

HEIDELBERG  UNIVERSITY

**2015**

**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, which amended the Higher Education Act of 1965 (HEA). This act required all colleges and universities participating in Title IV student financial aid programs to disclose campus crime statistics and security information. The Act was amended in 1992, 1998, 2000, and 2013. The 1998 amendments renamed the 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 High 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 Campus Safety and Security Department. 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 Heidelberg University Safety & Security website <http://www.heidelberg.edu/studentlife/services/security> or be requested from the following offices:

Dustin Brentlinger, Dean of Student Affairs  
Mark Zeno, Assistant Dean of Student Affairs for Campus Life  
Jeff Rhoades, Director of Safety & Security

### **Campus Security Information**

**Emergencies:** any campus or off-campus location: **911**

**Non-emergencies:** Campus Security (419) 448-2211 or 2211 from any campus phone.

## Fire Safety Report

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 (pg. 7) and fire safety (pg.12) are located in the Heidelberg University Handbook. The handbook also includes information on electrical appliances permitted in resident housing (pg. 12), prohibiting smoking in residential units (pg.27) and prohibiting the possession of items that produce an open flame in University-owned residences (pg. 14).

**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.

### Residential Housing Fire Drills

Fire drills are conducted in the Residence Halls one time each semester by Residence Life staff in cooperation with the Heidelberg Security staff.

### Fire Alarm Procedures for Non-Scheduled Alarm:

#### First contact: Tiffin Fire Department

**Designated Emergency Response Number: 911 (9-911 from campus phone)**

**Second contact: Campus Security. 419-448-2211**

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 Department at the designated emergency response number (911) (9-911 from a campus phone). 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 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 a City of Tiffin Fire Department official.
8. The Director of Security will assess the situation, and notify the Vice President for Student Affairs and Enrollment and the Associate Vice President of Engineering and Facilities.

## **Conducting Fire Drills**

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, Security staff, Tiffin City Police or Fire Department personnel.

## **Annual Fire Log**

The Heidelberg University Fire Log, for the current calendar year, is located in the Director of Security's Office (Campus Center 127). Requests for Fire Logs older than the current calendar year are made at the Security Director's Office also.

## **Future Implementation Fire Safety Equipment**

Changes in fire safety for residential buildings:

Regular meetings are scheduled between the Director of Safety & Security and the Fire Chief from the Tiffin Fire Department 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 4.1 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 are prohibited. (Microwave ovens are prohibited in France Hall only.)
3. Multiple taps, devices plugged into wall receptacles, and electrical extension cords are prohibited. Power strips with surge protectors are acceptable for use.
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 - Due to the high risk of fire associated with halogen bulbs/lamps, use of halogen lighting within University-owned housing is prohibited.

### **Incense/Candles**

All types of incense, candles, and open flame are prohibited in the College-owned houses, apartments, and residence hall rooms.

### **Decorations**

Students may decorate the residence hall rooms, apartments and houses with the following guidelines and policies:

- a. Students will be charged for damage caused by adhesives, tacks or nails.
- b. Painting or other like alteration of student rooms, facilities or equipment is not permitted.
- c. Decorative lights must be UL approved.

- d. Carpeting must meet DOC-FF specifications. The use of carpet tape and foam or rubber-backed carpeting is prohibited.
- e. Nothing should be hanging from or covering the ceiling, sprinkler heads, lights, or any other life safety equipment in the room.
- f. Room doors may be decorated as long as it does not hinder the function of the door. Items placed on the door must be easily removable without causing damage to the door/frame finish.
- g. Any offensive decorations posted in or near a room will be removed.

### **Tobacco Free Campus**

Heidelberg University remains committed to the health and wellness of its 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.

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.

### **Furnishings**

1. Students may not remove or exchange furniture from common areas of the residence hall (or house) or from any residence hall room.
2. Lofts may be built for rooms in Miller Hall only.
  - a. Lofts must be built according to the specifications published and available from the Residence Life Office.
  - b. Lofts are not permitted in the University-owned houses or apartments.
  - c. Lofts must be inspected by the Residence Coordinator within the first two weeks of school.
  - d. Maintenance staff will immediately remove un-inspected lofts that are discovered in student rooms and the residents will be charged \$100.
3. Screens are not to be removed from windows.
4. Waterbeds are not permitted unless a serious medical condition requires it and permission is received from the Disabilities Intervention Team.
5. Student owned furniture, including couches, chairs, tables and futons are not permitted in Williard Hall. Small TV stands are acceptable in Williard Hall.
6. Student owned furniture, including couches, chairs, tables, and futons are not permitted outside of campus owned apartments or houses, including porches or patios.
7. All University furniture must stay in the designated room in which it was intended.

### **Lofts**

Lofts are permitted in Miller Hall **only!** No other residence hall, CLC House, or other campus housing may have lofts, nor may any University owned furniture be removed from the rooms.

## **Loft Construction Policies**

A Loft Construction and Inspection form **MUST** be obtained from a Miller Resident Assistant or Residence Coordinator and submitted to the resident's building Residence Coordinator before Friday of the second week of classes in the Fall semester. As a component of the Loft Inspection form, all residents must sign a statement verifying that the loft was constructed of fire retardant wood and painted with fire retardant paint. (See reverse for further information.) Loft construction must be completed before Friday of the second week of classes in the Fall semester. Construction may not occur during designated quiet hours. The Residence Coordinator will inspect lofts during September. Storage of the University owned bed frame must be completed properly and with permission. The University bed frame may not be placed in hallways or lounges at any time. The bed frames may be stored in the appropriate storage area with the permission from the Residence Coordinator, and the frame must be properly tagged. It is expected that all room furniture remain in the room at all times. Failure by the resident to complete all of the above steps may result in immediate removal of the loft and/or associated charges for removal and failure to comply.

## **Loft Removal Policies**

All lofts must be deconstructed and removed by the Friday before the final exam period. Lofts may not be deconstructed or removed during quiet hours. Students are responsible for returning stored bed frames to the room upon checkout. There is a \$100.00 charge for failure to return a stored bed frame to the room. The construction and installation of a loft within any residence hall room is subject to final approval by the Director of Residence Life.

## **Loft Specifications**

- The loft may not block or obstruct doors or window egress as stated in Section FM-601.0 Hazards of the Fire Safety Codes.
- The loft may not block or obstruct electrical wall switches.
- If the loft is in the center of the room, there must be at least a 4-foot egress from the window to the loft and from the door to the loft.
- The loft may not exceed a maximum height of 72 inches, or extend higher than 12 inches from the top of the door.
- The loft must be free standing. The loft may not be nailed or fastened to the wall, window frame, doorframe, desk, etc. in any way.
- Platform lofts are prohibited.
  - Rubber or foam backed carpet or padding is prohibited. These requirements apply for all floor material. Carpeting may not be used as a door or wall covering.

## **Fire Safety Construction Specifications**

Wood material used must be either pretreated or stamped indicating that it is flame resistant material or dipped or coated with a UL flame retardant coating that has been rated for a flame spread of 25 or less. All surfaces must be treated. Combustible building material (post, joint, supporting members and decking) must be rendered fire-retardant, using the recommended application of intumescent paint (as specified by the manufacture). Certified Fire-retardant treated wood meets these requirements. Residents must sign a statement indicating that the loft meets fire-retardant specifications. Flame retardant additive can be purchased from [hytechsales.com](http://hytechsales.com). The product is Flame Guard. The construction may not restrict exit from the windows or doors of the room. Windows and doors must be completely operable. There may be no change in the permanently installed electrical system. Electrical wiring must not be included in or attached to the loft construction. The loft may not be



enclosed in any way including drapery, beads, wallboard, fishnet, etc. Construction materials may not be stored in corridors, stairwells or any public area. Debris resulting from construction must be removed from the building and placed in proper waste containers.

### **Loft Paint**

NFPA 703 - To be classified as Class A fire retardant finish, the coating as applied to building materials, must reduce the flame spread to 25 or less.

### **Egress**

O.F.C. - Chapter 6 - Means of Egress 1301: 7-1-05 - Orders to Eliminate Dangerous Or Hazardous Conditions Hazardous Conditions. O.B.B.C. - Chapter 8 - Means of Egress

### **Hazards**

F-601.1 OBSTRUCTIONS: A person shall not, at any time, place an encumbrance of any kind before or upon any fire escape, balcony or ladder intended as a means of escape from fire. The means of egress from each part of the building, including stairways, egress doors and any panic hardware installed thereon, aisles, corridors, passageways and similar elements of the means of egress, shall at all times be maintained in a safe condition and shall be available for immediate use and be free of all obstructions.

### **Emergency Escape Windows**

F-603.1 MAINTENANCE: Emergency escape windows and doors shall be maintained operational and available to occupants of sleeping rooms in residential uses.

### **Maintenance of Exits**

805.1 OBSTRUCTIONS: It shall be unlawful to obstruct, or reduce in any manner, the clear width of any doorway, hallway, passageway or other means of egress required by the provisions of this code.

### **Removal**

Loft may not be stored at Heidelberg University at the conclusion of the academic year. Residents must return all stored furniture to the room upon check out.

### **Charges Associated with Loft Non-Compliance**

- RE-INSPECTION - \$10.00
- FAILURE TO FILE A LOFT PERMIT WITH THE OFFICE OF RESIDENCE LIFE - \$100.00
- REMOVAL OF A LOFT FROM A ROOM BY KRAMES SERVICE CENTER - \$100.00
- FAILURE TO RETRIEVE STORED UNIVERSITY BED FRAME FROM STORAGE - \$100.00

**FIRE STATISTICS FOR ON-CAMPUS STUDENT HOUSING**

**FIRE SAFETY REPORT:**

**Fire Safety Report**

*Heidelberg University Fire Alert Systems for Student Housing*

<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 St.	Monitored	F	y	y	Y	2
14 Clinton St.			Y	Y	Y	
5-7 Circular			Y	Y	Y	
13 Circular			Y	Y	Y	
21 Circular			Y	Y	Y	
285 E. Perry (Rear)	Pull		Y	Y	Y	
141 Main St.			Y	Y	Y	
333/333 1/2 E. Market			Y	Y	Y	
345-347 E. Market			Y	Y	Y	
215 Main St.			Y	Y	Y	
229 Main St.			Y	Y	Y	
231 Walker St.			Y	Y	Y	
233 Walker St.			Y	Y	Y	
235 Walker St.			Y	Y	Y	
282 Main St.			Y	Y	Y	
286 Main St.			Y	Y	Y	
255 E. Perry St. (College Hill)			Y	Y	Y	
2 Clinton Avenue			Y	Y	Y	

FIRES SUMMARY REPORT	2012			2013			1014		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Brown Hall	0	0	0	0	0	0	0	0	0
King Hall	0	0	0	0	0	0	0	0	0
Krieg Hall	0	0	0	0	0	0	0	0	0
Miller Hall	0	0	0	0	0	0	0	0	0
France Hall	0	0	0	0	0	0	0	0	0
Williard Hall	0	0	0	0	0	0	0	0	0
Talmage Hall	0	0	0	0	0	0	0	0	0
14 Clinton St. House	0	0	0	0	0	0	0	0	0
5-7 Circular St. House	0	0	0	0	0	0	0	0	0
13 Circular St. House	0	0	0	0	0	0	0	0	0
21 Circular St. House	0	0	0	0	0	0	0	0	0
285 E. Perry St. House (rear)	0	0	0	0	0	0	0	0	0
279 E. Market St. House	0	0	0	inactive	inactive	inactive	inactive	inactive	inactive
141 Main St. House	0	0	0	0	0	0	0	0	0
281 Main St. House	0	0	0	inactive	inactive	inactive	inactive	inactive	inactive
333/333 1/2 E. Market St. House	0	0	0	0	0	0	0	0	0
345-347 E. Market St. Apartments	0	0	0	0	0	0	0	0	0
84/84 1/2 Circular St. House	0	0	0	inactive	inactive	inactive	inactive	inactive	inactive
40 Prospect St. House	0	0	0	inactive	inactive	Inactive	inactive	inactive	inactive
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
231 Walker St. Apartments	0	0	0	0	0	0	0	0	0
233 Walker St. Apartments	0	0	0	0	0	0	0	0	0
235 Walker St. Apartments	0	0	0	0	0	0	0	0	0
282 Main St. Apartments	0	0	0	0	0	0	0	0	0
286 Main St. Apartments	0	0	0	0	0	0	0	0	0
255 E. Perry St. (College Hill)	0	0	0	0	0	0	0	0	0
2 Clinton Avenue Apartments	0	0	0	0	0	0	0	0	0

### Fires - On - Campus Student Housing Facilities

<i>Housing Facilities</i>		<i>Number of Fires</i>		
<u>Name of Facility</u>	<u>Street Address</u>	<b>2012</b>	<b>2013</b>	<b>2014</b>
Brown Hall	93 Greenfield St.	0	0	0
King Hall	255 Main St.	0	0	0
Krieg Hall	167 Main St.	0	0	0
Miller Hall	100 Greenfield St.	0	0	0
France Hall	119 Greenfield St.	0	0	0
Williard Hall	116 Greenfield St.	0	0	0
Talmage Hall	77 Greenfield St.	0	0	0
14 Clinton St. House	14 Clinton St.	0	0	0
5-7 Circular St. House	5-7 Circular St.	0	0	0
13 Circular St. House	13 Circular St.	0	0	0
21 Circular St. House	21 Circular St.	0	0	0
285 E. Perry St. House (rear)	285 E. Perry St. (rear)	0	0	0
279 E. Market St. House	279 E. Market St.	0	inactive	inactive
141 Main St. House	141 Main St.	0	0	0
281 Main St. House	281 Main St.	0	inactive	inactive
333/333 1/2 E. Market St. House	333/333 1/2 E. Market St.	0	0	0
345-347 E. Market St. Apartments	345-347 E. Market St.	0	0	0
84/84 1/2 Circular St. House	84/84 1/2 Circular St.	0	inactive	inactive
40 Prospect St. House	40 Prospect St.	0	inactive	inactive
215 Main St. House	215 Main St.	0	0	0
229 Main St. House	229 Main St.	0	0	0
231 Walker St. Apartments	231 Walker St.	0	0	0
233 Walker St. Apartments	233 Walker St.	0	0	0
235 Walker St. Apartments	235 Walker St.	0	0	0
282 Main St. Apartments	282 Main St.	0	0	0
286 Main St. Apartments	286 Main St.	0	0	0
255 E. Perry St. (College Hill)	255 E. Perry St.	0	0	0
2 Clinton Avenue Apartments	2 Clinton Avenue	0	0	0

## **Reporting Crimes and Other Emergencies**

The Campus Security and Safety Department 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 full-time Director, one full-time Security Officer, two permanent part-time Security Officers, and part-time Heidelberg University students.

The Campus Security and Safety Department office is located on the bottom floor of the Campus Center (Room 129). Campus Security and Safety Department is staffed 24 hours a day seven days a week all year round. Campus Security and Safety Department has a close working relationship with the Tiffin Police and Fire Departments. If necessary, a Student Affairs staff member is available to handle situations involving students if immediate attention is needed.

Campus Security Officers are not police officers and do not maintain legal authority to arrest individuals. They do maintain the authority to detain any individual(s) if the need arises.

The university encourages anyone who believes a crime or violation of university policy has occurred to report it to either the Tiffin Police Department or Campus Security.

### **Contact Information:**

**Contact Campus Security by phone at 419-448-2211 or 2211 from any campus phone.**

The Tiffin Police Department can be reached at (419) 447-2323 or 9-911 from any university telephone if it is an emergency.

### **Blue Emergency Phones**

Heidelberg has installed 5 Emergency Code Blue Phones throughout campus. Students may call the Tiffin Police (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.

### **Violent or Criminal Behavior**

**First contact: Call the Tiffin Police Department at 9-911**

**Second contact: Security**

**Designated Emergency Response Number: 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 and then campus Security at the designated emergency response number 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 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.

### **Anonymous Security Report**

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 below and fill out the form.

<http://www.heidelberg.edu/studentlife/services/security/securityreport>

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

To report student conduct violations and incidents on campus to the, Assistant Dean of Student Affairs for [Campus Life](#), use the following link:

<http://heidelberg.datacenter.adirondacksolutions.com/mycoco/Default.cfm?...>

### **Counseling Services**

Please contact the [Counseling Center](#) 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 Center, level one of Campus Center. The Center offers free counseling services for Heidelberg students Monday through Friday when classes are in session. A Graduate Assistant for the Health & Counseling Services focuses on outreach services for both the health and counseling services and is responsible for coordination of the Choices and Alternatives Programs. Counseling appointments can be made by calling the Health Center at [419-448-2041](tel:419-448-2041).

### **Health Services**

Stoner Health Center is open Monday through Friday when classes are in session for full-time students from 7:15 AM - 3:15 PM in Campus Center Office 141. The Center features FREE walk in clinic hours Monday through Friday from 8:30 AM – 10:30 AM, and by appointment clinic hours Monday, Tuesday, Wednesday and Friday from 1:00 PM – 3:00 PM. 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 students are eligible to use the Center. Please note that the Health Center does NOT provide

excused absence notes unless the student is examined by Health Center staff at the time of the individual's illness and meets specific medical criteria. Postdating of medical excuses is not permissible.

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 will be available beginning October 20, 2015.

### **Disability Services**

Disability services are available through the Health & Counseling Services Department on Mondays, Tuesdays and Thursday afternoons in the Campus Center Room 131. The Disabilities Coordinator is responsible for coordination of academic, psychological and medical accommodations for students needing the services. Please call [419-448-2898](tel:419-448-2898) to make an appointment or if you have questions regarding disability services at Heidelberg University.

### **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

### **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 or 2211 from a campus phone.

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

The Crisis and Emergency Response Summary and Emergency Procedures are located in the Heidelberg University Student Handbook (pg. 6-9) and can be viewed online at <http://www.heidelberg.edu/studentlife/services/security/crisis>

### **Emergency Alert Notification**

Heidelberg University uses an emergency notification system (SendWordNow) to notify the campus community in the 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. The institution 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 judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

Students are notified through email in September to sign up for the service and are encouraged to do so.

## **Missing Student Policy & Procedure**

### **Policy**

A student shall be deemed missing when he or she is absent from the University for more than 24 hours without any known reason. All reports of missing students shall be directed to Safety and Security which shall investigate each report and make a determination whether the student is missing in accordance with this policy. All students can identify in OASIS2 an individual to be contacted by the University in case a student is determined to be missing. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information. If a missing student is under the age of 18 years of age, Safety and Security is required to notify the parent or guardian of the missing student not later than 24 hours after the determination by Safety and Security that the student is missing. Safety and Security will also notify the Tiffin City Police not later than 24 hours after it determines that the student is missing. The Dean of Student Affairs shall have the responsibility to make provisions of this policy and the procedures set forth below available to students.

### **Procedure**

1. Any report of a missing student, from whatever source, should immediately be directed to University Security.
2. When a student is reported missing University Security shall:
  1. Initiate an investigation to determine the validity of the missing person report.
  2. Contact the Dean of Student Affairs.
  3. Make a determination as to the status of the missing student.
  4. 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, 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. Notify the Tiffin City Police within 24 hours after determining that the student is missing.
3. The Dean of Student Affairs notifies the Director of Residence Life and the President of the University.
4. The Dean of Student Affairs shall initiate whatever action he or she deems appropriate under the circumstances in the best interest of the missing student.

### **Weapons Policy**

The Heidelberg University Board of Trustees mandates the following ban on all weapons. Additionally the Board 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 Security and Safety 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 Security and Safety Department. Likewise, any member of the community who observes unattended items they reasonably believe to be weapons should also immediately contact the Campus Security and Safety 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 Security and Safety.

## **Crime Prevention**

Crime Prevention tips are located in the Heidelberg University Student Handbook on page 4.

## **Crime Statistics**

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 ten 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.

## **Definitions of Crime Categories**

1. Murder and Non-negligent Manslaughter- The willful killing of one human being by another.
2. Manslaughter by Negligence- The killing of another person through gross negligence.
3. Sexual Offenses- (forcible). A sexual act directed against another person, forcibly or against that persons will, or not forcibly or against the persons will where a victim is incapable of giving consent. Includes forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling.
4. Sexual Offense-(non-forcible). Non forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law (incest), and no forcible sexual intercourse with a person who is under the statutory age of consent (statutory rape).
5. Robbery- 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.

6. Aggravated Assault- 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.
7. Burglary- 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.
8. Motor Vehicle Theft- The theft or attempted theft of a motor vehicle.
9. Arson- Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another.
10. Crimes of Prejudice- Any crime described above or involving bodily Injury in which the victim is intentionally selected because of actual or perceived race, gender, religion, sexual orientation, ethnicity or disability.
11. Weapons Violation- Violation of laws or ordinances dealing with weapons offenses, regulatory in nature, such as: manufacturing, sale, or possession of deadly weapons; concealed or openly; furnishing deadly weapons to minors; and all attempts to commit any of the aforementioned.
12. Drug Abuse Violation- Violation of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of Narcotic drugs.
13. Liquor Law Violation- Violation of laws or ordinances prohibiting; the manufacture, sale, transporting, furnishing, possession of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still. Furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned.
14. Domestic Violence-A “felony or misdemeanor crime of violence committed by-
  1. a current or former spouse or intimate partner of the victim,
  2. a person with whom the victim shares a child in common,
  3. a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
  4. a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA], or
  5. any other person against an adult or youth victim violence laws of the jurisdiction.”
15. Dating Violence-“Violence committed by a person-
  1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
  2. where the existence of such a relationship shall be determined based on a 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.”
16. Stalking-“Engaging in a course of conduct directed at a specific person that would cause a reasonable person to-
  1. fear for his or her safety or the safety of others; or
  2. suffer substantial emotional distress.”

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.

**Annual Security Report: Updated September 28, 2015**

	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
<b>Murder</b>										
On Campus	0	0	0	0	0	0	0	0	0	0
Student Housing	0	0	0	0	0	0	0	0	0	0
Non Campus Property	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0
<b>Sex Offenses – Forcible</b>										
On Campus	0	2	2	1	1	1	2	1	2	1
Student Housing	1	2	1	1	1	1	2	1	1	1
Non Campus Property	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0
<b>Sex Offenses - Non Force</b>										
On Campus	0	0	0	0	0	0	0	0	0	0
Student Housing	0	0	0	0	0	0	0	0	0	0
Non Campus Property	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0
<b>Robbery</b>										
On Campus	0	0	0	0	0	0	0	0	1	0
Student Housing	0	0	0	0	0	0	0	0	0	0
Non Campus Property	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0
<b>Aggravated Assault</b>										
On Campus	1	2	2	1	0	0	0	0	0	0
Student Housing	1	1	1	1	0	0	0	0	0	0
Non Campus Property	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0
<b>Burglary</b>										
On Campus	5	28	11	6	37	21	6	3	9	3
Student Housing	0	0	7	5	33	17	5	3	8	3
Non Campus Property	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0
<b>Arson</b>										
On Campus	0	0	0	0	0	0	0	0	0	0
Student Housing	0	0	0	0	0	0	0	0	0	0
Non Campus Property	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0
<b>Liquor Violations</b>										
On Campus	86	43	83	81	73	49	54	44	20	56
Student Housing	77	37	80	75	62	47	54	33	19	52
Non Campus Property	0	19	0	0	0	0	0	0	0	0
Public Property	2	5	0	0	1	0	0	0	0	0
<b>Drug Violations</b>										
On Campus	2	1	0	4	4	6	5	4	8	15
Student Housing	1	1	0	3	4	5	5	4	3	9
Non Campus Property	0	0	0	0	0	0	0	0	0	0
Public Property	1	0	0	0	0	0	0	0	0	0

	Weapons									
On Campus	0	0	0	0	0	0	0	0	0	0
Student Housing	0	0	0	0	0	0	0	0	0	0
Non Campus Property	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0
	Vehicle Theft									
On Campus	0	0	0	0	0	0	0	0	0	0
Student Housing	0	0	0	0	0	0	0	0	0	0
Non Campus Property	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0
	Hate Crime									
On Campus	0	0	0	0	0	0	0	0	0	0
Student Housing	0	0	0	0	0	0	0	0	0	0
Non Campus Property	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0
	Domestic Violence									
On Campus									0	0
Student Housing									0	0
Non Campus Property									0	0
Public Property									0	0
	Dating Violence									
On Campus									1	0
Student Housing									1	0
Non Campus Property									0	0
Public Property									0	0
	Stalking									
On Campus									1	0
Student Housing									1	0
Non Campus Property									0	0
Public Property									0	0

### 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 and literature distribution and by publicizing crime.

### Crime Alerts

We believe that publicizing crime and campus safety information helps make this campus safer. One method of doing so is through Crime Alerts that are issued by Campus Security. Crime Alerts may be issued to assist the police in gathering information, to inform the campus community of criminal or suspicious activity or crime trends and to facilitate crime prevention. They are distributed to the campus community via mass email.

### Timely Warnings

When the University's Administration determines that a crime represents a serious or continuing threat to students and employees, they will use the Crime Alert as a vehicle to make timely warnings to the campus community. The purpose of a timely warning is to provide information that will aid in the prevention of similar crimes by enabling people to protect themselves. Timely warnings will be issued as soon as the pertinent information is available. If the University determines there is a serious or continuing threat, the Jeanne Clery Act requires Heidelberg to issue timely warnings for serious crimes such as murder, robbery, aggravated assault, burglary, motor vehicle theft, rape and certain hate crimes if the crime

occurred on campus, on property owned or controlled by the university, or on public property that is immediately adjacent to campus such as streets and sidewalks that border campus. Though not required by the Clery Act, The University may at times also issue timely warnings for other types of crime if they pose an ongoing threat to the campus community. The Director Security or his/her designate will determine on a case by case basis whether a timely warning will be issued via a Crime Alert.

Timely warnings will generally contain the following information:

- Type of criminal activity reported
- Date and time of the incident
- Location of the incident
- A brief description of the offense
  
- Suspect(s)
- Specific safety response
- Police and emergency telephone numbers
- Date of issuance

### **Emergency Notification**

An emergency notification is different than a timely warning or crime alert. Emergency notifications will be issued immediately upon confirmation that any significant emergency or dangerous situation exists that involves the immediate threat to the health or safety of students or employees on campus. An emergency notification will be issued via text message (SendWordNow) and mass email. Emergency notifications are typically more immediate, shorter, and contain less information than timely warnings due to the fast evolving nature of emergency situations. Updates or follow-ups to emergency notifications will be given as necessary when information becomes available. In some situations, an emergency notification may also serve as a timely warning depending on the circumstances and the information available. See the emergency response procedures that follow regarding details about emergency notifications.

## **Alcohol and Drugs**

### **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 Judicial 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 is available through the Health Center; counseling and support services are available through the Counseling Center; referral to agencies and organizations which offer supportive services is available

through the Counseling and Health centers, as well as the office of the Dean of Student Affairs; and education programs dealing with controlled substance abuse are sponsored by the Student Affairs staff.

## **Substance Abuse Policy**

### **Purpose**

The policy and procedures described in this booklet have been created to comply with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), which requires the University to sign a certification of compliance in order to receive any Federal funds. The institution must show that it has adopted and implemented a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The law, which became effective October 1, 1990, applies to all students and employees and makes no distinction between full and part time, permanent or temporary. Heidelberg University will conduct a biennial review of its Drug Prevention Program to determine its effectiveness and implement any necessary changes.

### **Standards of Conduct**

The unlawful manufacture, possession, use, and/or distribution of any illicit drugs (including alcohol) or drug paraphernalia on University property or as a part of any University activity by students or employees is strictly prohibited by Heidelberg University as well as by federal, state, and local law. Attending work or class while under the influence of alcohol or other drugs is also prohibited. Violations are considered a serious offense and violators will be prosecuted in accordance with applicable laws and ordinances. Disciplinary sanctions may include disciplinary suspension, dismissal, and/or referral for prosecution.

### **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 accessible in Beeghly Library.

### 1. Controlled Substances

**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.

### 3. 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 description of the health risks associated with the use of illicit drugs and the abuse of alcohol.

- A. The American Medical Association defines drug abuse as the “self-administration of drugs, either for non-medical reasons or in quantities and frequencies beyond those specified for proper medication,” and it points out that millions of people today are abusing a wide variety of drugs, from aspirin to heroin and now to alcohol.
- B. The medical profession and others in scientific fields agree that more research needs to be done on the long-range effects of alcohol and other drugs. However, they warn that there is already considerable evidence that alcohol and drug abuse does have serious deleterious effects, and no one should be deluded into believing that the abuse of marijuana or any other intoxicating or hallucinogenic drug is a safe thing to do. This includes alcohol, which is a drug.



## **Treatment and Counseling Procedures**

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

- C. 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 Counseling Center, Firelands Counseling and Recovery Services or smoking cessation programs available in Stoner Health Center. Helping such an individual is of great importance, but the individual should initiate such action himself/herself.
- D. Heidelberg University has a Counseling Center with services available to all students. Also, Firelands Counseling and 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.
- E. 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 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.

## **Policy Statement**

Since the primary objective of Heidelberg University is to contribute to the growth of the individual, the University strives to maintain an environment free from conditions that might prove harmful. The behavior resulting from the misuse of alcohol and other drugs can endanger both the individual user and others. When a person seeks refuge through the misuse of alcohol and other drugs, efforts to enrich life through other activities are reduced. Because the abuse of alcohol and other drugs often limits one's full participation in and contribution to the total program of the University, it is incompatible with the educative process and inconsistent with the basic purposes of an academic community.

Although it is the policy of Heidelberg University to be supportive of those individuals receiving treatment for chemical dependency (including alcohol abuse), students and employees should be apprised that treatment is not a refuge from disciplinary action. Individuals with dependency problems who do not respond to treatment may ultimately have their employment terminated or be dismissed from school. Disciplinary actions may be held in abeyance pending the conclusion of a treatment program and may be mitigated by the results of such a program.

Since dealing with alcohol and drug abuse is a most difficult problem, all issues will be treated confidentially. Each case will be handled on an individual basis through the following channels:

Individual	Authority	Appeals
Students	Dean of Student Affairs	VP for Student Affairs
Faculty	Provost	Faculty Personnel Committee
Employees	VP for Administration	President's Council

In order to see that our alcohol and other drug policy is implemented and at the same time protect the civil rights of the individual, the following procedure is employed by Heidelberg University:

When hearsay or repeated reports reach the proper authority indicating possible alcohol and/or drug abuse the student or employee will be:

- f. apprised of this information
- g. reminded of the drug policy of the University and applicable laws
- h. urged to seek professional help
- i. told of procedures that may have to be employed in the future

OR

If there is specific information available and there are compelling reasons to suspect the individual is involved in the abuse of alcohol and/or other drugs, the individual will be confronted with all available information and the following action will be taken:

- j. counseling, and/or
- k. disciplinary procedures (including rehabilitation, probation, suspension, etc.), and/or
- l. dismissal.

If the individual does not feel that this action is appropriate, then he/she has the right to appeal. Appeals will be heard through the proper channels stated above. Hearing, appeal, and disciplinary procedures are described in the University Planner/Resource Book, the Faculty Manual, and the Employee Handbook.

### **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

The possession and/or consumption of alcohol is not condoned by Heidelberg University. 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, are prohibited.
2. No one under the age of 21 is permitted to possess or consume alcohol on the University campus.
3. Students who are under the legal drinking age of 21 may not possess alcohol in their room. This includes alcohol brought to the room by any guest or visitor over the age of 21.
4. Although students under the age of 21 are not restricted from a room of students 21 or over who are consuming alcohol, one's presence in a room under such circumstances is reasonable grounds for Residence Life staff or Security to question and/or document all present as alleged violators. As such, those under 21 are cautioned to use good judgment within a setting where alcohol is being consumed or is present.
5. Persons over the legal drinking age of 21 may not consume alcohol in rooms of underage students under any circumstances.
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 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.
7. No alcohol is permitted to be possessed or consumed in any public area. 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. Students are responsible for carrying their University identification card at all times and presenting it, upon request, to any University official.
12. No activity shall include any form of alcoholic drinking contest in either its promotion or its program.
13. Overnight and weekend guests' ages must be validated by the resident assistant on duty. The host assumes all responsibility for his or her guest. (See "Guests & Visitation.")
14. No recognized student organization, or individual students using the school name, shall obtain an F-1 permit in order to sponsor an off-campus activity at which alcoholic beverages are served.

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 transportation for those individuals who appear to be intoxicated.
    - iv. Arranging for the presence of security personnel at all times during the activity.
  - 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. Nonalcoholic 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.
  - 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 beverages at its membership recruitment activities or initiation activities.
17. There shall be no consumption of alcoholic beverages at Heidelberg University athletic events or in the university athletic facilities.

## **Programs**

**Alternatives:** Alternatives is a group program that is led by the Graduate Assistant monthly throughout the academic year. Alternatives is (4) one hour long sessions. The primary goal of Alternatives is to reduce the number of alcohol and other drug-related offenses committed by the participants.

**Choices:** Choices is designed as a group program that is led by the Graduate Assistant monthly throughout the academic year. Choices is (2) two hour long sessions. The primary goal of Choices is to assist college student in making safer choices regarding alcohol consumption.

## On Campus and Local Resources

Mercy Hospital	419-448-3130
Tiffin Police Department	9-911 or 419-447-2323
Tiffin Fire Department	9-911 or 419-448-5444
Counseling Center, Heidelberg University	419-448-2041
Firelands Counseling & Recovery	419-448-9440
Firelands Confidential Hotline:	1-800-826-1306
<b>Student Affairs</b>	
Dustin Brentlinger	419-448-2062
<b>Administration</b>	
Margaret Rudolph	419-448-2111
<b>Academic Affairs</b>	
Beth Schwartz	419-448-2216

## Campus Organizations that Sponsor Alcohol-Free Activities

Groups	Contact Person	Ext.
Berg Events Council (BEC)	Jacqueline Sironen	419-448-2193
Residence Halls * IRHC	Mark Zeno	419-448-2058
Alpha Phi Omega (APO)	David Kimmel	419-448-2049
Student Senate	Kristen Lindsey	419-448-2065

## 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.

*Indecent Exposure* - A person commits indecent exposure if that person exposes her/his genitals in any public place or in any place where there are other persons present under circumstances in which one knows or should know that this conduct is likely to offend, affront, or alarm.

*Intimate-Partner Violence* - Intimate-partner violence, also referred to as dating violence, domestic violence, and relationship violence, includes any act of violence or threatened act of violence against a person who is, or has been involved in, a sexual, dating, domestic, or other intimate relationship with that person. It may involve one act or an ongoing pattern of behavior. Intimate-partner violence can encompass a broad range of behavior including, but not limited to physical violence, sexual violence, emotional violence, and economic abuse. Intimate-partner violence may take the form of threats, assault, property damage, violence or threat of violence to one's self, one's sexual or romantic partner, or to the family members or friends of the sexual or romantic partner.



## ***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 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 any meetings, sessions or conferences.

The Complainant and the Respondent should select as an Advisor whose schedule allows attendance at the scheduled date and time for all meetings, sessions or conferences. Delays will not normally be allowed due to the scheduling conflicts of an advisor.

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.

## ***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 Dustin Brentlinger, Dean of Student Affairs, 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

Dustin Brentlinger, Dean of Student Affairs  
Campus Center Room 328, 310 East Market St, Tiffin OH 44883  
(419) 448-2062 or [dbrentli@heidelberg.edu](mailto:dbrentli@heidelberg.edu)

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

Beth Schwartz, Vice President for Academic Affairs and Provost  
University Hall Room 118, 310 East Market St, Tiffin OH 44883  
(419) 448-2216 or [dweining@heidelberg.edu](mailto:dweining@heidelberg.edu)

Margaret Rudolph, Director of Human Resources  
University Hall Room 216, 310 East Market St, Tiffin OH 44883  
(419) 448-2111 or [mrudolph@heidelberg.edu](mailto:mrudolph@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 Heidelberg University Security and Safety Department 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 accommodation 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 accommodations. These may include:
  - o Academic accommodations, 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, Staff and Students, 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, Staff and Students, 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 prior to their initial employment start date. Additional programming is offered to both new and upperclass students, faculty and staff, including passive and active programs. The Office of Campus Life regularly posts Pottie Talks in all University bathrooms that discuss both the Sex Discrimination Policy and advises readers on ways to handle violations. The Office of Student Engagement and Saurwein Health and Wellness Center, offer active programs such as Sex Signals, a comedic group that educates on the dangers of sexual assault. Students are encouraged to attend through the Siggly Challenge.

Conduct Board members, the Title IX team, and investigators receive yearly training focused on adjudicating cases of sex discrimination. First responders, such as the Department of Safety and Security Staff and the Campus 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 and Counseling Center or through referrals to an outside agency.
2. Assistance finding confidential medical services either through the Stoner Health and 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 Security and Safety, 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  
First Step - (419) 435-7300  
Firelands Mental Health Services - (419) 448-9440  
Seneca County Job and Family Services - (419) 447-5011  
Mercy Hospital - (419) 447-3130  
Seneca Community Chaplain Corps – (419) 455-9320  
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 Security and Safety, or a Residence Life staff member. Exclusions to the University's mandatory reporting requirement include the Stoner Health and Counseling Center counseling staff and any Stoner Health and Counseling Center employee when scheduling counseling or medical appointments.

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

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