found to have committed.
3. To consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original Conference, because such information and/or facts were not known to the person appealing at the time of the original Conduct Board Conference.

If an appeal is upheld by the Appellate Board by a majority decision, the matter shall be returned to the original Conduct Board for re-opening of the Conduct Board Conference to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld, the matter shall be considered final and binding upon all involved.

## *Amnesty for Those Who Report Sex Discrimination*

The University encourages reporting and seeks to remove any barriers to reporting by making the procedures for reporting transparent and straightforward. The University recognizes that an individual who has been drinking alcohol or using drugs at the time of an act of sex discrimination may be hesitant to make a report because of potential consequences for his/her/their own conduct. An individual who reports sex discrimination, either as a Complainant or a third party witness, will not be subject to disciplinary action by the University for his/her/their own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk. The University may, however, initiate an educational discussion or pursue other educational remedies regarding alcohol or other drugs.

## *Anti-Retaliation*

The University will not tolerate retaliation against any person making a complaint of sex discrimination or against any person cooperating in the investigation of alleged acts of sex discrimination. Retaliation includes, but is not limited to, intimidation, threats, or harassment against any Complainant or third party. Individuals who are alleged to engage in retaliatory tactics may face disciplinary action independent of the sanction or interim measures imposed in response to the underlying allegations of sex discrimination. Any acts of retaliation should be reported promptly to the Title IX Coordinator.



### ***Bystander Intervention***

The University expects all community members to take reasonable and prudent actions to prevent or stop an act of sex discrimination. Taking action may include direct intervention, calling law enforcement, or seeking assistance from a person in authority. The University will support its members who choose to intervene in this fashion.

### ***Education and Programs***

The University provides education to members of the community. All full-time students and employees complete an online training module which addresses the issues surrounding sex discrimination and behaviors that may be associated with violations of University policy such as alcohol and drug use. Incoming students are required to prove they have completed the online training module prior to attending classes. Employees must complete the module within thirty (30) days of their initial employment start date. Additional programming is offered to both new and upper class students, faculty and staff, including passive and active programs. Students are encouraged to attend education sessions through athletic participation, Greek Life and other organization memberships.

Conduct Board members, the Title IX team, and investigators receive yearly training focused on adjudicating cases of sex discrimination. First responders, such as the Office of Campus Safety & Security Staff and the Residence Life Staff receive regular, ongoing training focused on working with victims of sex discrimination.

### ***Criminal Proceedings***

Because sex discrimination can constitute both a violation of University policy and criminal activity, the University encourages people to report alleged acts promptly to local law enforcement agencies. Criminal investigations may be useful in the gathering of relevant evidence, particularly forensic evidence.

University proceedings will be instituted against a person charged with conduct that potentially violates both the criminal law and the sex discrimination policy without regard to the pendency of a civil or criminal litigation in court or criminal arrest and prosecution. Proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. Determinations made or sanctions imposed shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

### ***Victim Support Information***

Heidelberg University is committed to providing support for students who have been victims of sex discrimination. Below is a brief description of resources available. For more information or to request an accommodation which may not be listed, victims should contact the Title IX Coordinator or a Title IX deputy.

1. Assistance finding confidential counseling and support either through the Stoner Health & Counseling Center or through referrals to an outside agency.
2. Assistance finding confidential medical services either through the Stoner Health & Counseling Center or through referrals to an outside agency such as the Mercy Hospital System.
3. Academic accommodations which may include a change in class schedule, taking an incomplete, dropping a course without penalty, attending a class via electronic or other alternative means, or extending deadlines for assignments.

4. Housing accommodations which may include changes in residential status, changes in room assignment, or temporary accommodations in a residential safe room.
5. Employment accommodations such as change in work assignment or schedule.
6. Preventing contact with the perpetrator through escort services from the Office of Campus Safety & Security, no contact orders or interim separation of the perpetrator.
7. Hiding personal information such as directory information through the Registrar office.

**Additionally, a victim may seek support from one of the outside agency listed below:**

Tiffin City Prosecutor's Victim Assistance Program- (419) 448-5413  
Seneca County Prosecutor's Victim Assistance Program – (419) 448-5070  
Firelands Mental Health Services - (419) 448-9440  
Seneca County Job & Family Services - (419) 447-5011  
Mercy Hospital - (419) 447-3130  
Seneca Community Chaplain Corps – (419) 618-0165  
First Call for Help - (419) 448-4357

### ***Reporting Importance***

Title IX focuses on the adverse consequences faced by victims of sex and gender discrimination, including sexual harassment and sexual misconduct. It creates obligations for the University to investigate and to provide a “prompt and effective remedy.” If the victim is a student, Title IX means, among other things that the University must provide a safe environment that does not interfere with the victim’s right to pursue an education. The University incurs this obligation when a victim has given notice to a “responsible employee,” or when the University, in the exercise of reasonable care, should have known about the assault or harassment.

It is the University’s policy that most employees are mandatory reporters under Title IX. Accordingly, employees who become aware, directly or indirectly, of possible violations of Heidelberg’s Prohibition on Sex Discrimination are obligated to promptly contact a member of the Title IX team, the Office of Campus Safety & Security, or a Residence Life staff member. Exclusions to the University’s mandatory reporting requirement include the Stoner Health & Counseling Center counseling staff and any Stoner Health & Counseling Center employee when scheduling counseling or medical appointments.

### ***Access to Policy***

The Sex Discrimination Policy is distributed yearly to all students and can be found in the Faculty Manual and Employee Handbook. The Sex Discrimination Policy is published online on the Heidelberg University Website

<https://inside.heidelberg.edu/sites/default/files/documents/sta1717sexdiscriminationpolicy19-20.pdf>

### ***Title IX Webpage***

To access additional Title IX information including, Title IX staff and submitting a complaint can be accessed on the Heidelberg University Website <https://www.heidelberg.edu/offices/title-ix>