

RANKEN

TECHNICAL COLLEGE

Ranken Technical College Wentzville 2015 Annual Security Report

&

Annual Fire Safety Report



Clery report for calendar year 2014

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The Annual Security & Fire Safety Report-Introduction

Thank you for spending time reviewing our annual crime and fire safety report. Ranken Technical College publishes this report in compliance with the **Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), the Higher Education Opportunity Act of 2008, and the 2013 Reauthorization of the Violence Against Women Act**. This report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by Ranken Technical College; and on public property within, or immediately adjacent to and accessible from campus. The report also includes descriptions of institutional policies concerning campus security, such as policies concerning sexual misconduct policy, how to report a crime, etc. The report also includes fire safety policies and statistics, emergency notification procedures, and protocols for missing persons.

The public safety department works diligently with other departments and agencies to compile the necessary information for this report. The residential life, along with the St. Louis Metropolitan Police Department are just a few of the key players that assist us in providing important information for this report. I encourage all community members to take a few minutes to review this document. If you have any questions please feel free to contact me at 314-286-3396 or via email at mwbraden@ranken.edu. You may request a paper report by contacting public safety.

Sincerely,

Mark W. Braden

Director of Public Safety

**Definition of Ranken Technical College Campus:**

Ranken Technical College is comprised of 11 buildings on a campus that covers approximately 35.5 acres within the City limits of St. Louis, Missouri. The campus is located at 4431 Finney Avenue and is bordered on the North by Evans Avenue, on the South by West Belle Avenue, on the East by Newstead Avenue and on the West by Taylor Avenue. Ranken Technical College is a private not-for-profit institution that offers degrees in the following:

Associate of Technology Degrees in:**Architectural Technology**

- **Automotive Collision Repair Technology**
- **Automotive Maintenance Technology**
- **Carpentry & Building Construction Technology**
- **Information Technology**

- Control Systems Technology
- Electrical Systems Design Technology
- Electronic Automation Technology
 - Industrial Technology
- Precision Machining Technology
- Refrigeration, Air Conditioning & Heating Technology

Associate of Science Degrees in:

- Architectural Technology
- Information Technology

Bachelor of Science Degrees in:

- Applied Management
- Architectural Technology

Certificate Programs in:

- Plumbing Technology

There are currently 2205 students registered in day and night courses. There is presently one on-campus residential hall (Myrtle and Earl Walker Residence Hall) that currently houses 150 students with the potential capacity for 208 residents.

Purpose and Philosophy of the College

Institutional Purposes:

- 1.** To provide excellence in education in current and leading-edge technology that is oriented toward developing critical thinking and problem solving skills through an appropriate blend of technical and general education.
- 2.** To incorporate general education into all degree programs in order to assist students in developing communication, scientific, mathematical, computer, human relations and business skills along with an appreciation for and ability to continue the learning process.
- 3.** To instill within Ranken students the work ethic attributes in demand by industry, including honesty, ethical standards, dependability, industriousness,

commitment to quality, craftsmanship, courtesy, professionalism, teamwork, professional appearance and safety consciousness.

4. To provide continuing education in various technical fields.

Values:

The vision statements for Ranken Technical College define the Frame work for how the College will accomplish its mission and purposes. Ranken Technical College shall:

1. Be a leader in providing trade and technical education.
2. Promote an environment which celebrates diversity, recognizing the valuable and unique contributions diverse people can bring to the Ranken community.
3. Actively involve itself in community issues that affect the College.
4. Continuously explore new areas of technology for inclusion in existing programs as industry demand and market conditions dictate.
5. Pursue opportunities for growth and expansion, compatible with the College mission and appropriate to its resources, which address the needs of industry, the community and students.
6. Support a continuous improvement process which assesses and improves the quality of education in terms of content, delivery and student learning.
7. Provide a faculty and staff possessing the requisite knowledge, education, experience and motivation to perform their varied roles.
8. Provide the remediation and support services necessary to promote student persistence to graduation.
9. Foster a climate in which employees experience a high level of job satisfaction.
10. Manage resources in an ethical and responsible manner to meet current and future challenges.
11. Treat all members of the Ranken family- students, employees, financial supporters, employers and visitors – with dignity and respect by conducting business in a professional and responsible manner.





Welcome from the Director

On behalf of the Department of Public Safety (DPS), please let me be the first to extend a welcome to Ranken Technical College. The Safety and well-being of our students, staff, faculty, and visitors are our top priority.

This report contains important information about the role of DPS at Ranken Technical College and provides safety resources for our community along with statistics about crime at Ranken. As you will see, the crime statistics demonstrate that Ranken Technical College is an extremely safe campus. I believe our safe environment is a result of the cooperation of all students, faculty and staff with DPS. This partnership is vital to our overall community safety philosophy. The DPS staff is here to help. A primary goal of the department is to develop and maintain strong, lasting partnerships with our community. Public Safety is committed to providing the highest level of public safety services possible to our College. Officers provide general information, and act as valuable resources for all community members. Safety is a shared responsibility. We rely on each member of the college to participate by reporting suspicious activities and using common sense when carrying out their daily routine.

As an important reminder, park your vehicle on one of Ranken's secured parking lots, never prop open outside building doors, lock your vehicles at all times, lock your room door in your residence hall, and call us when you need help. Your feedback will assist us in ensuring that this level of service is consistently attained. Your comments and suggestions are always welcome.

Please feel free to contact me or any member of my team if we can be of service to you.

You may contact us at (314)286-3300 or through Security@Ranken.edu.

Mark W. Braden,

Director of Public Safety

Ranken Technical College

Department of Public Safety Mission Statement

The mission of the Ranken Technical College Department of Public Safety is to support the advancement of the educational purposes of the College by providing a safe and secure environment for living, learning, working, and personal development.





Crime Reporting and Emergencies:

To help provide a safe and secure environment, all members of the Ranken Community, including campus visitors, are expected, requested, and encouraged to report any criminal activity or emergency they observe, even if the victim of such crime elects or is unable (physically/mentally) to make such a report. Reporting may be accomplished by contacting the public safety department directly at **314.286.3300**. If there is an actual emergency requiring police, fire or medical response, please call 911 from a campus phone. In addition, several blue light emergency phones are located on campus. These phones automatically ring to the public safety dispatch. Public safety is available 24 hours a day and will respond immediately to your location. Response time may be affected by various factors, such as the number and location of available personnel and /or their involvement at the time a report is received. Response to an incident may also involve other personnel or outside police agency if an incident requires specialized abilities beyond the capabilities of public safety.

If you are a victim of a crime of violence

The College will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

If you are the victim or the witness to a crime, you should do the following:

- 1. Contact Public Safety at (314) 286-3300 or 911 immediately.** If 911 is contacted, please notify Public Safety of this. Let Public Safety or 911 know your exact location and the seriousness of the incident.
- 2. Obtain a description.** Attempt to obtain a description of the offender(s) including, sex, age, race, hair, clothing or any distinguishing features. If a vehicle is involved, try and obtain a license plate number, make/model of the vehicle and direction of travel. This information will be useful for Public Safety and Law Enforcement.

Campus Contacts for Reporting Crimes on Campus:

For purpose of "Timely Warnings" any student or staff member of Ranken Technical College may report on-campus crimes to any of the following Administrators or Directors. Each of these positions is considered "Campus Security Authorities" per the Clery Act:

- College President – Stan Shoun – (314) 286-4807
- Executive Vice President for Education – Don Pohl – (314) 286-3653
- Vice President of Finance – Pete Murtaugh – (314) 286-4813
- Dean of Student Success – Crystal Herron – (314) 286-3627
- Dean of Academic Affairs – Dan Kania – (314) 286-4834
- Dean of Continuing Education – Keyvan Gerami – (314) 286-3670
- Dean of Enrollment Management – Erica Ellard – (314) 286-3687
- Director of Public Safety – Mark Braden – (314) 286-3300
- 2nd Shift Supervisor of Public Safety – Robert Horner – (314) 286-3657

- 3rd Shift Supervisor of Public Safety – Dennis Oglesby – (314) 286-3307
- Director of Residential Life – Latrina Rodgers – (314) 286-4824

Any campus safety officer or residential life staff member can also act as a Campus Security Authority.

The only individual on campus who is exempt from disclosing information is the Campus Professional Counselor – Jennie Wilson – (314) 286-3629. A Professional Counselor per the Clery Act is a person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of his or her license or certification. This definition applies even to professional counselors who are not employees of the institution, but are under contract to provide counseling at the institution. Anyone who wishes to report a crime and remain anonymous should report the crime to the Professional Counselor, who will then provide statistics to the Dean of Academic Affairs for inclusion in the annual crime report.

Timely Warnings:

In order to keep the campus community informed about safety and security issues on an ongoing basis, an institution must alert the campus community of certain crimes in a manner that is timely and will aid in the prevention of similar crimes. Any crimes reported to clergy or professional counselors are not required to be reported as a timely warning. These crimes must include all Clery Act crimes, which are:

- Reported to Public Safety or local Police agencies; and
- Are considered by the institution to represent a serious or continuing threat to students and employees.

In the event a Timely Warning is mandated, the Director of Public Safety will contact the President of the College and the Director of Marketing to issue such warning.

In an effort to provide timely notice to the Ranken Community, and in event of a crime which may pose a serious on-going threat to our community, the public safety department will issue "timely warning" crime bulletins to notify members of the community about serious crimes that occur on Ranken designated property (on campus, non-campus, and public property). The timely Warning requirement applies to all Clery Act crimes and all require a case-by-case assessment as to whether the report presents a serious and continuing threat to the campus community. The public safety department works to collect

this information by requesting all campus security authorities (CSA's) and local law enforcement agencies to report crimes in a timely fashion so a crime bulletin can be issued if necessary.

The Ranken Public Safety Department and/or the Marketing Department will draft the crime bulletin. They will review and revise the text as needed then transmit the email containing the crime bulletin to the College community as a blast email. Updates to the Ranken community about any particular case resulting in a crime bulletin may also be distributed electronically via blast email or posted on the college web site. The public safety department may also use additional methods to distribute the crime bulletin, including using e2campus the college's emergency TXT message system, postings in residential hall, alerts displayed across the bottom of all Television on campus.

Emergency Notification (Immediate)

The college's emergency preparedness and response plan includes information about the management of emergency response and operations, emergency operations center, (EOC), and communication responsibilities. College departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility. The college conducts announced and/or unannounced emergency response drills and exercises each year, such as table top exercises, functional exercises, and test of the emergency notification systems on campus. These tests are designed to access and evaluate the emergency plans and capabilities of the institution.

When a serious incident occurs or emergency exists that causes an immediate threat to the health or safety of students and employees on campus, the first responders to the scene are usually the Ranken Technical College Public Safety Officers and the St. Louis Metropolitan Police Department and/or the St. Louis City Fire Department and EMS agencies, when their assistance is necessary. These agencies typically respond and work together to manage the incident. Depending on the nature of the incident, other college departments and local or federal agencies could also be involved in responding to the incident.

The college has general evacuation guidelines, in the event that a segment of the campus needs to be evacuated. The plan would be affected by a myriad of factors, including the type of threat, the occupancy of the other buildings and areas of the campus at the time of

the incident, etc. Therefore, specific information about a multi-building or area evacuation cannot be shared with the campus community in advance. Ranken Technical College expects members of the community to follow the instructions of first responders on scene, as this type of evacuation would be coordinated on-site. In some emergencies, you may be instructed to "shelter-in-place". If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors. To "shelter-in-place" means to make a shelter of the building that you are in until it is safe to go outside. This is an interior room until you are told it is safe to come out.

If your building is damaged, take your personal belongings (purse, wallet, access cards, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest college building quickly. If police or fire department personnel are on scene, follow their directions. Additionally information about the emergency response/evacuation procedures and updates to the plans for the college are available.

Ranken community members are encouraged to notify public safety of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate threat to the health and safety of students and/or employees on campus, even when the victim elects not to report the crime or is unable (physically/mentally) to make such a report. Public safety has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, public safety has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community, however other departments such as maintenance may be involved in the confirmation process, depending on the nature of the potential threat. If an immediate threat exists, federal law requires that the institution notify the campus community or the appropriate segments of the community that may be affected by the situation.

If public safety, in conjunction with the St. Louis Police Department confirm there is an emergency or dangerous situation that poses an immediate threat to health or safety of some or all members of our community, the public safety director or designees, will

collaborate to determine the content of the message and they will initiate the e2campus notification system to communicate the threat to the college community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

After the initial communication blast, the primary means of providing follow-up information to the community will be on the college's main web page. The college may also use the e2campus system to provide follow-up information, as deemed appropriate. During a significant emergency, the college main web page may be removed and replaced with a basic web page that would have information that strictly deals with the situation and will be constantly updated throughout the emergency. Due to limited characters available with text messaging, the e2campus system would only be used to provide limited safety information that is critical such as areas to avoid, shelter in place, all clear, etc. The larger community, including parents, neighbors and other interested persons can obtain information about an emergency on campus via the college webpage or the local or national media.

It should be noted that unlike the timely warning requirement, an emergency notification isn't restricted just to Clery reportable crimes. Incidents such as a serious gas leak, hazmat spill, tornado warning, etc., could warrant the use of this protocol. The public safety and/or the Marketing department will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgement of the first responders, St. Louis Police, Fire, & EMS, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Annual Notification and Testing

Ranken Technical College will annually test and publicize their emergency response and evacuation procedures. Throughout the year the critical incident management team will meet and train on the college response to a critical incident through a variety of exercises including a table top, functional, or live exercise. These test may be announced or unannounced depending on the type of exercise. Community members are encouraged to review the college's emergency response plan and evacuation procedures guides located in all of the class rooms. If you want a hard copy of the emergency procedures guide please contact the director of public safety at 314-286-3396.



Department of Public Safety Statement and Services

It is with great pleasure that the Department of Public Safety provide you with the 2014 Annual Security Report and Annual Fire Safety Report. Public Safety is committed to providing the safest environment possible for our community members to learn, work and live.

Any questions or concerns regarding this report should be forwarded to the Director of Public Safety at (314) 286-3300 or by emailing at mwbraden@ranken.edu.

Public Safety provides security services 24/7 year round coverage to Ranken Technical College, as well as, properties owned by the college that are located off the main campus. In order to provide proper security and surveillance of these properties, Public Safety is staffed with adequate officer coverage on 3 separate shifts. All Public Safety Officers are properly licensed and maintain their licenses in accordance with St. Louis City and State of Missouri private security requirements. Each shift has a Campus Patrol Officer assigned and they may be contacted either by calling (314) 286-3300 or (314) 267-2865. The Public Safety Control Desk and dispatcher are located inside Walker Hall and may be contacted by calling (314) 286-3300.

Public Safety Officers are authorized to make arrests, investigate criminal and non-criminal incidents and to cooperate in the criminal justice processes. Public Safety Officers enforce college rules and regulations, which include parking. Officers patrol the campus on foot or by vehicle. Off campus properties are checked throughout all 3 shifts by the campus patrol officer in the public safety vehicle.

This department maintains professional relationships with local college safety and security departments and law enforcement agencies through memberships in State and International campus law enforcement associations.

Public Safety Daily Crime Log:

A Public Safety Daily Crime Log is maintained at the control desk. All Clery reportable offenses are documented on the log. Crime logs are available for review by any member of the College community, potential students or parents by contacting the Public Safety at (314) 286-3300, (Monday through Friday from 8:00 a.m. to 5:00 p.m.), excluding College recognized holidays.

Crime Prevention and Safety Programs

Vehicle Trouble Program: If you lock yourself out of your vehicle, need a battery jump or have a flat tire, contact Public Safety (314) 286-3300 and we will provide assistance. For your convenience, water and air is located on the southeast corner of the Buildings & Grounds shop.

Campus Escort Program: Contact Public Safety (314) 286-3300 if you need an escort on campus for any reason. Please provide the starting and end locations when calling. Please be patient when calling as officers may be busy handling other calls. All escorts provided will be a "walking" escort. No rides/escorts in a Public Safety vehicle will be provided. Public Safety will keep documentation on the escort.

Emergency Blue light program: Ranken Technical College has several emergency Blue light phones on campus. These two way call boxes are located strategically around campus. They allow an individual in need of assistance to speak directly to dispatch via the call box. There are currently eight emergency phones on campus.

Operation Identification: This nationally recognized program encourages engraving personal identification numbers on valuable property. Thieves tend to shy away from property with engraved or permanently marked items due to the difficulty in selling it on the open market. If an item is stolen and later recovered, the identification number will assist law enforcement agencies in locating and returning the property to the rightful owner. This program is on-going and a person interested in having their property engraved/marked just needs to schedule an appointment with Public Safety. During **2014** we did not engrave any personal property.

Whistle Program: This program provides a quality whistle free of charge to students and employees. Those participating in the program are asked to carry their whistles with them at all times and to blow public safety. Whistle the whistle if they feel threatened by another person. Others who hear the whistle are instructed to go to the nearest emergency phone and call public safety immediately at 314-286-3300. Persons blowing the whistle under any other conditions than those specified above may be referred to the Dean of Education for disciplinary proceedings.

Pamphlet and other types of resources:

Please contact the public safety for free pamphlets. Topics ranged from alcohol and drug issues, domestic violence, sexual health, smoking, wellness, nutrition, exercise, stress relief, self-care tips, resources in the area, etc.

Crime Prevention:

Crime prevention on the Ranken Technical College campus combines several different tools, such as 24/7 security coverage, building alarms, fire alarms, video surveillance cameras, security escort services and rapid crime reporting.

When a criminal incident is reported to Public Safety, an incident report is created then properly logged and filed. All incidents are classified according to the guidelines required by the FBI Uniform Crime Reporting (UCR) section established by the U.S. Dept. of Justice. All members of the Ranken Technical College community are encouraged to report incidents to Public Safety in a timely manner by calling (314) 286-3300 or (314) 267-2865.

Steps to protect property:

- Report suspicious activity to Public Safety (314) 286-3300 immediately.
- Lock your door whenever you leave a room.
- Doors should not be propped open.
- Keep a list of serial numbers to electronic equipment, such as T.V's, computers and video game units.
- Do not loan your room or office keys to anyone.
- Do not put your address or name on your keys.
- Park your vehicle on campus in one of Ranken's secured parking lots.

Steps for personal safety when driving to and from campus:

- Have your vehicle keys ready when you approach your vehicle for quick entry or to activate your vehicle alarm, if needed.
- When inside your vehicle, lock your doors and keep your windows up.
- Use well-traveled and well-lit streets.
- Never give rides to hitchhikers.
- If someone approaches your vehicle while stopped, sound the horn and drive off, even if at a red light. Always attempt to leave enough space between you and any vehicle in front of you. If someone gains access to your vehicle, do not fight them; allow them to take your vehicle. Call 911 when safe to do so.
- If your vehicle breaks down, pull over to the right shoulder and raise the hood then wait inside your locked vehicle for help.

Steps for personal safety when walking:

- Avoid walking alone at any time.
- Avoid dark or dimly-lit areas.
- Always be alert of your surroundings. If someone is following you, start to walk in the opposite direction or cross the street. Get to a well-lit area or to an area with people. Call 911 or Public Safety [(314) 286-3300]] as soon as possible.
- Keep your purse or personal belongings close to your body.

Steps for suspicious activity or persons:

- Suspicious activity or persons should be forwarded to Public Safety by calling (314) 286-3300 or (314) 267-2865 as soon as possible. Attempt to get as much information of the activity or persons as possible, such as, descriptions, vehicles, direction of travel.

Security and Building Access:

Ranken Technical College is comprised of many buildings that serve various functions to the campus community. These facilities are readily accessible to students, faculty and staff during normal business hours. Access is limited after normal business hours and on weekends. Employees needing access to a secured location need to contact Public Safety (314) 286-3300. Students needing access after normal business hours must have written permission from the department head, instructor or dean before Public Safety will allow access. Building and Grounds Department maintains the campus and facilities. Repairs, adjustments or safety/security hazards need to be forwarded to Buildings and Grounds by calling (314) 286-3669 or Public Safety at (314) 286-3300.

Fire Safety:

The public safety department conducts two fire drills during the calendar year. During the drills, the alarms are sounded and staff members make a check of every room to verify all students have exited the buildings. All students are instructed to congregate at the evacuation site as instructed in the emergency preparedness plan and/or emergency procedures guides. Students not leaving the buildings during a fire alarm drill are referred to the Dean of Education for judicial sanctions. Being proactive by preparing for emergencies ahead of time is very helpful when dealing with potential disasters. In case of fire, knowing the steps to take can help minimize problems. Fire alarm testing is conducted regularly on campus, as well as, campus fire safety training and drills.

Steps to follow if you see a fire:

If you discover a fire, you should immediately evacuate the building, sound the alarm if it isn't activated, dial 911 and advise the dispatcher of the situation. In the event of the fire has been extinguished, you should contact the public safety department to make them aware of the incident.

- Activate the nearest fire alarm.
 - Call Public Safety (**314**) **286-3300** or **911** depending on the severity of the fire.
 - Calmly alert those in your area and building to evacuate, if necessary.
- DO NOT USE ELEVATORS.**
- Close your doors, but do not lock.
 - Evacuate to your designated safe area outside.
 - Conduct a head count and notify Public Safety or Police of any missing persons.
 - Public Safety will direct Fire and Police to the location.

Steps to follow if you are caught in a fire:

- Remain calm.
- Before opening any doors, feel the door with the back of your hand. If it is hot:
 - 1.** Do not open the door
 - 2.** Open the windows.
 - 3.** Seal cracks around the door with clothes or towels. If possible, soak the items in water prior to sealing cracks.

4. Hang objects out the window and shout for help to attract attention.
 5. Keep low to the floor; take short breaths and cover your mouth and nose with cloths.
- If the door is not hot:
1. Brace yourself against the door and open it slowly. If hot air or fire rushes in, close the door and refer to steps if the door were hot.
 2. If you can leave, close the door but do not lock and proceed to the closest egress location. Exit the building and report to your designated safe area outside.
 3. Public Safety will help direct fire and police to the appropriate location.

Steps for Fire Prevention:

- Know every primary and secondary egress from your location. Know how to activate the fire alarm system. Know the locations and proper use of the closest fire extinguishers.
- Keep objects out of the path to the door for unobstructed access in or out the door.
- Do not overload electrical outlets, try and use power supply units. Do not hang lights or electronics by the cord.
- Store flammable materials in proper containers outside and not inside.

Medical Emergencies:

Steps to take in a medical emergency:

- If you find an unconscious victim, do not move them unless his or her life is in danger in the existing location.
- Stay with the victim and have someone call 911 and Public Safety at (314) 286-3300; then stay with them until help arrives. If alone, go and call 911 and Public Safety at (314) 286-3300.
- If the victim is unconscious and bleeding, attempt to stop the bleeding by applying pressure to the wound and wrapping the wound with bandages.
- Public Safety will direct emergency personnel to your location.

- If you come across a victim who is conscious and alert, have them help themselves.
- If the conscious and alert victim is bleeding, have them apply their own pressure and bandages.
- Always remember to contact Public Safety at (314) 286-3300 for any incidents.

Emergency Contact Numbers:

Campus Public Safety	Campus Help Desk	Buildings and Grounds	St. Louis City Ambulance	St. Louis Police 5 th District	St. Louis City Fire Dept.
(314) 286-3300	(314) 286-3693	(314) 286-4881	(314) 645-9160	911 or (314) 444-0001	911 or (314) 533-3406





Drug Awareness & Prevention:

The possession or sale of illegal drugs (controlled substances) is illegal and any faculty member, employee or student who possesses sells or uses such illegal drugs shall be subject to dismissal. This policy also applies to faculty and staff members who report to work or who are at work under the influence of illegal drugs or alcohol. Similarly, any possession of alcohol on Ranken premises aside from Ranken sponsored events is strictly prohibited. Faculty, staff or students in possession of alcohol will be subject to immediate dismissal. The "campus" consists of all property owned by Ranken Technical College plus any areas in which Ranken students are working or visiting in connection with their education at Ranken.

Ranken Technical College publishes this statement to notify its students – because it is, and wishes to remain, a Federal grantee – that it is Ranken Technical College's policy to maintain a drug-free campus. All students are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on Ranken's campus. As a condition of training at Ranken, every student must:

- 1.** Abide by the terms of this statement
- 2.** Notify Stan Shoun, President, of any criminal drug stature conviction or a violation occurring at the work place not later than five days after such conviction. Upon such notification, Ranken must notify the U.S. Department of Education within ten days and take one or more of the following actions with respect to any student so convicted:
 - A.** Take appropriate action; and/or
 - B.** Require the student to participate satisfactorily in drug abuse assistance or a rehabilitation program approved for such purpose by a federal, state or local health, law enforcement or other agency.

Education on drug awareness and prevention is provided at student orientation, which is presented by the Dean of Academic Affairs. The College's professional counselor offers brochures and counseling services to those in need. Questions concerning the alcohol and

drug policies should contact the College's professional counselor, Jennie Wilson at (314) 286-3629.

Students with Disabilities:

In compliance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Ranken Technical College makes every effort to accommodate individuals with disabilities. A student with a disability is eligible to receive reasonable accommodations if the documented disability is a physical or mental impairment that substantially limits one or more major life activities. The Student Success Center (SSC) coordinates support services for students who have properly documented disabilities of a permanent or temporary nature, provide that accommodations do not create an undue hardship on the College.

To obtain accommodations, students must identify themselves to the SSC and provide written documentation of their disabilities from qualified professionals or agencies. This documentation includes medical, educational, psychological, and/or other appropriate diagnostic evaluations to define the nature and extent of the disability along with recommendations for appropriate accommodations. A copy of the Documentation Guidelines may be obtained by contacting the SSC.

In order to have accommodations in place at the start of the semester, documentation should be provided to the SSC at least 30 days before the start of the semester. Once the documentation has been reviewed and found to meet the guidelines, each of the student's instructors will be notified in writing of the appropriate accommodations for that student. It is the student's responsibility to discuss his/her needs with the instructor for each course.

The SSC will make every effort to provide each student an equal opportunity to participate in the mainstream of college life at Ranken Technical College. You may contact the SSC at (314) 286-4891 or (314) 286-3687.



SEXUAL MISCONDUCT POLICY:

Ranken Technical College is committed to providing a safe campus for our students, faculty, staff, and visitors. Ranken prohibits sexual misconduct on all of its campuses and at Ranken-sponsored events off campus by all students, faculty, and employees regardless of sexual orientation or gender identity. Ranken is committed to providing students with the tools and support to prevent sexual misconduct from occurring. Ranken will assist students in getting treatment, receiving confidential counseling, and reporting sexual misconduct

should it happen. Students proven to have violated this policy will be disciplined up to and including expulsion from the College depending on the nature of the misconduct.

Sexual misconduct includes but is not limited to sexual harassment, sexual assault, sexual exploitation, stalking, dating/relationship violence, and domestic violence.

- **Sexual harassment** – includes any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature including when:
 - submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or participation in other College activities;
 - submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting the individual; or
 - such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive campus environment.
- **Sexual assault** – an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. Sexual assault may be non-consensual sexual intercourse or non-consensual sexual contact, however slight, with any object, by a person upon another person that is without consent and/or by force.
 - What is consent? "Consent" is an affirmative, conscious decision, indicated clearly by words or action to engage in mutually acceptable sexual activity.
 - A person is not able to give effective consent if he/she is a minor; mentally disabled; incapacitated because of alcohol or drugs; sleeping or unconscious; physically forced to participate; intimidated, coerced, or threatened (even a perceived threat); isolated or confined.
- **Sexual exploitation** – refers to a situation in which a person takes non-consensual or abusive sexual advantage of another such as taking pictures or recording sexual acts; exposing private parts; watching another person undress or use the restroom; administering alcohol or drugs (such as "date rape" drugs); knowingly transmitting an STI, STD, venereal disease, or HIV to another person.
- **Stalking** – engaging in conduct directed at a specific person that would cause severe emotional distress and cause him/her to fear for his/her safety.
- **Dating violence** – violence committed by a person where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. This includes violence by a person who is or has been in a romantic or intimate relationship with the victim. Prior consent does not grant future consent.
- **Domestic violence** – Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction... or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Sexual assault is a crime. It is important for all Ranken Technical College students, faculty, and staff to know where to turn for help and what to do if they are sexually assaulted. Whether the assailant is a stranger, acquaintance, close friend, or date, you need to know available services to get the necessary treatment and counseling.

You have the right to be emotionally and physically safe. Steps to take if you are the victim of sexual assault on Ranken property or at Ranken- sponsored events.

- Get medical attention as soon as possible. Evidence can be gathered by trained professionals at a hospital using a rape kit within four (4) days of the assault.
- It is extremely important to try to preserve all physical evidence. Do not bathe, douche, use the toilet, or change clothing.
- Report the assault to Public Safety, the police, and/or a counselor.

You have the right to privacy. Choosing whether or not to report the assault is your right, but you are strongly encouraged to report a sexual assault incident.

- If the attack happened on campus, you should report the assault to Public Safety at 314-286-3300. Public Safety will assist you in contacting the appropriate law enforcement authorities.
- You may contact the Police Department directly if you prefer, dial 9-1-1; or in St. Louis City, you may call the sex crimes division at 314-444-5385. In Wentzville, dial 9-1-1, or if a nonemergency, call 636-327-5105.
- You may confidentially report the assault to the College's professional counselor at 314-286-3629 without filing formal charges.
- Assistance off campus:
 - Alternatives to Living in Violent Environments (ALIVE) 314-993-2777
 - Crime Victims Advocacy Center 314-652-3623
 - Life Crisis Services 314-647-4357
 - Sexual Assault Center Crisis Hotline (YWCA) 314-531-7273
 - St. Charles County Victims of Crime Assistance 636-949-7370

You have the right to a prompt, fair, and impartial investigation and resolution. If the assailant is a student(s), you may file a written complaint with the Public Safety Director or the Dean of Academic Affairs. An investigation will follow, including a hearing to gather information from the accused and the accuser. The investigation will be conducted by officials who receive annual training on issues related to sexual violence and how to conduct hearings that protect victim safety and promote accountability.

- Both the accused and the accuser are entitled to the same opportunity to have an advisor of their choice and others present during a hearing.
- Ranken will use a "preponderance of evidence" standard in conducting internal investigations related to sexual harassment and violence. This standard asks investigators to consider whether it is more than likely that a violation occurred.
- The accused and the accuser will be simultaneously notified in writing of the findings of the investigation, disciplinary action if warranted, the appeal process if applicable, any changes to the results before they are final, and confirmation when the results become final.
- Ranken will take immediate steps where necessary to protect the accuser pending the final outcome of an investigation, including alternative academic and residential accommodations. Public Safety will assist in formal victim protection options such as no contact orders, restraining orders, and orders of protection.

- Disciplinary action under the College's regulations include written warnings, reprimands, suspension, and permanent expulsion from Ranken Technical College for students found guilty of sexual misconduct.
- You have the right to be free of retaliation when you pursue a claim. Retaliation by administrators, faculty, staff, or College agents against accusers and others who participate in a sexual misconduct investigation is prohibited. Accusers initiating false reports will face disciplinary actions as noted in the previous bullet point.

Various laws with reporting requirements have been enacted to ensure safe campuses free of sexual misconduct. All required investigations and reports will strive to preserve the confidentiality of sexual assault victims. Publicly available records will use 'Victim A' or other fictitious name to protect the victim's identity. [Laws include Title IX, Jeanne Cleary Act, Campus Sexual Violence Elimination Act (Save), Violence Against Women Act (VAWA).]

Your safety is important to Ranken. We will provide training to all students in new student orientation and during the semester on campus safety, crime prevention, and sexual assault awareness and prevention. Faculty and staff will also receive ongoing training. Annual training may be in the forms of policy distribution, discussion, and interactive video training materials. Here is what you can do:

- Be alert to your surroundings and pay attention to suspicious-looking persons or activities.
- Report all incidents and suspicious activities to Public Safety at 314-286-3300.
- Park on campus. Have your keys ready and check the area when returning to your car.
- Walk with other people, especially after dark.
- If you are confronted, try to get a good description of the individual and vehicle including license plate number if possible to report to Public Safety.
- When dating, be aware of warning signs of abusive behavior such as excess alcohol or drug use, becoming sexually aggressive, and going to an isolated area. Take preventive action:
 - If you have limits, make them known as early as possible.
 - If your date becomes sexually aggressive, state "NO" clearly and firmly.
 - Try to remove yourself from the physical presence of a date becoming sexually aggressive.
 - Find someone nearby to ask for help.
 - Take responsibility for your alcohol consumption and drug use so that you do not become vulnerable to someone who views a drunk or high person as a sexual opportunity.
 - Take care of your friends and ask that they take care of you. A real friend will challenge you if you make a mistake. Respect them when they do.
- **Bystander intervention** – Bystanders are individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it. A bystander is someone who is present and thus potentially in a position to discourage, prevent, or interrupt an incident. Individuals are encouraged to speak out against attitudes that promote sexual misconduct and become more supportive of those who have experienced sexual assault. Intervention does not have to be confrontational. It can be as simple as telling a friend when he/she is acting inappropriately such as

drinking too much or being too sexually aggressive, or calling Public Safety if assistance is needed on campus.

It is a priority at Ranken to provide all students, faculty, and employees with a safe campus environment where everyone is treated with respect and dignity. Questions or concerns regarding this policy may be addressed with any of your instructors, department chair, Dean of Academic Affairs, Student Success Counselor, or Public Safety Director or Supervisor.



Assistance for Victims: Rights & Options

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the college will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. Further, Ranken complies with Missouri Law in recognizing orders of protection. In Missouri, a complaint can receive an ex parte order, which is a temporary order quickly issued by the court and subsequently, a full order of protection, which is granted after a court hearing is held. Complaints can petition to receive an ex-parte order by going to the Family Court of St. Louis County located at 7900 Carondelet Avenue, Room 156 Clayton, MO, 63105. Police can also issue a temporary ex-parte order at the police department after hours if needed. The college cannot legally apply for a legal order of protection, no contact order, or restraining order for a victim in this jurisdiction. The victim is required to apply directly for these services. Any person who obtains an order of protection from Missouri or any US state should provide a copy to Public Safety and Human Resources. A complainant may then meet with public safety to develop a Safety Action Plan, which is a plan for public safety and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, changing classroom location or allowing a student to complete assignments from home, etc. The college may issue an institutional "NO Contact" directive, if deemed appropriate, or at the request of the victim or accused student. To the extent of the victim's cooperation and consent, college offices will work

cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal college investigation of the complaint. For example, a complainant may be notified in writing of changes to academic, living, transportation or working situations that are reasonably available and also will be notified in writing of counseling, health and mental health, victim advocacy, legal and visa and immigration services that are available on or off campus. Victims will be notified in writing of their option to notify public safety or local law enforcement, of the availability of assistance in notifying those personnel and of their option to make no such notification. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complaint (for example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim. Further, the institution will maintain as confidential, any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures. The college does not publish the name of crime victims nor house identifiable information regarding victims in the public safety departments daily crime log or online.



Sex Offender Registration

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes against Children and Sexually Violent Offender Act. Under the Campus Sex Crimes Prevention Act, persons required to register under a state offender registration program must notify the state concerning each post-secondary school at which the offender works or is a student. The State of Missouri has developed a state wide registry list. The Revised Statutes of Missouri, Sections 589.400 to 589.425 and 43.650, RSMo. Mandate that the Missouri State Highway Patrol shall maintain a sex offender database and a web site on the Internet that is accessible to the public. The information on the web site refers only to persons who have been convicted of, found guilty of or plead guilty to committing or attempting to commit sexual offenses and may not reflect the entire criminal history of a particular individual. Offenders who are required to register for crimes of kidnapping, felonious restraint or child abuse may not be listed.

State Of Missouri Sex Offenders List

<http://www.mshp.dps.mo.gov/CJ38/search.jsp>

the CSCPA further amends the Family Education Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

Ferpa Law:

The *Family Educational Rights and Privacy Act (FERPA)* is a federal privacy law that gives parents certain protections with regard to their children's education records, such as report cards, transcripts, disciplinary records, contact and family information, and class schedules. To protect your child's privacy, the law generally requires schools to ask for written consent before disclosing your child's personally identifiable information to individuals other than you.

When a student turns 18 years old or enters a postsecondary institution at any age, all rights afforded to you as a parent under *FERPA* transfer to the student ("eligible student"). However, *FERPA* provides ways in which a school may—but is not required to—share information from an eligible student's education records with parents, without the student's consent. For example:

- Schools may disclose education records to parents if the student is claimed as a dependent for tax purposes.
- Schools may disclose education records to parents if a health or safety emergency involves their son or daughter.
- Schools may inform parents if the student, if he or she is under age 21, has violated any law or policy concerning the use or possession of alcohol or a controlled substance.
- A school official may generally share with parent information that is based on that official's personal knowledge or observation of the student.



Timely Warnings:

In order to keep the campus community informed about safety and security issues on an ongoing basis, an institution must alert the campus community of certain crimes in a manner that is timely and will aid in the prevention of similar crimes. Any crimes reported to clergy or professional counselors are not required to be reported as a timely warning.

These crimes must include all Clery Act crimes, which are:

- Reported to Public Safety or local Police agencies; and
- Are considered by the institution to represent a serious or continuing threat to students and employees.

In the event a Timely Warning is mandated, the Director of Public Safety will contact the President of the College and the Director of Marketing to issue such warning.



Clery Act Reportable Crimes:

Criminal Homicide: These offenses are categorized in two areas:

1. Murder: The willful killing of one human being or another.
2. Non-Negligent Manslaughter: The killing of another person through gross negligence.

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

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

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

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

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

Sex Offenses-Nonforcible Unlawful, non-forcible sexual intercourse.

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

B. Statutory Rape-Nonforcible sexual intercourse with a person who is under the statutory age of consent.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

In analyzing Robbery, the following subheadings are used:

- A. Firearm
- B. Knife or cutting instrument
- C. Other dangerous weapon – club, brass knuckles
- D. Strong-arm – muggings with hands, feet, teeth

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

Burglary: The unlawful entry of a structure to commit a felony or theft. Larceny would classify under Clery reporting as a burglary. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. There are three categories of motor vehicles with this classification:

- Autos
- Trucks and buses
- Other Vehicles – golf carts, motor scooters, ATV's.

Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, and including joyriding.

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property or another, etc.

Hate Crimes: crimes involving bodily injury to any person in which the victim is intentionally selected because of the actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability of the victim. Hate crimes-additional crimes added in the higher education opportunity act of 2008.

Larceny Theft: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Note: Constructive possession is defined by Black's Law Dictionary, 6th Ed. As "where one does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.")

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism of property (except "Arson"):

To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Dating Violence:

The term "dating violence" means violence committed by a person

(A) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and

(B) Where the existence of such a relationship shall be determined based on a consideration of the following factors:

- (i) The length of the relationship.
- (ii) The type of relationship.
- (iii) The frequency of interaction between the persons involved in the relationship.

Domestic Violence:

The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

Stalking:

The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to-

- (A) Fear for his or her safety or the safety of others; or
- (B) Suffer substantial emotional distress.

Weapon Law Violations:

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

Drug Abuse Violations:

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

Liquor Law Violations:

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



Illegal Weapons Possession and Substance Law Violations:

In compliance of the Clery Act, Ranken Technical College disclosing information in the Annual Campus Crime Report for number of arrests and the number of persons referred for disciplinary action for:

1. Illegal Weapons Possession;
2. Drug Law Violations; and
3. Liquor Law Violations.

- **Illegal Weapons Possession:** Violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.



Drug Law Violation: Violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: Opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics – manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous non-narcotic drugs (Barbiturates, Benzedrine).



Liquor Law Violations: Violations of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this classification: The manufacturing, possessing, etc., of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on train or public conveyance; and attempts to commit any of the above.



Preparing the Annual Disclosure of Campus Crime Statistics:

The Director of Public Safety contacts the Campus Security Authorities to acquire any crime statistics they may have for a given year, which is in compliance of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or "Clery Act". Any reports filed by Public Safety will also provide statistics for the report. The Director of Public Safety also contacts local police agencies for any crimes reported to them in areas controlled by Ranken Technical College. Statistics on the annual report are from the 3 previous academic years.

Emergency Response and Evacuation Procedures:

To secure people and/or buildings in the event of a campus emergency that may be life threatening to those on this campus.

Conditions in Which to Activate a Lockdown:

- .. Someone has a gun or weapon on campus.
- .. Someone who has threatened to bring a weapon to campus.
- .. Shots fired are heard on campus.
- .. high-risk search or arrest warrant by police in close proximity to the College or Gang activity.
- .. Law Enforcement activity involving potentially dangerous Suspects on or around campus.

Standards of Conduct

While in attendance at Ranken or representing the College off campus, students are required to conduct themselves in accordance with acceptable moral and social standards, to comply with all of the rules and regulations of the College, and to preserve and protect all property that has been provide by the College for students' education and benefit. Violations of rules and/or regulations will subject students to a reprimand, suspension or dismissal depending upon the seriousness of the violation and consideration of the students' records. The following are examples of specific reasons for reprimand, suspension or dismissal:

1. Being under the influence of, consuming, manufacturing, selling, distributing or otherwise using alcohol, illegal drugs or controlled substances without proper prescription or required license while on College property
2. Gambling on premises
3. Insubordination to College authorities
4. Malicious destruction of College property, including misuse of computing resources
5. Failure to comply with the appearance and safety policies
6. Theft or pilferage
7. Failure to wear safety glasses in designated areas
8. Academic dishonesty, forgery, falsification or records
9. Conduct which interferes with the right of fellow students to obtain maximum benefit from their education
10. Bringing weapons on campus, and/or illegal or unauthorized possession or use of firearms, explosives, other weapons or hazardous chemicals
11. Failure to comply with parking regulations
12. Driving in an unsafe manner on or near the campus
13. Behavior that is threatening to any Ranken employee or student, including harassment, bullying, stalking, sexual misconduct, retaliation
14. Being in possession of or viewing pornography on College property
15. Inappropriate conversations that include racist, sexist or violent comments
16. Behavior that is disruptive to any class, lab, shop or studio session
17. Fighting



Authority:

The President, Director of Public Safety, 2nd Shift Supervisor and 3rd Shift Supervisors of Public Safety shall make the determination to activate a Lockdown of Ranken campus. If the President, Director of Public Safety, 2nd and 3rd Shift Supervisors of Public Safety are unavailable, a member of the Administration shall have the authority to activate a Lockdown. If no members of the Administration are readily available, the on duty Public Safety Shift Supervisor shall have the authority to activate the lock down.

Stan Shoun - President

Pete Murtaugh - Vice President of Finance

Don Pohl - Executive Vice President

Derek Babcock - Director of Information Services

Mark Braden - Director of Public Safety

Robert Horner - 2nd shift supervisor of Public Safety

Dennis Oglesby - 3rd shift supervisor of Public Safety

Security Shift Supervisors after hours or when none of the above is available.

When possible and without compromising the safety and security of the building occupants, additional information, direction and periodic updates may be provided via text messages or emails during a Lockdown.

Procedure:

College Administration or Public Safety activates Lockdown via Text message and email notification using the term: Lockdown Now! Upon Lockdown notification "Building Captain's" will assist in locking their pre-determined exterior doors. If the door cannot be locked, use whatever means possible to try to restrict entry to the room, including placing furniture and equipment in front of the door or using a belt or something stable to tie the door handle and keep from opening.

All Ranken Technical College community members are to move into the closest classroom, office or residence hall room as quickly as possible and lock the door, turn off the lights and sit on the floor away from doors and windows. Remain silent and turn all cell phones on vibrate.

If you hear a fire alarm, remain under lockdown until advised via text message from the College Administration, Public Safety, or approached by Law Enforcement Personnel that it is safe to leave that area. Text messages will indicate "ALL CLEAR" message with the known Safe Word. Do not secure from lockdown until the safe word is used with the ALL CLEAR message and known safe word. If fire or smoke is around you, take measures to get out through an exterior window rather than the room door. Contact 911 immediately and notify of your situation and location. Remember, when exiting any building during a Lock Down to keep your arms in the air and show that you are not a threat. Text Message "All Clear-Safe Word" will be sent when threat is over.

Communication Methods and Procedures May Include:

Text Messaging – An emergency text message notification can be delivered to all faculty, staff, and students who have registered as a message recipient. Text message authority: Pete Murtaugh, Derek Babcock, Chris Weaver, Mark Braden, Robert Horner, and Josh Schaefer.

E-mail Notifications –An e-mail notification and/or directions can be delivered to all faculty, staff and students who have active e-mail accounts.

Web Site Announcement – An announcement and/or directions may be posted on the home page of the Ranken web site.

Quick Emergency Reference Guides – Booklets posted in class rooms and office areas.

Building Captains – Assist Public Safety with locking down their particular building and communicating the emergency to those in their area.

Announcement Options:

“Lockdown Now!” - This announcement will be made when it has been determined there is a life threatening situation inside the campus/building. Building Captains will lock external doors.

“All Clear-SAFE WORD” – This announcement will be made when it has been determined there is no longer a threat to the campus property, or nearby in the community in close proximity to the campus. Only leave your secured area if directed by Law Enforcement or by given the All Clear with our safe word. If you receive a message that states “All Clear ” and does not have the safe known word with it, continue to remain in your safe area. Safe Words will change from time to time and will be known to all community members during periodic Campus Emergency Action Training sessions. Safe Words are to stay within the campus community and not provided to anyone not associated with Ranken.



Missing Student Policy

Policy:

In accordance with the new 2010 "Missing Student" revision made to the Clery Act, Ranken Technical College will make every effort to comply with this revision. In doing so, Ranken Technical College will follow all FERPA regulations as they pertain to student information and will only use needed information in cases where the safety of the student or others are at risk. Ranken Technical College will promptly conduct an internal investigation for any reported missing student and contact law enforcement, as necessary. Ranken Technical College will complete all appropriate reports and will assist law enforcement in their needs of the investigation. The President, Administrators, Director of Public Safety and Director of Residential Life have the authority to start procedures for any College missing persons. The President, Administrators and Director of Marketing will be notified when any missing person report has been made. The Director of Marketing will handle all media communication, if any.

Missing Students Who Reside in On-Campus Housing

If a member of the college community has reason to believe that a student who resides in on-campus housing is missing for more than 24 hours, he or she should immediately

notify the public safety department at **314-286-3300**. All college officials are required to notify public safety immediately upon being notified about a missing student. Public safety will generate a missing person report and initiate an investigation.

After investigating the missing person report, should public safety determine the student is missing and has been missing for more than 24 hours, public safety will notify the St. Louis Metropolitan Police Department and the student's emergency contact they have provided Residential Life in their housing packet. Even if the student hasn't registered an emergency contact person, the college will contact the police department. Contact will be made no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, the college will notify the student's parent or legal guardian immediately after the public safety has determined that the student has been missing within 24 hours of making that determination.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by the college in the event the student is determined to be missing more than 24 hours.

Definition of Missing College Student:

Any person who is a student, regardless of age, of Ranken Technical College and/or resides in a facility owned or operated by Ranken Technical College and is reported as missing from his or her residence more than 24 hours.

Procedures:

- If the student has been reported missing for more than 24 hours and he or she is over the age of 18 and has provided an emergency contact, the Department of Public Safety will inform the student's registered contact. If the student is under 18 years of age, the Department of Public Safety will contact the student's custodial parent or legal guardian. If a student is over 18 years of age or emancipated and has no emergency contact, the Department of Public Safety will inform the appropriate law enforcement agency. If parents suspect their student is missing, we will encourage them to contact the law enforcement agency where their student was last seen and file a missing persons report with them.
- Missing College Student reports will be conducted in the same manner as a Missing Child report.
- Ranken Technical College will gather needed information regarding the incident, including photos and last known location of the missing student. All information will be kept together in a report.
- Ranken Technical College will contact local law enforcement early in the investigation in an attempt to utilize their resources quickly.

- The reporting Police Officer will determine from the information gathered what direction to take the investigation.
- If abduction is suspected, a thorough and aggressive investigation must commence immediately. This involves obtaining assistance from several other regional agencies and ensuring that efforts are well coordinated.
- If abduction is not suspected, investigating Police Officers can take appropriate methodical action to resolve the matter.

The initial assessment of a missing student case should include the following:

- Is the student missing from the campus, his or her family residence or other location?
- Is there a witness to or physical evidence of abduction or other foul play?
- Is the student despondent? Is the student mentally or physically disabled?
- Is the student experiencing academic, personal or financial problems?
- Has the student disappeared before?
- Does the student have a known drug and/or alcohol problem?
- Has the student received any threats or warnings from others?
- What is the student's lifestyle? Does the student have a criminal record?
- Did the student or perpetrator leave a note?
- Have any similar incidents been reported within the area (e.g., attempted abductions, prowlers, suspicious persons)?
- The responding Police Officer, after assessing the initial report details, should determine what level of response will be required. If the chance exists that the case is a missing student case (or missing child case), the responding officer will contact a supervisor immediately.
- Public Safety and local Law Enforcement will then conduct a thorough and timely investigation into the incident. Time is of the essence in these cases.
- Public Safety will contact college administration to alert them to the case as needed, in accordance with the college emergency management plan, in order to make notification and preparation for appropriate media releases.



Walker Resident Hall Fire Safety and Training

The Department of Public Safety is responsible for conducting fire drills in all building on campus, including the resident hall. All buildings on campus are in compliance with City of St. Louis code requirements. Public Safety conducts one fire drill per semester in all buildings, including the resident hall.

The Department of Public Safety provides annual fire and fire extinguisher training to all residential staff/assistants. This training includes various safety measures that students can take to be safe while living in their residence halls and how to manage a fire extinguisher properly. Building fire extinguishers are tested and inspected by St. Louis Recharge and Fire Control Company.

Fire Safety Residential Inspection Drill Report	Drills	Sprinkler System	Type of System
Myrtle & Earl Walker Resident Hall	12/09/2009	Yes	Notifier
	03/18/2010		
	09/12/2011		
	11/08/2011		
	10-28-2013		
	12/2/2013 9-30-2015		

Fire Log:

Maintained by the Department of Public Safety and is available at request during normal business hours of 8:00 a.m. to 5 p.m. Monday thru Friday; not available during school holidays.

Fire Log
Example:

Date:
Time:
Location:
Nature:



Institutions policy on residential appliances, smoking and open flames:

Any appliance with an open coil or flame is not allowed inside the dormitory. Appliances with self-contained heating units are acceptable (automatic shut off coffee makers, microwaves, irons). Any questions regarding whether or not an appliance is acceptable should be directed towards a residential life staff member.

Candles and Incense or any item with an open flame is not allowed inside the dormitory due to risk of fire. This includes, but is not limited to: candles, incense, kerosene lamps, and potpourri burners.

Walker Hall is a smoke-free facility. Smoking is not allowed inside the building. Residents and their visitors may go outside to smoke in the Walker Hall designated smoking area only. This area is marked and located west of the sidewalk path leading to the south dorm entrance. Students and visitors are expected to dispose of cigarette butts in the receptacles located within the designated smoking area. Cigarette butts or lit cigarettes are prohibited inside the building.

The use of tobacco products of any kind is not permitted inside the dormitory. Hookah pipes are not allowed inside or outside the dormitory grounds. Residents that fail to abide by the smoking & tobacco policy will be subject to disciplinary action, including fines.

Actions involving tampering with fire equipment including fire alarms, alarm horns, smoke detectors, fire extinguishers, and other fire safety equipment, as well as unauthorized use of such equipment, failure to evacuate during a fire alarm, hindering the evacuation of residents during an alarm or the ability of emergency response professionals to perform required duties are subject to disciplinary actions including dismissal from the dorm and College. Any damage or injury resulting from causing false alarms (or opening doors during a non-emergency situation or misuse of fire safety equipment) may be subject to criminal charges. These same rules apply for visitors. All residents and staff located inside the resident hall will evacuate out the closest exterior door and respond to the designated meeting location in the Cook parking lot.

Geographic Areas Needed For Report:

On-Campus: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and

Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution by controlled by another person, is frequently use by students, and supports institutional purposes (such as food or other retail vendor).

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

Ranken Technical College offers off campus classes at the Wentzville location which is included in the Non-Campus Crime Statistics.

- "Ranken Technical College Wentzville", located in Wentzville, MO.

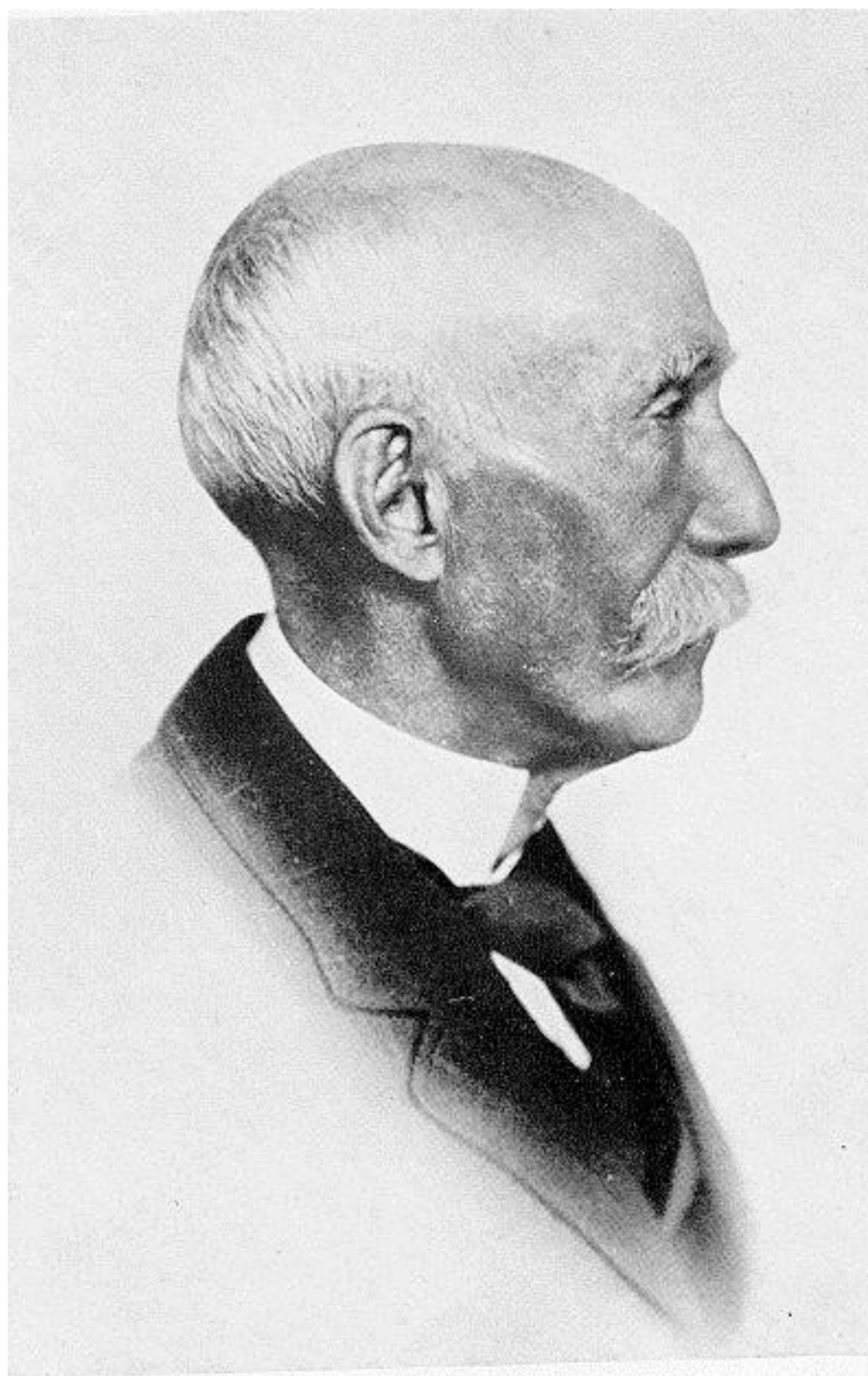
On Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus. Only the public property that is within your campus, or next to or bordering your campus and that is easily accessible from your campus, is included in this definition. Not the public property for the entire jurisdiction surrounding Ranken Technical College.



Annual Campus Crime Statistics Report Distribution:

The Annual Campus Crime Statistics Report is provided the Department of Higher Education each year by October 1st. The information may be accessed online at www.ranken.edu/security. Paper copies of the report are available upon request. The Admissions Office will provide a notice to prospective students regarding access to this report. Prospective employees are provided with information about the availability of the report on their employment application.

To request a paper copy of the Annual Campus Crime Statistics Report, contact the Director of Public Safety by calling (314) 286-3300 or by emailing mwbraden@ranken.edu.



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2015 Campus Safety and Security Survey

Institution: Wentzville Campus (178891002)

User ID: C1788911

Screening Questions

Please answer these questions carefully. The answers you provide will determine which screens you will be asked to complete for this data collection.

1. Does your institution provide On-campus Student Housing Facilities?

<input checked="" type="radio"/>	No.
<input type="radio"/>	Yes. (If Yes is selected, you must enter the number of student housing facilities below and enter Fire Statistics for each facility.)
Number of On-campus Student Housing Facilities: <input type="text"/>	

2. Does your institution have any noncampus buildings or properties?

<input checked="" type="radio"/>	Yes	<input type="radio"/>	No
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3. Have you combined statistics that you received from the local or state police with your institution statistics for this report? If you answer No to this question, you will be asked to provide the data you received from the local and state police separately.

<input checked="" type="radio"/>	Yes. Local and/or state law enforcement agencies provided us with statistics that we are combining with statistics collected by our campus security authorities.
<input type="radio"/>	No. We are not combining the statistics because we cannot determine whether the statistics we obtained from local and/or state law enforcement agencies are for on-campus incidents or public property incidents.
<input type="radio"/>	Not available. We cannot determine if the statistics we obtained from local and/or state law enforcement agencies are for our Clery geography.
<input type="radio"/>	Not available. We made a good-faith effort to obtain statistics from local and/or state law enforcement agencies, but the agencies did not comply with our request.

Institution: Wentzville Campus (178891002)

User ID: C1788911

Criminal Offenses - On campus

For each of the following criminal offenses, enter the number reported to have occurred On Campus.

Criminal offense	Total occurrences On campus		
	2012	2013	2014
a. <u>Murder/Non-negligent manslaughter</u>			<input type="text" value="0"/>
b. <u>Negligent manslaughter</u>			<input type="text" value="0"/>

d. <u>Rape</u>			<input type="text" value="0"/>
e. <u>Fondling</u>			<input type="text" value="0"/>
g. <u>Incest</u>			<input type="text" value="0"/>
h. <u>Statutory rape</u>			<input type="text" value="0"/>
i. <u>Robbery</u>			<input type="text" value="0"/>
j. <u>Aggravated assault</u>			<input type="text" value="0"/>
k. <u>Burglary</u>			<input type="text" value="0"/>
l. <u>Motor vehicle theft</u> (Do not include theft <i>from</i> a motor vehicle)			<input type="text" value="0"/>
m. <u>Arson</u>			<input type="text" value="0"/>

Caveat:

Institution: Wentzville Campus (178891002)
User ID: C1788911

Criminal Offenses - Noncampus

For each of the following criminal offenses, enter the number reported to have occurred in or on Noncampus buildings or property.

Criminal offense	Total occurrences in or on Noncampus buildings or property		
	2012	2013	2014
a. <u>Murder/Non-negligent manslaughter</u>			<input type="text" value="0"/>
b. <u>Negligent manslaughter</u>			<input type="text" value="0"/>
d. <u>Rape</u>			<input type="text" value="0"/>
e. <u>Fondling</u>			<input type="text" value="0"/>
g. <u>Incest</u>			<input type="text" value="0"/>
h. <u>Statutory rape</u>			<input type="text" value="0"/>
i. <u>Robbery</u>			<input type="text" value="0"/>
j. <u>Aggravated assault</u>			<input type="text" value="0"/>
k. <u>Burglary</u>			<input type="text" value="0"/>
l. <u>Motor vehicle theft</u> (Do not include theft <i>from</i> a motor vehicle)			<input type="text" value="0"/>

m. <u>Arson</u>				0
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Caveat:

Institution: Wentzville Campus (178891002)
User ID: C1788911

Criminal Offenses - Public Property

For each of the following criminal offenses, enter the number reported to have occurred on Public Property.

Criminal offense	Total occurrences on Public Property		
	2012	2013	2014
a. <u>Murder/Non-negligent manslaughter</u>			0
b. <u>Negligent manslaughter</u>			0
d. <u>Rape</u>			0
e. <u>Fondling</u>			0
g. <u>Incest</u>			0
h. <u>Statutory rape</u>			0
i. <u>Robbery</u>			0
j. <u>Aggravated assault</u>			0
k. <u>Burglary</u>			0
l. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)			0
m. <u>Arson</u>			0

Caveat:

Institution: Wentzville Campus (178891002)
User ID: C1788911

Hate Crimes - On campus

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred On campus. Then break down each total by category of bias (e.g., race, religion).

Criminal offense	Occurrences of Hate crimes										
	Total by year			Category of Bias for crimes reported in 2014							
	2012	2013	2014	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-negligent manslaughter</u>			<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
d. <u>Rape</u>			<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
e. <u>Fondling</u>			<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
g. <u>Incest</u>			<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
h. <u>Statutory rape</u>			<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
i. <u>Robbery</u>			<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
j. <u>Aggravated assault</u>			<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
k. <u>Burglary</u>			<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
l. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)			<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
m. <u>Arson</u>			<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
n. <u>Simple assault</u>			<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
o. <u>Larceny-theft</u>			<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
p. <u>Intimidation</u>			<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
q. <u>Destruction/damage/vandalism of property</u>			<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Caveat:

Institution: Wentzville Campus (178891002)
User ID: C1788911

Hate Crimes - Noncampus

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred in or on Noncampus buildings or property. Then break down each total by category of bias (e.g., race, religion).

	Occurrences of Hate crimes										
Criminal offense	Total by year			Category of Bias for crimes reported in 2014							
	2012	2013	2014	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-negligent manslaughter</u>			0	0	0	0	0	0	0	0	
d. <u>Rape</u>			0	0	0	0	0	0	0	0	
e. <u>Fondling</u>			0	0	0	0	0	0	0	0	
g. <u>Incest</u>			0	0	0	0	0	0	0	0	
h. <u>Statutory rape</u>			0	0	0	0	0	0	0	0	
i. <u>Robbery</u>			0	0	0	0	0	0	0	0	
j. <u>Aggravated assault</u>			0	0	0	0	0	0	0	0	
k. <u>Burglary</u>			0	0	0	0	0	0	0	0	
l. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)			0	0	0	0	0	0	0	0	
m. <u>Arson</u>			0	0	0	0	0	0	0	0	
n. <u>Simple assault</u>			0	0	0	0	0	0	0	0	
o. <u>Larceny-theft</u>			0	0	0	0	0	0	0	0	
p. <u>Intimidation</u>			0	0	0	0	0	0	0	0	
q. <u>Destruction/damage/vandalism of property</u>			0	0	0	0	0	0	0	0	

Caveat:

Institution: Wentzville Campus (178891002)
User ID: C1788911

Hate Crimes - Public Property

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred on Public Property. Then break down each total by category of bias (e.g., race, religion).

	Occurrences of Hate crimes										
Criminal offense	Total by year			Category of Bias for crimes reported in 2014							

	2012	2013	2014	Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National origin
a. <u>Murder/ Non-negligent manslaughter</u>			<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
d. <u>Rape</u>			<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
e. <u>Fondling</u>			<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
g. <u>Incest</u>			<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
h. <u>Statutory rape</u>			<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
i. <u>Robbery</u>			<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
j. <u>Aggravated assault</u>			<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
k. <u>Burglary</u>			<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
l. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)			<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
m. <u>Arson</u>			<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
n. <u>Simple assault</u>			<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
o. <u>Larceny-theft</u>			<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
p. <u>Intimidation</u>			<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	
q. <u>Destruction/damage/vandalism of property</u>			<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	

Caveat:

Institution: Wentzville Campus (178891002)
User ID: C1788911

VAWA Offenses - On Campus

For each of the following crimes, enter the number reported to have occurred On Campus.

Crime	Total occurrences On Campus		
	2012	2013	2014
a. <u>Domestic violence</u>			<input type="text" value="0"/>
b. <u>Dating violence</u>			<input type="text" value="0"/>
c. <u>Stalking</u>			<input type="text" value="0"/>

Caveat:

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Institution: Wentzville Campus (178891002)
User ID: C1788911

VAWA Offenses - Noncampus

For each of the following crimes, enter the number reported to have occurred in or on Noncampus buildings or property.

Crime	Total occurrences in or on Noncampus buildings or property		
	2012	2013	2014
a. <u>Domestic violence</u>			<input type="text" value="0"/>
b. <u>Dating violence</u>			<input type="text" value="0"/>
c. <u>Stalking</u>			<input type="text" value="0"/>

Caveat:

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Institution: Wentzville Campus (178891002)
User ID: C1788911

VAWA Offenses - Public Property

For each of the following crimes, enter the number reported to have occurred on Public Property.

Crime	Total occurrences on Public Property		
	2012	2013	2014
a. <u>Domestic violence</u>			<input type="text" value="0"/>
b. <u>Dating violence</u>			<input type="text" value="0"/>
c. <u>Stalking</u>			<input type="text" value="0"/>

Caveat:

Institution: Wentzville Campus (178891002)
User ID: C1788911

Arrests - On campus

Enter the number of Arrests for each of the following crimes that occurred On Campus.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of Arrests		
	2012	2013	2014
a. <u>Weapons: carrying, possessing, etc.</u>			<input type="text" value="0"/>
b. <u>Drug abuse violations</u>			<input type="text" value="0"/>
c. <u>Liquor law violations</u>			<input type="text" value="0"/>

Caveat:

Institution: Wentzville Campus (178891002)
User ID: C1788911

Arrests - Noncampus

Enter the number of Arrests for each of the following crimes that occurred in or on Noncampus buildings or property.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of Arrests		
	2012	2013	2014
a. <u>Weapons: carrying, possessing, etc.</u>			<input type="text" value="0"/>
b. <u>Drug abuse violations</u>			<input type="text" value="0"/>
c. <u>Liquor law violations</u>			<input type="text" value="0"/>

Caveat:

Institution: Wentzville Campus (178891002)
User ID: C1788911

Arrests - Public Property

Enter the number of Arrests for each of the following crimes that occurred on Public Property.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of Arrests		
	2012	2013	2014
a. <u>Weapons: carrying, possessing, etc.</u>			<input type="text" value="0"/>
b. <u>Drug abuse violations</u>			<input type="text" value="0"/>
c. <u>Liquor law violations</u>			<input type="text" value="0"/>

Caveat:

Institution: Wentzville Campus (178891002)
User ID: C1788911

Disciplinary Actions - On campus

Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of persons referred for Disciplinary Action		
	2012	2013	2014
a. <u>Weapons: carrying, possessing, etc.</u>			<input type="text" value="0"/>
b. <u>Drug abuse violations</u>			<input type="text" value="0"/>

c. Liquor law violations

0

Caveat:

Institution: Wentzville Campus (178891002)
User ID: C1788911

Disciplinary Actions - Noncampus

Enter the number of persons referred for disciplinary action for crimes that occurred in or on Noncampus buildings or property for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

Crime	Number of persons referred for Disciplinary Action		
	2012	2013	2014
a. <u>Weapons: carrying, possessing, etc.</u>			0
b. <u>Drug abuse violations</u>			0
c. <u>Liquor law violations</u>			0

Caveat:

Institution: Wentzville Campus (178891002)
User ID: C1788911

Disciplinary Actions - Public Property

Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Do NOT include drunkenness or driving under the influence in Liquor law violations.

	Number of persons referred for Disciplinary Action		
	2012	2013	2014

Crime	2012	2013	2014
a. <u>Weapons: carrying, possessing, etc.</u>			<input type="text" value="0"/>
b. <u>Drug abuse violations</u>			<input type="text" value="0"/>
c. <u>Liquor law violations</u>			<input type="text" value="0"/>
Caveat:			

Institution: Wentzville Campus (178891002)
 User ID: C1788911

Unfounded Crimes

Of those crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Noncampus property or buildings, and on Public Property, enter the number of crimes that were unfounded.

The total number of unfounded crimes should include all criminal offenses, hate crimes, arrests or disciplinary action referrals for weapons, drug or liquor law violations, and domestic violence, dating violence, or stalking incidents that have been unfounded.

If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded". Only sworn or commissioned law enforcement personnel may unfound a crime.

Count unfounded crimes in the year in which they were originally reported.

	Number		
	2012	2013	2014
a. <u>Total unfounded crimes</u>			<input type="text" value="0"/>

Caveat:

CAMPUS MAP & BOUNDRIES



Additional structures off campus owned or under the control of Ranken Technical College, which are monitored by Public Safety during all shifts, are located at: 4463 Evans, 4453 Evans, 4321 Finney Ave and 4300 Finney Ave.

CAMPUS EVACUATION MAP



Exit campus onto Newstead you can go north towards Page or south towards Delmar.

Exit campus onto Taylor you can go north towards Page or south towards Delmar.

If exiting the Mary Ann Lee parking lot you can go north towards Evans or south towards Page.

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