

Annual Security & Fire Safety Report	1
Introduction	4
Campus Security and Fire Safety Policies	4
Purpose	4
Reportable Crimes	5

Jurisdictional Definitions	19
Jurisdictional Definition of Consent	27
Institutional Definition of Consent	27
How to be an Active Bystander	29
Risk Reduction	30
Programs to Prevent Dating Violence, Domestic Violence, Sexual Assault, and Stalking	31
Procedures Survivors Should Follow if a Crime has Occurred	34
Options about the Involvement of Law Enforcement and Campus Authorities	36
Reporting Incidents of Dating Violence, Domestic Violence, Sexual Assault, and Stalking to Jefferson College	37
Additional Options for Receiving Support After Incidents of Dating Violence, Domestic Violence, Sexual Assault, and/or Stalking	38
Rights of Survivors and Jefferson College's Responsibilities for Orders of Protection/No Contact Orders/Restraining Orders	39
Procedures Jefferson College will Follow when Dating Violence, Domestic Violence, Sexual Assault, or Stalking is Reported	40
Written Explanation of Rights and Options	41
Confidentiality	42
On- and Off-Campus Resources and Services	43
Accommodations and Protective Measures	45
Procedures for Institutional Disciplinary Proceedings in Cases of Dating Violence, Domestic Violence, Sexual Assault, and Stalking	46
Types of Disciplinary Proceedings	48
Annual Fire Safety Report	61
On-Campus Student Housing Facility Fire Safety Systems	61
Fire Safety Education Programs	61
Procedures for Student Housing Evacuation in Case of a Fire	62
Reporting a Fire for Inclusion in the Fire Statistics	62
Fire Statistics	62
Plans for Improvement	63
Daily Fire Log	63
Crime Statistics	64
Crime Definitions	70

statistics and security information. The act was amended in 1992, 1998, 2000, and 2008. The 1998 amendments renamed the law the *Rohrbaugh-O'Connell Act* in memory of a student who was slain in her dorm room in 1986. It is generally referred to as the *O'Connell Act*.

In 2008, the *Public Law 110-315* reauthorized and expanded the *O'Connell Act*, as amended. *POU* amended the *O'Connell Act* and created additional safety- and security-related requirements for institutions.

On March 7, 2013, the *Xavier Act* amended the *O'Connell Act*.

Senior Director of Human Resources	3157	Administration
Jefferson College Police Department Personnel	3500	Viking Woods, Apt #214
Director Law Enforcement Academy	3420	Imperial
Law Enforcement Instructor, Law Enforcement Academy	3442	Imperial
Residential Life		

location, method, or assailant; and alert the campus community with $V_i \{ \wedge / \wedge Y_{\text{æ}}' \}_i \}^{* \bullet}$ to potential danger. Reports filed in this manner are counted and disclosed in the daily crime log and in the annual crime statistics for the institution.

Campus Professional Counselors, when acting as such, are not considered to

§ 106.10(1)(b) notices may also be posted for other crime classifications and locations, even though that is not required by the law, at the sole discretion of Jefferson College.

§ 106.10(1)(b) will be issued for threats to persons or to property that pose a serious or continuing threat to the campus community.

When the President receives initial notification of a crime that ndly e

*The content of the notification is typically determined by the leader described above; however, the individuals listed as the “message creator” above have the authority to amend the message for each system.

The Director of Marketing & Communications is subsequently responsible for disseminating information to the larger community as appropriate, and through means which are appropriate to the situation and area affected. The local news media may be

Occupants will be notified of a fire safety issue specific to the building. During the drill, occupants 'practice' drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm.

K At the sound of a fire alarm or if you are instructed to evacuate, leave your work area immediately and proceed to the nearest exit, and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, and dial 9-1-1.

1. Remain calm.
2. Do NOT use elevators, use the stairs.
3. Assist the physically impaired. If an individual is unable to exit without using an elevator, secure a safe location near a stairwell, and immediately inform JCPD Officers or the responding fire department of the individual's location.
4. Proceed to a clear area at least 150 feet from the building. Keep all walkways clear for emergency vehicles.

Realis

6. Turn on a radio or TV and listen for further instructions.
7. Make yourself comfortable.
8. Wait for the all-clear notification from appropriate emergency personnel.

In the event of an active shooter incident, the best alternative is to shelter-in-place, barricade the location to make entry as difficult as possible. Turn OFF radios/TVs and put personal cell phones on vibrate to avoid making any noise that would alert the shooter to your presence.

Jefferson College maintains an Emergency Response Plan that outlines responsibilities of campus units during emergencies. This plan outlines incident priorities, campus organization, and other responsibilities.

IMAGE 1:

Students and employees can register (opt-in) to receive Viking Te

Jefferson College Arnold (JCA) opened in Fall 2007 and is located in the city of Arnold in a modern, state-of-the-art facility. JCA is located at 1687 Missouri State Road, Arnold, MO, in close proximity to the Arnold branch of the Jefferson County Library and Arnold Recreation Center. Although within the City of Arnold, JCA is within the enforcement jurisdiction

Cenb

The JCPD Supervisor, (636-481-3511), is assisted by full-time officers. The JCPD reports to the JCPD Chief, (636-481-3500), who is a direct report to the Senior Director of Operations, (636-481-3115), and then to the President, (636-481-3100). The JCPD is charged with the responsibility of enforcing federal, state, and local laws, as well as enforcing any and all policies and procedures set forth by the Board of Trustees of Jefferson College.

JCPD Officers are sworn police officers and maintain strong working relationships with the Jefferson County Sheriff's Office, Hillsboro Police Department, Arnold Police Department, and Missouri State Highway Patrol, and they share assistance as needed. JCPD Officers receive training on the policies, procedures, rules, and laws affecting their performance.

The JCPD has complete police authority to apprehend and arrest anyone involved in illegal acts within their jurisdiction. The JCPD Officers have jurisdiction to operate on Jefferson College-owned or controlled property.

If alleged violations of the Student Code of Conduct or other College policies are suspected, the student will be referred to the Vice President of Student Services and/or Department of Student Compliance. Additionally, the JCPD provides service and assistance in a courteous and professional manner. JCPD Officers perform their duties within the scope of the College's mission as a degree-granting institution of higher education.

The JCPD is engaged in mutual aid agreements with the Jefferson County Sheriff's Office and Hillsboro Police Department to assist each other in an emergency. Additionally, Jefferson College has entered into a Memorandum of Understanding (MOU) with the City of Hillsboro, which gives officers employed by the JCPD the authority to enforce Hillsboro City Ordinances within the Viking Woods apartment complex. The JCPD does not have written agreements or MOUs regarding the investigation of criminal incidents between the JCPD and the Jefferson County Sheriff's Office, Hillsboro Police Department, or Arnold Police Department.

Jefferson College does not recognize or sponsor any non-campus student organizations that own or control housing facilities outside of Jefferson College's core campus. Therefore, local PD is not used to monitor and record criminal activity since there are no Non-campus locations of student organizations.

The JCPD maintains a daily log of all crimes reported to the department in the order reports are received, and includes the nature of the crime, date, time, general location, and reference number to the full report. Complaint dispositions, including the date and time occurred and the date reported, are added to the daily log when known. All log entries or updates are completed within two business days of the reporting of the information to the JCPD. Most recent daily logs (within 60 days) are immediately available to the public. Older logs will be made available within two business days.

The JCPD procedures for viewing the Daily Crime Log are as follows:

1. The logs are available to the public for viewing at the JCPD Office, 802 Mel Carnahan Drive, Apartment 214, Hillsboro, MO 63050; JCPD Office, 1687 Missouri State Road, Arnold, MO 63010; and Administration Office, 4400 Jeffco Boulevard, Arnold, MO 63010 every College business day from 8:00 a.m. to 4:30 p.m. (College business days do not include weekends, holidays, administrative closure days, and inclement weather days.).

If there are any questions regarding the open logs, please contact the JCPD at 636-481-3500.

00000

00000

00000

any

thn

Jefferson College provides vari

- a. A felony or misdemeanor crime of violence committed—
 - i. By a current or former spouse or intimate partner of the victim;
 - ii. By a person with whom the victim shares a child in common;
 - iii. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - iv. 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; or
 - v. By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- b. For the purposes of complying with the requirements of this section and Section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."

- a. is defined as 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.
 - b. is defined as the touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
 - c. is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - d. is defined as sexual intercourse with a person who is under the statutory age of consent.
- a. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - i. Fear for the person's safety or the safety of others; or
 - ii. Suffer substantial emotional distress.
 - b. For the purposes of this definition—
 - i. means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
 - ii. means a reasonable person under similar circumstances and with similar identities to the victim.
 - iii. means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
 - c. For the purposes of complying with the requirements of this section and Section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Missouri provides definitions that are different from the Clery Act, and are as follows:

There is no state definition of dating violence. However, the state definition of domestic violence, (5), includes persons who are or have been in a continuing social relationship of a romantic or intimate nature.

(5), is abuse or stalking committed by a family or household member,

which is applicable to criminal prosecution for domestic violence in Missouri but may differ from the definition used on campus to address policy violations.

- a. A family or household member, as defined in (7) is a spouse, former spouses, any person related by blood or marriage, persons who are presently residing together or have resided together in the past, any person who is or has been in a continuing social relationship of a romantic or intimate nature with the victim, and anyone who has a child in common regardless of whether they have been married or have resided together at any time.
- b. A is a household or family member, including any child who is a member of the household or family.

- a. A person commits the offense of domestic assault in the first degree if he or she attempts to kill or knowingly causes or attempts to cause serious physical injury to a domestic victim, as the term "domestic victim" is defined under Section 565.002.
- b. The offense of domestic assault in the first degree is a class B felony unless in the course thereof the person inflicts serious physical injury on the victim, in which case it is a class A felony.

- a. A person commits the offense of domestic assault in the second degree if the act involves a domestic victim, as the term "domestic victim" is defined under Section 565.002, and he or she:
 - i. Knowingly causes physical injury to such domestic victim by any means, including but not limited to, use of a deadly weapon or dangerous instrument, or by choking or strangulation; or
 - ii. Recklessly causes serious physical injury to such domestic victim; or
 - iii. Recklessly causes physical injury to such domestic victim by means of any deadly weapon.
 - iv. The offense of domestic assault in the second degree is a class D felony.

- a. A person commits the offense of domestic assault in the third degree if he or she attempts to cause physical injury or knowingly causes physical pain or illness to a domestic victim, as the term "domestic victim" is defined under Section 565.002.
- b. The offense of domestic assault in the third degree is a class E felony.

- a. A person commits the offense of domestic assault in the fourth degree if the act involves a domestic victim, as the term "domestic victim" is defined under Section 565.002, and:
 - i. The person attempts to cause or recklessly causes physical injury, physical pain, or illness to such domestic victim;
 - ii. With criminal negligence, the person causes physical injury to such domestic victim by means of a deadly weapon or dangerous instrument;
 - iii. The person purposely places such domestic victim in apprehension of immediate physical injury by any means;
 - iv. The person recklessly engages in conduct which creates a substantial risk of death or serious physical injury to such domestic victim;
 - v. The person knowingly causes physical contact with such domestic victim knowing he or she will regard the contact as offensive; or
 - vi. The person knowingly attempts to cause or causes the isolation of such domestic victim by unreasonably and substantially restricting or limiting his or her access to other persons, telecommunication devices, or transportation for the purpose of isolation.

- b. The offense of domestic assault in the fourth degree is a class A misdemeanor,

ca:io

ca:ou'

PF

the

1. The offense is an aggravated sexual offense, or the victim is less than twelve years of age, in which case the authorized term of imprisonment is life imprisonment or a term of years not less than ten years; or
2. The person is a persistent or predatory sexual offender as defined in Section 566.125 and subjected to an extended term of imprisonment under said section.

has previously been found guilty of an offense under this chapter or the person has previously been found guilty of an offense in another jurisdiction which would constitute an offense under this chapter, in which case it is

q

B

knows to be, without regard to whether the person

1. Ancestor or descendant, by blood or adoption; or
2. Stepchild, while the stepchild relationship exists; or
3. Brother or sister, by blood; or
4. Uncle, aunt, nephew, or niece, by whole blood.
 - a. The offense is a class E felony.
 - b. The offense is a class B misdemeanor if the victim is a person who has previously been convicted of a crime under this section.

is when the person engages in an unwanted course of conduct that causes alarm to another person, or causes the other person to seek the order of protection, or causes the other person to seek the order of protection by the conduct, which is applicable to a person who has been sexually assaulted in Missouri, but not to a person who has been sexually assaulted in Missouri. As used in this subdivision:

means to cause

limited to, acts in which the person observes, surveils, threatens,

- i. As used in this section, the term shall mean to engage in a course of conduct that causes the person to be intimidated, or emotionally distressed, or causes the person to seek the order of protection.
- ii. A person commits the offense if the person

o

u

co

previously been found guilty of a violation of this section or Section 565.227, or any offense committed in another jurisdiction which, if committed in this state, would be chargeable or indictable as a violation of any offense

- serious physical injury to such domestic victim;
- v. The person know.

and freely-given consent by each participant to engage in sexual activity. Consent must be given at the start to the finish of each sexual activity. Consent is mutually understood words and/or actions that indicate a person's agreement to engage in sexual activity. Consent is effectively gained by force or coercion of the incapacitated by another individual. A lack of consent or refusal does not mean the person is providing consent. Consent is inferred based on passivity, lack of resistance, or active participation of this definition as it relates to sexual activity and conduct.

- i. Any person may withdraw their consent for the sexual activity at any time. The withdrawal of consent may be indicated in a verbal or written manner through communications that indicate a desire to stop sexual activity. Consent is withdrawn if any individual must cease immediately recognizing the withdrawal of sexual activity by individuals choosing to engage in sexual activity. Consent is given in a clear, conscious, and voluntary manner and communicated throughout the sexual activity. Consent to one form of sexual activity does not constitute consent to all forms of sexual contact. Consent to sexual activity by one person does not constitute consent with any other person. Consent to sexual activity by one person must constitute consent to all forms of sexual contact with any other person. Consent to sexual activity by one person does not constitute consent to all forms of sexual contact with any other person. Additional individuals with whom a person has a current intimate relationship with do not automatically give their consent to sexual activity. The fact that there has been prior consent to sexual activity does not constitute consent to future acts.

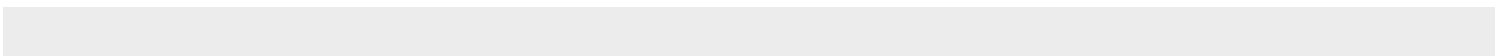
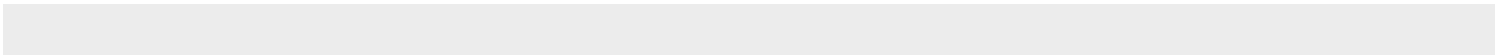
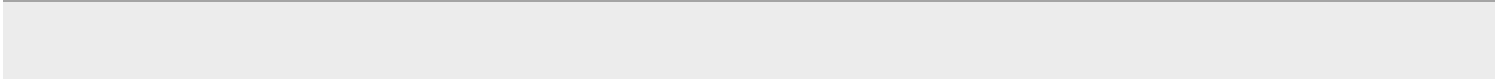
- ii. The consent given when a person may give consent to sexual activity is not effective. An individual who is coerced, threatened, or forced, or intimidated, is considered unable to provide consent. The use or threat of physical force, intimidation, or coercion in order to cause another individual to choose whether or not to participate in sexual activity. For the use of force, intimidation, or coercion, there is no requirement that an individual resist the sexual activity or request; however, resistance will be considered as a clear demonstration of consent.

Coercion is the use of undue pressure that compels another individual to engage in or continue sexual activity against their will. Coercion can include a variety of behaviors, including emotional force, intimidation, manipulation, implied threats, authority, or blackmail which places a person in fear of immediate physical injury that causes them to engage in undesired sexual activity. Coercion is used to pressure an individual who has made a decision that they do not want to engage in sexual activity or go beyond a certain point of sexual interaction. Coercion is considered coercive. When evaluating coercive behavior, factors such as frequency, duration, location (in regard to potential isolation of the respondent), unwanted sexual contact, and intensity of coercive behaviors will be considered.

Incapacity is a state in which an individual is unable to make an informed decision to engage in sexual activity because they lack conscious knowledge of the nature of the act (an ability to understand the who, what, when, where, why, or how of the sexual interaction) or an individual who is incapacitated is unable to provide effective consent. An individual who knows or who should have reasonably known under the circumstances that the individual(s) they are attempting to or have engaged in sexual activity violates College policy and procedures if the behavior falls under the definition of sexual harassment.

always a good enough reason. Do what feels right to you and what you are comfortable with.

- a. Procedures survivors should follow if a crime of dating violence, domestic violence, sexual assault, and/or stalking occurs (as described in "Procedures Survivors Should Follow if a Crime of Dating



The College offered the following

for

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

The College offered the following

for

in 2022:

JC 101-Responding to Adjunct Instructors	January-December	Online	SA, DoV, DaV, S
Vikings Care Day-Sexual Assault Awareness	April	Emails, Text Message, Academic Buildings, including Arnold and Imperial	SA
'Pathways to Prevention'	April	Online, Hillsboro, Arnold	SA
Club Advisor Training	August	Hillsboro	SA, DoV, DaV, S
Interpersonal Violence 1.0 Training: Your Role and Supporting Students	8/9/2022, 8/16/2022, 10/18/2022	Hillsboro, Online	SA, DoV, DaV, S
CSA Training	September	Online	SA, DoV, DaV, S
MUSIC Sexual Misconduct: Staff-to-Student Training for Employees in Contact with Minors (Area Technical School and Early Childhood Center employees)	September	Online	SA
Title IX Training for All Employees	September	Online	SA, DoV, DaV, S
Vikings Care Day - Dating/Domestic Violence Awareness	October	Emails, Text Message, Academic Buildings, including Arnold and Imperial	DoV, DaV
Responding to Disruptive Behaviors in the Classroom	11/16/2022	Hillsboro	SA, DoV, DaV, S
OVW Large CCRT Cultural Competency Training	12/8/2022	Hillsboro	SA, DoV, DaV, S

*DaV means Dating Violence, DoV means Domestic Violence, SA means Sexual Assault, and S means Stalking

Jefferson College's Title IX webpage, www.jeffco.edu/titleix, also includes information on the Title IX Sexual Harassment Procedure and Grievance Process, including what is prohibited conduct, how to report prohibited conduct, supportive measures available, how to file a formal complaint, the grievance process, that retaliation is prohibited, and additional information related to training, educational programs, and campaigns. This site is linked from the Non-Discrimination Policy webpage and the Vikings Care webpage and has been publicized at prevention and awareness events. Additionally, the Sexual and Interpersonal Violence Response Course (SPARC) was added to the website so that anyone can access the course.

2/1/22

S
in

2/1/22

There is no one correct response - simply different options to access support and different reporting



- E. Deputy Title IX Coordinator for Faculty: Dr. Michael Booker, Associate Dean, Humanities, 636-481-3312; 1000 Viking Drive, Arts and Science I Room 110, Hillsboro, MO; or mbooker@jeffco.edu
- F. Deputy Title IX Coordinator for Staff: Tasha Welsh, Senior Director of Human Resources, 636-481-3157; 1000 Viking Drive, Administration Building Room 133, Hillsboro, MO; or twelsh@jeffco.edu
- G. Reports may be made at any time within or outside College business hours by the

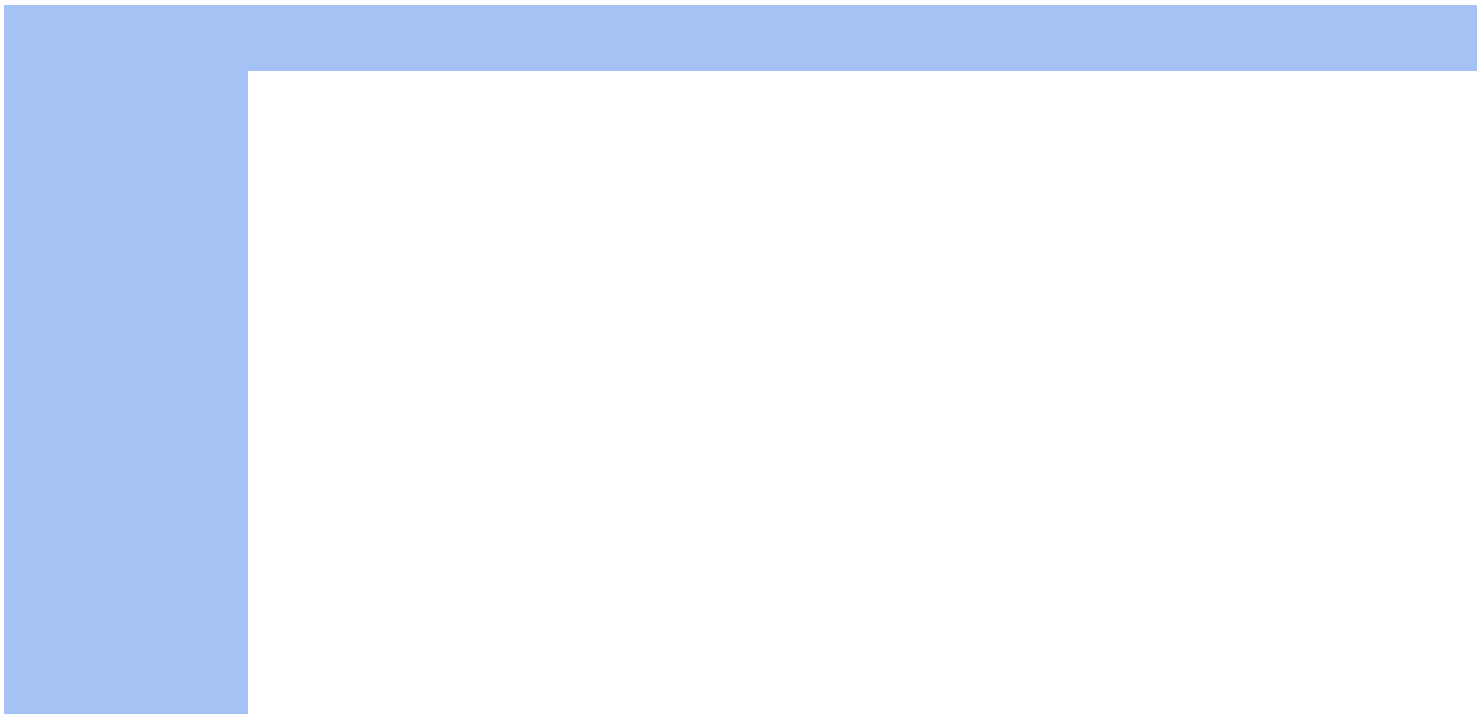
3. Holli Gillam, Student Conduct and Care Team Cor

1. Depending on when reported (immediate vs. delayed report), Jefferson College will provide the complainant with access to medical care.
 2. Jefferson College will assess the immediate safety needs of the complainant.
 3. Jefferson College will provide written information to the complainant on how to preserve evidence.
 4. Jefferson College will provide the complainant with contact information for the local police department AND assist the complainant with contacting local police if they so request.
 5. Jefferson College will provide written instructions on how to apply for a civil Ex Parte Order/Full Order of Protection.
 6. Jefferson College will provide an institutional No Contact Order or No Trespass Notice to the accused party if deemed appropriate.
 7. Jefferson College will provide the complainant with a written explanation of the complainant's rights and options.
 8. Jefferson College will provide the complainant with information regarding how Jefferson College protects the confidentiality of complainants.
 9. Jefferson College will provide the complainant with referrals to on and off campus resources and services.
 10. Jefferson College will assess the need to implement supportive measures to protect the complainant, if appropriate.
 11. Jefferson College will provide a copy of the Jefferson College Title IX Sexual Harassment Procedure and Grievance Process to the complainant; inform the complainant of their right to initiate an investigation and proceed with a grievance process; and discuss the formal complaint
- ow gr

worki

Upon receipt of a report of dating violence, domestic violence, sexual assault, and/or stalking, Jefferson College will provide written notification to students and employees about existing assistance with and/or information about obtaining resources and services including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for survivors, both within the institution and in the community. These resources include the following:

Counseling*	Student: Professional counseling services	COMTREA/COMPASS On-Campus Therapist	636-481-3215 Student Center Room 202
Health* and **	There are no on-campus services**		
Mental Health*	Student: Professional mental health services	COMTREA/COMPASS On-Campus Therapist	636-481-3215 Student Center Room 202
Victim Advocacy*	Student: Support for victims of dating violence, domestic violence, sexual assault, or stalking	Student	



Mental Health	<p>Complete a medical exam and/or Sexual Assault Forensic Exam (SAFE) helps preserve evidence in case you decide at a later date to file a police report. Does not require filing a police report.</p> <p>Professional mental health services.</p>	<p>Hospital</p> <p>COMTREA/COMPASS</p> <p>Mercy Hospital-Jefferson</p>	<p>314-257-1320</p> <p>227 East Main Street Festus, MO 63028 636-931-2700</p> <p>1400 US Highway 61 Festus, MO 63028 636-933-1000</p>
Victim Advocacy	<p>Provides emergency domestic violence shelter, advocacy, education, and therapy (women & children). Service hours are 24/7.</p> <p>Provide support for victims of domestic violence through their hotline, emergency transportation and sanctuary, court advocacy, and counseling</p> <p>Provide support for victims of relationship violence and sexual assault through their crisis line, therapy, and community education</p> <p>Provide support for victims of domestic violence through emergency short-term housing, resource connection, support, and education</p>	<p>COMTREA/COMPASS's A Safe Place</p> <p>ALIVE</p> <p>Safe Connections</p> <p>Mary Daniels Foundation</p>	<p>227 East Main Street, Festus, MO 63018636-232-2301 or 877-266-8732</p> <p>24 Hour Crisis Line: 636-933-2777</p> <p>2165 Hampton Ave St. Louis, MO 63139 314-531-2003</p> <p>info@marydanielsfoundation.org</p>
Legal Assistance	<p>Legal help for low-income and disadvantaged in Jefferson County</p> <p>Legal help for low-income and disadvantaged in Missouri</p>	<p>Jefferson County Courthouse</p> <p>Legal Services of Eastern Missouri</p>	<p>300 Main Street Hillsboro, MO 63050 636-797-5443 4232 Forest</p>

C.

a. The Title IX Coordinator is responsible for coordinating the effective implementation of the supportive measures and has the discretion to implement and/or modify any supportive measure based on all available information. The Title IX Coordinator is available to meet with a complainant or a respondent to address any concerns about the provision, scope, or application of the supportive measures.

b. To request supportive measures, parties should contact:

Title IX Coordinator: Dr. Kimberly Harvey-Manus, Vice President of Student Services, 636-481-3200; 1000 Viking Drive, Student Center Room 205, Hillsboro, MO; or kh Harvey@jeffco.edu

Deputy Title IX Coordinator for Students: Kristine Bogue, Director of Student Compliance, 636-481-3258; 1000 Viking Drive, Student Center Room 209, Hillsboro, MO; or kbogue1@jeffco.edu

Deputy Title IX Coordinator for Faculty: Dr. Michael Booker, Associate Dean, Humanities, 636-481-3312; 1000 Viking Drive, Arts and Science I Room 110, Hillsboro, MO; or mbooker@jeffco.edu

Deputy Title IX Coordinator for Staff: Tasha Welsh, Senior Director of Human Resources, 636-481-3157; 1000 Viking Drive, Administration Building Room 133, Hillsboro, MO; or twelsh@jeffco.edu

LO:

JEFFCO

MBF

HA

b. The formal complaint is signed by someone who

Title IX Coordinator: Dr. Kimberly Harvey-Manus, Vice President of Student Services; Office location: Student Center, Room 205, 1000 Viking Drive, Hillsboro, MO 63050; Phone: 636-481-3200; Email: kharvey@jeffco.edu.

Deputy Title IX Coordinators:

Staff: Tasha Welsh (Staff), Senior Director of Human Resources; Office location: Administration Building, Room 133; Phone: 636-481-3200; Email: twelsh@jeffco.edu

Faculty: Dr. Michael J. Booker, (Faculty), Associate Director of Student Services; Office location: Arts & Sciences (ASI), Room 110; Phone: 636-481-3200; Email: mbooker@jeffco.edu

Students: Kristine Bogue (Students), Director of Student Services; Office location: Student Center, Room 209; Phone: 636-481-3258; Email: kbogue@jeffco.edu

Reports may be made in person, via electronic mail, through the College's Title IX Coordinator.

For more information, visit www.jeffco.edu/non-discrimination-policy, or contact the Title IX Coordinator at jeffco@jeffco.edu.

Where a Complaint is filed, the Title IX Coordinator will assist in the investigation and determine whether or not a violation of the Title IX Coordinator's policies has occurred. The Title IX Coordinator will file a report as required by the Department of Education.

Filing of a formal complaint by the complainant in writing or via electronic message to the Title IX Coordinator or filing of a formal complaint by the Title IX Coordinator.

and notify each party as to any delays or issues that may lengthen the investigation timeline.

The investigator will prepare an investigative report. Prior to the finalization of the investigative report, the investigator will compile all information that has been gathered and is directly related to the allegations. The investigator will compile this information into a written report format, including any supplemental information, and notify both parties and their respective advisor simultaneously through electronic communication (through the use of the Jefferson College email system) of the availability of this information for their review and response.

The investigator will provide the parties with an electronic copy of the report and associated materials accessible through the Jefferson College Google Drive system. Each party's advisor will also receive the materials through the Google Drive system. These materials will be available to the parties and each party's advisor for their review and response within (10) College business days. During or by the conclusion of the initial review period, either party may submit written responses to any of the information contained in the report materials. Parties may also submit additional information they wish to have included at this stage.

At the conclusion of the review period, the investigator will provide a copy of the report to the parties.

08 910

01/11/2024
01/11/2024
01/11/2024
01/11/2024

* B/D MD TD

9 09

each party of any delays or rescheduled hearings. Both the complainant and

s a es for
be final e
th of en

his po
he hea
al, a adlin
pce qu
partes
may have
Either (or
bases, w
s d
here
out
at aff

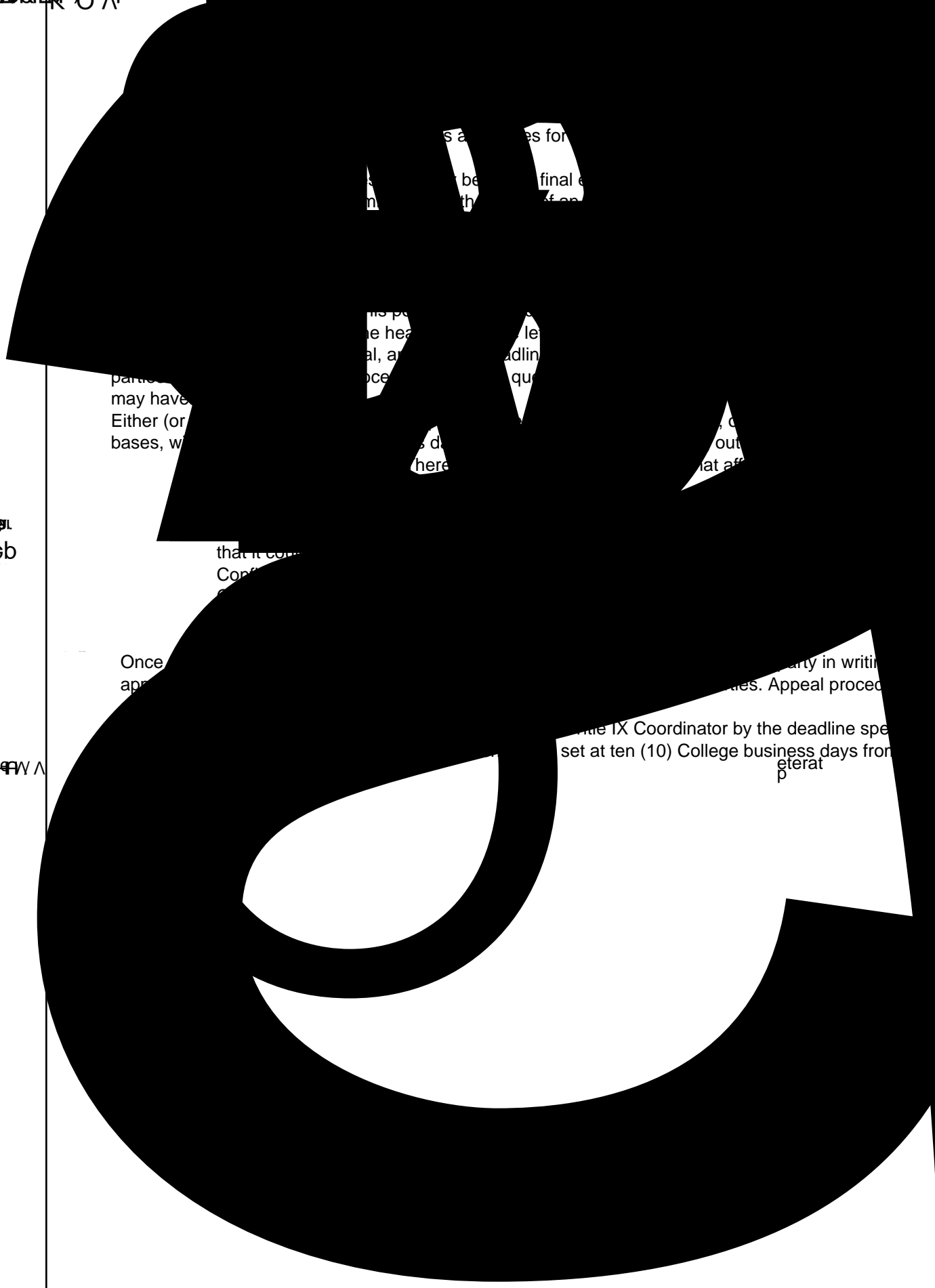
that it con
Conf
C

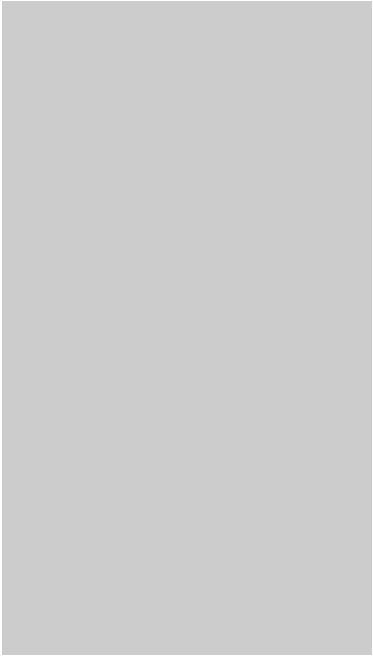
Once
app

party in writin
es. Appeal proced
the IX Coordinator by the deadline spe
set at ten (10) College business days from
eterat
p

1991
ubub eb

44 W A
bq





	Sexual Assault	Domestic Violence	Stalking	Stalking
Formal/Final/Written Warning	X	X	X	X
Employment Probation	X	X	X	X
Loss of Privileges (Ü^•c/ã&cã [] Ôæ {] }• Ú/ãçã/ã^*ã•)	X	X	X	X
Loss of Access to all or parts of campus	X	X	X	X
Restitution and/or Community Service	X	X	X	X
Educational Sanctions	X	X	X	X
Counseling	X	X	X	X
Mandated Counseling or Assessments Ç Tæ ^ î}& ~ã^ æ} *ã! {æ}æ*ã {^}çD	X	X	X	X
Classes	X	X	X	X
Fines	X	X	X	X
Suspension	X	X	X	X
Temporary or Permanent Removal from Employment	X	X	X	X
Other disciplinary actions or sanctions either found in College publications or assigned at the discretion of the Hearing Officer(s)	X	X	X	X

Patrons, contractors, visitors, or others who violate this policy may be prohibited from College grounds or otherwise restricted while on College grounds.

Name of Applicable Policy	
Electronic Address	https://www.jeffco.edu/sites/default/files/StuComp/Bias/boardprocedure_vii-012complaintsallegingdiscriminationorharassment.pdf

How to File a Disciplinary
Complaint Under this Policy

Any student who believes they have been the victim of discrimination/harassment based on one or more of the Protected Categories by a student, employee, or other personnel of the College, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extra-curricula

If a complainant disagrees with the determination made regarding discrimination/harassment on the basis of one or more of the Protected Categories, the complainant may appeal the decision to the Compliance Coordinator (or to the Board of Trustees, if the Compliance Coordinator has made the determination that is being challenged). The complainant must submit a written appeal to the Compliance Coordinator no later than five (5) school days after the notification to the complainant has occurred. The written appeal should specifically state what is being appealed, the reason for the appeal, and the action that is desired. If a complainant appeal has been made, the appeal will be

Coordinator

9

compliance



Disciplinary Probation

X

X

X

X

Disciplinary Suspension



How to File a Disciplinary Complaint Under this Policy

Steps in the Disciplinary Process and Anticipated Timelines

Employees who believe that they have been victims of illegal discrimination or harassment may file a formal complaint with the College's Compliance Officer for Employee Complaints Alleging Discrimination or Harassment, Tasha Welsh, Senior Director of Human Resources; Office location: 1000 Viking Drive, Hillsboro, MO 63050, Administration Building, Room 133; Phone: 636-481-3157; Email: t.welsh@jeffco.edu

- The Compliance Officer or their designee will promptly investigate all complaints.
- The Compliance Officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation.
- Interview complainant regarding the nature and specifics of the incident(s);
- Interview the person accused; and
- Interview other possible witnesses, if appropriate.
- Following the investigation, the compliance officer shall confer with the College President and shall make a recommendation regarding the disciplinary action.

9916
www.jeffco.edu

Employee Grievance and Disciplinary

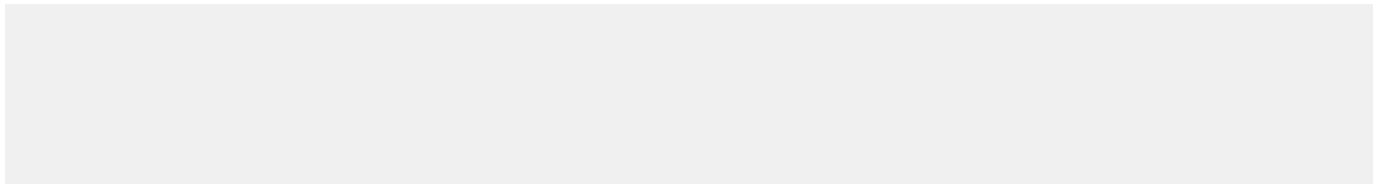
ano

The College President shall decide on the appropriate disci



In addition to publishing this Annual Security Report, Jefferson College is required to publish an Annual Fire Safety Report that contains information about fire safety policies and procedures in student residential facilities as well as statistics for any fires occurring in those facilities for the three previous calendar years. Jefferson College's residential facilities are located on the Hillsboro Campus only. Jefferson College Arnold and Jefferson College Imperial do not have any on-campus student housing facilities. Therefore, this annual fire safety ooe

D



In these programs, procedures that students and employees should follow in case of a fire are reviewed and include the following:

- Evacuate immediately.
- Call 911.
- In advance of an emergency, determine the nearest exit to your location and the best route to follow.
- Walk, do not run. If safe to do so, assist people with special needs as indicated by that person.
- Notify the Housing staff, JCPD, or fire personnel if you know or suspect someone is trapped inside a building.
- Gather at the grassy area next to the Clubhouse and behind the volleyball court.
- Housing staff will take a headcount before further instructions are given.

Maple Hall (804 Mel Carnahan)	0	0	N/A	N/A	N/A	N/A
Sycamore Hall (802 Mel Carnahan)	0	0	N/A	N/A	N/A	N/A

Hickory Hall (808 Mel Carnahan)			N/A	N/A	N/A	N/A
Maple Hall (804 Mel Carnahan)	1	1	Unintentional Cooking Fire	0	0	\$0- \$99
Sycamore Hall (802 Mel Carnahan)	0	0	N/A	N/A	N/A	N/A

Hickory Hall (808 Mel Carnahan)	0	0	N/A	N/A	N/A	N/A
Maple Hall (804 Mel Carnahan)	0	0	N/A	N/A	N/A	N/A
Sycamore Hall (802 Mel Carnahan)	0	0	N/A	N/A	N/A	N/A

Fire alarms have been updated to a single system, integrated directly with emergency services. The College has upgraded the cabling to fiber optic to enhance system operations and prevent false alarms, barring any unforeseen circumstances. As the College continues to upgrade its facilities, staff will continue to look at ways to improve fire safety and training.

The Daily Fire Log is available in the Office of Residential Life and the JCPD, from 8 a.m.–4 p.m. Monday through Friday, excluding holidays. The information in the fire log includes information about fires that occur in residential facilities, including the nature, date, time, and general location.

JEFFERSON COLLEGE HILLSBORO (JCH)

Type of Offense	Year	On-Campus (Includes Residential)*	Residential Facilities	Non- Campus	Public Property
Murder/Non-Negligent Manslaughter					
Manslaughter by Negligence					
Rape					
Fondling					
Statutory Rape					
Incest					
Robbery					
Aggravated Assault					
Burglary					
Motor Vehicle Theft					
Arson					
Liquor Law Arrests					
Liquor Law Violations Referred for Disciplinary					
Drug Law Arrests					
Drug Law Violations Referred for Disciplinary					
Illegal Weapons Possession Arrests					
Illegal Weapons Possession Violations Referred for Disciplinary					
Domestic Violence					
Dating Violence					
Stalking*					

2022: No hate crimes were reported on the Hillsboro campus in 2022.

2021: No hate crimes were reported on the Hillsboro campus in 2021.

2020: No hate crimes were reported on the Hillsboro campus in 2020.

:

¶

Starting in 2014, campuses had to start reporting ¶

2022: No hate crimes were reported at the Arnold location in 2022.

2021: No hate crimes were reported at the Arnold location in 2021.

2020: No hate crimes were reported at the Arnold location in 2020.

Starting in 2014, campuses had to start reporting Clery crimes that are “unfounded.” Crimes can only be unfounded by a sworn law enforcement agency based on crimes that were “false or baseless.”

2022: No crimes were unfounded at the Arnold location in 2022.

2021: No crimes were unfounded at the Arnold location in 2021.

2020: No crimes were unfounded at the Arnold location in 2020.

2022: No hate crimes were reported at the Imperial location in 2022.

2021: No hate crimes were reported at the Imperial location in 2021.

2020: No hate crimes were reported at the Imperial location in 2020.

Starting in 2014, campuses had to start reporting Clery crimes that are “unfounded.” Crimes can only be unfounded by a sworn law enforcement agency based on crimes that were “false or baseless.”

2022: No crimes were unfounded at the Imperial location in 2022.

2021: No crimes were unfounded at the Imperial location in 2021.

2020: No crimes were unfounded at the Imperial location in 2020.

The following definitions are to be used for reporting the crimes listed in the Clery Act, in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting (UCR) Program. The definitions for { ~ / â ^ / Ë / æ] ^ Ë / [à â ^ / Ë æ * * / æ ç æ c ^ â æ • • æ ~ / c Ë à ~ / * | æ / Ë { [c [/ ç ^ @ â & / ^ c @ ^ - c Ë , ^ æ] [] • K & æ / / ^ ã } * Ë] [• • ^ • • ã } * Ë ^ c & Ë Ë / æ , ç ã [/ æ c ã [] } • Ë â / ~ * æ à ~ • ^ ç ã [/ æ c ã [] } • Ë and / ã ~ ~ [/ | æ , ç ã [/ æ c ã [] } • are from the “Summary Reporting System (SRS) User Manual” from the FBI's UCR Program. The definitions of fondling, incest, and statutory rape are excerpted from the “National Incident-Based Reporting System (NIBRS) User Manual” from the FBI's UCR Program. The definitions of / æ / & ^ } ^ Ë c @ ^ - c ç ^ ø & ^] c { [c [/ ç ^ @ â & / ^ c @ ^ - c Ë • ã {] / ^ æ • • æ ~ / c Ë ã } ç ã { ã ã æ c ã [] Ë æ } ã â ^ • c / ~ & c ã [] ð ã æ { æ * ^ ð ç æ } ã æ / ã • { [~] / [] ^ / c ^ are from the “Hate Crime Data Collection Guidelines and Training Manual” from the FBI's UCR Program.

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 of another, etc.

The killing of another person through gross negligence.

The willful (non-negligent) killing of one human being by another.

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.

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.

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily

injury. This type of offense usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

The offense of burglary, for reporting purposes, this definition includes: unlawful entry with the intent to commit a larceny; housebreaking; or any of the aforementioned.

The theft or attempted theft of a motor vehicle. (Classify all motor vehicle theft all cases where automobiles are taken for transportation purposes.)

victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

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.

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