



Coffeyville Community College - Main Campus

**2020 COMBINED ANNUAL SECURITY REPORT
& FIRE SAFETY REPORT**

Introduction

This report is provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, as amended. It provides students and employees of Coffeyville Community College ("College" or "CCC") with information on: the College's security arrangements, policies and procedures; programs that provide education on such things as drug and alcohol abuse, awareness of various kinds of sex offenses, and the prevention of crime generally; and procedures the College will take to notify the campus community in the event of an emergency. Its purpose is to provide students and employees with information that will help them make informed decisions relating to their own safety and the safety of others.

Policy for Preparing the Annual Report

This report is prepared by the Vice President for Operations and Finance in cooperation with local law enforcement authorities and includes information provided by them as well as by the College's campus security authorities and various other elements of the College. Each year an e-mail notification is made to all enrolled students and employees that provides the website link to access this report. Prospective students and employees are also notified of the report's availability. Hard copies of the report may also be obtained at no cost by contacting Jeff Morris, Student Union Building, 400 W. 11th St., Coffeyville, KS, 620-252-7177.

The College is committed to taking the actions necessary to provide a safe and secure working/learning environment for all students and staff. As a member of the campus community, you can feel safe and comfortable knowing that security procedures are in place that represent best practices in the field, and are constantly tested and re-evaluated for their effectiveness.

General Safety and Security Policies

Campus Security Personnel & Relationship with Local Law Enforcement

Eagle Security, a private contractor, is responsible for campus safety at the College.

Eagle Security provides security guard and patrol services, but its officers do not have arrest authority. Their jurisdiction covers all CCC property in Coffeyville, KS.

While the College does not have any written agreements with local law enforcement agencies, it does maintain a close working relationship with local police.

Campus Security Authorities

The College has designated certain officials to serve as campus security authorities. Reports of criminal activity can be made to these officials. They in turn will ensure that the crimes are reported for collection as part of the College's annual report of crime statistics. The campus security authorities to whom the College would prefer that crimes be reported are listed below.

- VP for Academic Services at 620-252-7005
- Athletic Director at 620-252-7147
- Fine Arts Instructor at 620-252-7020
- Director of Student Life at 620-252-7101
- Asst. Director of Student Life at 620-252-7079
- Director of Library Services at 620-252-7022
- Student Affairs Director at 620-252-7110
- Sr. Director of College Relations & Student Services at 620-252-7095
- VP for Operations & Finance at 620-252-7177

Reporting a Crime or Emergency

The College encourages accurate and prompt reporting of all criminal actions, emergencies, or other incidents occurring on campus, on other property owned by the College, or on nearby public property to the appropriate administrator and appropriate police agencies. Such a report is encouraged even when the victim of a crime elects not to make a report or is unable to do so.

- To report an incident occurring during regular business hours from one of the Coffeyville, KS campus facilities, call the switchboard (extension 7108). If calling from an outside line, dial 620-251-7700 and push 1 for the main campus and 0 for the switchboard.
- For emergencies after hours contact the Residence Hall Security Services or Student Life Managers by calling 620-252-7395. To call police in case of an emergency, please dial 911. (Coffeyville campus college extensions require dialing 9 then 911).
- Students, employees, and visitors can also make reports to Campus Security or to one of the campus security authorities identified above. The Campus Security Station is located in Powell Hall and is staffed a majority of the year, but not in the last few weeks of May after graduation and not at all in July. During the times of the year when the Campus Security Station is staffed, a security officer can be reached at 620-252-7395.
- Anonymous incident reports can also be made through the “Report a Concern/Incident” link on the left side of the Coffeyville.edu homepage.

Confidential Reporting

The College will protect the confidentiality of victims. Only those with a need to know the identity for purposes of investigating the crime, assisting the victim or disciplining the perpetrator will know the victim's identity.

Pursuant to the College’s Sexual Harassment Policy, when an employee who is not a confidential resource becomes aware of alleged misconduct under that policy (including, but not limited to, dating violence, domestic violence, sexual assault, and stalking), the employee is responsible for reporting that information, including the status of the parties if known, to the Title IX Coordinator.

A victim of other types of crimes (e.g., aggravated assault, burglary, etc.) who does not want to pursue action within the College disciplinary system or the criminal justice system is nevertheless encouraged to make a confidential report to a campus security authority. Upon the victim’s request, a report of the details of the incident can be filed with the College

without revealing the victim's identity. Such a confidential report complies with the victim's wishes, but still helps the College take appropriate steps to ensure the future safety of the victim and others. With such information, the College can keep an accurate record of the number of incidents involving members of the campus community, determine where a pattern of crime may be developing and alert the community as to any potential danger. These confidential reports are counted and disclosed in the annual crime statistics for the College.

The College does not employ any pastoral or professional counselors and thus does not have procedures for these positions to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Security of and Access to Campus Facilities

The facilities of CCC are generally intended to provide services to students, employees and visitors for the purpose of study, work, teaching and conducting other College business. Only those approved by the Vice President for Operations and Finance and who have demonstrated a need are issued keys to a building, classroom, office or lab.

At all times, due to issues involving safety, insurance, liability, theft, and vandalism, students may only use facilities when supervised by a staff member. No activity sponsored by the College or staff member will be allowed to begin without appropriate supervision. Staff members are responsible for the enforcement of applicable rules, restrictions and safety procedures. When using facilities after hours, on weekends or during a holiday break, the security of the building becomes the sole responsibility of the staff member accessing the facility.

The Coffeyville-Main Campus residence halls are secured 24 hours per day when the buildings are occupied by students. Over extended breaks, the buildings are secured and can only be accessed with a key separate from the regular key issued to students.

During evening hours, Security officers check buildings at various times throughout the night and patrol the campus grounds, parking lots and surrounding areas.

Students and employees are asked to be alert and to not circumvent practices and procedures that are meant to preserve their safety and that of others:

- Do not prop doors open or allow strangers into campus buildings that have been secured
- Do not lend keys or access cards to non-students and do not leave them unattended
- Do not give access codes to anyone who does not belong to the campus community

Employee and student identification cards may be used to verify the identity of persons suspected to be in campus facilities without permission.

Security Considerations in the Maintenance of Facilities

Maintenance personnel regularly check to ensure pathways are well lit and that egress lighting is working in hallways and stairwells and to determine if shrubs or other landscaping

might need trimming. In addition, security staff monitor and report any maintenance issues in their daily security reports so that repairs can be made.

Educational Programs Related to Security Awareness and Prevention of Criminal Activity

The College seeks to enhance the security of its campus and the members of the campus community by periodically presenting educational programs to inform students and employees about campus security procedures and practices, to encourage students and employees to be responsible for their own security and the security of others, and to inform them about the prevention of crimes. These programs are discussed below.

- Workshops and briefings are conducted on a regular basis at faculty in-service meetings to acquaint employees with campus security policies and procedures and to encourage them to be responsible for their own security and the security of others. Safety is discussed in general, however some in-service meetings include more specific training. Examples include a presentation on Safe Driving during the January 2020 in-service meeting and a presentation on the College's General Safety and Security Policies during the January 2019 in-service meeting. In addition, all employees, including new hires, are required to complete an on-line Sexual Assault Prevention Program "Haven."
- Presentations are made at the beginning of each semester during student orientation and residence hall orientation to acquaint students with campus security policies and procedures and to encourage them to be responsible for their own security and the security of others. Students are directed to the online version of the Student Handbook and the general safety and security policies are presented. In addition, the Director and Assistant Director of Student Life sponsor workshops and/or events each semester to explore and discuss and/or increase awareness on these issues. One example is designating special nights for awareness at various athletic events.
- In addition to the presentations listed above, students and employees are encouraged to attend campus assemblies and other programs which may be presented to inform them about campus crime prevention. Publications and brochures about crime prevention are made available to students and employees. Representatives from various organizations that assist victims of crimes and/or sexual assaults will set up a table on campus at various times throughout the year to distribute their materials to increase awareness. Posters and email blasts may also be used at various times to remind students and employees of the importance of reporting criminal activity, and to whom crimes should be reported.

It is also recommended that members of the campus community familiarize themselves with the following **personal safety reminders**:

- Practice being aware of your surroundings and of the behavior of the people around you. Follow your intuition; trust your feelings about a situation.
- Be aware of your feelings when you are faced with situations in which you do not feel relaxed or in charge. If you feel uncomfortable, act on it.
- Be aware that alcohol and drugs compromise your awareness and your ability to identify and act on your feelings. They also increase the opportunity for victimization and may violate CCC policies related to drugs and alcohol.

- In general, the more information you have about a person, a situation and your own feelings and reactions, the safer you will feel.
- Practice the buddy system; when working after hours let others know where you are, what time you plan to return, how to reach you and what route you will take.
- When studying or working late, make sure doors are locked. Avoid using stairs in remote sections of a building.
- Never prop doors open, especially fire doors, even for a short period of time.
- Don't leave your purse, backpack, briefcase or laptop computer unattended or unoccupied. If possible, always secure valuables in a locked cabinet or drawer. Avoid leaving valuables on or beneath a desk.
- Report suspicious persons and/or activity to administrators, campus security, Student Life Managers, Director of Student Life, faculty or custodians.
- Never leave your drink unattended because there are colorless and odorless drugs used in drug facilitated sexual assault which can be slipped into any type of beverage. If you leave your drink unattended, do not finish it. Get a new one.
- If you think your drink has been tampered with, seek medical attention immediately and request the hospital to conduct toxicology testing.

Monitoring Off Campus Locations of Recognized Student Organizations

The College does not have any officially recognized student organizations with off campus locations and therefore does not monitor or record criminal conduct occurring at such locations.

Disclosure of the Outcome of a Crime of Violence or Non-Forcible Sex Offense

Upon written request, the College will disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the College against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of the paragraph.

The previous paragraph does not apply to victims of dating violence, domestic violence, sexual assault, or stalking because under the Violence Against Women Act both the accused and accuser in these cases are given the results without the need to make a written request.

Drug and Alcohol Policy

The College is committed to creating and maintaining an environment that is free from alcohol abuse. To that end, CCC enforces the state's underage drinking laws and complies with state law and applicable regulations governing alcoholic beverages for those on the College's premises or participating in its activities.

CCC policies provide, in part, that no student shall unlawfully consume or possess any alcoholic beverages, unlawfully manufacture, distribute, dispense, consume or possess controlled substances, or be under the influence of such substances on any College-owned, College-operated, or College-utilized facility or at any College-sponsored event or activity either on or off campus. Authorized exceptions to this policy must be obtained in writing by a

Vice President or the College President regarding Service of Alcoholic Beverages for Special Events and Regular Operations. Any student found to be using, possessing, manufacturing or distributing controlled substances or alcohol will be in violation of the law and/or College policy.

The College also enforces federal and state drug laws. The possession, use, sale, manufacture or distribution of illegal drugs is prohibited under both state and federal laws. Such laws will be enforced by Campus Security and College administration. Violators of the College's policies or federal and state laws regarding illegal drugs will be subject to disciplinary action and possible criminal prosecution.

Federal Drug Laws

Denial of Federal Benefits (21 U.S.C. 862) A federal drug conviction may result in the loss of federal benefits, including school loans, grants, scholarships, contracts, and licenses. Federal drug trafficking convictions may result in denial of federal benefits for up to five years for a first conviction. Federal drug convictions for possession may result in denial of federal benefits for up to one year for a first conviction and up to five years for subsequent convictions.

Forfeiture of Personal Property and Real Estate (21 U.S.C. 853) Any person convicted of a federal drug offense punishable by more than one year in prison shall forfeit to the United States any personal or real property related to the violation, including houses, cars, and other personal belongings. A warrant of seizure is issued and property is seized at the time an individual is arrested on charges that may result in forfeiture.

Federal Drug Trafficking Penalties (21 U.S.C. 841) Penalties for federal drug trafficking convictions vary according to the quantity of the controlled substance involved in the transaction. Penalties for subsequent convictions are twice as severe.

If death or serious bodily injury results from the use of a controlled substance which has been illegally distributed, the person convicted on federal charges of distributing the substance faces the possibility of a life sentence and fines ranging up to \$10 million.

Persons convicted on federal charges of drug trafficking within 1,000 feet of a College (21 U.S.C. 860) face penalties of prison terms and fines which are twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least one year.

Federal Drug Possession Penalties (21 U.S.C. 844) Persons convicted on federal charges of possessing any controlled substance face penalties of up to one year in prison and a mandatory fine of no less than \$1,000. Second convictions are punishable by not less than 15 days but not more than two years in prison and a minimum fine of \$2,500. Subsequent convictions are punishable by not less than 90 days but not more than three years in prison and a minimum fine of \$5,000.

Drug and Alcohol State Laws

Category	Summary (Kansas Statutes)
Possession of Marijuana	Possession of marijuana is a misdemeanor in Kansas with the possibility of six months incarceration and a fine of up to \$1,000. KAN. STAT.

Category	Summary (Kansas Statutes)
	ANN. § 21.5706 (2019). Penalties increase with additional convictions. Kansas does not allow the medical use of marijuana.
Controlled Substances	<p>It is illegal in Kansas to be in possession of a controlled substance. There are also laws governing the possession of drug paraphernalia. Penalties vary widely based on the offense and the defendant’s criminal history. KAN. STAT. ANN. §§ 21.5705-21.5710 (2019).</p> <p>Possession of opiates, opium, or certain stimulants (like methamphetamine) is a level 5 felony for which a defendant faces up to 3.5 years in prison and \$100,000 in fines. KAN. STAT. ANN. § 21-5705(c)(1) (2019). For certain other drugs, the first offense is a Class A nonperson misdemeanor, with up to a year in prison and up to \$2,500 in fines. Prior offenses result in a level 5 felony. Possession of drug paraphernalia is also illegal. KAN. STAT. ANN. § 21.5709 (2019).</p> <p>Distribution of controlled substances is also illegal, with punishments dependent on the substance and the amount. KAN. STAT. ANN. § 21.5705 (2019).</p> <p>As an example, possession of less than one gram of heroin is a severity level 4 felony resulting in up to 23 months in jail.</p>
Alcohol and Minors	No person under the age of 21 shall possess, consume, obtain, purchase or attempt to obtain or purchase alcoholic beverages. KAN. STAT. ANN. § 41.727 (2019). Doing so results in a minimum fine of \$200. <i>Id.</i> It may also result in 40 hours of community service and/or completion or an educational training program regarding the results of alcohol and other chemical substances. <i>Id.</i> Second convictions result in a 90-day loss of driving privileges. <i>Id.</i>
Driving Under the Influence (DUI)	It is illegal to operate a car with a blood alcohol content of 0.08 percent or more. For a first offense, there is a minimum imprisonment from 48 consecutive hours up to six months, or 100 hours of public service and a fine of \$200–\$500, as well as a 30-day license suspension and completion of an alcohol/drug safety education program. KAN. STAT. ANN. § 8-1567 (2019). For a second offense, the penalties increase.

Drug and Alcohol Abuse Prevention Program

The College has a drug and alcohol abuse prevention program and conducts a biennial review of this program to evaluate its effectiveness. More information about the program, including the College’s annual notification of its standards related to alcohol and drugs and the biennial review, can be located at: <http://www.coffeyville.edu/student-services/drug-and-alcohol-abuse-prevention>.

Policies, Procedures, and Programs Related to Dating Violence, Domestic Violence, Sexual Assault, and Stalking

Consistent with applicable laws, the College prohibits dating violence, domestic violence, sexual assault, and stalking. The College's policy used to address complaints of this nature, as well as the procedures for filing, investigating and resolving complaints, may be found at:

- Sexual Misconduct Policy: <http://www.coffeyville.edu/student-services/sexual-misconduct-policy-and-complaint-procedures>

The following sections of this report discuss the College's educational programs to promote the awareness of dating violence, domestic violence, sexual assault and stalking; provides information concerning procedures students and employees should follow and the services available in the event they do become a victim of one of these offenses, and advises students and employees of the disciplinary procedures that will be followed after an allegation that one of these offenses has occurred.

Primary Prevention and Awareness Program:

The College conducts a Primary Prevention and Awareness Program (PPAP) for all incoming students and new employees. The PPAP advises campus community members that the College prohibits the offenses of dating violence, domestic violence, sexual assault and stalking. They are also informed of the topics discussed below, including relevant definitions, risk reduction, and bystander intervention.

Crime Definitions

Crime Type (Kansas Statutes Annotated)	Definitions
Dating Violence	The institution has determined, based on good-faith research, that Kansas law does not define the term dating violence.
Domestic Violence	<ul style="list-style-type: none"> • Domestic Violence (Kan. Stat. Ann. § 21-5111): "Domestic violence" means an act or threatened act of violence against a person with whom the offender is involved or has been involved in a dating relationship, or an act or threatened act of violence against a family or household member by a family or household member. Domestic violence also includes any other crime committed against a person or against property, or any municipal ordinance violation against a person or against property, when directed against a person with whom the offender is involved or has been involved in a dating relationship or when directed against a family or household member by a family or household member. • Domestic Battery (Kan. Stat. Ann. § 21-5414(a)): Domestic battery is (1) Knowingly or recklessly causing bodily harm to a person with whom the offender is involved or has been involved in a dating relationship or a family or household member; or (2) knowingly causing physical contact with a person with whom the offender is involved or has been involved in a dating relationship

Crime Type (Kansas Statutes Annotated)	Definitions
	<p>or a family or household member, when done in a rude, insulting or angry manner.</p> <ul style="list-style-type: none"> Aggravated Domestic Battery (Kan. Stat. Ann. § 21-5414(b)): Aggravated domestic battery is: (1) Knowingly impeding the normal breathing or circulation of the blood by applying pressure on the throat, neck or chest of a person with whom the offender is involved or has been involved in a dating relationship or a family or household member, when done in a rude, insulting or angry manner; or (2) knowingly impeding the normal breathing or circulation of the blood by blocking the nose or mouth of a person with whom the offender is involved or has been involved in a dating relationship or a family or household member, when done in a rude, insulting or angry manner. <p>For purpose of the above definitions:</p> <ul style="list-style-type: none"> "Dating relationship" means a social relationship of a romantic nature. In addition to any other factors the court deems relevant, the trier of fact may consider the following when making a determination of whether a relationship exists or existed: Nature of the relationship, length of time the relationship existed, frequency of interaction between the parties and time since termination of the relationship, if applicable. "Family or household member" means persons 18 years of age or older who are spouses, former spouses, parents or stepparents and children or stepchildren, and person who are presently residing together or have resided together in the past, and persons who have a child in common regardless of whether they have been married or have lived together at any time. Family and household member also includes a man and woman if the woman is pregnant and the man is the alleged father, regardless of whether they have been married or have lived together at any time.
Stalking (Kan. Stat. Ann. § 21-5427)	<ul style="list-style-type: none"> Stalking is: (1) Recklessly engaging in a course of conduct targeted at a specific person which would cause a reasonable person in the circumstances of the targeted person to fear for such person's safety, or the safety of a member of such person's immediate family and the targeted person is actually placed in such fear; (2) Engaging in a course of conduct targeted at a specific person with knowledge that the course of conduct will place the targeted person in fear for such person's safety or the safety of a member of such person's immediate family; or (3) After being served with, or otherwise provided notice of any protective order...that prohibits contact with a targeted person, recklessly engaging in at least one act listed [below] that violates the provisions of the order and would cause a reasonable person to fear for such person's safety, or

Crime Type (Kansas Statutes Annotated)	Definitions
	<p>the safety of a member of such person's immediate family and the targeted person is actually placed in such fear.</p> <ul style="list-style-type: none"> • "Course of conduct" means two or more acts over a period of time, however short, which evidence a continuity of purpose. A course of conduct shall not include constitutionally protected activity nor conduct that was necessary to accomplish a legitimate purpose independent of making contact with the targeted person. A course of conduct shall include, but not be limited to, any of the following acts or a combination thereof: (A) Threatening the safety of the targeted person or a member of such person's immediate family; (B) Following, approaching or confronting the targeted person or a member of such person's immediate family; (C) Appearing in close proximity to, or entering the targeted person's residence, place of employment, school or other place where such person can be found, or the residence, place of employment or school of a member of such person's immediate family; (D) Causing damage to the targeted person's residence or property or that of a member of such person's immediate family; (E) Placing an object on the targeted person's property or the property of a member of such person's immediate family, either directly or through a third person; (F) Causing injury to the targeted person's pet or a pet belonging to a member of such person's immediate family; (G) Any act of communication.
Sexual Assault	The institution has determined, based on good-faith research, that Kansas law does not define the term sexual assault.
Rape, Fondling, Incest, Statutory Rape	<p>For purposes of the Clery Act, the term "sexual assault" includes the offenses of rape, fondling, incest, and statutory rape. These definitions under Kansas law are as follows:</p> <ul style="list-style-type: none"> • Rape (Kan. Stat. Ann. § 21-5503): (1) Knowingly engaging in sexual intercourse with a victim who does not consent to the sexual intercourse under any of the following circumstances: (A) When the victim is overcome by force or fear; or (B) when the victim is unconscious or physically powerless; (2) Knowingly engaging in sexual intercourse with a victim when the victim is incapable of giving consent because of mental deficiency or disease, or when the victim is incapable of giving consent because of the effect of any alcoholic liquor, narcotic, drug or other substance, which condition was known by the offender or was reasonably apparent to the offender; (3) sexual intercourse with a child who is under 14 years of age; (4) sexual intercourse with a victim when the victim's consent was obtained through a knowing misrepresentation made by the offender that the sexual intercourse was a medically or therapeutically necessary procedure; or (5) sexual intercourse with a victim when the victim's consent was obtained through a knowing misrepresentation made by the offender that the sexual

Crime Type (Kansas Statutes Annotated)	Definitions
	<p>intercourse was a legally required procedure within the scope of the offender's authority.</p> <ul style="list-style-type: none"> • Fondling: The institution has determined, based on good-faith research, that Kansas law does not define the term fondling. • Incest (Kan. Stat. Ann. § 21-5604(a)): Incest is marriage to or engaging in otherwise lawful sexual intercourse or sodomy, as defined in K.S.A. 21-5501, and amendments thereto, with a person who is 18 or more years of age and who is known to the offender to be related to the offender as any of the following biological relatives: Parent, child, grandparent of any degree, grandchild of any degree, brother, sister, half-brother, half-sister, uncle, aunt, nephew or niece. • Aggravated Incest (Kan. Stat. Ann. § 21-5604(b)): Aggravated incest is (1) Marriage to a person who is under 18 years of age and who is known to the offender to be related to the offender as any of the following biological, step or adoptive relatives: Child, grandchild of any degree, brother, sister, half-brother, half-sister, uncle, aunt, nephew or niece; or (2) engaging in the following acts with a person who is 16 or more years of age but under 18 years of age and who is known to the offender to be related to the offender as any of the following biological, step or adoptive relatives: Child, grandchild of any degree, brother, sister, half-brother, half-sister, uncle, aunt, nephew or niece: (A) Otherwise lawful sexual intercourse or sodomy as defined by K.S.A. 21-5501, and amendments thereto; or (B) any lewd fondling, as described in subsection (a)(1) of K.S.A. 21-5506, and amendments thereto. • Statutory Rape: The institution has determined, based on good-faith research, that Kansas law does not define the term statutory rape.
Other "sexual assault" crimes	<p>Other crimes under Kansas law that may be classified as a "sexual assault" include the following:</p> <ul style="list-style-type: none"> • Criminal Sodomy (Kan. Stat. Ann. § 21-5504(a)): Criminal sodomy is: (1) Sodomy between persons who are 16 or more years of age and members of the same sex; (2) sodomy between a person and an animal; (3) sodomy with a child who is 14 or more years of age but less than 16 years of age; or (4) causing a child 14 or more years of age but less than 16 years of age to engage in sodomy with any person or animal. • Aggravated Criminal Sodomy (Kan. Stat. Ann. § 21-5504(b)): Aggravated criminal sodomy is: (1) Sodomy with a child who is under 14 years of age; (2) causing a child under 14 years of age to engage in sodomy with any person or an animal; or (3) sodomy with a victim who does not consent to the sodomy or causing a victim, without the victim's consent, to engage in sodomy with any person or an animal under any of the following circumstances: (A)

Crime Type (Kansas Statutes Annotated)	Definitions
	<p>When the victim is overcome by force or fear; (B) when the victim is unconscious or physically powerless; or (C) when the victim is incapable of giving consent because of mental deficiency or disease, or when the victim is incapable of giving consent because of the effect of any alcoholic liquor, narcotic, drug or other substance, which condition was known by, or was reasonably apparent to, the offender.</p> <ul style="list-style-type: none"> • Sexual Battery (Kan. Stat. Ann. § 21-5505(a)): Sexual battery is the touching of a victim who is not the spouse of the offender, who is 16 or more years of age and who does not consent thereto, with the intent to arouse or satisfy the sexual desires of the offender or another. • Aggravated Sexual Battery (Kan. Stat. Ann. § 21-5505(b)): Aggravated sexual battery is the touching of a victim who is 16 or more years of age and who does not consent thereto with the intent to arouse or satisfy the sexual desires of the offender or another and under any of the following circumstances: (1) When the victim is overcome by force or fear; (2) when the victim is unconscious or physically powerless; or (3) when the victim is incapable of giving consent because of mental deficiency or disease, or when the victim is incapable of giving consent because of the effect of any alcoholic liquor, narcotic, drug or other substance, which condition was known by, or was reasonably apparent to, the offender. • Indecent Liberties with a Child (Kan. Stat. Ann. § 21-5506(a)): Indecent liberties with a child is engaging in any of the following acts with a child who is 14 or more years of age but less than 16 years of age: (1) Any lewd fondling or touching of the person of either the child or the offender, done or submitted to with the intent to arouse or to satisfy the sexual desires of either the child or the offender, or both; or (2) soliciting the child to engage in any lewd fondling or touching of the person of another with the intent to arouse or satisfy the sexual desires of the child, the offender or another. • Aggravated Indecent Liberties with a Child (Kan. Stat. Ann. § 21-5506(b)): Aggravated indecent liberties with a child is: (1) Sexual intercourse with a child who is 14 or more years of age but less than 16 years of age; (2) engaging in any of the following acts with a child who is 14 or more years of age but less than 16 years of age and who does not consent thereto: (A) Any lewd fondling or touching of the person of either the child or the offender, done or submitted to with the intent to arouse or to satisfy the sexual desires of either the child or the offender, or both; or (B) causing the child to engage in any lewd fondling or touching of the person of another with the intent to arouse or satisfy the sexual desires of the child, the offender or another; or (3) engaging in any of the following acts with a child who is under 14 years of age: (A) Any lewd fondling or touching of the person of either the child or the

Crime Type (Kansas Statutes Annotated)	Definitions
	offender, done or submitted to with the intent to arouse or to satisfy the sexual desires of either the child or the offender, or both; or (B) soliciting the child to engage in any lewd fondling or touching of the person of another with the intent to arouse or satisfy the sexual desires of the child, the offender or another.
Consent (as it relates to sexual activity)	The institution has determined, based on good-faith research, that Kansas law does not define the term consent (as it relates to sexual activity).

College Definition of Consent

Though Kansas law does not specifically define consent (as it relates to sexual activity), the College uses the following definition of consent in its sexual misconduct policy for the purpose of determining whether sexual violence (including sexual assault) has occurred:

Coffeyville's Definition of Consent

- “Consent” refers to words or actions that a reasonable person in the perspective of the Respondent would understand as unambiguous permission to engage in the sexual conduct at issue. A person who is Incapacitated is not capable of giving Consent. A person who is below the statutory age of consent is not capable of giving Consent. Consent must be given voluntarily. It cannot be procured through physical violence, threats, blackmail, or other unreasonable pressure for sexual activity. Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Previous relationships or prior consent do not imply consent to future sexual acts. In order to give effective consent, a person must be of legal age.

Risk Reduction

If you find yourself in an uncomfortable sexual situation, these suggestions may help you reduce your risk:

- Make your limits known before going too far.
- You can withdraw consent to sexual activity at any time. Do not be afraid to tell a sexual aggressor “NO” clearly and loudly.
- Try to remove yourself from the physical presence of a sexual aggressor. Be as direct as possible about wanting to leave the environment.
- Grab someone nearby and ask them for help.
- Be responsible about your alcohol and/or drug use. Alcohol and drugs can lower your sexual inhibitions and may make you vulnerable to someone who views an intoxicated/high person as a sexual opportunity.
- Attend large parties with friends you trust. Watch out for your friends and ask that they watch out for you.

- Be aware of someone trying to slip you an incapacitating “rape drug” like Rohypnol or GHB.

If you find yourself in the position of being the initiator of sexual behavior, these suggestions may help you to reduce your risk of being accused of sexual assault or another sexual crime:

- Remember that you owe sexual respect to the other person.
- Don’t make assumptions about the other person’s consent or about how far they are willing to go.
- Remember that consent to one form of sexual activity does not necessarily imply consent to another form of sexual behavior.
- If your partner expresses a withdrawal of consent, stop immediately.
- Clearly communicate your sexual intentions so that the other person has a chance to clearly tell you their intentions.
- Consider “mixed messages” a clear sign that the other person is uncomfortable with the situation and may not be ready to progress sexually.
- Don’t take advantage of someone who is really drunk or on drugs, even if they knowingly and intentionally put themselves in that state. Further, don’t be afraid to step in if you see someone else trying to take advantage of a nearly incapacitated person.
- Be aware of the signs of incapacitation, such as slurred speech, bloodshot eyes, vomiting, unusual behavior, passing out, staggering, etc.

It is also important to be aware of the warning signs of an abusive person. Some examples include: past abuse; threats of violence or abuse; breaking objects; use of force during an argument; jealousy; controlling behavior; quick involvement; unrealistic expectations; isolation; blames others for problems; hypersensitivity; cruelty to animals or children; "playful" use of force during sex; Jekyll-and-Hyde personality.

Bystander Intervention

In addition to reporting incidents to appropriate authorities, below are some ways in which individuals can take safe and positive steps to prevent harm and intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking against another person.

- Look out for those around you.
- Realize that it is important to intervene to help others.
- Treat everyone respectfully. Do not be hostile or an antagonist.
- Be confident when intervening.
- Recruit help from others if necessary.
- Be honest and direct.
- Keep yourself safe.
- If things get out of hand, don’t hesitate to contact the police.

Other Information Covered by the PPAP

The PPAP also provides information on possible sanctions and protective measures that may be imposed following a determination that an offense of dating violence, domestic violence, sexual assault, or stalking has occurred, an explanation of the disciplinary procedures that will be followed when one of these offenses is alleged, the rights of the parties in such a

proceeding, available resources, and other pertinent information. Much of this information is set forth in the upcoming sections of this security report.

Ongoing Prevention and Awareness Campaign:

The College also conducts an Ongoing Prevention and Awareness Campaign (OPAC) aimed at all students and employees. This campaign covers the same material as provided in the PPAP, but is intended to increase the understanding of students and employees on these topics and to improve their skills for addressing the offenses of dating violence, domestic violence, sexual assault and stalking.

PPAP and OPAC Programming Methods:

The PPAP and OPAC are carried out in a variety of ways, using a range of strategies, and, as appropriate, targeting specific audiences throughout the College. Methods include, but are not limited to: online presentations, distribution of written materials, periodic email blasts, and guest speakers. Past programming and currently planned programming include the following:

- Workshops and briefings at faculty in-service meetings including:
 - Sexual Harassment Training during the January 2020 in-service meeting.
 - Overview of the College's General Safety and Security Policies in the January 2019 in-service meeting.
 - Overview of the College's Drug and Alcohol Abuse Prevention Program during the August 2019 in-service meeting.
 - Pro-Active Approach to a Safe Campus presentation by the Dean of Students.
 - Campus Safety presentation by the Dean of Students and the Director of Human Resources.
- All new employees are required to complete an on-line Sexual Assault Prevention Program “Haven”.
- All incoming Freshmen take the on-line “Haven” sexual assault training in their Orientation class.
- The Student Handbook, which contains information regarding sexual assault, is made available to all students online.
- Special awareness nights at athletic events are periodically scheduled to increase awareness of various issues, including domestic violence and sexual crimes.

Procedures to Follow if You are a Victim of Dating Violence, Domestic Violence, Sexual Assault, or Stalking:

If you are a victim of dating violence, domestic violence, sexual assault, or stalking, go to a safe place and call 911 or Deputy Title IX Coordinator Yvonne Hull, Sr. Director of College Relations & Student Services, 620-252-7095, hull.yvonne@coffeyville.edu. You may also contact the College's Title IX Coordinator Kelli Bauer, Director of HR, 620-252-7180, bauer.kelli@coffeyville.edu.

Victims will be notified in writing of the procedures to follow, including:

1. To whom and how the alleged offense should be reported (contact the Title IX Coordinator or refer to the other resources listed in this report).

2. The importance of preserving evidence that may be necessary to prove the offense in a criminal proceeding or disciplinary action or to obtain a protective order.
3. The victim's options regarding notification to law enforcement, which are: (a) the option to notify either on-campus or local police; (b) the option to be assisted by campus security authorities in notifying law enforcement if the victim so chooses (the institution is obligated to comply with such a request if it is made); and (c) the option to decline to notify such authorities.
4. Where applicable, the rights of victims and the institution's responsibilities regarding orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court.

Preservation of Evidence & Forensic Examinations

Victims of physical assault are advised to not remove clothing items worn during or following an assault, as they frequently contain valuable fiber, hair, and fluid evidence. Don't bathe or wash, or otherwise clean the environment in which the assault occurred. You can obtain a forensic examination at Coffeyville Regional Medical Center (1400 W. 4th St., Coffeyville, KS 67337).

Completing a forensic examination does not require you to file a police report, but having a forensic examination will help preserve evidence in case you decide at a later date to file a police report.

Victims are also advised to retain evidence in electronic formats (e.g., text messages, emails, photos, social media posts, screenshots, etc.). Such evidence is valuable in all situations, and it may be the only type of evidence available in instances of stalking.

Security/Law Enforcement & How to Make a Police Report

- Campus Security for Coffeyville Campuses, 620-252-7395
- Coffeyville Police Department 1400 W. 4th St., Coffeyville, KS 67337, 620-252-6160 (for emergency dial 911)
- To make a police report, a victim should contact one of the local police agencies listed above either by phone or in-person. The victim should provide as much information as possible, including name, address, and when and what occurred, to the best of the victim's ability.

Information about Legal Protection Orders

In Kansas, victims may obtain a Protection from Abuse Order, which provides protective relief for victims of dating violence, domestic violence, or sexual assault. A victim of stalking may also obtain a Protection from Stalking Order. Information about these protection orders and required forms can be found at: <http://kscourts.org/programs/domestic-violence/default.asp>.

There are three main types of protection orders in Kansas:

1. Emergency (only applies to Protection from Abuse Orders) – expires at 5:00 p.m. on the first day when the court resumes business.
 2. Temporary – remains in effect until a final order is served or until it is terminated by order of the court.
 3. Final – will expire after one year or on the date stated in the order unless an extension or modification is requested and granted from the court before the order expires.
- Petitions for protection orders may be filed in any district court in Kansas.
 - Montgomery County District Court
Montgomery County Judicial Center
102 W. 7th, Suite A
Coffeyville, KS 67337
620-251-1060
 - If you need assistance in filing a petition, the Kansas court website noted above suggests seeking help from an attorney or victim services advocate, and contacting the Kansas Crisis Hotline (1-888-363-2287) or Kansas Legal Services (1-800-723-6953) for help in finding such resources.
 - When a protection order is granted, it is enforceable statewide. If you have obtained a protection order and need it to be enforced in your area, you should contact the local police department.
 - The College will also enforce any protection order against an alleged perpetrator from a criminal, civil, or tribal court. Any student or employee who has a protection order should notify the Title IX Coordinator or Deputy Title IX Coordinator and provide a copy of the protection order so that it may be kept on file with the College and can be enforced on campus, if necessary. Upon learning of any orders, the College will take all reasonable and legal action to implement the order.

The College does not issue legal protection orders. However, as a matter of institutional policy, the College may impose a no-contact order between individuals in appropriate circumstances. The College may also issue a “no trespass warning” if information available leads to a reasonable conclusion that an individual is likely to cause harm to any member of the campus community. A person found to be in violation of a No Trespass Warning may be arrested and criminally charged.

Available Victim Services:

Victims will be provided written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to them, both within the College and in the surrounding community. Those services include:

- Coffeyville’s Title IX Coordinator
Kelli Bauer
Human Resources Office, Pat Walker Alumni Center
620-252-7180
bauer.kelli@coffeyville.edu

- Coffeyville’s Deputy Title IX Coordinator
Yvonne Hull
Sr. Director of College Relations & Student Services, Arts & Science/Administration
620-252-7095
hull.yvonne@coffeyville.edu
- Student Health Nurse
Bottom level of Student Union on Coffeyville campus
620-252-7024
- Campus Security Station (Coffeyville campuses – Student Housing)
902 S. Beech – Powell Hall
620-252-7395
- Student Financial Aid: Some victims of sexual misconduct may consider taking a leave of absence from the College. If you are considering such action, please keep in mind that there may be financial aid implications. The Title IX Coordinator or Deputy Title IX Coordinator can assist you in contacting the appropriate personnel in the financial aid office in order to ensure you have an understanding of the financial aid issues that may arise from a leave of absence. Here is a link to the College’s financial aid website: <http://www.coffeyville.edu/student-services/financial-aid/index>.

State/Local Resources

- Local Police

Coffeyville Police Department
1400 W. 4th St., Coffeyville, KS 67337
620-252-6122 (for emergency dial 911)
<https://www.coffeyville.com/142/Police-Department>
- Hospitals

Coffeyville Regional Medical Center
1400 W. 4th St., Coffeyville, KS 67337
620-251-1200
<http://crmcinc.org/>
- Support Agencies/Hotlines

Four County Mental Health Center (Coffeyville, KS Branch Office)
<https://www.fourcounty.com/>
1601 W. 4th, Coffeyville, KS 67337
620-251-8180

Safe House Crisis Center (Coffeyville, KS Office)
<http://safehousecrisiscenter.org/>
1317 W. 8th St., Coffeyville, KS 67337
620-251-0030

Midwest Pregnancy Care Center (Coffeyville, KS Office)
<http://www.midwestpcc.com/>
912 S. Walnut, Coffeyville, KS 67337
620-251-0900

Montgomery County Health Department (Coffeyville, KS Office)
<http://mgcountyks.org/county-depts/health-department>
908 S. Walnut, Coffeyville, KS 67337
620-251-4210

Kansas Coalition Against Domestic and Sexual Violence:
<http://www.kcsdv.org/find-help/in-kansas/dv-sa-services.html>

Safe Home: <http://www.safehome-ks.org/>

National Resources

National Domestic Violence Hotline: 1-800-799-7233

National Sexual Assault Hotline: 1-800-656-4673

Legal Assistance, Visa and Immigration Assistance

Kansas Legal Aid: <http://www.kansaslegalservices.org/>

Immigration Advocates Network:
<https://www.immigrationadvocates.org/nonprofit/legaldirectory/search?state=KS>

U.S. Citizenship and Immigration Services: <https://www.uscis.gov/about-us/find-uscis-office/field-offices/kansas>

Accommodations and Protective Measures:

The College will provide written notification to victims about options for, and available assistance in, changing academic, living, transportation, and working situations or protective measures. If victims request these accommodations or protective measures and they are reasonably available the College is obligated to provide them, regardless of whether the victim chooses to report the crime to campus security or local law enforcement.

Requests for accommodations or protective measures should be made to the Title IX Coordinator (620-252-7180; bauer.kelli@coffeyville.edu) or the Deputy Title IX Coordinator (620-252-7095; hull.yvonne@coffeyville.edu). Depending on the status of the individual making the request and the nature of it, the Title IX Coordinator and/or Deputy Title IX Coordinator will be responsible for deciding what, if any, accommodations or protective measures will be implemented.

When determining the reasonableness of such a request, the College may consider, among other factors, the following:

- The specific need expressed by the complainant.
- The age of the students involved.
- The severity or pervasiveness of the allegations
- Any continuing effects on the complainant
- Whether the complainant and alleged perpetrator share the same class or job location.
- Whether other judicial measures have been taken to protect the complainant (e.g., civil protection orders).

The College will maintain as confidential any accommodations or protective measures provided a victim to the extent that maintaining confidentiality would not impair the College's ability to provide them. However, there may be times when certain information must be disclosed to a third party in order to implement the accommodation or protective measure. Such decisions will be made by the College in light of the surrounding circumstances, and disclosures of this nature will be limited so that only the information necessary to implement the accommodation or protective measure is provided. In the event it is necessary to disclose information about a victim in order to provide an accommodation or protective order, the College will inform the victim of that necessity prior to the disclosure, including which information will be shared, with whom it will be shared and why.

Procedures for Disciplinary Action:

Allegations of dating violence, domestic violence, sexual assault or stalking will be processed through the College's Sexual Harassment Policy and Complaint Resolution Procedures. The procedures are utilized whenever a complaint is made, regardless of the status of the complainant and the respondent or where the conduct occurred. The procedures commence when a report is made to the Title IX Coordinator or Deputy Title IX Coordinator pursuant to the Sexual Misconduct Policy. There is also an anonymous reporting option available by utilizing the Report and Incident/Concern option located at the bottom of the College's main webpage at www.coffeyville.edu.

Once a complaint is made, the Investigating Officer (designated by the Title IX Coordinator; could include a single investigator or team of investigators) will commence the investigatory process as soon as practicable, but not later than seven (7) days after the complaint is made. The Investigating Officer will analyze the complaint and notify the respondent that a complaint has been filed.

During the investigation, the complainant and respondent will each have an equal opportunity to describe the situation and present witnesses and other supporting evidence. The Investigating Officer will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint. Upon completion of the investigation, the Investigating Officer makes a determination as to whether any allegations in the complaint were found to be substantiated by a preponderance of the evidence. The Investigating Officer will then prepare an investigation report outlining the findings and prepare a report to be provided to the Title IX Coordinator. If the written report indicates that sexual misconduct occurred, the Title IX Coordinator, in consultation with the Deputy Title IX Coordinator or other College officials

as needed, shall determine what sanctions or other remedial measures to impose. The parties will be notified of this determination in writing within three (3) days of it being made. The College strives to complete investigations of this nature within sixty (60) calendar days.

Both parties have an equal opportunity to appeal the determination by filing a written appeal with the Vice President for Operations and Finance (or designee) within five (5) days of being notified of the outcome of the investigation. The Vice President for Operations and Finance (or designee) will resolve the appeal within ten (10) days of receiving it, and may take any and all actions that he/she determines to be in the interest of a fair and just decision.

Special procedures may also be utilized in certain circumstances, as follows:

- If agreeable to both parties and appropriate under the circumstances in the opinion of the Title IX Coordinator or Deputy Title IX Coordinator, informal resolution methods may be pursued that do not require a full investigation and formal determination. However, informal resolution in the form of mediation will never be used to resolve complaints of sexual assault.
- If a complaint is made against the College President, the Board of Trustees (“Board”) will designate the Investigating Officer. Based on the information gathered by the investigation, the Board will prepare and issue the written report determining the complaint and, as necessary, implementing any sanctions or remedial measures. The determination of the Board is final and not subject to appeal.
- If a complaint involves alleged conduct on the part of the Title IX Coordinator or any administrator ranked higher than the Title IX Coordinator, the President will designate the Investigating Officer. Based on the information gathered by the investigation, the President will prepare and issue the written report determining the complaint and, as necessary, implementing any sanctions or remedial measures. The determination of the President is final and not subject to appeal.

Rights of the Parties in an Institutional Proceeding:

During the course of the process described in the previous section, both the accuser and the individual accused of the offense are entitled to:

1. A prompt, fair and impartial process from the initial investigation to the final result.
 - A prompt, fair and impartial process is one that is:
 - Completed within reasonably prompt timeframes designated by the institution’s policy, including a process that allows for the extension of timeframes for good cause, with written notice to the accuser and the accused of the delay and the reason for the delay.
 - Conducted in a manner that:
 - Is consistent with the institution’s policies and transparent to the accuser and the accused.
 - Includes timely notice of meetings at which the accuser or accused, or both, may be present; and
 - Provides timely access to the accuser, the accused and appropriate officials to any information that will be used during the informal and formal disciplinary meetings and hearings.
 - Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.

2. Proceedings conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
 - Such training addresses topics such as relevant evidence and how it should be used during a proceeding, proper techniques for questioning witnesses, basic procedural rules for conducting a proceeding, and avoiding actual and perceived conflicts of interest.
 - In 2018, 2019 and 2020, the Title IX Coordinator and Deputy Title IX Coordinator attended multiple sexual misconduct training workshops to stay up-to-date on legal obligations and how to conduct appropriate investigations. In 2018, the entire team of Title IX investigators attended in-house training for their role as investigators.
 - In 2017, all employees received Title IX/VAWA training, the College's Administrative team received Clery Compliance training, Campus Security Authorities received special training and the entire Title IX team attended investigator training all conducted by the law firm of Husch Blackwell over a two-day period.
3. The same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. The institution may not limit the choice of advisor, but may establish limits regarding the extent to which that advisor may participate in the proceeding, as long as those limits apply equally to both parties.
4. Have the outcome determined using the preponderance of the evidence standard .
5. Simultaneous, written notification of the results of the proceeding, any procedures for either party to appeal the result, any change to the result, and when the result becomes final. For this purpose, “result” means “any initial, interim and final decision by an official or entity authorized to resolve disciplinary matters” and must include the rationale for reaching the result and any sanctions imposed.

Possible Sanctions or Protective Measures that the College May Impose for Dating Violence, Domestic Violence, Sexual Assault or Stalking Offenses:

Following a final determination in the institution’s disciplinary proceeding that domestic violence, dating violence, sexual assault, or stalking has been committed, the institution may impose a sanction depending on the mitigating and aggravating circumstances involved. The possible sanctions include: warning; reprimand; probation; restitution; fine; loss of privileges; housing probation; suspension or expulsion/termination; restriction on eligibility to represent the College at any official function or in any intercollegiate competition. If a suspension is imposed on a student, it may be for part of a semester, a full semester, or an entire academic year. An employee may be suspended for any length of time determined appropriate by the Director of Human Resources. Following a suspension, the individual will be required to meet with the Director of Student Affairs (student) or Director of Human Resources (employee) to discuss re-entry and expectations going forward.

In addition, the College can make available to the victim a range of protective measures. They include: forbidding the accused from entering the victim's residence hall and from communicating with the victim, other institutional no-contact orders, security escorts, modifications to academic requirements or class schedules, changes in working situations, etc.

Publicly Available Recordkeeping:

The College will complete any publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifiable information about victims of dating violence, domestic violence, sexual assault, and stalking who make reports of such to the College to the extent permitted by law.

Victims to Receive Written Notification of Rights:

When a student or employee reports to the College that he or she has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the College will provide the student or employee a written explanation of his or her rights and options as described in the paragraphs above.

Sex Offender Registration Program:

The Campus Sex Crimes Prevention Act of 2000 requires institutions of higher education to advise members of the campus community where they can obtain information provided by the state concerning registered sex offenders. It also requires sex offenders to notify the state of each institution of higher education in the state at which they are employed or enrolled or carrying on a vocation. The state is then required to notify the College of any such information it receives. Anyone interested in determining whether such persons are on this campus may do so by contacting the Aaron Flores, Director of Student Affairs at 620-252-7110. State registry of sex offender information may be accessed at the following link:

<http://www.kbi.ks.gov/registeredoffender>

Timely Warnings and Emergency Response

Timely Warnings

In the event of criminal activity occurring either on campus or off campus that in the judgment of the Crisis Management Team constitutes a serious or continuing threat to members of the campus community, a campus-wide "timely warning" will be issued. Examples of such situations may include a sexual assault or a series of motor vehicle thefts in the area that merit a warning because they present a continuing threat to the campus community. Warnings will be communicated to students and employees via one or more of the methods discussed later in this section. Updates to the warnings will be provided as appropriate.

Anyone with information warranting a timely warning should immediately report the circumstances to:

- President's Office, 620-252-7115
- VP for Operations & Finance, 620-252-7177

- VP for Academic Services, 620-252-7005
- Sr. Director of College Relations & Student Services, 620-252-7095
- Dean of Career/Technical Education, 620-252-7503

The College has communicated with local law enforcement asking them to notify the College if it receives reports or information warranting a timely warning.

Emergency Response

The College has a Crisis Management Team designed to ensure there is a timely and effective response in the event of a significant emergency or dangerous situation occurring on campus involving an immediate threat to the health or safety of members of the campus community. Such situations include, but are not limited to: tornadoes, bomb threats, chemical spills, disease outbreaks, fires, active shooters, etc. The College has communicated with local police requesting their cooperation in informing the College about situations reported to them that may warrant an emergency response.

Core members of the Crisis Management Team include the following: President (leader), Vice President for Academic Services, Vice President for Operations and Finance, Dean of Career/Technical Education, Director of Human Resources, Senior Director of College Relations and Student Services plus the College Attorney. Other personnel may be utilized on an as needed basis.

Students, staff and visitors are encouraged to notify the Security Station at 620-252-7395 of any emergency or potentially dangerous situation.

The President will access available sources of information from campus administrative staff and local authorities to confirm the existence of the danger and will be responsible for initiating the institution's response and for marshaling the appropriate local emergency response authorities for assistance. Depending on the nature of the emergency, other College departments may be involved in the confirmation process.

Once the emergency is confirmed and based on its nature, the President will consult with other members of the Crisis Management Team to determine the appropriate segment or segments of the College community to be notified.

The President, in collaboration members of the Crisis Management Team, will determine who should be notified, and 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 professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Depending on the segments of the campus the notification will target, the content of the notification may differ. When appropriate, the content of the notification will be determined in consultation with local authorities. Also as appropriate, the notification will give guidance as to whether its recipients should shelter in place or evacuate their location.

The President will direct the issuance of emergency notifications, which will be accomplished using one or more of methods discussed later in this section, depending on the nature of the threat and the segment of the campus community being threatened.

At the direction of the President, the Director of Student Affairs will contact local law enforcement of the emergency if they are not already aware of it and the Senior Director of College Relations and Student Services will contact local media outlets in order that the larger community outside the campus will be aware of the emergency.

Methods for Issuing Timely Warnings and Emergency Notifications

The method(s) listed below may be utilized when the College issues a timely warning or emergency notification to the campus community.

Method	Sign-Up Instructions
Posting Notifications on Bullet Boards and Other Locations	N/A
College Email	All students and employees are given College email accounts
Alert Now	CCC provides an emergency notification system via phone and text messaging. This is a rapid communication service that will deliver voice messages automatically at no charge to students, faculty and staff. Students' phone numbers are collected each semester from the enrollment forms and loaded into the system. Students who did not provide a phone number on their enrollment form may provide one to the Director of Human Resources to be entered into the system.
Posting Notifications on Bullet Boards and Other Locations	N/A

Testing & Documentation

The College tests its emergency response and evacuation procedures at least once a year. The tests may be announced or unannounced. Also, at various times the Crisis Management Team will meet to train and test and evaluate the College's emergency response plan.

The Director of Student Affairs maintains a record of these tests and training exercises, including a description of them, the dates and times they were held and an indication of whether they were announced or unannounced. In connection with at least one such test, the College will distribute to its students and employees information to remind them of the College's emergency response and evacuation procedures.

Missing Student Policy

If a member of the College community has reason to believe that a student who resides in on-campus housing is missing, that information should be reported immediately to the Director of Student Affairs at 620-252-7110, flores.aaron@coffeyville.edu. Anyone receiving a

missing student report will immediately notify campus security (or local law enforcement, if necessary) so that an investigation can be initiated.

In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by the College only in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, the College will notify that individual no later than 24 hours after the student is determined to be missing. The option to identify a contact person in the event the person is determined missing is in addition to identifying a general emergency contact person, but they can be the same individual for both purposes. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

A student who wishes to designate a confidential contact may do so by indicating such on their dorm housing contract.

After investigating a missing person report, if it is determined that the student has been missing for 24 hours, the College will notify local police authorities unless it was local law enforcement that made the determination that the student is missing. If the missing student is under the age of 18 and is not emancipated, the College will also notify that student's custodial parent or legal guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student.

Crime Statistics

The statistical summary of crimes for this College over the past three calendar years follows:

Crime	On Campus			On Campus Housing			Non Campus			Public Property		
	2019	2018	2017	2019	2018	2017	2019	2018	2017	2019	2018	2017
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	2	1	0	2	1	0	0	0	0	0	0	0
Fondling	0	1	0	0	1	0	0	0	0	0	0	0
Statutory Rape	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
Aggravated Assault	0	0	1	0	0	0	0	0	0	0	0	0
Burglary	0	2	5	0	1	1	0	0	0	0	0	1
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Arrest - Liquor Law Violation	0	0	0	0	0	0	0	0	0	0	0	0
Arrest - Drug Abuse Violation	0	2	2	0	0	0	2	0	0	0	0	3
Arrest - Weapon Violation	0	1	0	0	0	0	0	0	0	0	0	0

Crime	On Campus			On Campus Housing			Non Campus			Public Property		
	2019	2018	2017	2019	2018	2017	2019	2018	2017	2019	2018	2017
Disciplinary Referral - Liquor Law Violation	2	13	7	2	13	7	0	0	0	0	0	0
Disciplinary Referral - Drug Abuse Violation	21	11	22	21	11	17	0	0	0	0	0	0
Disciplinary Referral - Weapon Violation	0	0	1	0	0	0	0	0	0	0	0	0
Domestic Violence	0	1	1	0	0	0	0	0	0	0	0	0
Dating Violence	0	1	0	0	1	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0

Hate crimes:

2019: No hate crimes reported.
2018: No hate crimes reported.
2017: No hate crimes reported.

Crimes unfounded by the College:

2019: 0 unfounded crimes.
2018: 0 unfounded crimes.
2017: 0 unfounded crimes.

Statistics for unfounded crimes provided by law enforcement agencies:

2019: 0 unfounded crimes.
2018: 0 unfounded crimes.
2017: 0 unfounded crimes.

Data from law enforcement agencies:

- The data above reflects statistics provided from law enforcement agencies related to crimes that occurred on the University’s Clery Geography.
- The University was provided with some crime data from law enforcement agencies for which it cannot be determined whether any of the statistics apply to or include the University’s Clery Geography.
- Certain law enforcement agencies did not comply with the University’s request for crime statistics.

Annual Fire Safety Report

Housing Facilities and Fire Safety Systems

The College maintains on-campus housing for its students. Below is a description of fire safety systems and the number of fire drills conducted during the previous calendar year.

Facility	Fire Alarm Monitoring Done on Site	Partial Sprinkler System	Full Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of evacuation (fire) drills in previous calendar year
Powell Hall, 902. S. Beech, Coffeyville KS 67337	X		X	X	X		1
Raven Hall, 501 & 503 W. 9th, Coffeyville, KS 67337				X	X		Not Occupied
Walker Hall, 900 S. Beech, Coffeyville, KS 67337	X		X	X	X		1

Policies on Portable Appliances, Smoking and Open Flames

The use of open flames, such as candles, and the burning of such things as incense, and smoking, including electronic cigarettes, are prohibited in campus housing. Only surge-protected extension cords are permitted. In addition, all portable cooking appliances, other than microwaves, are prohibited. Also, tampering with fire safety systems is prohibited and any such tampering may lead to appropriate disciplinary action.

The College reserves the right to make periodic inspections of campus housing to ensure fire safety systems are operational and that the policy on prohibited items is being complied with. Prohibited items, if found, will be confiscated and donated or discarded without reimbursement.

Fire Evacuation Procedures

In the event of a fire or suspected fire in a residential facility, one representative of the building should go to the nearest phone and call 911 immediately. Every person shall vacate the building by the shortest route to the exterior and remain outside until directed to do otherwise. If an alarm or smoke detector sounds, be sure to check any door before opening it. If the door is hot, remain inside the room and exit through a window or summon help from the open window. Tampering with fire equipment (smoke detectors, extinguisher, or alarms) is, in addition to being a danger to others, a violation of College policy and state law. In case of emergencies in Powell and/or Walker Hall, the Security Guard will be responsible for unlocking the back gates. In the absence of the Security Guard, the Director of Student Life will assume this responsibility.

Fire Education and Training Programs

A fire safety training program is provided annually to the resident Student Life Managers in August. Additional fire safety training is available upon request. The purpose of the training is to: familiarize personnel with the fire safety system in each facility, train them on procedures to follow if there is a fire (described in the previous section of this report) and inform them of the College's fire safety policies. Information distributed includes maps of each facility's evacuation route and any fire alarms and fire suppression equipment available in the facility. There is no specific fire-related educational programming tailored to students.

Reporting Fires

The College is required to disclose each year statistical data on all fires that occurred in on-campus student housing. When a fire alarm is pulled and/or the fire department responds to a fire, these incidents are captured. If you encounter a fire that presents an emergency situation, ensure your own safety and then please call 911.

There may also be instances when a fire is extinguished quickly and an alarm is not pulled or a response by the fire department was not necessary. It is important that these incidents be recorded as well. Therefore, if you are aware of such a fire, see evidence of one or hear about one, you should contact the Director of Student Affairs at 620-252-7110 or flores.aaron@coffeyville.edu. When providing notification of a fire, give as much information as possible about the location, date, time and cause of the fire.

Plans for Future Improvements

The College periodically reviews its fire safety protections and procedures. At this time, it has no plans for future improvements.

Fire Statistics

Coffeyville - Main Campus

2019

No fires were reported in 2019.

2018

No fires were reported in 2018.

2017

No fires were reported in 2017.