

# **RANKEN TECHNICAL COLLEGE**

**Annual Security & Fire Safety Report 2020**  
**Clery report calendar year 2019**



## **Ranken Technical College**

4431 Finney Ave.  
St. Louis, MO. 63113  
(866) 4RANKEN

## **Ranken Wentzville**

755 Parr Rd.  
Wentzville, MO. 63385  
(866) 4RANKENNW

## **Ranken Perryville**

1205 Corporation Lane  
Perryville, MO. 63775  
(314) 286-3382

# **RTC**

## RANKEN'S MISSION

**R**anken **T**echnical **C**ollege is a private, nonprofit, degree-granting institution of higher learning whose primary mission is to provide the comprehensive education and training necessary to prepare students for employment and advancement in a variety of technical fields.

## CLERY'S MISSION

**W**orking together with college & university communities to create safer campuses.

### Values & Distinguishing Characteristics

- We honor our organization history by leading with a mind and heart.
- We are collaborative & pursue strong partnerships that are based on joint success and open, constructive communication.
- We believe that prevention is critical to campus safety.
- We are persistent, action-orientated, and deliver results that have real impact.

## PUBLIC SAFETY MISSION

**W**e are committed to enhancing the quality of life, safety, and security for our students, faculty, staff, and visitors. We do this by committing ourselves to achieving the highest standards of professionalism and customer service, while dedicated to the principles of integrity, responsibility, and accountability.

**W**ORKING **T**OGETHER for a **B**BETTER **C**OMMUNITY



## Billboard

## Table of Contents

### Table of Contents

Welcome from DPS.....	3
Ranken Technical College St. Louis .....	4
Ranken Wentzville.....	5
Ranken Perryville.....	6
Clery Geography .....	7
On Campus .....	7
Student Housing.....	7
Public Property.....	7
Non-Campus.....	8
Unfounded Crimes.....	8
Purpose & Philosophy.....	9
Intuitional Purposes.....	9
Values .....	9
Educational Formula .....	9
Department of Public Safety.....	10
DPS-Hours, License, Arrest.....	10
Reporting Crime on Campus ....	10
Public Safety Phone No's.....	10
If you are a Victim of Crime. ....	10
Annual Disclosure CCS.....	11
ASR made Available .....	11
Public Safety Daily Crime & Fire Log.....	12
Campus Security Authorities.....	12
St. Louis Campus.....	12
Wentzville Campus.....	12
Perryville Campus.....	12
Exempt Campus Sec. Auth. ....	13
Victim of Violence.....	13

### Table of Contents

Public Safety Dispatcher .....	13
Timely Warning Policy .....	14
Emergency Notifications .....	14
Annual Notification Testing .....	15
Annual Notification Proc. ....	16
Campus Safety.....	16
Security & Building Access.....	16
Campus Security Tips.....	16
Crime Prevention/Safety Programs.....	17
Tips for Driving.....	17
Tips for Walking.....	17
Suspicious Activity/Persons .....	18
Fire Safety.....	18
If you are caught in a Fire .....	18
Fire Prevention Steps.....	18
Walker Hall Fire/Training .....	18
Residential Insp. Drill .....	18
Open Flames .....	19
Medical Emergencies.....	19
Emerg. Response/Evacuation .....	19
Conditions for lockdown.....	19
Authority for Lockdown .....	19
Communication Procedure.....	20
Official Announcement.....	20
Missing Student Policy .....	20
Missing's Campus Housing.....	21
Definition Missing Student.....	21
Assessment of Missing Stu.....	21

### Table of Contents

Standards of Conduct .....	22
Drug Awareness Prevention .....	22
Students with Disabilities.....	22
FERPA .....	23
Active Bystander.....	22
Risk Reduction .....	23
Sexual Misconduct .....	24
Sexual Harassment/Assault.....	24
Sexual Exploitation .....	24
Stalking/Dating/Misconduct ....	24
Domestic Violence.....	25
Assistance for Victims .....	26
Programs to Prevent Viol.....	26
Sex Offender Registration.....	27
Clery Act Reportable Crimes .....	27
Criminal Offenses .....	27
Hate Crimes .....	27
VAWA.....	28
Arrest & Disciplinary Ref.....	28
Weapon Violations.....	28
Drug Violations.....	28
Liquor Law Violations .....	28
Proc. Title IX Sexual Harassment.....	29-38
Clery Crime Statistics .....	39
Clery Act Crime (St. Louis).....	39
Clery Act Crime (Wentzville) ....	40
Clery Act Crime (Perryville) .....	41
Fire Statistics Walker Hall.....	42
Statistics 3 Year Comparison ....	42



## Welcome from the Department of Public Safety

On behalf of the Public Safety Department, we are pleased to distribute the 2019-2020 Annual Security (ASR) and Fire Safety report for Ranken Technical College. The ASR is prepared annually in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the subsequent amendments specified in the Higher Education Opportunity Act (HEOA) and the reauthorization of the Violence Against Women Act (VAWA).

This report contains crime statistics for the previous three years 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.

This report also includes descriptions of Ranken's policies concerning campus security, education and security programs, sexual misconduct policies and how to report a crime. You will also find included in this report, fire safety policies along with statistics, emergency notification procedures, and protocols for missing persons.

The Public Safety Department solicits the help of several campus departments as well as the St. Louis Metropolitan Police Department, Wentzville Police Department, and Perryville Police Department in order to compile the necessary information to complete this report.

The Public Safety Department is committed to providing a safe learning environment through the utilization of campus-orientated community policing philosophies, while building community partnerships that foster trust, mutual respect, and cooperation.

Thank you for taking the time to review our annual crime and fire safety report.

Ranken encourages the community at large to take a few minutes and review this report. If you have questions or concerns regarding this report do not hesitate to call the Public Safety Department at (314) 286-3300. You may also request a paper report of this document in the Public Safety office.

Sincerely,

*Catherine Dennis*

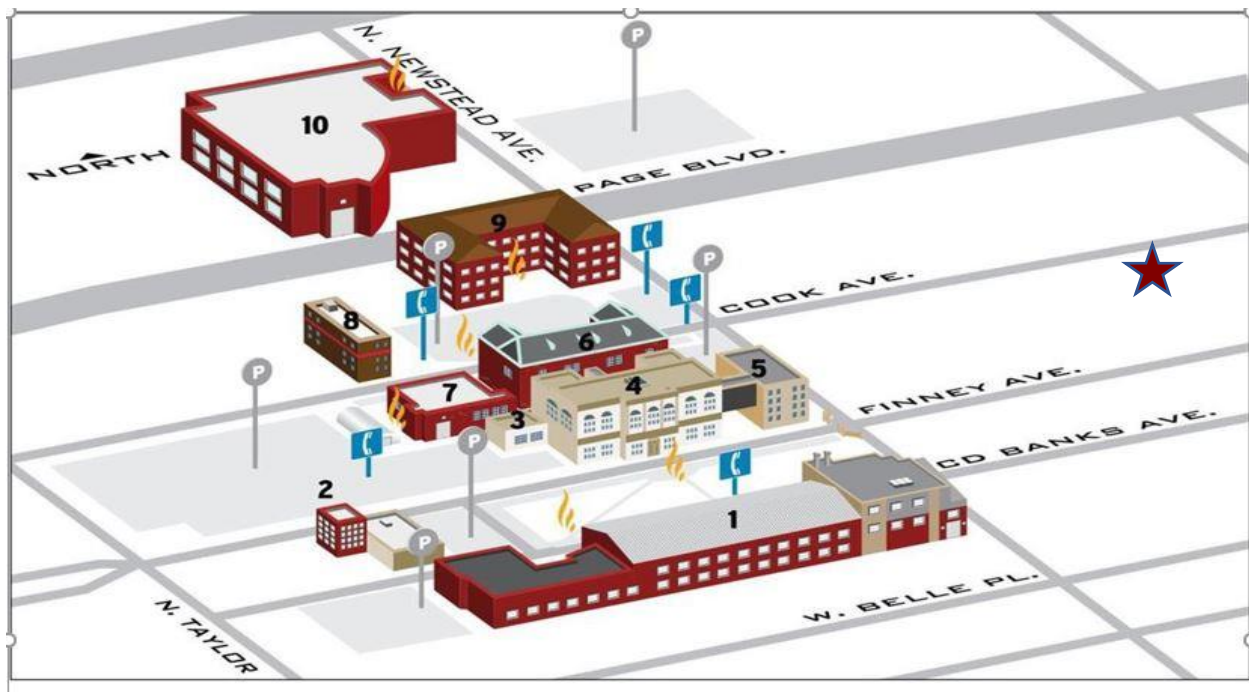
Director of Public Safety



# RANKEN TECHNICAL COLLEGE ST. LOUIS

Ranken Technical College is a private, non-profit institution. The College's main campus comprises 11 buildings, and located on approximately 35.5 acres within the city limits of St. Louis, MO. The campus is located at 4431 Finney Avenue and it 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 on Evans, and Finney Ave. Currently 1,722 students are registered in day and night courses. There is one on-campus residential hall, Myrtle and Earl Walker Residence Hall, which houses 150 students with the potential capacity for 208 residents.



## ST. LOUIS CAMPUS DIRECTORY

1. RODENHEISER AUTOMOTIVE CENTER – BUILDING 1
2. ALUMNI HALL – BUILDING 2
3. FINNEY WEST BUILDING – BUILDING 3
4. FINNEY BUILDING – BUILDING 4
5. GRAY BUILDING – BUILDING 5
6. COOK BUILDING – BUILDING 6
7. COOK WEST BUILDING – BUILDING 7
8. LANGENBERG ELECTRICAL TECHNOLOGY CENTER – BUILDING 8
9. MYRTLE AND EARL WALKER HALL RESIDENCE HALL – BUILDING 9
10. MARY ANN LEE TECHNOLOGY CENTER – BUILDING 10
11. PLASTER BUILDING – NOT SHOWN – STAR 4301 FINNEY

## **RANKEN TECHNICAL COLLEGE WENTZVILLE**

Ranken Wentzville has been in existence since 2013 and continues to provide high-quality hands-on education for over 150 students. This has proven to be an ideal location for Ranken as the number for enrollment continues to grow. The shops and labs in Wentzville are equipped with the most up-to-date tools and equipment necessary for students to train in today's technology. The classes are a combination of hands-on technical training and general education.

Courses are offered during both day and evening, with degree and certificate options available. For more information request a personal tour or contact us at (855) RANKENW, or visit us online at [www.ranken.edu/Wentzville](http://www.ranken.edu/Wentzville).



### **WENTZVILLE TAYLOR BUILDING**

## **RANKEN TECHNICAL COLLEGE PERRYVILLE**

The third location for Ranken's leading technology campus is located at 1205 Cooperation Lane. Located in Perryville MO. Ranken takes education seriously and prides itself in not just meeting the needs of students but going above and beyond. Ranken continues to expand to meet the growing needs of the community. Education and job placement are a priority for many colleges, Ranken prides itself in placing 96-98% of its graduates in their chosen field with gainful employment within 6 months of graduation.

Ranken provides more hands-on training than anyone. A Ranken education will help you launch the career you have been dreaming of. Stop dreaming and speak with an Admissions Counselor today, for a brighter future tomorrow.



### **RANKEN PERRYVILLE**

## Clery Geography

Ranken must disclose statistics for reported *Clery Act* crimes that occur (1) on campus, (2) on public property within or immediately adjacent to the campus, and (3) in or on non-campus buildings or property that the institution owns or controls.

**On-Campus Property:** is defined as “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 educational purposes, including residence halls; and any building or property that is within or reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).” The following buildings are considered on-campus property:

**Finney Building**  
**Gray Building**  
**Cook Building**  
**Cook West Building**  
**Alumni Hall Building**  
**Rodenheiser Building**  
**Langenberg Building**  
**Mary Ann Lee Technology Center**  
**Plaster Building**  
**Ranken Owned Housing (not yet sold)**

**On-Campus Student Housing Facility:** Is defined as “any student housing facility that is owned or controlled by the institution or is located on property that is owned or controlled by the institution, and within the reasonably contiguous geographic area that makes up campus.” The following building is considered on-campus student housing facility:

**Myrtle and Earl Walker Hall Residence Hall**

**Public Property:** Is defined as “all public property, including thoroughfares, streets, side-walks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus. Any Ranken owned property that is surrounded by a gated fence (Main Campus) that restricts access (e.g., it is opened only by a guard or some type of pass), when those gates remain open (Finney & Taylor) an open to a public road then the public sidewalk, street and opposite sidewalk that border the gated side of the campus is considered Public Property. Ranken owned property not surrounded by a gated fence, public property includes any public sidewalk that borders the campus, the public street along the sidewalk and the public sidewalk on the other side of the street. (i.e., sidewalk, street, sidewalk).

**Separate Campus:** Clery also requires institutions to report statistics for any location that qualifies for as a Separate Campus. A Separate Campus is any location owned or controlled by the institution that is not reasonably geographically contiguous with its main campus and offers an organized program of study, or courses in educational programs leading to a degree, certificate, or other recognized credential.

**The following locations are considered separate campuses:**

**Ranken Wentzville**  
**755 Parr**  
**Wentzville MO. 63386**

**Ranken Perryville**  
**1205 Corporation Lane**  
**Perryville MO. 63775**



**Non-Campus Property:** Is any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. The following properties are considered non-campus property that is owned by Ranken Technical College:

4300 – 4340 Finney	4310 Evans Ave.	4353 Evans Ave.	1229 – 1237 N Taylor
4360 – 4364 Finney	4308 Evans Ave.	4359 Evans Ave.	1219 – 1221 N Taylor
4316 – 4338 Cook	4314 Evans Ave.	4363 Evans Ave.	1209 N Taylor
4344 – 4352 Cook	4320 Evans Ave.	4371 – 4379 Evans Ave.	4500 N Taylor
4319 – Cook	4352 Evans Ave.	1327 Pendleton Ave.	1012 N Newstead
4327 – Cook	4358 Evans Ave.	1403 Pendleton Ave.	1010 N Newstead
4345–4351 Cook	4309–4329 Evans	4447–4477 Page Blvd.	1006 N Newstead
4359 – 4371 Page	4337 – 4345 Evans Ave.	1308 – 1314 N Taylor	4379 W Belle Place

## 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.

# 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 an ability to continue the learning process.
- To install 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. Continuedly 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, 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 high level 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 choice.

## EDUCATION 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.

## 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 education 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) 286-3394 or by email at [cmdennis@ranken.edu](mailto:cmdennis@ranken.edu)

## DEPARTMENT OF PUBLIC SAFETY

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/County and State of Missouri private security requirements. Each shift has a Ranken campus patrol supervisor assigned, and they may be contacted either by calling (314) 286-3300 (Dispatcher) or by using the Ranken Directory and dialing the supervisor's individual extensions. Public Safety and the dispatcher desk are located inside Walker Hall.

Public Safety Officers are authorized to make arrest, 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 on foot, vehicle, and golf cart. Off-campus properties are checked through-out all three shifts by the campus patrol supervisor in the public safety vehicle. This department maintains professional relationships with local colleges safety and security departments and our local law enforcement agency. We also maintain relationships through our 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 elects or is unable (physically or mentally) to make such a report.

To report a crime, emergency, lost article, campus escort etc. contact the Department of Public Safety (314) 286-3300.

In addition, there are several blue light emergency phones located throughout campus (see campus map for locations). These phones automatically ring to the Public Safety dispatch desk.

## PUBLIC SAFETY PHONE NUMBERS

<b>Department of Public Safety</b> (314) 286-3300 or (314) 220-8975 <b>St. Louis</b> Fire non-emergency (314) 533-3406 Police non-emergency (314) 231-1212 <b>Wentzville</b> Fire non-emergency (636) 332-8744 Police non-emergency (636) 327-5105 <b>Perryville</b> Fire non-emergency (573) 547-2200 Police non-emergency (573) 547-4546
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Public Safety is available 24 hours a day and will respond immediately to your location. Response time may be affected by other variables or factors, such as higher priorities, emergencies, and available personnel at the time. Response to an incident may also involve other personnel or outside agencies e.g., Police Department, EMS, Fire Department etc. that may also require additional information, enhanced skills, that may be beyond the acquired skill of a public safety officer.

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

### IF YOU ARE A VICTIM/WITNESS OF A CRIME

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. Remember that emergency personnel are not familiar with our campus therefore it is advised that you contact Public Safety first and we will direct emergency responders to the exact location.
2. If you are able to write down a detailed description of the incident or offender(s) please do so immediately while it is still fresh in your mind. Try to obtain physical descriptions, distinguishing features, or characteristics. Obtain as much information as you can on the vehicle make, model, and color. Only attempt to gain further information if it is safe for you to do so, do not put yourself or others at risk.

## THE ANNUAL DISCLOSURE OF CAMPUS CRIME STATISTICS

This report is prepared and complies with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The Clery Act requires educational institutions to include four general categories of crime statistics:

- Criminal Offenses
- Hate Crimes
- VAWA Offenses
- Arrests and Referrals for Disciplinary

The Annual Security Report (ASR) represents crime statistics from the three previous years. The crime statistics in the ASR reflect Clery Acts crimes that occurred within the boundaries of Ranken's Clery reportable geography. The Clery Act statistics are compiled from many outside resources such as: St. Louis Metropolitan Police Department, Wentzville Police Department, Perryville Police Department, and any Campus Security Authorities (CSA). The function of a CSA is to report to the official or office designated by the institution (Department of Public Safety) to collect crime report information. CSA's are not responsible for investigating or reporting incidents they learn about in an indirect manner. Non-Clery act crimes, that did not occur within the Clery Geography are not included in this report. Any crimes that are listed "Unfounded" can only be done so by sworn or commissioned law enforcement personnel. "Unfounded" is defined as; a reported crime to law enforcement that is investigated and found to be baseless.

## THE ANNUAL SECURITY AND FIRE REPORT AVAILABLE

The Annual Security and Fire Safety Report is made available each year by October 1. Each year an e-mail notification is made to all enrolled students, faculty, and staff by providing a direct link to Ranken's website at <https://ranken.edu/about-us/public-safety/campus-crime-statistics/>. Hard copies may be obtained by contacting the Department of Public Safety, Office of the Director at 314-286-3394 or by emailing [cmdennis@ranken.edu](mailto:cmdennis@ranken.edu)

The annual "Fire Safety Report" is combined with the ASR and is required by the Department of Higher Education Act.

Ranken is committed to taking the actions necessary to provide a safe and secure working/learning environment for all. As a member of the campus community, it is important that you become familiar with your school's policies that way, you can ensure that you are attending a campus where you feel safe and secure.



## PUBLIC SAFETY DAILY CRIME & FIRE SAFETY LOG

A Public Safety daily crime log is maintained at the dispatcher's 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 holidays.

## CAMPUS SECURITY AUTHORITIES

Clery "Timely Warnings" are to assist and educate individuals with the hopes of preventing future crimes on campus. Any student/faculty/or staff member of Ranken Technical College may report on campus crimes to any of the following administrators or directors. Each administrator holds the position of "Campus Security Authority". After a crime is reported, the Public Safety department will be notified immediately and will make the extermination if a crime took place and/or to contact the local authorities.

## ST. LOUIS CAMPUS

Name	Title	Phone	Office
<b>Don Pohl</b>	President of Ranken Technical College	(314) 286-3653	Finney Building
<b>Pete Murtaugh</b>	Vice President of Finance	(314) 286-4813	Finney Building
<b>Crystal Herron</b>	Vice President of Diversity, Student Success, and Title IX Investigator	(314) 286-3627	Finney Building
<b>Jodi Olson</b>	Office of Reporting and Registration Title IX Coordinator	(314) 286-3355	Registrar's Office
<b>Dan Kania</b>	Vice President of Education	(314) 286-4834	Finney Building
<b>Keyvan Gerami</b>	Dean of Continuing Education	(314) 286-3670	Finney Building
<b>Frank Miller</b>	Dean of Enrollment Management	(314) 286-3390	Finney Building
<b>Catherine Dennis</b>	Director of Public Safety	(314) 286-3394	Walker Hall
<b>Joshua Bowley</b>	Public Safety Supervisor – 1 <sup>st</sup> Shift	(314) 286-3648	Walker Hall
<b>Dino Murga</b>	Public Safety Supervisor – 2 <sup>nd</sup> Shift	(314) 286-3657	Walker Hall
<b>Jerry Chamberlain</b>	Public Safety Supervisor – 3 <sup>rd</sup> Shift	(314) 286-3378	Walker Hall
<b>LaTrina Rogers</b>	Director of Residential Life	(314) 286-4824	Walker Hall

WENTZVILLE		
NAME	TITLE	PHONE NUMBER
<b>Patrick Glynn</b>	Admissions Counselor - Wentzville	(314) 286-3306
<b>Shannon Brueggemann</b>	Wentzville Site Coordinator	(314) 286-3331
<b>Justin Barnes</b>	Public Safety Supervisor Day Shift	(314) 220-8975
PERRYVILLE		
NAME	TITLE	PHONE NUMBER
<b>Dan Kania</b>	Perryville Site Coordinator	(314) 286-4834
<b>Becky Mercurio</b>	Admission Counselor - Perryville	(314) 286-3354
<b>Shannon Brueggemann</b>	Instructional Coordinator	(314) 286-3331
<b>Catherine Dennis</b>	Director of Public Safety	(314) 286-3394

## EXEMPT CAMPUS SECURITY AUTHORITY

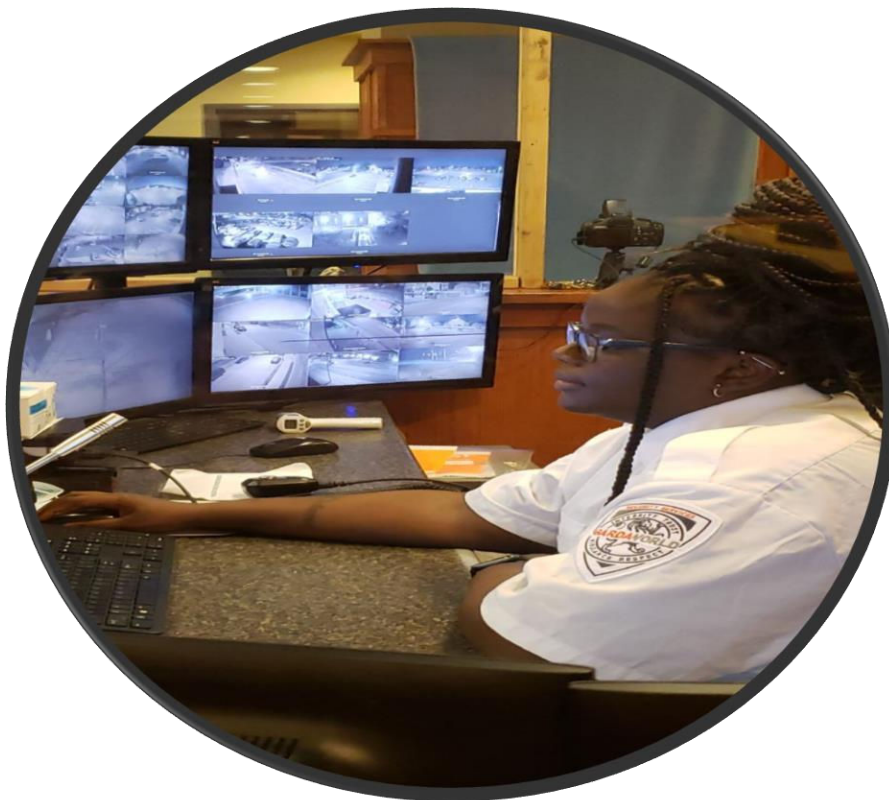
The only individual on campus who is exempt from disclosing information is Ranken's Professional counselor, David Markowitz (314) 286-4845. The Clery Act defines a "professional counselor" as a person whose official responsibilities include providing mental health counseling to members of the institution's 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.

## VICTIM OF A VIOLENCE/CONFIDENTIAL REPORTING

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 conduct 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.

**Campus Safety does not have a voluntary confidential reporting system.**



## Ranken Public Safety Dispatcher

Dispatcher Center is located inside Walker Hall and is staffed 24/7 365 days a year. Dispatchers also handle Ranken 1Card ID's, parking passes, parking violations, campus alarms, telephone calls, officer and emergency dispatch, campus inquiries, and monitoring CCTV's. Please report any suspicious or criminal activity to Ranken Public Safety Dispatcher at 314 286-3300.

## 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). Timely warnings will be distributed as soon as pertinent information is available. The goal is to aid in the prevention of similar crimes.

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. Mass notifications will be distributed by email, and/or text

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. Timely warnings will include "Safety Prevention Tips"

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 at [www.ranken.edu/current-students/student-services-resources/safety-emergency-notifications/](http://www.ranken.edu/current-students/student-services-resources/safety-emergency-notifications/)

## EMERGENCY NOTIFICATIONS

Immediate Notifications - The College's emergency preparedness and response plan include 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 operations plans for their staff and areas of responsibility. The college conducts announced and unannounced emergency response drills and exercises each year, such as tabletop exercises, functional exercises, and test of the emergency notification systems on campus. These tests are designed to access and evaluate potential threats to the institution's emergency plans.

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, depending on the emergency the St. Louis Metropolitan Police Department, the St. Louis City Fire Department and/or Emergency Medical Service (EMS) agencies may also be notified.

The Clery Act also requires Ranken to have and disclose a statement of policy regarding the emergency response and evacuation procedure that would be used in the event of a significant emergency or dangerous situation involving the immediate threat to the health or safety of students and/or employees occurring On-Campus Property as well as Student Housing. The Clery Act also requires that the emergency plan be tested, evaluated, and publicized. Ranken utilizes the Omnilert System for emergency notifications which alerts the campus community of current and/or pending dangerous situations. When Ranken initiates an emergency message through the Omnilert system the message is distributed to every registered member phone via text, and/or email account. To make sure every member is signed up Ranken Public Safety supervisors distribute a test message the first Monday of every month followed up with an email from the helpdesk advising if you did not receive the "Test" notification you need to make sure you are signed up for the Ranken Notification System.

Ranken will immediately notify the campus community once a confirmation is received that a dangerous situation or a significant emergency and/or immediate threat poses a risk to the health and safety of students/faculty/staff occurring on campus. Confirmation of a significant threat is made by the Director of Public Safety and/or a supervisor from the Department of Public Safety. In the event of a

developing emergency the Director of Public Safety or supervisor may request the dispatcher to send the initial notification. In the event of an unforeseen situation as not to delay notification the dispatcher may be requested to send the initial notification as well as any pending updates at the direction of the Supervisors, and/or Director of Public Safety. If in the professional judgment the content of the notification would compromise or jeopardize the efforts to assist a victim, the notification may be delayed.

### **EMERGENCY NOTIFICATIONS**

Ranken 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.

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](http://www.ranken.edu). The college may also use the emergency notification system (Omnalert) 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 update 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 is not 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. The critical incident management team will meet and train on Ranken’s response to a critical incident A variety of exercises are used including tabletop exercises, functional, or live exercises, the test will vary from announced to unannounced, depending on the type of exercise. Members of the Community are encouraged to review the college’s emergency response plan, evacuation procedures, and to become familiar with exit points. Emergency booklets, quick access guides and evacuation maps



are located in all of the classrooms inside the door bins.

If you would like a hard copy of the Emergency Procedures Guide, please contact the director of Public Safety at (314) 286-3394.

## **ANNUAL NOTIFICATION AND TESTING**

### **Annual Notification of Testing**

Our annual test was scheduled on August 05, 2019 it was conducted at 10:00 a.m. and completed at 10:45 a.m. This was a tabletop exercise the Director of Public Safety was the facilitator, and several staff members were required to participate. The exercise drill was our response to an Earthquake and the affecting area of damage is the City of St. Louis.

Our responsibilities to complete the exercise included:

1. Preparation of exercise
2. Presentation of exercise
3. Omnilert Notification
4. Review the Emergency Operations Plan.
5. Setup a Command Post.
6. Setup a Medical Treatment Area.
7. Develop a plan to respond to damaged buildings and victims.
8. Conclusion of exercise conduct "Hot Wash" and After-Action Report.

The purpose and the objective for the tabletop exercise include:

- To identify any barriers in our Omnilert notification system.
- To identify weaknesses in emergency communications procedure and systems.
- To test the procedure following any recent altercation or changes to working practices.
- To identify positive and negative reactions of staff with designated responsibilities.

## **ANNUAL NOTIFICATION PROCEDURE**

Monitoring and debriefing throughout the drill allowed for Public Safety officers and assigned staff members paid particular attention to the following:

- The use of the nearest available escape routes as opposed to the most familiar route.
- Inappropriate action, e.g., stopping, going back to retrieve personal items.
- Communication difficulties with regard to roll call and establishing that everyone is accounted for.

Upon completion of this exercise:

Public Safety along with the committee encouraged feedback, discussed improvements, evacuation time.

Any conclusions and remedial actions will be recorded and implemented.

Our responsibilities for this exercised included:

Review – Recap of the evacuation from start to finish

Review of the evacuation map and plan provided to staff, faculty and students.

Fire department response time and action Evaluation forms for each member of the team Set-up and testing equipment  
Planning for next incident command

Objectives:

Test the emergency Notification System Problem solving techniques and concerns Evaluate the current policy and guidelines

## **SAFETY**

### **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 (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, 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.

**Parking Permits/ID's:** For the safety and security of the campus every student is required to have a valid parking permit and a valid Ranken 1Card

**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 six 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 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 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:** Campus security procedures and practices are discussed at New Student Orientation, as well as other programs on campus. If you would like more info on alcohol and drug issues, domestic

violence, sexual health, smoking, wellness, nutrition, exercise, stress relief, self-care tips, resources in the area, etc. contact Public Safety.

## 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 (St. Louis) or (314) 220-8975 (Wentzville).

## PERSONAL SAFETY

### TIPS FOR DRIVING TO AND FROM CAMPUS

- When approaching your vehicle be observant of suspicious people near your vehicle.
- Check the backseat of your vehicle before entering.
- 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 St. Louis or (314) 220-8975 Wentzville 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

If you discover a fire, you should immediately evacuate the building, sound the alarm if it is not 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 closet 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.

Myrtle and Earl Walker Residential Hall  
4401 Page Ave.  
St. Louis, MO. 63113

There were no reported fires in the facility for the reporting year.

See data sheet below: (page 30)

## RESIDENTIAL INSPECTION DRILL REPORT

Myrtle & Earl Walker Resident Hall  
Drills

Winter	Spring	Summer	Fall
			10/17/2017
		6/13/2017	11/20/2018
	4/24/2018	6/17/2019	
	3/04/2019		

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 5:00 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. 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 on or in close proximity to 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, First Shift Supervisor, 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, 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> 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.

**Don Pohl** - President

**Pete Murtaugh** - Vice President of Finance

**Derek Babcock** - Director of Information Services

**Catherine Dennis** - Director of Public Safety

**Joshua Bowley** - P.S. Supervisor. 1<sup>st</sup> shift

**Dino Murga** – P.S. Supervisor. 2<sup>nd</sup> shift

**Jerry Chamberlain** – P.S. Supervisor. 3<sup>rd</sup> shift



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 messages 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, Catherine Dennis, Joshua Bowley Shields, Justin Barnes, Public Safety Dispatch

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

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

**Quick Emergency Reference Guides** – Booklets posted in classrooms 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 immediately generate a missing person report and initiate an investigation.

Upon investigation should Public Safety determine the student 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. If the student has not 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 emancipated, the college will notify the student's parent or legal guardian within 24 hours after Public Safety has determined that the student has been missing for 24 hours.

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 to make notification and preparation for appropriate media releases.

## STANDARDS OF CONDUCT

While in attendance at Ranken or representing the College offcampus, students are required to conduct themselves in accordance with acceptable moral and social standards, to comply with all 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 & 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" consist 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 Don Pohl, President, of any criminal drug stature conviction or a violation occurring at the workplace 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 office 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.

## BE AN ACTIVE BYSTANDER

We want every student at Ranken to expect to be treated with respect when their involved in a relationship because we are committed to the safety and welfare of all our students. When the relationship is no longer healthy, violent, or demeaning we want our students to feel safe and confident that they can call for assistance and support. Therefore, we encourage our entire community to become active Bystanders.

Bystanders play an important role in catching the criminal and intervening in a crime taking place. Intervening means when you notice something is wrong or could possibly go wrong you step in safely to intervene. There are some simple steps you can take to safely intervene; sometimes it just takes distracting the person doing wrong to get them to stop. As soon as you have an opportunity contact public safety or the police right away.

Steps to becoming an Active Bystander:

- Be aware of your surroundings – Notice the situation
- Get help right away – Contact Public Safety/Police
- Use your voice – Ask the victim if they need help

## BE EDUCATED

It's hard to be an active bystander and intervene in a situation if you can't recognize that abuse or violence is occurring in the first place. Be sure you understand what is and is not abusive behavior and recognize signs that indicate someone might be experiencing violence.

## Recognize, Respond, and Refer

**Recognize** = Is abuse or unacceptable behavior occurring.

**Respond** = How you might respond will depend on the situation taking place. Never put yourself in danger or others call for help.

**Refer** = Let the person know they can get help. Refer them to campus counseling or other resources.

Risk Reduction, without blaming the victim who has been abused and recognizing the person responsible for the abuse the following strategies may help aid in the risk of abuse.

## RISK REDUCTION

- Be aware of your surroundings
- Learn about campus and community resources
- Talk with friends about being proactive bystanders.



- Try to avoid isolated areas where no help is available
- Walk with purpose
- Walk only in lighted areas when dark
- Don't leave your drink unattended
- Don't accept drinks from people you don't know
- Watch out for your friends
- Don't engage an unknown caller in conversation
- If you suspect your friend or you have been drugged contact the police.
- If you go on a date with someone you just met or don't know well, tell a close friend what your plans are and where you will be.
- If you consume alcohol do so with moderation.
- You have the right to say 'NO' even if you first said yes. You have the right to change your mind.
- Always carry extra money so that you may get home in the event you need to leave your date.

As with any violent crime, there is nothing you can do to guarantee you won't be a victim of sexual assault or domestic abuse. If you are sexually assaulted remember it is not your fault.

## PUT A STOP TO

### 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 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.

Ranken Technical College prohibits all acts of sexual misconduct which 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/hersafety.

#### **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 counselling.

You have the right to be emotionally and physically safe. A victim of sexual misconduct on Ranken property or at a 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 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 are not to report the assault is your right, but you are strongly encouraged to report a sexual misconduct incident.

- If the attacked 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 if you prefer, dial 911; or nonemergency (314) 231-1212 or sex crimes division (314) 444-5385. In Wentzville, dial 911, or if a nonemergency, call (636) 327-5105. In Perryville, dial 911, or if nonemergency, call (573) 547-4000.
- You may confidentially report the misconduct to the College's professional counselor at (314) 286-4845 without filing formal charges.

Assistance is available off campus:

- Alternative to Living in Violent Environment (ALIVE): (314) 993-2777.

- Crime Victim Advocacy Center: (314) 652-3623.
- Life Crisis Services: (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 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 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.

### **PROGRAMS TO PREVENT DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND STALKING**

In an effort to reduce the risk of sexual misconduct as well as other sexual crimes Ranken Technical College

uses a range of strategies in order to provide awareness, prevention, education, and risk reduction. Educational programs, online courses, student and employee orientation, other programs throughout the year.

## 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 OFFENDER LIST

Missouri's sex offender database is available at this URL: <http://www.msdp.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:
  - a. **Murder and non-negligent manslaughter:**  
The willful killing of one human being by another.
  - b. **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:

- Rape
- 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.
2. **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.
3. **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.
4. **Destruction/Damage/Vandalism of Property:** To destroy willfully or maliciously, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control

## VAWA OFFENSES

The 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.
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 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.
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.

## ARREST AND DISCIPLINARY REFERRALS

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

1. **Weapons Law Violations** - The violations 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 weapon offenses that are regulatory in nature.
2. **Drug Abuse Offenses** – 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. Arrest 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.

# PROCEDURES FOR TITLE IX SEXUAL HARRASSMENT

These procedures apply to locations, events, or circumstances for which Ranken Technical College exercised substantial control over both the Respondent and the context in which the Title IX Sexual Harassment occurred at the time of the alleged incident. This includes any building owned or controlled by a student organization that is officially recognized by the college. These procedures apply to conduct that occurs in the United States.

Sexual Assault, Dating Violence, Domestic Violence, Stalking, and Discrimination or Harassment based on Sex not meeting the definitions and/or jurisdictional requirements set out in these procedures will be addressed under the college's Policy on Prohibited Discrimination, Harassment and Related Misconduct and accompanying procedures.

## 1. Title IX Coordinator/Title IX Investigator

Ranken Technical College has designated and authorized a Title IX Coordinator as well as a Title IX Investigator to coordinate its efforts to comply with its responsibilities under 34 C.F.R. Part 106. The college will notify applicants for admission and employment, students, employees, contractors, and vendors of the name and title, office address, electronic mail address, and telephone number of the Title IX Coordinator.

The College's Title IX Coordinator is: The College's Title IX Investigator is:

**Jodi Olson**

College Registrar/Title IX Coordinator  
Finney Avenue

Ranken Technical College

St. Louis, MO 63113

Jaolson@ranken.edu

314.286.3305

**Crystal Herron**

Vice President for Diversity and Student Success 4431  
4431 Finney Avenue

Ranken Technical College

St. Louis, MO 63113

caherron@ranken.edu

314.286.3627

## 2. Response to a Report of Sexual Harassment

Any person may report sex discrimination, including Sexual Harassment, to the Title IX Coordinator or Title IX Investigator in person, by mail, by telephone, by electronic mail, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made whether the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or Sexual Harassment. Reports may be made at any time, including during non- business hours, by using the contact information listed above.

Upon receipt of a report of Sexual Harassment, the Title IX Coordinator or Title IX Investigator will promptly contact the Complainant to:

- Discuss the availability of Supportive Measures.
- Determine the Complainant's wishes with respect to Supportive Measures.
- Inform the Complainant of the availability of Supportive Measures regardless of whether a Formal complaint is filed; and
- Explain to the Complainant the process for filing a Formal complaint of Title IX Sexual Harassment, as defined in the Title IX Sexual Harassment Policy.

The Title IX Coordinator/Title IX Investigator will also, where appropriate, refer the matter to other members of the campus community to ensure the incident does not pose a serious threat of disruption to the academic process or workplace environment. If the campus personnel determine such conditions exist, they may impose several measures, alone or in combination, pending the conclusion of the resolution process.

The resolution process begins with the filing of a Formal complaint with the Title IX Coordinator/Title IX Investigator.



## **A. Filing a Formal Complaint**

A Complainant may file a Formal complaint with the Title IX Coordinator/Title IX Investigator in person, by mail, or by electronic mail using the contact information above. A Complainant is not required to file a Formal complaint in order to access Supportive Measures. A Complainant may discuss Supportive Measures and the resolution process before deciding whether and how to file a Formal complaint. A Formal complaint must contain the Complainant's physical or digital signature or otherwise indicate that the Complainant is the person filing the Formal complaint.

## **B. Dismissal of a Formal Complaint**

A formal complaint may be dismissed during the resolution process on certain grounds. A formal complaint will be dismissed if the conduct reported in the formal complaint:

- Would not constitute Sexual Harassment under Title IX, even if proved.
- Did not occur in or during the college's educational program or activity; or was not directed against a person located in the United States.

A formal complaint may be dismissed, in whole or in part, in the Title IX Coordinator's discretion, if:

- A Complainant notifies the Title IX Coordinator/Title IX Investigator, in writing, that the Complainant would like to withdraw the formal complaint, in whole or in part.
- The Respondent is no longer enrolled in or employed by the college.
- Specific circumstances prevent the college from gathering evidence enough to reach a determination about the Formal complaint.

After dismissing a formal complaint, the Title IX Coordinator or designee will send written notice of the dismissal and the reason(s) for dismissal simultaneously to the parties within five (5) business days.

The Title IX Coordinator or designee also will review the reported conduct to determine whether investigation or other resolution of the complaint should proceed under other College policies.

## **c. Appeal from Dismissal of a formal complaint**

Either party may appeal from the dismissal, in whole or in part, of a formal complaint on the following basis:

- Procedural irregularity that affected the outcome of the matter.
- New evidence that was not reasonably available at the time of the determination regarding dismissal was made that could affect the outcome of the matter; and/or
- The Title IX Coordinator, investigator(s), or Hearing Panel had a conflict of interest or bias for or against Reporting Parties or Responding Parties generally or the individual Complainant or Respondent that affected the outcome of the matter.

Appeals must be submitted in writing to the Title IX Coordinator or Title IX Investigator within five (5) business days of the determination to dismiss a formal complaint. The appeal must consist of a plain, concise, and complete written statement specifically identifying both the procedural irregularity, new evidence, and/or conflict of interest and the effect on the outcome of the matter. Receipt of the written appeal will be acknowledged in writing.

Upon receipt of the appeal, the Title IX Coordinator/Title IX Investigator will forward the appeal to the Dean of Academic Affairs. The Dean of Academic Affairs is an impartial decision-maker.

The Dean of Academic Affairs will assess the appeal to determine whether it is timely filed and, if so, whether the appeal satisfies one or more of the permitted bases for appeal. If the Dean of Academic Affairs determines that the appeal does not satisfy one or more of the permitted bases, the appeal will be denied. The Dean of Academic Affairs will render the decision regarding whether the appeal is properly filed within five (5) business days of receiving the appeal. The decision will be communicated to both parties simultaneously.

If the appeal is properly filed, the other party will be given the opportunity to review the written appeal and respond to it in writing to the Dean of Academic Affairs. Any response by the opposing party must be submitted to the Dean of Academic Affairs within five (5) business days from the date on which the appeal was transmitted. If both parties file an appeal, the appeal documents from each party will be considered together in one appeal review process.

In any request for an appeal, the burden of proof lies with the party requesting the appeal, because the determination regarding dismissal of all or part of a formal complaint will be presumed to have been decided reasonably and appropriately. Appeals are not a rehearing of the matter. The scope of the appeal will be limited only to the stated permissible bases that have been accepted for review. In most cases, appeals are confined to a review of the written documentation or record of the original determination regarding dismissal and pertinent documentation regarding the grounds for appeal. The Dean of Academic Affairs may speak to the Title IX Coordinator/Title IX Investigator or the parties, as appropriate. Each party will have an equal opportunity to speak with the Dean of Academic Affairs.

Depending based on the requested appeal, the Dean of Academic Affairs may affirm the outcome or return the matter to the Title IX Coordinator/Title IX Investigator for resolution through the process detailed in these procedures.

## **D. Resolution of a Formal Complaint**

Following receipt of a formal complaint, the College will initiate a prompt, thorough, and impartial resolution process. Both forms of resolution – informal and formal – require submission of a formal complaint.

### **a. Time Frame**

The time frame for completion of required actions under this resolution process may be extended for good cause as necessary to ensure the integrity and completeness of the investigation, to comply with a request by law enforcement, to accommodate the availability of witnesses, to account for College breaks or pre-approved leave, to account for the complexities of an investigation (e.g., the number of witnesses and volume of information provided by the parties), or to address other legitimate reasons. Any extension of a time frame, and the reason for the extension, will be shared with the parties in writing. Best efforts will be made to complete the resolution process in a timely manner by balancing principles of thoroughness and fundamental fairness with promptness.

### **b. Informal Resolution**

Informal resolutions may be facilitated by the College to resolve a formal complaint at any time prior to reaching a determination regarding responsibility. Informal resolutions do not involve a full investigation and adjudication. Parties must voluntarily consent to the informal resolution process in writing before it can proceed. If an informal resolution is elected by the parties and is deemed appropriate by the College, the parties will be provided written notice of the informal resolution process, containing the following:

- The reported conduct.
- The requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations.
- A provision that any party has the right to withdraw from the informal resolution process and resume the formal resolution process of the formal complaint at any time prior to agreeing to a resolution; and
- Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

### **c. Formal Resolution**

The formal resolution process will consist of two phases: the investigation and the hearing. In all phases of the formal resolution process, the parties will be provided an equal opportunity to present fact and expert witnesses and inculpatory and exculpatory evidence. The parties also will be provided an equal opportunity to have an Advocate of their choice in any meeting related to or portion of the formal resolution process. No party will be restricted from discussing the reported conduct under investigation or from gathering and presenting relevant evidence.

Any person whose participation is invited or expected in an investigative interview, hearing, or other meeting related to the formal resolution process will be provided written notice of the date, time, location, participants, and purpose of the meeting with sufficient time for the party to prepare to participate.

Throughout the formal resolution process, there is a presumption that the Respondent is not responsible for the reported conduct until a determination regarding responsibility is made at the conclusion of the formal resolution

process. The burden of proof and the burden of gathering evidence enough to reach a determination of responsibility rest on the college and not on the parties. The College will not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the College obtains the party's voluntary, written consent to do so.

The formal resolution process will begin with written notice to the parties. Within five (5) business days of receipt of a formal complaint, the College will provide written notice of the investigation to parties who are known. The written notice of the investigation will include the following information:

- Notice of the college's process for resolving reports of Title IX Sexual Harassment, including any available informal resolution processes.
- Notice of the allegations of Sexual Harassment, including, if known, the following:
  - The identities of the parties involved in the incident.
  - A summary of the conduct reportedly constituting Sexual Harassment; and o the date and location of the reported incident.
  - Information about the range of potential sanctions under the Title IX Sexual Harassment policy, including, where appropriate, notification that expulsion is a possible sanction for a student Respondent and that expulsion precludes matriculation at any Ranken Technical College location.
  - Information about the parties' rights and responsibilities, including the following:
    - That the Respondent is presumed not responsible for the reported conduct and that a determination regarding responsibility is made at the conclusion of the resolution process.
    - That the parties may have an advocate of their choice, who may be, but is not required to be, an attorney.
    - That the parties and their advocate may inspect, and review evidence obtained as part of the investigation that is directly related to the allegations contained in the formal complaint; and
    - That it is a violation of the College's Standards of Conduct and Work Ethic Policy to knowingly make false statements or knowingly submit false information during the resolution process.

The written notice of investigation will be provided with enough time to prepare a response before any initial interview. The written notice of investigation may be amended, with written notice to the parties.

#### **d. Investigation**

The Title IX Investigator will investigate allegations of complaints of Sexual Harassment. The investigator will gather information regarding the alleged conduct and will prepare an investigative report summarizing all evidence obtained as part of the investigation that is relevant to the allegations raised in the Formal complaint. The investigator will use best efforts to complete the investigation within sixty (60) business days from the issuance of the written notice. As with all time frames in this resolution process, this time frame may be extended for good cause with notice to the parties in writing.

Prior to the completion of the investigative report, the parties will have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations contained in the formal complaint. Such evidence includes the evidence upon which the College does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence, regardless of the source, so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation. The Title IX Coordinator will send to each party and the party's advocate, if any, the evidence subject to inspection and review in an electronic or hard copy format.

After receiving the parties' written responses or after the lapse of ten (10) business days without receipt of such responses, the investigator will consider any written response(s) and create an investigative report, which will fairly summarize the relevant evidence.

The Title IX Coordinator will send to each party and the party's advocate, if any, the investigative report in an electronic or hard copy format for their review and written response. The investigative report will be sent at least ten (10) business days prior to a hearing.

### **e. Hearings**

Decisions regarding responsibility will be made by a Hearing Panel after a live hearing. A Hearing Panel is comprised of three (3) individuals, selected from a pool of trained individuals. Any individual designated by the college to serve on a Hearing Panel must have enough training to serve in this capacity. A college student may not serve as a panelist. A Hearing Panel member may decline to participate based on an actual conflict of interest, bias, or lack of impartiality. Both parties have the ability to challenge a Hearing Panel member on the basis of an actual conflict of interest, bias, or lack of impartiality. The request must be submitted in writing or raised no later than the date of the pre-hearing meeting and must clearly state the grounds to support a claim of bias, conflict of interest, or an inability to be fair and impartial.

Each hearing will be conducted by Dean of Academic Affairs. The Dean of Academic Affairs is available to provide consistency in process, informed understanding of policy definitions and standards, and guidance as to available sanctions. Hearings will be conducted according to the procedures described in the sections below.

Hearings will generally be conducted within twenty-five (25) business days of the transmission of evidence to the parties for inspection and review. As with all time frames in this resolution process, this time frame may be extended for good cause with notice to the parties in writing.

### **i. Advocates and Hearing Advisors**

Each party may be accompanied to the hearing by an Advocate of their choice. If a party does not have an Advocate at the hearing to conduct cross-examination, the College may provide an advisor upon request. The Hearing Advisor may, but is not required to be, an attorney. The Hearing Advisor provided by the College will conduct cross-examination of the other party and witnesses on behalf of the party.

### **ii. Pre-Hearing Meeting**

The Dean of Academic Affairs will meet separately with each party and their advocate to resolve pre-hearing concerns. At this pre-hearing meeting, the parties will each have the opportunity to raise any challenge to the composition of the Hearing Panel based on bias, conflict of interest, or lack of impartiality. The parties will also have the opportunity to address questions about the hearing process. At this meeting, the Dean of Academic Affairs will also review expectations for hearing participants, including the advocate.

### **iii. Hearing Procedures**

Hearings will be conducted in closed session. Hearings must be conducted live, but at the request of either party or in the discretion of the College hearings may be conducted with the parties located in separate locations with technology enabling the Hearing Panel and parties to simultaneously see and hear the party or witness answering questions.

Both parties will have the opportunity to provide a statement of their account related to the alleged conduct, beginning with the Complainant, and followed by the Respondent. Each party will then present any witnesses, beginning with the Complainant's witnesses and followed by the Respondent's witnesses.

The Hearing Panel and the parties, through their Advocate may pose questions to any individual (including parties and witnesses) participating in the hearing. Each party's advocate will be permitted to ask the other party and any participating witnesses all relevant questions and follow-up questions, including that challenging credibility. This cross-examination will be conducted directly, orally, and in real time by the party's advocate or and never by a party themselves.

Only relevant cross-examination questions may be asked. Before a participant answers a question, the Hearing Panel must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Challenges to a relevance determination may not be raised during the hearing but may be raised on appeal if a party alleges that the failure to pose a question satisfies one of the bases for appealing a hearing outcome.

Questions and evidence about a Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence: (1) are offered to prove that someone other than the Respondent committed the conduct alleged, or (2) concern specific incidents of prior sexual behavior between the Complainant and the Respondent and are offered to prove consent.

If a party or witness does not submit to cross-examination at the hearing, the Hearing Panel must not rely on any statement of that party or witness in reaching a decision regarding responsibility. The Hearing Panel cannot draw an inference about the determination regarding responsibility based solely on a party or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

#### **iv. Determination Regarding Responsibility**

The determination regarding responsibility will be made by the Hearing Panel after the hearing and cannot be made by the Title IX Coordinator or Title IX Investigator. Within ten (10) business days of the conclusion of the hearing, the Hearing Panel will decide of responsibility using the preponderance of the evidence standard and will issue a written

determination regarding responsibility. The Hearing Panel's determination must be reached by a majority vote.

In reaching the determination regarding responsibility, the Hearing Panel will objectively evaluate all relevant evidence – both inculpatory and exculpatory. The Hearing Panel will not make credibility determinations that are based on a person's status as Complainant, Respondent, or witness. The Hearing Panel will not rely on any statement of a party or witness who did not submit to cross-examination. The written determination will include the following:

- Identification of the reported conduct potentially constituting Sexual Harassment.
- A description of the procedural steps taken from receipt of the Formal complaint through the determination, including any notices to the parties, interviews with the parties and witnesses, site visits, methods used to gather other evidence, and hearing(s) held.
- Findings of fact supporting the determination.
- Conclusions regarding the application of the college's Title IX Sexual Harassment Policy to the facts.
- A statement of and rationale for the result as to each instance of reported conduct, including a determination regarding responsibility, any disciplinary sanctions imposed on the Respondent.
- Whether remedies will be provided to the Complainant; and
- The College's procedures and permissible bases for the parties to appeal, including the time frame for submitting an appeal and the name of the Dean of Academic Affairs who will be assigned to review any appeal filed.

The written determination will be provided to the parties simultaneously.

#### **f. Appeals**

Either party may appeal from the determination regarding responsibility and/or from the determination regarding sanction(s) on the following bases:

- Procedural irregularity that affected the outcome of the matter.
- New evidence that was not reasonably available at the time of the determination regarding responsibility or sanction(s) was made that could affect the outcome of the matter; and/or
- The Title IX Coordinator/ Title IX Investigator or Hearing Panel had a conflict of interest or bias for or against Reporting Parties or Responding Parties generally or the individual Complainant or Respondent that affected the outcome of the matter.

Appeals must be submitted in writing to the Title IX Coordinator/Title IX Investigator within five (5) business days of the determination regarding responsibility. The appeal must consist of a plain, concise, and complete written statement specifically identifying both the procedural irregularity, new evidence, and/or conflict of interest and the effect on the outcome of the matter. Receipt of the written appeal will be acknowledged in writing.

Upon receipt of the appeal, the Title IX Coordinator/Title IX Investigator will forward the appeal to the Dean of Academic Affairs. The Dean of Academic Affairs is an impartial decision-maker.



The Dean of Academic Affairs will assess the appeal to determine whether it is timely filed and, if so, whether the appeal satisfies one or more of the permitted bases for appeal. If the Dean of Academic Affairs determines that the appeal does not satisfy one or more of the permitted bases, the appeal will be denied. The Dean of Academic Affairs will render the decision regarding whether the appeal is properly filed within five (5) business days of receiving the appeal. The decision will be communicated to both parties simultaneously.

If the appeal is properly filed, the other party will be given the opportunity to review the written appeal and respond to it in writing to the Dean of Academic Affairs. Any response by the opposing party must be submitted to the Dean of Academic Affairs within five (5) business days from the date on which the appeal was transmitted. If both parties file an appeal, the appeal documents from each party will be considered together in one appeal review process.

In any request for an appeal, the burden of proof lies with the party requesting the appeal, because the determination regarding responsibility will be presumed to have been decided reasonably and appropriately.

Appeals are not a rehearing of the matter. The scope of the appeal will be limited only to the stated permissible bases that have been accepted for review. In most cases, appeals are confined to a review of the written documentation or record of the original hearing and pertinent documentation regarding the grounds for appeal. The Dean of Academic Affairs may speak to the Title IX Coordinator/ Title IX Investigator or the parties, as appropriate. Each party will have an equal opportunity to speak with the Dean of Academic Affairs.

Depending on the basis of the requested appeal, the Dean of Academic Affairs may:

- Affirm the Outcome.
- Return the matter to the Hearing Panel with instructions to reconvene to cure a procedural error or to assess the weight and impact of newly discovered evidence; or
- Where the procedural error cannot be cured by returning the matter to the original Hearing Panel, convene a hearing before a newly constituted Hearing Panel.

The Dean of Academic Affairs render a written decision on the appeal within fifteen (15) business days from the date of the submission of all appeal documents. The decision will be communicated to both parties simultaneously. Appeal decisions by the Dean of Academic Affairs are final except for cases involving suspension or expulsion of a student. Separate from this Title IX resolution process, employees may have grievance processes available to them in circumstances set forth in human resources policies for certain employee classifications.

As in all other stages, all designated time frames for appeals may be extended for good cause as necessary to ensure the integrity and completeness of the review. Such extension will be communicated concurrently to both parties in writing.

The determination regarding responsibility becomes final either on the date that the college provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

### **3. Sanctions**

The Title IX Sexual Harassment Policy prohibits a range of behaviors that are serious in nature. In keeping with the college's commitment to foster an environment that is safe, inclusive, and free from Sexual Harassment, the Policy authorizes the Hearing Panel to impose sanctions, disciplinary actions, and corrective measures tailored to the circumstances of each report.

Specifically, these sanctions, disciplinary actions, and corrective measures are designed to: (1) address the effects of the misconduct on the Complainant and the College community; (2) hold the Respondent accountable for the conduct committed; and (3) eliminate Sexual Harassment, prevent its recurrence, and remedy its effects.

The sanctions, disciplinary actions, and corrective actions the College imposes may include educational, restorative, rehabilitative, and/or punitive components. Some behavior, however, is so harmful to the educational process and/or the work environment that it requires severe sanctions or disciplinary action, including temporary or permanent separation from the Ranken Technical College.

In determining the appropriate course of action, the Hearing Panel shall consider the following factors: the nature and violence of the conduct at issue; the effects of the conduct on the Complainant; the effects or implications of the conduct on the educational mission, work environment, the community, or the college; whether the conduct involved an abuse of power or authority; prior misconduct by the Respondent, including the Respondent's relevant prior discipline history, both at the college or elsewhere, including criminal convictions; whether the Respondent has accepted responsibility for the conduct; maintenance of a safe and respectful environment conducive to

learning and working; protection of the college community; and any other mitigating, aggravating, or compelling

circumstances to reach a just and appropriate resolution in each case.

All Responding Parties must be treated equally when applying these factors, regardless of whether they are a student or an employee and regardless of their category of employment.

#### **A. Sanctions for Students**

- Sanctions may be imposed on a student Respondent, individually or in combination. Sanctions that affect a student's status with the college include the following: Expulsion, which must be approved by the President, means that a student is removed from the college permanently and may not be re-admitted to any Ranken location unless and until the President who imposed or approved the sanction (or the President's successor) concludes on the basis of the former student's petition and any supportive documentation that the individual should be given a new opportunity to pursue higher education at the college.
- Suspension for a definite or indefinite period means that the student is removed from good standing and must leave the college for a definite or indefinite period. This form of suspension anticipates that the student may eventually return if applicable conditions are satisfied. Academic work completed at another institution during a period in which a student is under suspension from the college may not be transferred toward the degree, but applicable.
- Probation for a definite or indefinite period, including probation with associated conditions or requirements as set by the Hearing Panel, means that a student may remain at the college but may be required to satisfy specified conditions or requirements, report regularly to a designated administrator, and be barred from holding any office or participating in any activity in which the student represents the college or from participating in any college-recognized student organizations either within or outside the college community. The sanction of probation prohibits graduation until the period of probation has ended and the student has complied with all requirements.
- Expulsion, permanent suspension, suspension for a definite or indefinite period, and probation will be noted on a student's transcript while the sanction is in effect. If a determination is upheld upon appeal, the sanction is imposed as of the date the parties receive written determination of the result of the appeal. Supportive Measures in effect for the parties will continue pending the conclusion of any appeal, as appropriate.

#### **B. Disciplinary Action for Employees**

When the Hearing Panel determines that an employee Respondent has violated the Title IX Sexual Harassment Policy, disciplinary action may be imposed individually or in combination with corrective measures. There are several types of disciplinary actions for employees, which may include the actions described below. The terminology, process, and requirements applicable to disciplinary actions may differ among the different categories of employees, and those details may be found in the disciplinary action policies specific to each category of employee.

- Dismissal/Discharge: Termination of employment with the College. Suspension without Pay for a specific period.
- Demotion of rank or position and/or reduction in compensation.
- Written Warning/Letter of Reprimand: An official reprimand letter placed in the employee's file giving the employee notice that any subsequent violation of College policies will carry more serious disciplinary actions and/or requiring the employee to participate in or adhere to other non-disciplinary corrective measures.

#### **C. Corrective Measures for Students and Employees**

- The Hearing Panel may also consider corrective measures that are not sanctions or disciplinary actions but are designed to promote a safe and non-discriminatory educational and work environment. Such measures may focus on educational and restorative principles that allow a Respondent or other individuals to develop insight about the relationship between certain behaviors and the prohibitions set out in the Title IX Sexual Harassment Policy, learn about the effects of the behavior on the Complainant and the community, and identify how to prevent or change the behavior. Such corrective measures that may be implemented include, but are not limited to:

- Educational Requirements: Completion of training, programs, or requirements designed to help the Respondent manage behavior and understand why it was inappropriate.
- “No Contact” Orders: Compliance with orders of no contact that limit access to specific college areas or forms of contact with persons.
- Adjustment of Work Duties: Reassignment of job duties, responsibilities, supervision, schedule, or location that does not entail a demotion of rank or position and/or reduction in pay.
- Housing Restrictions: Exclusion from college housing or changes in housing assignment.

In some circumstances, even if the Hearing Panel has found that the Respondent did not violate the Title IX Sexual Harassment Policy, the Respondent’s immediate supervisor and/or Human Resources Director, may require training or education for the Respondent, other individuals involved, or for an entire department or unit.

#### **4. Remedies**

When there has been a determination that the Respondent has violated the Policy, the College will consider appropriate remedies, based upon the findings and unique circumstances of each report. Remedies are measures taken to restore and preserve the Complainant’s equal access to the College’s educational programs, employment opportunities, or activities by addressing the effects of the conduct on the Complainant. Remedies seek to restore to the Complainant, to the extent possible, all benefits and opportunities lost as a result of the Sexual Harassment. Remedies may include, but are not limited to, adjustment of work or class assignments, location, and/or schedule or recommending a review of a negative performance or grade decision that may have resulted from the conduct that violated the Policy. Remedies need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent.

The Title IX Coordinator/Title IX Investigator and the Respondent’s immediate supervisor and the Human Resources Director will identify long- term or permanent remedies for the Complainant and address any effects of the conduct on the college community. Long-term remedies may include extending or making permanent any Supportive Measures or implementing additional measures tailored to achieve the goals of the Title IX Sexual Harassment Policy. Many of the remedies and supports that a Complainant might need after a finding of responsibility will have already been provided during the resolution process, including but not limited to academic accommodations, short term counseling, and modifications to employment arrangements. The Title IX Coordinator/Title IX Investigator will, in all cases, consider whether there is a need for additional or extended remedies. The Title IX Coordinator/Title IX Investigator is responsible for effective implementation of any remedies.

#### **5. Retaliation**

During the investigation and resolution of alleged violations of the Title IX Sexual Harassment Policy, reasonable steps will be taken to protect the Complainant, the Respondent, and other participants in the reporting, investigation, and resolution process from Retaliation.

For purposes of the Title IX Sexual Harassment Policy, protected activity includes refusing to participate in any manner in an investigation, proceeding, or hearing under these procedures.

- Retaliation may include charges against an individual for code of conduct violations that do not involve sex discrimination or Title IX Sexual Harassment but arise out of the same facts or circumstances as a report or complaint of sex discrimination or a report or formal complaint of Sexual Harassment, for the purpose of interfering with any right or privilege secured by Title IX.
- Charging an individual with a code of conduct violation for making a materially false statement in bad faith during the resolution process does not constitute Retaliation. However, a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.
- Any individual who engages in Retaliation or who authorizes, instructs, or permits others to engage in Retaliation on their behalf will be subject to prompt and appropriate disciplinary action.

Individuals who have a concern about potential or actual retaliation should contact the Title IX Coordinator/ Title IX Investigator for assistance in addressing the concern. If the concern about retaliation involves the Title IX Coordinator/Title IX Investigator, an individual may contact the Human Resources Director. Complaints alleging retaliation related to reports of Title IX Sexual Harassment may be filed according to the resolution process set out in these procedures.

## **6. Confidentiality**

The College must keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of Sexual Harassment; any Complainant; any individual who has been reported to be the perpetrator of sex discrimination; any Respondent; and any witness. This obligation may be limited by applicable law, subpoena, or court order, or as required to carry out the conduct of any investigation or hearing under these procedures.

## **7. Requirements for Resolution Process Participants**

### **A. College Participants**

The Title IX Coordinator/Title IX Investigator and any individuals designated by the College as a decision-maker in the formal resolution process, including any appeals under this process, or facilitator of an informal resolution process, must not have a conflict of interest or bias for or against an individual Complainant or Respondent; must not rely on sex stereotypes; and must promote impartial investigations and adjudications of Formal complaints of Sexual Harassment.

These individuals must also receive training on the definition of Sexual Harassment; the scope of the College's Educational Program or Activities; how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes as applicable; and how to serve impartially, including avoiding prejudgment of the facts at issue, conflicts of interest, and bias. Hearing Panelists must also receive training on any technology to be used at a live hearing and issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant. Investigators must also receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.

### **B. Advocates and Hearing Advisors**

**Attorney or Non-Attorney Advocate:** At any meeting or hearing related to the resolution of a report under the Title IX Sexual Harassment Policy, the parties may be accompanied by an Advocate of their choice, who may be an attorney. The Advocate must meet with the Hearing Chair in advance of any participation in the proceedings to understand the expectations of the role, privacy, and appropriate decorum.

For an Advocate to participate in any meeting or hearing, the Complainant or Respondent must complete and submit an informational form to the Title IX Coordinator no later than five (5) business days prior to the proceedings. The College, its officials, and the members of the Hearing Panel will communicate and correspond directly with the party. It is the party's responsibility to communicate and share information with the Advocate.

The College will prioritize the availability of the parties, witnesses, and Hearing Panel members assigned to the matter when determining the date and time for any meeting or hearing. Throughout the resolution process, the Advocate may fully participate in the proceeding to the same extent afforded to the party the Advocate represents.

**Hearing Advisor:** If a party does not have an Advocate at the hearing to conduct cross-examination, the College may provide a Hearing Advisor who may, but is not required to be, an attorney, to conduct cross-examination of the other party and witnesses on behalf of the party.

The Hearing Advisor will consult with the party to discuss and develop relevant cross-examination questions of the other party and any witnesses and will be available to consult with the party during the direct questioning of the party. The Hearing Advisor must meet with the Hearing Chair in advance of any participation in the proceedings to understand the expectations of the role, privacy, and appropriate decorum.

All Advocate and Hearing Advisors participating in the resolution process must conduct themselves with appropriate decorum, respect the privacy of the parties and witnesses, and may not delay, disrupt, or otherwise interfere with any other portion of the resolution process/ All Advocate and Hearing Advisors must also maintain confidentiality with respect to all information related to the resolution process.

## 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	2017				2018				2019			
TYPE OF OFFENSE	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	0	0	0	0
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	0	0	0	0	0	0	0	1	0	0	0	1
AGGRAVATED ASSAULT	0	1	0	0	2	0	0	1	0	0	0	0
BURGLARY	0	0	1	0	7	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	1	0	1	0	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0	0	0	0

VAWA OFFENSES	2017				2018				2019			
TYPE OF OFFENSE	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	0	0	0	0	1	0	0	0	0	0	0	0
DATING VIOLENCE	0	0	0	0	0	0	0	0	0	0	0	0
STALKING	0	0	0	0	1	0	0	0	0	0	0	0

ARRESTS/REFERRALS	2017				2018				2019			
TYPE OF OFFENSE	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	0	0	0	0	0	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC.	0	0	0	0	0	0	0	0	0	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	0	0	0	0	0	0	0	0	0	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2	0	0	0	9	8	0	0	4	2	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	1	0	0	0	0	0	0	1	0	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	0	0	0	0	7	7	0	0	6	4	0	0

**HATE CRIMES:** There were no reported hate Crimes for the years 2017, 2018, There was two reported hate crimes for 2019.

**UNFOUNDED CRIMES:** There were no unfounded crimes for the years 2017, 2019. There was 1 unfounded crime for 2018.



## CLERY ACT CRIME STATISTICS: WENTZVILLE CAMPUS

CRIMINAL OFFENSES	2017			2018			2019		
TYPE OF OFFENSE	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	0	0	0	0	0	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	0	0	0	0	0	0	0	0	0
RAPE*	0	0	0	0	0	0	0	0	0
FONDLING*	0	0	0	0	0	0	0	0	0
INCEST*	0	0	0	0	0	0	0	0	0
STATUTORY RAPE*	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	1	0	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0

VAWA OFFENSES	2017			2018			2019		
TYPE OF OFFENSE	ON-CAMPUS	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	ON-CAMPUS	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	ON-CAMPUS	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	0	0	0	0	0	0	0	0	0
DATING VIOLENCE	0	0	0	0	0	0	0	0	0
STALKING	0	0	0	0	0	0	0	0	0

ARRESTS/REFERRALS	2017			2018			2019		
TYPE OF OFFENSE	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	0	0	0	0	0	0	0	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC.	0	0	0	0	0	0	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	0	0	0	0	0	0	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	1	0	0	0	0	0	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	0	0	0	0	0	0	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	0	0	0	1	0	0	0	0	0

**HATE CRIMES:** There were no reported hate Crimes for the years 2017, 2018, or 2019

**UNFOUNDED CRIMES:** There were no unfounded crimes for the years 2017, 2018, or 2019

## CLERY ACT CRIME STATISTICS: PERRYVILLE CAMPUS

CRIMINAL OFFENSES	2017			2018			2019		
TYPE OF OFFENSE	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	0	0	0	0	0	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	0	0	0	0	0	0	0	0	0
RAPE*	0	0	0	0	0	0	0	0	0
FONDLING*	0	0	0	0	0	0	0	0	0
INCEST*	0	0	0	0	0	0	0	0	0
STATUTORY RAPE*	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0

VAWA OFFENSES	2017			2018			2019		
TYPE OF OFFENSE	ON-CAMPUS	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	ON-CAMPUS	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	ON-CAMPUS	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	0	0	0	0	0	0	0	0	0
DATING VIOLENCE	0	0	0	0	0	0	0	0	0
STALKING	0	0	0	0	0	0	0	0	0

ARRESTS/REFERRALS	2017			2018			2019		
TYPE OF OFFENSE	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	0	0	0	0	0	0	0	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC.	0	0	0	0	0	0	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	0	0	0	0	0	0	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	0	0	0	0	0	0	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	0	0	0	0	0	0	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	0	0	0	0	0	0	0	0	0

**HATE CRIMES:** There were no reported hate Crimes for the years 2017, 2018, or 2019

**UNFOUNDED CRIMES:** There were no unfounded crimes for the years 2017, 2018, or 2019

## FIRE STATISTICS WALKER HALL

FIRE LOG	2017	2018	2019
RESIDENTIAL FACILITY	WALKER HALL	WALKER HALL	WALKER HALL
FIRE ALARM MONITORING	YES	YES	YES
SMOKE DETECTORS	YES	YES	YES
SPRINKLER SYSYTEM	YES	YES	YES
FIRE EXTINGUISHER	YES- 12	YES-12	YES-12
EVACUATION PLAN	YES	YES	YES
EVACUATION MAPS	YES	YES	YES
FIRE DRILLS ANNOUNCED	0	0	0
FIRE DRILLS UN-ANNOUNCED	2	2	2
INTENTIONAL FIRE	0	0	0
UNINTENTIONAL FIRE	0	0	0
UNDETERMINED FIRE	0	0	0
DRILLS PER CALENDAR YEAR	2	2	2
VALUE OF PROPERTY	n/a	n/a	n/a
NUMBER OF PERSONS INJURED	n/a	n/a	n/a

## CLERY CRIME STATISTICS SCALE 3 YEAR PERIOD (ST. LOUIS ONLY)

