



Ranken Technical College

Annual Security & Safety Report
2016 - 2017

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St. Louis, Mo. 63113
(866) 4RANKEN

Ranken Wentzville
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RANKEN
TECHNICAL COLLEGE

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WELCOME FROM THE DIRECTOR OF PUBLIC SAFETY

On behalf of the Department of Public Safety, 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 the Department of Public Safety at Ranken Technical College and provides 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 institution. 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.

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, including policies concerning sexual misconduct and how to report a crime. You will also find 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 department, 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.

The Public Safety staff is here to help. A primary goal of the department is to develop and maintain strong, lasting partnerships with our community. We are 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.

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.

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,

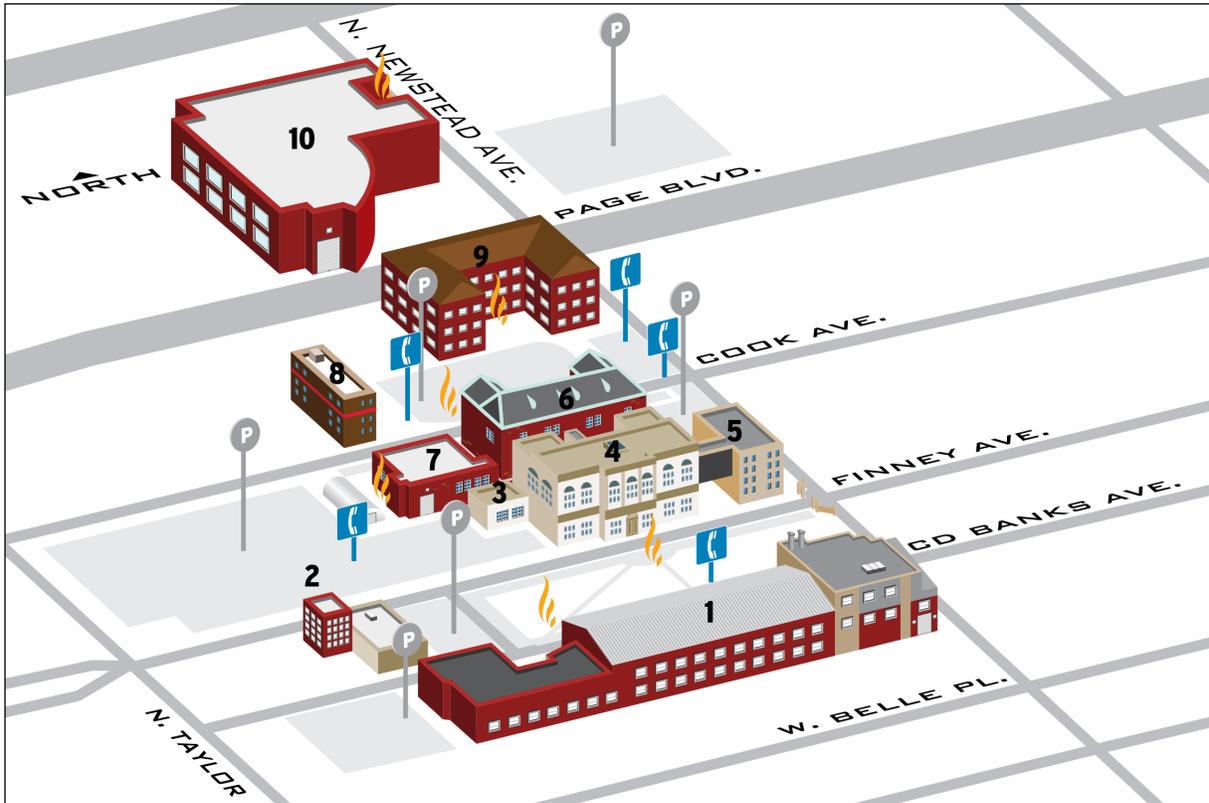
Mark W. Braden
Director of Public Safety

RANKEN TECHNICAL COLLEGE - ST. LOUIS

Ranken Technical College is a private, not-for-profit institution. The College's main campus comprises 11 buildings, and is located on approximately 35.5 acres within the city limits of St. Louis, Mo. 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.

Additional off-campus structures, which are monitored by Public Safety during all shifts, are located at: 4463 Evans, 4453 Evans, 4321 Finney Ave and 4300 Finney Ave.

Currently, 2,205 students are registered in day and night courses. There is one on-campus residential hall, Myrtle and Earl Walker Residence Hall, that houses 150 students with the potential capacity for 208 residents.



ST. LOUIS CAMPUS DIRECTORY

1. RODENHEISER AUTOMOTIVE CENTER

Automotive Collision Repair Technology 1st Floor
 Automotive Maintenance Technology 1st Floor
 Certified Dealership Technician Programs 1st Floor
 Professional Technician Program 1st Floor

2. ALUMNI HALL

Marketing and Public Relations Ground Floor
 Student Ambassadors Ground Floor

3. FINNEY WEST BUILDING

Plumbing Technology Ground Floor

4. FINNEY BUILDING

Admissions Office 1st Floor
 Architectural Technology 2nd Floor
 Bookstore Ground Floor
 Business Office 1st Floor
 Career Services 1st Floor
 Counseling 2nd Floor
 Dining Hall Ground Floor
 Education Administration 1st Floor
 Financial Aid/Scholarships 1st Floor
 Library 2nd Floor
 President's Office 1st Floor
 Registrar/Academic Advising 1st Floor
 Student Success Center 2nd Floor

5. GRAY BUILDING

Carpentry and Building Construction Technology Ground Floor
 Information Technology 3rd and 4th Floors

6. COOK BUILDING

Alarm Systems Technology 2nd Floor
 Control Systems Technology 1st Floor
 Electrical Automation Technology 2nd Floor
 Electrical Systems Design Technology 3rd Floor
 Information Services 1st Floor
 Student Center Ground Floor

7. COOK WEST BUILDING

Heating, Ventilation, Air-conditioning
 and Refrigeration Technology 1st Floor
 Major Appliance Technology 1st Floor
 Precision Machining Technology Ground Floor

8. LANGENBERG ELECTRICAL TECHNOLOGY CENTER

Electrical Technology 1st and 2nd Floors

9. MYRTLE AND EARL WALKER RESIDENCE HALL

Alumni Relations 1st Floor
 Development Office 1st Floor
 Public Safety 1st Floor
 Residential Life 1st Floor
 Student Dormitory 1st and 2nd Floors

10. MARY ANN LEE TECHNOLOGY CENTER

Atrium Ground Floor
 Fabrication and Welding Technology Ground Floor
 High Performance Racing Technology Ground Floor
 Industrial Technology Ground Floor
 R.W. Staley Auditorium Ground Floor

* Additional facilities located in Wentzville, Missouri.

RANKEN TECHNICAL COLLEGE - WENTZVILLE

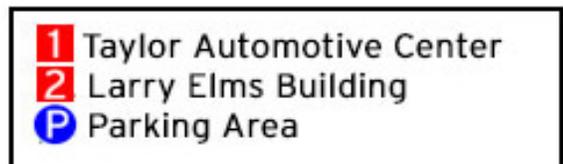
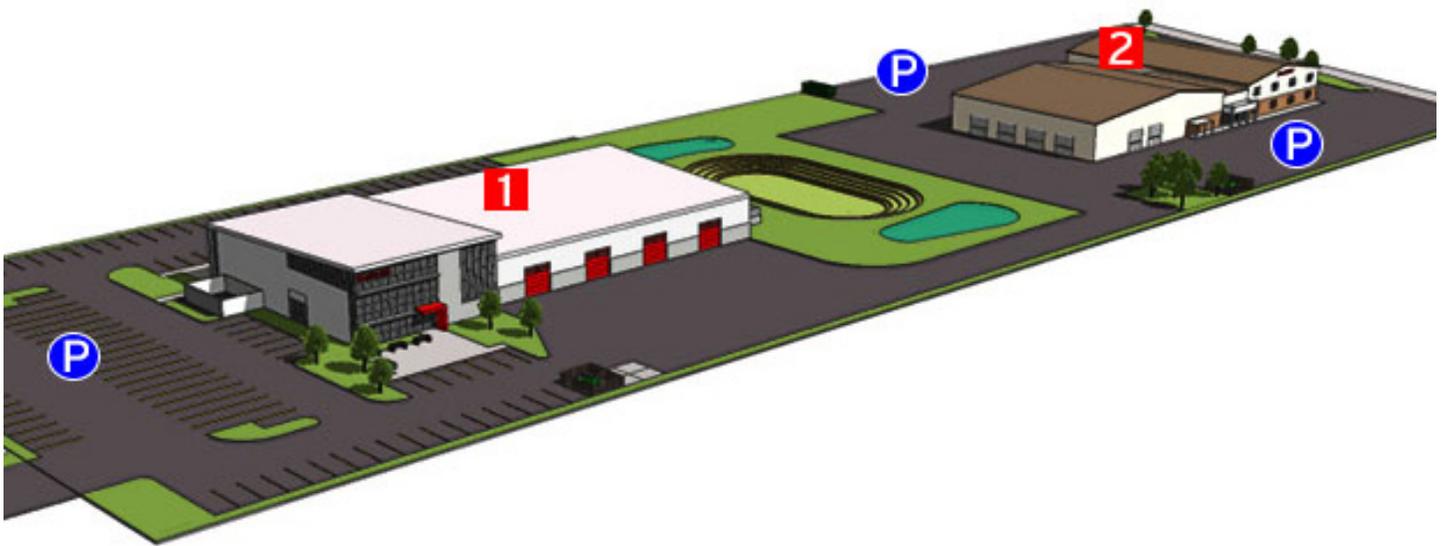
In 2013, Ranken Technical College began offering courses at a second location in Wentzville, Missouri. Ranken Wentzville is conveniently located at 755 Parr Road, in western St. Charles County.

With its rising population, robust economic development and proximity to high-tech companies, Wentzville, Missouri is an ideal location for Ranken Technical College. Ranken Wentzville began operating in spring 2013, and enrolled 130 students in its first year. This facility allows students who live west of the St. Louis metro area the opportunity to receive a quality technical education without traveling far from home.

Ranken Wentzville's modern shops and labs are equipped with industry-standard tools and equipment, continuing the College's commitment to training students on the most up-to-date tools and equipment.

Ranken Wentzville's classes are a combination of hands-on technical training and general education, with many of our general education courses being offered in a schedule-friendly online format.

Courses are offered in both day and evening, with degree and certificate options available. For more information on our Wentzville location, contact us at (855) RANKENW, or visit us online at ranken.edu/wentzville.



PURPOSE AND PHILOSOPHY OF THE COLLEGE

INSTITUTIONAL PURPOSES

The purposes of Ranken Technical College are:

- To provide education in current and leading-edge technology that develops critical thinking and problem solving skills.
- To incorporate general education into all programs to provide students communication, scientific, mathematical, computer, human relations, business and life skills along with an appreciation for and ability to continue the learning process.
- 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.
- To provide continuing education and customized workforce training in various technical occupations.

VALUES

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

1. Be a leader in providing 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.
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 student support services necessary to promote persistence from enrollment to employment.
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.

A COMMITMENT TO EXCELLENCE

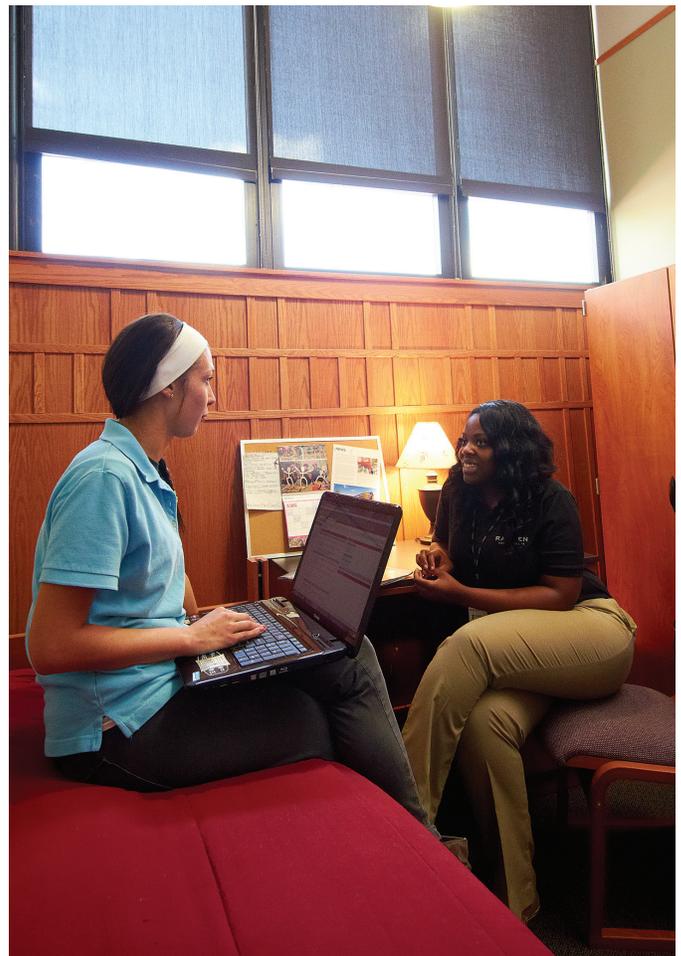
Throughout its history, Ranken Technical College has been dedicated to in-depth training in each of its technical specialties. Through a unique combination of classroom education and hands-on instruction, each student is fully educated to be successful in his or her technical field of choice.

EDUCATIONAL FORMULA

Our educational formula is founded on success and career development. Thousands of men and women who have attended Ranken since 1907 have earned certificates, diplomas and degrees. Others have taken advantage of Ranken's courses to update their skills, becoming more valuable employees and personally more marketable. The formula for a student's success is based upon three equal components:

- Technical Education
- General Education
- Work Ethic

The technical component consists of the theoretical and practical application of modern technology in any of the College's programs. The general education component assists students in developing strong communication skills, scientific and mathematical reasoning, computer literacy, an understanding of business and an appreciation of the individual's role in society—all of which prepare students for career advancement. Finally, Ranken treats students as professionals from day one. The work ethic component exposes students to the values, attitudes and behaviors sought by current employers—the qualities that are likely to lead to successful careers.



RANKEN TECHNICAL COLLEGE DEPARTMENT OF PUBLIC SAFETY

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.

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 email at mwbraden@ranken.edu.

Public Safety provides security services with 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 three 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 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 three 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.

REPORTING AN EMERGENCY OR A CRIME ON CAMPUS

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 (either physically or mentally) to make such a report.

To report a crime or emergency, contact the Department of Public Safety directly at 314.286.3300.

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

PHONE NUMBERS

Department of Public Safety
(314) 286-3300 or (314) 267-2865

St. Louis

Fire non-emergency (314) 533-3406
Police non-emergency (314) 231-1212

Wentzville

Fire non-emergency (636)332-8744
Police non-emergency (636)327-5105

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 there is an actual emergency requiring police, fire or medical response, please call 911 from a campus phone.

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. 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.

PUBLIC SAFETY DAILY CRIME LOG

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

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.

CAMPUS SECURITY AUTHORITIES

For the 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 a “Campus Security Authority” per the Clery Act:

ST. LOUIS

NAME	TITLE	PHONE NUMBER
Stan Shoun	President of Ranken Technical College	(314) 286-4807
Don Pohl	Executive Vice President for Education	(314) 286-3653
Pete Murtaugh	Vice President of Finance	(314) 286-4813
Crystal Herron	Vice President of Diversity and Student Success	(314) 286-3627
Dan Kania	Dean of Academic Affairs	(314) 286-4834
Keyvan Gerami	Dean of Continuing Education	(314) 286-3670
Melissa Borchartd	Dean of Enrollment Management	(314) 286-3390
David Oney	Director of Public Safety	(314) 286-3360
Robert Horner	Second Shift Supervisor of Public Safety	(314) 286-3657
LaTrina Rogers	Director of Residential Life	(314) 286-4824

WENTZVILLE

NAME	TITLE	PHONE NUMBER
Jeremy Sutton	Ranken Wentzville Site Coordinator	(314) 286-3671
Patrick Glynn	Admissions Counselor - Wentzville	(314) 286-3306
Shannon Brueggemann	Instructional Coordinator	(314) 286-3331
Mark Braden	Director of Public Safety - Wentzville	(314) 286-3396

CONFIDENTIAL REPORTING

The only individual on campus who is exempt from disclosing information is Ranken’s professional counselor, David Markowitz - (314) 286-4845. The Clery Act defines a “professional counselor” as 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.

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 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.



TIMELY WARNINGS POLICY

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:

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

In an effort to provide timely notice to the Ranken community, and in event of a crime which may pose a serious, ongoing 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).

In the event a timely warning is mandated, the director of Public Safety will contact the president of the College and the marketing specialist to issue such warnings.

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 (CSAs) 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 appointed college spokesperson 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 the College's emergency text message system, postings in residential hall, alerts displayed on campus televisions.

EMERGENCY NOTIFICATIONS

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 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 an emergency exists, which 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, the St. Louis Metropolitan Police Department, the St. Louis City Fire Department and/or Emergency Medical Service (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 many factors, such as the type of threat, the occupancy of the other buildings and areas of the campus at the time of the incident. 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.

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.

Additional 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. 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 emergency 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, www.ranken.edu. The college may also use the emergency notification 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 emergency notification system would only be used to provide

limited, critical safety information, 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, or tornado warning could warrant the use of this protocol. Public Safety and/or the Marketing specialist 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 and 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 tests 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, which are located in all of the class rooms.

If you would like a hard copy of the Emergency Procedures Guide, please contact the director of Public Safety at (314) 286-3396.



CAMPUS SECURITY

SECURITY AND BUILDING ACCESS

Ranken Technical College comprises 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.

The Building and Grounds Department maintains the campus and facilities. Repairs, adjustments or safety/security hazards may be forwarded to Buildings and Grounds by calling (314) 286-3669 or Public Safety at (314) 286-3300.

CAMPUS SECURITY TIPS

- Report suspicious activity to Public Safety immediately at (314) 286-3300.
- 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 televisions, 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.

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 at (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 permanently marked items due to the difficulty in selling it on the open

market. If a stolen item is recovered, the identification number will assist law enforcement agencies in returning the property to the rightful owner. This program is ongoing, and anyone interested in having their property engraved/marked may schedule an appointment with Public Safety.

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 use 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.

Pamphlets and Other Resources: Please contact public safety for free pamphlets. Topics range 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.

PERSONAL SAFETY

TIPS FOR 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.

TIPS 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.

FIRE SAFETY

The Public Safety department conducts two fire drills during the calendar year. During the drills, the alarms are sounded, and staff members check 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. In Fire alarm testing is conducted regularly on campus, as well as campus fire safety training and drills.

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.

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:

- Do not open the door
- Open the windows.
- Seal cracks around the door with clothes or towels. If possible, soak the items in water prior to sealing cracks.
- Hang objects out the window and shout for help to attract attention.

- Keep low to the floor; take short breaths and cover your mouth and nose with cloths.

If the door is not hot:

- 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.
- 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.
- Public Safety will help direct fire and police to the appropriate location.

FIRE PREVENTION STEPS

- 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.

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.

RESIDENTIAL INSPECTION DRILL REPORT

Myrtle & Earl Walker Resident Hall

Drills

- 12/09/2009
- 03/18/2010
- 09/12/2011
- 11/08/2011
- 10-28-2013
- 12/2/2013
- 9-30-2015

Sprinkler System: Yes

Type of System: Notifier

FIRE LOG

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

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 an appliance is acceptable should be directed to 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 must dispose of cigarette butts in the receptacles located within the 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.

Tampering with fire equipment, including fire alarms, alarm horns, smoke detectors, fire extinguishers, and other fire safety equipment, or 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 duties are subject to disciplinary actions, including dismissal from the dorm and College. Any damage or injury resulting from causing false alarms, opening doors during a non-emergency situation or misuse of fire safety equipment may be subject to criminal charges. The same rules apply for visitors. All residents and staff inside the resident hall will evacuate out the closest exterior door and respond to the designated meeting location in the Cook parking lot.

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, have someone else call 911 and Public Safety at (314) 286-3300; then stay with them until help arrives. If alone, 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 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.

AUTHORITY:

The President, Director of Public Safety, Second Shift Supervisor and Third 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 - Second shift supervisor of Public Safety

Dennis Oglesby - Third 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 a lockdown via text message and email notification using the term: "Lockdown Now!"

Upon lockdown notification, "Building Captains" 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 lockdown 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 PROCEDURES

Communication methods may include:

Text Messaging - An emergency text message notification may 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.

OFFICIAL 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 when given the "All Clear" with our safe word. If you receive a message that states "All Clear" and does not have the known safe 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

In accordance with the 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 marketing coordinator will be notified when any missing person report has been made. The marketing coordinator will handle all media communication, if any.

MISSING STUDENTS WHO RESIDE IN 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, which they provided in their Residential Life 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 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 person's 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.

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 provided 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

DRUG AWARENESS AND 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:

- Abide by the terms of this statement
- 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:
 - » Take appropriate action; and/or
 - » 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, David Markowitz, at (314) 286-4845.

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, provided 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.

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal privacy law that gives parents certain protections with regard to their dependent 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.

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 will provide all faculty, staff, students, and visitors with tools and support to prevent sexual misconduct from occurring. Ranken will assist faculty, staff, students, and visitors in getting treatment, receiving confidential counseling, and reporting sexual misconduct should it happen. Anyone proven to have violated this policy will be disciplined up to and including dismissal 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.
- Sexually harassing behavior can be subtle or not so subtle and may involve individuals of the same or different sex; examples include telling risqué jokes, making insulting or obscene comments or gestures, brushing against another person, inappropriate staring, making provocative suggestions, requesting meetings after hours or off campus, or displaying suggestive pictures.

Sexual assault is 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 is 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 is 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 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 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 misconduct, including 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, everyone needs to know available services to get the necessary treatment and counseling.

You have the right to be emotionally and physically safe. A victim of sexual misconduct on Ranken property or at Ranken-sponsored events should take the following steps.

- 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 misconduct 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 911; or in St. Louis City, you may call the sex crimes division at (314) 444-5385. In Wentzville, dial 911, or if a nonemergency, call (636) 327-5105.
- You may confidentially report the misconduct to the College's professional counselor at (314) 286-4845 without filing formal charges.

Assistance is also available 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

Victims have the right to a prompt, fair, and impartial investigation and resolution. If the assailant is a faculty member, staff member, student, other individual working at Ranken, or visitor on the campus, the victim may file a written complaint with the Director of Public Safety or the Director of Human Resources. 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 misconduct. 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 workplace 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 Disciplinary Action policy include verbal warning, written warning, probation, suspension, and termination from Ranken Technical College for faculty and staff found guilty of sexual misconduct.
- Victims have the right to be free of retaliation when pursuing 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, including those 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 misconduct victims. Publicly available records will use ‘Victim A’ or other fictitious name to protect the victims’ identities.

Laws include Title IX, Jeanne Clery Act, Campus Sexual Violence Elimination Act (SaVE), and Violence Against Women Act (VAWA).

Everyone’s safety is important to Ranken. The College will provide campus safety, crime prevention, and sexual assault awareness and prevention training to all faculty, staff, and students. Annual training may be in the forms of policy

distribution, discussion, and interactive video training materials.

Dating Students: Ranken Instructors and Department Chairs are expressly prohibited from dating students who attend their classes and/or students taking courses within their divisions. Additionally, all faculty members and staff members are expressly prohibited from dating students over whom they have influence. Examples include tutors, admissions counselors, academic advisors, financial aid counselors, and anyone who has the ability to affect, help, or hurt students where their grades, class selection, finances, job placement, and other criteria for academic success are concerned. Faculty and staff must also guard against the perception of favoritism or retaliation in regard to interactions with students. Faculty members and staff members found to be in violation of this policy will be subject to disciplinary action up to and including dismissal.

It is a priority at Ranken to provide all faculty, staff, students, and visitors 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

Missouri's sex offender database is available at this URL: <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.

CLERY ACT REPORTABLE CRIMES

CRIMINAL OFFENSES:

- 1. Criminal Homicide:** These offenses are categorized in two areas:
 - **Murder and non-negligent Manslaughter:** The willful killing of one human being by another.
 - **Manslaughter by negligence:** The killing of another person through gross negligence.
- 2. Sexual Assault (Sex Offenses):** Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.
 - **Rape** is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
 - **Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.
 - **Incest** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - **Statutory Rape** is sexual intercourse with a person who is under the statutory age of consent.
- 3. 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.
- 4. 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.
- 5. Burglary:** The unlawful entry of a structure to commit a felony or theft.
- 6. Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle.
- 7. 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

A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Under the Clery Act, the following eight categories are reported:

- Race
- Religion
- Sexual Orientation
- Gender

- Gender Identity
- Ethnicity
- National Origin.
- Disability

For Clery Act purposes, Hate Crimes include any of the following offenses that are motivated by bias:

- Criminal Homicide
- Sexual Assault
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Larceny-Theft
- Simple Assault
- Intimidation
- Destruction/Damage/Vandalism of Property

The first seven offenses are defined and discussed in the Criminal Offenses section.

In addition to those offenses, **Larceny-Theft, Simple Assault, Intimidation, and Destruction/Damage/Vandalism of Property are included in Clery Act statistics only if they are Hate Crimes.**

- 1. Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
- 1. 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.
- 2. 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.

- 3. Destruction/Damage/Vandalism of Property:** 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.

VAWA OFFENSES

This third category of crime statistics was added to the Clery Act by the Violence Against Women Act (VAWA).

- 1. Dating Violence** is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 - Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - Dating violence does not include acts covered under the definition of domestic violence.
- 2. 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 or intimate partner.
 - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
 - By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- 3. Stalking:** The term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to
 - Fear for his or her safety or the safety of others; or
 - Suffer substantial emotional distress.



ARRESTS AND DISCIPLINARY REFERRALS

The fourth category of reportable crime statistics is the number of arrests and the number of persons referred for disciplinary action for the following law violations:

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

UNFOUNDED CRIMES

A crime is considered unfounded for Clery Act purposes only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless.

Crime reports can be properly determined to be false only if the evidence from a complete and thorough investigation establishes that the crime reported was not, in fact, completed or attempted in any manner. Crime reports can be determined to be baseless only if the allegations reported did not meet the elements of the offense or were improperly classified as crimes in the first place.

A reported crime cannot be designated "unfounded" if no investigation was conducted or the investigation was not completed. Nor can a crime report be designated unfounded merely because the investigation failed to prove that the crime occurred; this would be an inconclusive or unsubstantiated investigation. As such, for Clery Act purposes, the determination to unfound a crime can be made only when the totality of available information specifically indicates that the report was false or baseless.

GEOGRAPHIC AREAS INCLUDED IN 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 but controlled by another person, is frequently used by students, and supports institutional purposes (such as food or other retail vendor).

ON-CAMPUS STUDENT HOUSING FACILITIES

Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

Under the Clery Act, an institution that has on-campus student housing facilities must separately disclose two sets of on-campus statistics:

- The total number of crimes that occurred on campus, including crimes that occurred in student housing facilities; and
- The number of crimes that occurred in on-campus student housing facilities as a subset of the total.

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, Mo. location, which is included in the Non-Campus Crime Statistics.

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 to 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.

CLERY ACT CRIME STATISTICS: ST. LOUIS CAMPUS

Please note: In compliance with Clery Act requirements, all On-Campus Housing numbers are also included in the On-Campus column.

CRIMINAL OFFENSES	2013				2014				2015			
	ON-CAMPUS	ON-CAMPUS HOUSING	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	ON-CAMPUS	ON-CAMPUS HOUSING	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	ON-CAMPUS	ON-CAMPUS HOUSING	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
MURDER / NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	0	0	0	0	0	0	0	0	0	0	0	0
RAPE*	0	0	0	0	0	0	0	0	0	0	0	0
FONDLING*	0	0	0	0	0	0	0	0	1	1	1	1
INCEST*	0	0	0	0	0	0	0	0	0	0	0	0
STATUTORY RAPE*	0	0	0	0	0	0	0	0	0	0	0	0
ROBBERY	1	1	1	0	1	0	0	1	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0	0	0	0
BURGLARY	0	0	1	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0	0	0	0

* Clery Act reporting requirements have changed for these offenses - please see page XX for more information.

VAWA OFFENSES	2013				2014				2015			
	ON-CAMPUS	ON-CAMPUS HOUSING	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	ON-CAMPUS	ON-CAMPUS HOUSING	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	ON-CAMPUS	ON-CAMPUS HOUSING	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	N/A	N/A	N/A	N/A	0	0	0	0	0	0	0	0
DATING VIOLENCE	N/A	N/A	N/A	N/A	0	0	0	0	1	1	0	0
STALKING	N/A	N/A	N/A	N/A	0	0	0	0	0	0	0	0

ARRESTS/REFERRALS	2013				2014				2015			
	ON-CAMPUS	ON-CAMPUS HOUSING	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	ON-CAMPUS	ON-CAMPUS HOUSING	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	ON-CAMPUS	ON-CAMPUS HOUSING	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC	1	0	0	0	1	1	0	0	1	0	1	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC.	0	0	0	0	1	1	0	0	0	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	5	4	0	0	1	1	0	0	2	1	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	0	0	0	0	8	4	0	0	0	1	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	3	2	0	0	0	0	0	0	1	1	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	0	0	0	0	5	4	0	0	1	0	0	0

HATE CRIMES

There were no reported Hate Crimes for the years 2013, 2014 or 2015.

UNFOUNDED CRIMES

There were no unfounded crimes for the years 2014 or 2015.

CLERY ACT CRIME STATISTICS: WENTZVILLE LOCATION

Please note: Clery reporting for Ranken Wentzville began in 2014.

CRIMINAL OFFENSES	2013			2014			2015		
	ON-CAMPUS	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	ON-CAMPUS	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	ON-CAMPUS	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
MURDER / NON-NEGLIGENT MANSLAUGHTER	N/A	N/A	N/A	0	0	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	N/A	N/A	N/A	0	0	0	0	0	0
RAPE*	N/A	N/A	N/A	0	0	0	0	0	0
FONDLING*	N/A	N/A	N/A	0	0	0	0	0	0
INCEST*	N/A	N/A	N/A	0	0	0	0	0	0
STATUTORY RAPE*	N/A	N/A	N/A	0	0	0	0	0	0
ROBBERY	N/A	N/A	N/A	0	0	0	0	0	0
AGGRAVATED ASSAULT	N/A	N/A	N/A	0	0	0	0	0	0
BURGLARY	N/A	N/A	N/A	0	0	0	0	0	0
MOTOR VEHICLE THEFT	N/A	N/A	N/A	0	0	0	0	0	0
ARSON	N/A	N/A	N/A	0	0	0	0	0	0

* Clery Act reporting requirements have changed for these offenses - please see page XX for more information.

VAWA OFFENSES	2013			2014			2015		
	ON-CAMPUS	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	ON-CAMPUS	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	ON-CAMPUS	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	N/A	N/A	N/A	0	0	0	0	0	0
DATING VIOLENCE	N/A	N/A	N/A	0	0	0	0	0	0
STALKING	N/A	N/A	N/A	0	0	0	0	0	0

ARRESTS/REFERRALS	2013			2014			2015		
	ON-CAMPUS	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	ON-CAMPUS	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	ON-CAMPUS	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC	N/A	N/A	N/A	0	0	0	0	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC.	N/A	N/A	N/A	0	0	0	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	N/A	N/A	N/A	0	0	0	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	N/A	N/A	N/A	0	0	0	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	N/A	N/A	N/A	0	0	0	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	N/A	N/A	N/A	0	0	0	0	0	0

HATE CRIMES

There were no reported Hate Crimes for the year 2014 or 2015.

UNFOUNDED CRIMES

There were no unfounded crimes for the years 2014 or 2015.