

# 2017 ANNUAL SECURITY REPORT AND ANNUAL FIRE SAFETY REPORT

Donnelly College  
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Kansas City, KS 66102



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## Overview

The Donnelly College 2017 *Annual Security and Fire Safety Report* is published in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”) and the Violence Against Women Act (VAWA). This report includes statistics for the previous three years concerning reported crimes that occurred on campus and on public property immediately adjacent to and accessible from College property. The report also includes institutional policies on campus security policies concerning alcohol and drug use, crime prevention, the reporting of crimes and other matters.

## Summary of the Jeanne Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC 1092 (f)), as amended, (the Clery Act) is a federal law mandating that all colleges and universities that receive federal financial

## Annual Security Report

As directed by the President of Donnelly College, the Vice President of Business Affairs is responsible for compiling the statistical information and policy disclosures for the *Annual Security and Fire Safety Report* in response to the Clery Act.

Data for the report will be collected from College records, local law enforcement, judicial affairs, and other individuals considered to have authority over students, their events, and/or their activities. The Vice President of Business Affairs will maintain a records retention schedule for Clery Act documentation for at least seven calendar years.

Crimes are classified by the description provided in the Clery Act (see Appendix A). The Vice President of Business Affairs will review all crime reports to substantiate their authenticity. All reports of a criminal nature, including anonymous reports, are investigated. An incident report form is generated to document all reports of criminal allegations or conduct.

All reports alleging misconduct by a Donnelly College student are forwarded to the Title IX Coordinator for review and potential judicial action. If the misconduct does not fall within Title IX boundaries, the report will be forwarded to the Vice President of Academic Affairs for review. If assistance from the KCKPD or other emergency responders is necessary, the Title IX Coordinator (or designate) will contact the appropriate entity. Annual Security Statistics for the previous three calendar years are detailed below.

The *Annual Security and Fire Safety Report* also includes a description of policies and procedures relating to student and staff safety in areas of crime prevention, alcohol and drug abuse, and sexual assault.

Each year, in early fall, the Vice President of Business Affairs submits the crime statistics from the *Annual Security and Fire Safety Report* to the United States Secretary of Education. These statistics are submitted on-line according to the directives of the United States Department of Education.

Campus safety is an important consideration for any community. To enhance campus safety, each year Donnelly College provides an e-mail notification through the campus e-mail system to all faculty, staff and students that provides web access to this report. Prospective students and employees are also advised of the report’s availability.

The report will be available on the Donnelly College website on or before October 1. Notification of the report and its availability is given to every student, employee, and prospective student or employee. The full text of this report is available online at [www.donnelly.edu/clery](http://www.donnelly.edu/clery). Copies of the report may also be obtained through the Office of Facilities and Security or Human Resources.

## Donnelly College Security Staff

Security staffing at Donnelly College is implemented through the Maintenance/Facilities Department (referenced as “DC Security”) and is led by the Security and Maintenance Manager. It is the goal of DC Security to provide a reasonably safe and secure environment where academic inquiry may live in harmony with social interaction and personal growth. The DC Security employees are proactive in their approach to this challenge.

DC Security staff receives assistance from the Kansas City Kansas Police Department for serious incident response and in protecting the members of the Donnelly College community from criminal activity.

### Authority and Jurisdiction

DC Security employees have the authority to ask a person for identification and to determine whether individuals have lawful business at Donnelly College. DC Security employees have the authority to issue parking tickets, which are billed to financial accounts of students and employees. DC Security employees do not possess arrest power. Criminal incidents are referred to the local police who have jurisdiction on the campus.

### Relationship with Law Enforcement Agencies

DC Security maintains a highly professional working relationship with local law enforcement agencies including Kansas City Kansas Police Department and Wyandotte County Sheriff’s Department. There is no written memorandum of understanding between Donnelly College and these agencies.

### Crime and Emergency Reporting

It is imperative that all crime and suspicious activity be reported to DC Security accurately and promptly. By working together, the community can reduce crime on campus. Members of the community may report criminal activities and other emergencies in several different ways. While we encourage all campus community members to promptly report all crimes and other emergencies to DC Security, we recognize that some may prefer to report to other individuals or offices. A list of titles of each person to whom students and employees should report criminal offenses described in the law is included in the “Campus Security Authority” section below.

Reporting incidents to the DC Security team will aid in providing timely warning notices to the community, when appropriate, and will ensure inclusion of that reported incident in the annual disclosure of crime statistics for the institution. Incident reports may also be submitted by community members using the form found on the website at <http://www.donnelly.edu/students>. All incident reports involving students are forwarded to the Vice President of Business Affairs or the Vice President of Academics/Dean of Students for review and potential action. The College will investigate and report when deemed appropriate.

**TO REPORT A CRIME**

IN THE EVENT ANYONE HAS INFORMATION REGARDING CRIMES OR EMERGENCIES ON CAMPUS, PLEASE CONTACT THE NUMBERS BELOW.

EMERGENCY: Call 911 then immediately call DC Security at (913) 433-3350 during business hours or (913)544-8025 after hours.

NON-EMERGENCY: DC Security at (913) 433-3350 during business hours or (913)544-8025 after hours OR KCKPD at (913-596-3000.

## Reportable Crimes

Crime categories covered for reporting include:

### Criminal Offenses

- Criminal homicide: murder and non-negligent manslaughter, manslaughter by negligence
- Sexual assault: rape, fondling, incest, statutory rape
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson

### VAWA Offenses

- Domestic violence
- Dating violence
- Stalking

### Arrests and Referrals for Disciplinary Action

- Weapons law violations
- Drug abuse violations
- Liquor law violations.

### Hate Crimes (any of the above criminal offenses, and any incidents of)

- Larceny-theft
- Simple assault
- Intimidation
- Destruction/damage/vandalism of property

The definitions of these crimes can be found in Appendix A.

## Confidential Reporting

It is the policy of the DC Security to provide prompt, sensitive, and confidential service to all members of the campus community who may require their assistance. Because of the nature of their duties, staff members treat all crimes reported to them as official matters and investigate them accordingly. Anyone desiring to discuss such matters in a less official, non-investigative setting with a DC official with counseling duties may contact the Counseling Center at (913) 621-8781 or Campus Ministry at (913) 621-8727.

Incidents of a bias-related nature based on an individual's cultural background, including race, gender, religion, sexual orientation, ethnicity/national origin, and disability can also be discussed with the Title IX Coordinator at (913) 621-8765.

If the victim of a crime does not want to pursue action within the Donnelly College student conduct system or the criminal justice system, the victim may still want to make an anonymous report. The purpose of an anonymous report is to comply with the victim's wish to keep the matter confidential, while taking steps to ensure the future safety of the Donnelly College community. With this information, Donnelly College can keep an accurate record of the number of incidents involving students, determine if there is a method or assailant, and alert the College community to potentially hazardous conditions. Reports filed in this manner are counted and disclosed in the *Annual Security and Fire Safety Report* crime statistics for the institution. Information on a crime that occurred on or off campus involving a member of the Donnelly College community can be submitted anonymously to the DC Security. Individuals wishing to make such a report should fill out the incident report anonymously and provide it in a sealed envelope to DC Security.

Pastoral counselors and professional counselors are encouraged; if and when they deem it appropriate, to inform the persons they are counseling of any procedure to report crimes on a voluntary, confidential basis for inclusion in the *Annual Security and Fire Safety Report* disclosure of crime statistics.

### **Campus Security Authority**

Crimes may also be reported to the designated Campus Security Authority (CSA) listed below. The CSA will assist the individual reporting a crime in notifying DC Security or the Kansas City Kansas Police Department, if desired. They can also assist victims with off-campus referral services through local hospitals, mental health agencies, and other support organizations. The CSA will assist the victim with changes in academic if desired. They can also assist victims with transportation.

### **Donnelly College Designated “Campus Security Authorities”**

- Vice President of Business Affairs/Title IX Coordinator, (913) 621-8765
- Vice President of Academics Affairs/Dean of Students, (913) 621-8776
- DC Security, (913) 433-3350 during business hours or (913) 544-8025 after hours
- Director of Student Success, (913) 621-8764

### **Daily Crime Logs**

DC Security keeps and maintains a daily crime log. The logs are compiled and kept in the Facilities office. The log is written in a form that can be easily understood, recording all crimes reported to the department, including:

- The nature, date, and general location of each crime.
- The disposition of the complaint if known.

### **Timely Warning Policy**

Donnelly College must issue a timely warning for all Clery Act crimes that occur within our geography that are reported to campus security authorities or local police authorities; and considered by the institution to represent a serious or continuing threat to students and employees. In the event that a situation arises that requires issuance of a warning, these warnings will be provided in order to keep the campus community informed about safety and security matters on an ongoing basis and in an effort to prevent similar crimes from occurring.

The decision to issue a Timely Warning shall be made on a case-by-case basis in compliance with the Act and in light of all facts surrounding a crime, including the following considerations:

- The nature of the crime
- The continuing danger to the community
- The possible risk of compromising law enforcement efforts

The Vice President of Business Affairs, in consultation with the Manager of DC Security, the Vice President of Academics and the President, and/or local and state law enforcement authorities is responsible for issuing timely warning notifications. When a determination has been made that a Timely Warning is to be issued, the Vice President of Business Affairs (or designate) will inform the campus community by dissemination of the Timely Warning Notice by text, email, website, or social media.

To the extent that certain information is available a Timely Warning Notice typically includes the following information:

- Type of crime or incident
- General location of occurrence
- General timeframe of occurrence
- Suspect information
- Educational information and resources related but not limited to crime prevention, victim’s services, and how to report a crime if someone has been a victim

Once a Timely Warning Notice is issued it is essential to provide the community with regular information and updates as they become available. It is equally important to make a notice to the community when the threat to

the community is captured or is otherwise reduced or removed.

## **Emergency Notifications**

Under the Clery Act, Donnelly College is required to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation occurring on the campus that involves an immediate threat to the health or safety of students or employees. An immediate threat includes an imminent or impending threat such as:

- A fire currently raging in one of our buildings;
- Outbreak of meningitis, norovirus or other serious health illness;
- Approaching tornado or other extreme conditions;
- Earthquake;
- Gas leak;
- Terrorist incident;
- Armed intruder;
- Bomb threat;
- Civil unrest or rioting;
- Explosion; and
- Nearby chemical or hazardous waste spill.

In addition, the following situations are not required by the Clery Act, but are situations that Donnelly College may alert the campus community.

- Power outage.
- Snow closure.
- String of larcenies.

When a determination has been made that an emergency notification is warranted, the Vice President of Business Affairs (or designate) will inform the campus community to expedite emergency response and/or evacuation procedures. The goal is to notify as many people as possible, as rapidly as possible, with adequate follow-up information as needed. Notifications are disseminated by a variety of means, including:

- Phone Intercom System
- Campus e-mail
- Campus TextCaster System
- Posting on the College web site
- Contacting the Director of Marketing and Communications or his/her designee to allow for appropriate media distribution of the warning.

## **Campus Facilities and Access**

### **Geography**

Under the Clery Act, we must disclose statistics for reported crimes that occur:

- On campus;
- On public property within or immediately adjacent to the campus;
- In or on non-campus buildings or property that institution owns and controls.

All College buildings are the private property of Donnelly College and are advertised in publications and posted as such with trespass warnings. During business hours, these buildings, including administrative offices, classrooms, library, labs, and student commons will be open for students, parents, employees, contractors, guests, and invitees.

The College grants access to its buildings based on need. Students have access to other campus buildings during



normal business hours. DC Security staff receive training on checking for and reporting fire and safety hazards and malfunctioning security devices. Work orders are submitted to the Maintenance Department and are monitored for repair.

Security cameras are in place in various locations throughout the campus.

### **Security Considerations Used in the Maintenance of Campus Facilities**

Facilities and landscaping are regularly maintained in a manner that minimizes unsafe conditions. The DC Security personnel regularly patrol the campus. We encourage community members to promptly report any security concern, including concerns about locking mechanisms, lighting, or landscaping. Resident Assistants (RA's) and other members of the College community are helpful when they report equipment problems to the Maintenance Department.

### **Off Campus Criminal Activity**

Donnelly College does not have any officially recognized student organizations with off-campus locations.

### **Sexual Misconduct Policy**

In Compliance with Title IX of the Education Amendments of 1972 and other applicable laws, Donnelly College does not discriminate on the basis of gender or sex in its education programs and activities. In addition, Donnelly College prohibits sex discrimination, sexual harassment, sexual assault, domestic violence, dating violence, stalking, and any other type of sexual misconduct.

Donnelly College will not tolerate any acts of sexual misconduct committed by or against any member of our community which includes students, staff, faculty, approved volunteers, visitors, and vendors. Sexual misconduct includes:

#### **Sex Offenses**

Sex Offenses are defined as any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent. The term "sexual assault" means an offense that meets the following definitions of rape, fondling, incest, or statutory rape.

- **Rape** is the penetration, no matter how slight, of the vagina, anus, or orally with any body part or by a sex organ of another person, without the consent of the victim.
- **Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his or her age or because of his or her temporary or permanent mental incapacity.
- **Incest** is non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** is non-forcible sexual intercourse with a person who is under the statutory age of consent. Kansas law defines the age of consent as 16 years of age.

#### **Dating Violence**

Dating Violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

#### **Domestic Violence**

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 (including roommates). 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. For the purposes of this definition:

- 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, children or stepchildren, persons 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 or household member also includes a man and woman if the woman is pregnant and the man is alleged to be the father, regardless of whether they have been married or have lived together at any time.

### **Stalking**

Stalking means an intentional harassment of another person that places the other person in reasonable fear for that person's safety.

### **Harassment**

Harassment means a knowing and intentional course of conduct directed at a specific person that seriously alarms, annoys, torments or terrorizes the person, and that serves no legitimate purpose. Course of conduct means conduct consisting of two or more separate acts over a period of time, however short, evidencing a continuity of purpose which would cause a reasonable person to suffer substantial emotional distress. Constitutionally protected activity is not included within the meaning of "course of conduct."

### **Sexual Exploitation**

Sexual Exploitation occurs when a person takes nonconsensual sexual advantage of another for her/his own benefit or the benefit of others. Sexual Exploitation includes but is not limited to recording or broadcasting (audio, visual, or pictorial) of sexual activity, voyeurism, or prostitution.

### **Sexual Harassment**

Sexual Harassment is defined as unwelcome and/or repeated sexual advances, requests, or threats; offensive or demeaning sexual language or actions which is severe, pervasive, or objectively offensive as to have the effect of unreasonably interfering with a person's educational performance or creating an intimidating, hostile, or offensive environment.

### **Other Policy Provisions**

#### **Retaliation**

Retaliation or intimidation against anyone involved in a potential sexual misconduct situation will not be tolerated by the Donnelly College. This includes the potential victim, potential respondent, or anyone participating in the reporting or investigation.

#### **Consent**

For the purposes of this policy, **consent** means words or actions that indicate a willingness to participate in a mutually agreed upon sexual act. Consent is informed, freely and actively given, and cannot be obtained through coercion, intimidation, physical force or if either party is incapacitated. Silence or lack of active resistance should never be interpreted as consent. Consent cannot be inferred from previous sexual activity or intimate relationships.

**Note: Use of alcohol and/or drugs is not an excuse for violation of the Title IX Sexual Misconduct policy. A person who is intoxicated may have his or her judgment seriously impaired and thus might**

**not be able to give informed consent to sexual activity. In addition, a person who is has consumed alcoholic beverages to the degree that he or she is intoxicated or under the influence of drugs may not be capable of discerning and confirming consent to sexual activity. It also should be reemphasized that silence, previous sexual activity or intimate relationships, and/or the current relationship status between the parties should not be taken as an indication of consent.**

### **Victim Assistance**

When there is reasonable cause to believe that federal or state laws prohibiting sexual misconduct have been violated, the College will assist and fully support individuals who wish to pursue filing a criminal report through the local police and/or civil action through the legal system. The College will also support individuals who wish to pursue disciplinary action against the employee, student, or third party accused of sexual misconduct through the College sexual harassment policy, Title IX adjudication process, or student conduct process. Procedures have been developed to provide medical, emotional, and judicial assistance to victims of sexual misconduct. Because the right to privacy is a particularly sensitive issue in dealing with incidents of a sexual nature, these procedures have been designed specifically to maintain the highest level of confidentiality possible. The College strongly believes that it is important whenever possible for victims to be active in the decision-making process and thus recover a sense of control in their lives.

### **Reporting Procedure**

A student who is the victim of sexual misconduct is encouraged to seek assistance as soon as possible after the incident. Community members who become aware of sexual misconduct (regardless of their involvement) are likewise encouraged to report the information in order for the College to assist potential victims and protect the community.

The following individuals are required to report information regarding alleged sexual misconduct involving students (as victim or accused) to the Title IX Coordinator in order to ensure victims receive support and understand their rights:

- College administrators
- College athletic personnel including coaches, assistant coaches and trainers
- Campus ministry staff **except** for the College Chaplain or priests acting in a role as a pastoral counselor
- College faculty
- Public safety officers and administrators
- Residence life staff including resident assistants and professional staff members
- College staff

The following individuals, if requested by the victim, may maintain confidentiality and are thus not required to submit an identifiable report to the Title IX Coordinator:

- Mental Health Counselor
- The College Chaplain or priests acting in a role as a pastoral counselor

A victim can also contact the Metropolitan Organization to Counter Sexual Assault, a rape and sexual assault crisis center, directly by calling (816) 531-0233. MOCSA can provide counseling, emotional support and information regarding legal options. In addition, the University of Kansas Medical Center provides S.A.N.E. services (Sexual Assault Nursing Examiner) to aid in the process of rape examination and evidence collection.

### **Evidence Protection**

A victim of sexual assault should:

- Try to preserve all physical evidence.
- Do not wash, use the toilet, bathe, shower, or change clothing if it can be avoided. If clothes are changed, place all clothing worn at the time of the assault or immediately following the assault in a paper (not plastic) bag. Victims should also preserve bedding (sheets, pillows, blankets, etc.) whenever possible.

- Get medical attention as soon as possible to make sure there are not any physical injuries or other health related issues and to collect important evidence that will assist with a prosecution.

### **Investigation**

When the Title IX Coordinator receives a report from a victim, community member, or College employee, the Title IX Coordinator (or designee) will initiate an investigation. This investigation may include, but is not limited to: meeting with the victim, meeting with the accused respondent, and meeting with anyone who may have information regarding the alleged incident.

The College's investigation will be handled separately from any other investigation (including criminal or civil) and every attempt will be made to have the College's investigation completed in a timely manner independent of any other investigation.

Victims have the option to share as much or as little information as they are comfortable disclosing, and the College will maintain the strictest privacy possible. Information will only be disclosed to those responsible for the investigation and/or resolution of the situation when absolutely necessary.

While a victim can decide whether or not he or she wishes to pursue disciplinary action against the accused individual through the College's sexual harassment policy or the student conduct process, as applicable, the College reserves the right, at its sole discretion, to pursue an investigation and disciplinary process in order to protect the College community.

### **Student Conduct Process**

Once an investigation has concluded, the Title IX Coordinator will provide a report of the investigation to the Vice President of Academic Affairs. If there is reason to believe that a student has violated the sexual misconduct policy, the Vice President of Academic Affairs will initiate the Student Conduct Process under Title IX. The "preponderance of the evidence" (meaning "more likely than not") standard will be applied in the Student Conduct Process. Sanctions for violating this policy including but not limited to:

- A "no contact order" may be issued preventing all attempts at contact between the violator and the victim.
- Change in class schedule.
- Change in living arrangements if living in campus housing.
- Mandatory training/counseling.
- Suspension from all academic programs.
- Expulsion from all academic programs. Academic Transcripts will be noted as a student withdrawal.
- Ban from College campus.

The sanctions listed above will be weighed and applied depending on the implied severity of the violation based upon the results of the investigation.

The Vice President of Academic Affairs will then refer the sanction recommendations to the College President. The College President will present the sanctions to the violator.

The victim will be notified of the outcome of the Student Conduct Process by the Title IX Coordinator simultaneously with Violator being informed of the same outcome.

### **Rights of the Victim**

Any student who is a victim of sexual misconduct shall have the following rights:

- The right to decide whether he/she wants to initiate College disciplinary action against the accused and/or file charges with the Kansas City Kansas Police Department.

- The right to file for a Protection from Abuse or Protection from Stalking order with the Wyandotte County Civil Clerk's Office prohibiting the accused or friends of the accused from contacting the victim.
- The right to have a person of the victim's choice accompany her/him during a College conduct conference or other College disciplinary proceeding. All participants will be bound by the rules of confidentiality governing the conduct conference.
- The right to request modified living arrangements (if living in campus housing) pending the outcome of the College conduct process.
- The right, where possible, to have classes reassigned so as to not share classes with the accused.
- The right to make up academic work the victim has missed because of time lost due to the assault, investigation, and the College conduct process.
- The right to request that the College proceedings be conducted so that the accused and the victim are never in the same room together.
- The right not to have his/her sexual history discussed during the College conduct process.
- The right to make a victim impact statement.
- The right to be notified of the outcome of the College conduct process.

### **Rights of the Accused**

Any student accused of sexual misconduct has the following rights:

- The right to an explanation of the information brought against him/her.
- The right to an explanation of the student conduct process.
- The right to be presumed not responsible.
- The right to a fair and impartial conduct process.
- The right to have an advisor accompany him/her during a College conduct conference. All participants will be bound by rules of confidentiality. The advisor cannot address the hearing or give evidence or facts.
- The right to know ahead of time the names of witnesses to be called in the conduct conference.
- The right to testify on his/her own behalf.
- The right to be free from a second conduct conference on the same charge after the actions of the accused has been found not to be in violation of College policies.
- The right to be informed of the outcome of the conduct process.

### **Donnelly College Title IX Contacts**

If you would like to speak directly with a trained member of the College community, you may contact one of the individuals listed below:

Title IX Coordinator  
Cheryl L Hicks, *Vice President of Business Affairs*  
Donnelly College, room 119  
(913) 621-8765  
[clhicks@donnelly.edu](mailto:clhicks@donnelly.edu)

Asst. Title IX Coordinator  
Leslie Ulloa-Mora, *Payroll and Accounting Specialist*  
Donnelly College, room 120  
(913) 621-8708  
[lulloa-mora@donnelly.edu](mailto:lulloa-mora@donnelly.edu)

Inquiries may be referred to the Title IX Coordinator identified above, or to the Office of Civil Rights, United States Department of Education. For further information, visit <http://www.ed.gov/ocr> for the address and phone number of the U.S. Department of Education office that serves your area, or call 1-800-421-3481.

### **Campus Sexual Violence Elimination Act of 2013 (SaVE) Compliance**

Donnelly College continues to comply with the requirements of the SaVE Act by regularly evaluating our sexual misconduct prevention and awareness programs and providing primary prevention and awareness programs for all incoming students.

## Sex Offender Registry

The “Campus Sex Crimes Prevention Act” (section 1601 of Public Law 106-386) is a federal law enacted on October 28, 2000. It also amends the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act to require institutions of higher learning to advise the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained.

The Kansas Bureau of Investigation, Sex Offender Registry is available at:

<http://www.accesskansas.org/kbi/ro.shtml>.

## Alcohol and Drug Policies

Donnelly College is committed to promoting the health and safety of its campus community through a program of alcohol education and the implementation of relevant policies. The College works with students and employees to access support services when their use of alcohol or other drugs is cause for concern. Support services include alcohol and drug abuse prevention education programs, intervention, and therapeutic methods, all with the goal of reducing the harmful influence of alcohol and other drugs.

The College especially encourages its students to develop responsible attitudes and behaviors as they prepare to enter a world in which alcohol is used. The use of alcohol by students raises important issues regarding personal responsibility and accountability.

- Students who are twenty-one (21) years of age or older who choose to consume alcoholic beverages should do so responsibly. They should consider the health and behavioral consequences to themselves and the impact upon others and the community at large. They should also make this choice with knowledge of College regulations and the laws of the State of Kansas.
- Students and employees are advised that the College will impose disciplinary sanctions (consistent with local, state and federal law) up to and including expulsion or termination and referral for prosecution for violation of the alcohol policy.
- Because a majority of Donnelly College students are of legal drinking age, and to minimize the prohibited use and abuse of alcohol, the College has established regulations limiting the use of alcohol and reducing the likelihood of illegal procurement.
- Students and employees are subject to all applicable local, State, and Federal laws regarding alcohol and other drugs, and are not exempt from enforcement of these laws by virtue of their status as students or employees or their presence on College property.
- Concerned individuals should consult State or Federal prosecutors or their own attorneys for legal advice or clarification of legal matters.
- The College does not provide sanctuary from the law, nor are students or employees immune from legal investigation or arrest from civil authorities.

Donnelly College will not protect students, faculty, or staff from prosecution under Federal, State, or local laws. Persons suspected of using illegal drugs or voluntarily being in the presence of their use are also subject to disciplinary action by the College.

It is prohibited to possess, use, sell, manufacture, dispense, or distribute drugs or controlled substances on College property or as a part of any activity sponsored by the College.

*Controlled Substances* means any chemical substance and/or drug controlled under the laws of the State of Kansas or the United States of America. *Drugs* means any potentially mind or ability altering chemical of any kind, including, but not limited to: depressants, stimulants, cocaine, narcotics, designer drugs, counterfeit or synthetic drugs, inhalants, methadone, marijuana and any other cannabin, hallucinogens or controlled substances, and prescription medication without a valid prescription.

The College enforces compliance with local and state alcoholic beverage laws on campus and at College sponsored activities. The College affirms its adherence to the following principles:

- The misuse and/or abuse of alcoholic beverages and related behavior, such as disorderly conduct, illness due to excessive consumption of alcohol, and destruction of property, pose a danger to individual members of the College community and to the community at large.
- The promotion of alcoholic beverage consumption as the primary focus of on and off campus activities is inappropriate because it invites members of the College community to violate College regulations and State of Kansas law.
- Consumption of alcoholic beverages should only be by persons of legal age and by personal choice.
- Those who do choose to legally consume alcoholic beverages should do so responsibly and in moderation.
- Consumption of alcoholic beverages should not be the main focus of an event or the only means of refreshment at an event.
- The responsibility for proper consumption of alcoholic beverages and for compliance with laws of the State of Kansas rests with each individual member of the Donnelly community.
- The College will contact, by phone and/or letter, parents of underage students who violate the alcohol policy and parents of any students who violate the drug policy.

The College does not condone violations of those laws proscribing possession, use, or sale of alcoholic beverages and possession, use, sale, manufacture, or distribution of illegal drugs. Members of the Donnelly community should know that administrative action, which may include eviction from the residence halls, revocation of other privileges, or suspension or expulsion from the College, may be taken in order to protect the interests of the College and the rights and safety of others.

Donnelly College, in compliance with the federal Drug-Free Schools and Communities Act of 1989, provides several drug and alcohol abuse education programs throughout the year including awareness programs and newsletters.

Abuse of alcohol and drugs can have a dramatic impact on professional, academic, and family life. The College, therefore, encourages members of the community who may be experiencing difficulty with drugs or alcohol to contact the following resource available on campus and in the community:

- The Donnelly College Counseling Center (913) 621-8781
- Alcoholics Anonymous (816) 471-7229
- Heartland Regional Alcohol & Drug Assessment Center (913) 789-0951
- Narcotics Anonymous (800) 561-2250
- Substance Abuse Center of Eastern KS (913) 362-0045
- Wyandot Mental Health Center (913) 328-4600

## **Weapon-Free Campus**

To ensure that Donnelly College maintains a safe environment and free of violence for all students and employees, the College prohibits the possession or use of weapons on College property. A license to carry the weapon does not supersede the College policy.

“College property” is defined as all college-owned or leased buildings or vehicles under the College’s control. Weapons include, but are not limited to, firearms (concealed and open carry), explosives, knives, pellet or BB guns, Tasers, stun guns, wooden or metal batons, bows and arrows and other weapons that might be considered dangerous or that could cause harm. Legal weapons must be kept locked in one’s own vehicle while on College property and the owner assumes responsibility for such personal property.

Donnelly College reserves the right at any time to contact law enforcement authorities if there are reasonable

grounds to believe that a student, employee, or a visitor has a weapon on College property. While on duty on College property, police officers and other law enforcement personnel are authorized to carry weapons.

## **Crime Prevention and Awareness**

### **Prevention and Awareness Programs**

Donnelly College takes a proactive approach to crime awareness and prevention. Students, faculty, and staff are reminded to take responsibility for their own safety by being aware of their surroundings, locking the doors to their cars and residences, and reporting unusual events to the DC Security. It is the responsibility of the Vice President of Business Affairs and the Vice President of Academic Affairs to collaboratively present security awareness and crime prevention programs to the campus community on an ongoing basis.

Information regarding awareness programs is also disseminated to students and employees through handouts, website postings, and bulletin boards on an ongoing basis. E-mails regarding crime prevention and safety issues are sent to the entire College community providing information to help community members protect themselves on and off campus.

When time is of the essence, information is released to the College community through computer memos sent over the College's email system, through text messaging (for those who have voluntarily opted in), and in extreme emergency, intercom broadcast messages.

Crime Prevention Programs on personal safety and theft prevention are sponsored by various campus organizations throughout the year. Student Affairs personnel facilitate programs for student and parent orientation, student organizations, and student groups through orientation, workshops and presentations and bulletin board notifications. In addition to and/or in conjunction with these items Student Affairs, the Counseling Center, and the Title IX Coordinator provide crime prevention, fire safety, personal safety, and wellness programs throughout the school year.

In addition, the College has prepared intensive and detailed training relating to sexual violence. All new students enrolled in each semester (including summer sessions) and are required to complete the training as part of new student orientation. All new employees are required to take this training as part of the new hire orientation process. Employees must complete the training within 10 days of their hire date. This is monitored by the Human Resources department. Employees who fail to complete the training will not have their contracts renewed.

The College offers workshops for all students and employees on various crime prevention training, including Bystander Intervention, self-defense, No Means No, and Drug/Alcohol Awareness. These workshops are offered in various student workshops throughout the academic year.

During the fall and spring semester new student orientation the Vice President of Business Affairs will either meet with or email all first-year and transfer students to provide information on fire safety, personal safety, crime prevention, and crime reporting.

The Human Resources Department meets with every new employee during their orientation to inform them of safety/security issues, College policies, the *Annual Security and Fire Safety Report*, and how to report crime or suspicious behavior.

### **Safety Escort**

DC Security provides vehicle and/or walking escort service during hours of darkness and at other times based on circumstances. Students and staff are encouraged to utilize this service any time they feel uncomfortable while walking on campus.

Students and staff are instructed to call DC Security at (913) 433-3350 to request the escort service. Instructions are provided at that time for meeting the escort.



### **The Individual's Responsibility**

Although Donnelly College strives to ensure the safety of all individuals within its community, students and employees must take responsibility for their personal belongings and their own personal safety. Common sense precautions are the most effective means of maintaining personal safety.

Students and employees are provided information regarding campus safety and security policies, procedures and practices, and also about their personal safety responsibility for themselves and others at programs, orientation, and with posters and handouts.

A successful campus safety program needs the cooperation, involvement, and support of students and faculty. Exercise these simple, common sense precautions.

- Travel/park in lighted areas; be aware of your surroundings.
- Report any suspicious persons or activities; report all incidents no matter how minor; report losses immediately.
- Be sure to lock/secure windows and doors in your office or room; lock your vans, cars, trucks and bikes; store valuables in the trunk of your car.
- Never loan keys to anyone. They may be lost, stolen, or duplicated.
- Mark or engrave your belongings, don't leave belongings/valuables unattended.

**REMEMBER: The person who is most responsible for your security is YOU. Always keep safety in mind!**

### **Missing Student Policy**

Donnelly College considers the safety of our students to be essential in the creation and maintenance of an environment where learning is encouraged and supported. The purpose of this policy is to establish procedures to guide the College's response to reports of missing resident students in support of that proposition.

In compliance with the Higher Education Act of 2008, this policy sets forth procedures for reporting, investigating, and making emergency notifications regarding any currently-enrolled student who is believed to be missing.

A student will be believed missing when his/her absence, of 24 hours or more, is inconsistent with his/her established patterns of behavior and the deviation cannot be readily explained.

#### Reporting a Missing Person

- Any person of the college community, including both employees and students, should contact the Vice President of Academic Affairs. Any college employee who receives a report of a possible missing student must immediately refer such report to the Vice President of Academic Affairs.
- The Vice President of Academic Affairs will initiate an investigation into the welfare of the student if the student has been absent from campus for more than 24 hours without a known reason. This investigation will include a good faith effort to make contact with the student or an emergency contact using any information the student has provided to Donnelly College for this purpose.
- The Vice President of Academic Affairs will gather all essential information about the student from the reporting person and from the student's acquaintances.
- The Vice President of Academic Affairs will then contact the appropriate personnel including the Title IX Coordinator and DC Security.

- Appropriate campus staff will be notified to aid in the search for the student. If the actions are unsuccessful in locating the student or it is apparent immediately that the student is missing, The Vice President of Academic Affairs or DC Security will contact the Kansas City Kansas Police Department to report the student as a missing person and they will take charge of the investigation.

#### Missing Person Emergency Contact

Resident students are asked to designate a “Missing Person Emergency Contact” by filling out the Missing Residence Hall Student Emergency Contact Form that is filled out during the move in process each semester. Information on this form is confidential. The form will be kept/maintained by the DC Security Staff. In the event of a missing person, the form will be given to the Vice President of Academic Affairs.

If a student is determined to be missing, the Vice President of Academic Affairs shall notify the designated Missing Person Emergency Contact no later than 24 hours after the student has been determined missing. The contact information is considered confidential and will only be accessible to college or law enforcement personnel.

#### Parent/Guardian Notification for Students under 18 years of age:

If a reported missing student is under the age of 18 and is not emancipated, the Vice President of Academic Affairs will immediately make a good-faith effort to contact the custodial parent or legal guardian of the student.

#### Law Enforcement Notification

If a student is determined missing, the Vice President of Academic Affairs or DC Security will notify Kansas City Kansas Police department no later than 24 hours after the student has been determined to be missing.

For purposes of this policy, a student may also be considered to be a “missing person” at any time the person’s absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is in a life-threatening situation, or has been with persons who may endanger the student’s welfare.

### **Emergency Response and Evacuation Procedures**

In an emergency, an on-site administrator will respond. Administrators on site include:

- Vice President of Business Affairs
- Vice President of Academic Affairs
- Director of Student Services
- Director of Nursing
- Resident Assistants (Residence Halls)

#### **Preparing for an Evacuation**

- Know your building or classroom's floor plan. Know where the doors, windows, stairs, and fire extinguishers are.
- Determine in advance the nearest exit from your work or classroom location and the route you will follow to reach that exit in an emergency. Know the locations of alternate exits from your area, or the areas you frequent on campus.
- If you are in an unfamiliar building, look for exit signs and stairwells upon entering.
- Obtain an Evacuation Map of the Donnelly College Campus and locate in advance the pre-determined evacuation locations closest to your building.

- Evacuation locations are located on both ends of the hallways in the main building, Marian Hall, and women's residence hall.
- If you work in an interior office, know exactly how many doors you will pass along your evacuation route before you reach the nearest exit. In heavy smoke, exit signs may be invisible. Even in heavy smoke, you can count the number of doors as you pass, so you will know when you reach the exit door.
- Do not return to the building until you have been instructed to do so by DC Security, or Kansas City Kansas Police or Fire Departments.

### **During an Evacuation for Fire**

- When the fire alarms sound and the strobes are activated, or upon notification by DC Security or emergency responders, occupants must evacuate the building and assemble at the pre-determined evacuation locations.
- IF time and conditions permit, take only your most important personal items such as a purse, car keys, or glasses, and secure your workplace.
- Leave by the nearest marked exit and alert others to do the same.
- Follow instructions from DC Security or emergency responders.
- Before opening a door, check the door for heat with the back of your hand before opening it. Do not open the door if it is hot.
- Walk, do not run. Do not push or crowd.
- Keep noise to a minimum so you can hear emergency instructions.
- Use handrails in stairwells, and stay to the right.
- Watch for falling debris and glass inside and outside of building.
- Assist people with disabilities in exiting the building. In case of fire do not use elevators. People with disabilities may need additional assistance during these emergencies. If a person cannot use the stairs, they are to go to the east stairwell exit for emergency assistance.
- Once outside, move quickly away from the building and proceed to the closest evacuation location. You should try to be at least 500 feet away from the affected building.
- Attempt to keep existing groups and classrooms of students together. This will assist in identifying if anyone was left behind or is missing from the group.
- Keep roadways, fire lanes, and fire hydrants clear for emergency vehicles and responders.

### **Campus Evacuation**

- Evacuation of all or part of the campus will be announced by fire alarm, DC Security or emergency responders from KCKS Police and Fire Departments, or additional communication such as text messages and/or emergency emails.
- All persons (students and employees) are to evacuate immediately the area of campus in question and reassemble at the pre-determined evacuation locations on campus as directed.
- Try to remain calm and assist those that may need your assistance, as well as keeping groups together.
- Whenever possible or in small evacuations of specific locations, DC Security will be available to assist and direct building occupants to exit stairwells and/or evacuation locations.
- Do not return to the building until Security or emergency responders instruct you to do so.

### **Evacuation of Persons with Disabilities**

- Students and staff need to advise faculty and supervisors of their needs in an emergency.
- Faculty and supervisors need to establish a "buddy" system to assist persons with disabilities.
- The Security Department is available to assist students and employees with a disability before an emergency in determining evacuation routes and assembly areas.
- To assist people with mobility impairments to include those using wheelchairs, canes, crutches and walkers:
  - Ask how to help.

- Remove obstructions.
- Some non-ambulatory persons have respiratory complications. Remove them from smoke and vapors as soon as possible.
- Accompany the person to the evacuation site.
- For persons in wheelchairs ask if they need help driving their chair.
- Do not attempt to push a power/electric chair.
- The best way to move a power chair is to use the controls in the way the person does, usually with a hand on the joy stick.
- In multi-level buildings, when elevators are off limits as in the case of fire assist persons with disabilities to go to the nearest exit stairwell landing. Many stairwell landings can help to provide temporary protection in fire emergencies.
- Close the door behind.
- If the person is not able to use a fire exit stairwell with assistance, an escort should remain with the disabled person at the landing to provide additional assistance.
- Alert DC Security or emergency responders that a disabled person is waiting for rescue.
- Specify the building, floor, exit stairwell and any additional location information.
- If it is a life-threatening emergency, determine the best carry options for the person based on their input.
- Power wheelchairs are too heavy to carry down stairs.
- Reunite the person with the chair as soon as it is safe to do so.
- For persons who are unable to leave the building:
  - Assist the person to the nearest area where there are no hazards.
  - Alert Security or Emergency Responders that a disabled person is waiting for rescue.
  - Specify the building, room number and any additional location information.
  - If possible, signal out the window to alert an on-site Security Officer or emergency responder.
- To assist people who are blind or visually impaired:
  - Announce the type of emergency that is occurring.
  - Offer your assistance, or your arm for guidance.
  - Tell the person where you are going, or about any obstacles you encounter.
  - When you reach safety, ask if further assistance is needed.
- To alert people who are deaf or have a hearing impairment:
  - Turn lights on and off to gain the person's attention.
  - Write a note with evacuation instructions or directions based on the emergency.
  - Indicate directions with gestures.

### **Implementing a Crisis Management Plan**

Depending on the nature of the emergency, either law enforcement or the fire department will be in charge of the incident.

- As best you can, secure all areas for student and employee safety until the police arrive.
- Be aware that the site may be a potential crime scene. Avoid unnecessary touching or tampering with anything in the area, as it will disturb what is considered evidence. To the extent possible, leave all objects exactly as they are in order to protect the evidence for law enforcement.
- In the case of a lockdown, if possible, keep a list of any students who have left your classroom.
- Never speculate. Be sure to have as much information as possible and to understand the circumstances surrounding the situation before commenting on it. Follow all appropriate guidelines about disclosure, repeating, or giving out information.
- As appropriate, keep students informed about what is happening. Ensure that the same information is communicated to all of the students and employees present.
- As soon as possible, try to account for all students and employees that were in your classroom or immediate area before the incident.
- Continue to maintain the crime scene for evidence.

## The Role of Students

Students should understand and follow all plans applicable to the given crisis situation. Students should not panic. In addition, they should be informed of the following:

- In the absence of employee or faculty direction, decide where it is safest to be and remain there.
- Determine whether you should shelter in place, lock-down, run, hide, play dead, or fight.
- In a violent situation, consider what you can use to cover yourself, or deflect a bullet if necessary (trashcans, columns, planter boxes, benches, cement.) Consider what might conceal you to an intruder (doors, partitions, desks, shrubs, video cabinets.)
- Before an incident, think through various scenarios for your own safety, and determine what might work if an intruder were to come onto campus or into your classroom.
- In a violent situation, notify the first available employee. Share all relevant information with Security, law enforcement, faculty, or whoever can first assist you in alerting authorities.
- During and after the crisis, to the extent it is safe, keep with you what is on your person, do not go back for anything you left behind, and do not pick anything up.
- Assist faculty and employees in quickly assessing who is accounted for and who is not.
- If able to, provide assistance to injured or disabled persons.
- Try to remain calm and reassure fellow students.
- Follow directions about where to go or where to remain from Campus Security, law enforcement, or other emergency responders.
- Do not speculate or perpetuate rumors to others.
- Do not retaliate or take unnecessary chances against an intruder.
- Fighting is a last option and depends on a long list of considerations in the situation.

## Intruder Incidents and Lockdown Procedures:

There may also be certain emergencies when it may be safer to stay inside and lock the door when possible, rather than immediately evacuate (e.g. armed intruder on campus.)

- Before the onset of a situation, the following things need to be considered:
  - Does your door lock, and if so, how does it lock: from the inside or outside?
  - Do you have a key for the classroom or office to lock it with?
  - If the room does not lock, are there large items to barricade the door with?
  - Can you close the blinds in the room?
  - Can you and/or students get away from windows?
  - Do the lights come on when you move in the room?
  - Do you have an opportunity to evacuate?
  - Do you know how to contact DC Security or 911 from your location?
  - How well do you do in a crisis? (If you have any doubts about your ability to think calmly and clearly in an emergency, then the time to prepare and plan is now.)
  - Before an incident, think through various violent scenarios and determine what might work if an intruder were to come onto campus, into your classroom, or office area.
- Responding personnel will have to use individual judgment as to what they can and should do first. The following things need to happen as close together as possible:
  - Get yourself and students out of harm's way.
  - When possible, contact Security to alert them to a problem, and determine whether evacuation or lockdown is the appropriate response.
  - Faculty and employees should make decisions of lockdown or evacuation on their own only in life threatening situations.
  - In a violent situation, consider what you can use to cover yourself, or deflect a bullet if necessary (trashcans, columns, planter boxes, benches, cement.) Consider what might conceal you to an intruder (doors, partitions, desks, shrubs, video cabinets.)

- Assess whether anyone is injured and the severity of injuries. In life-threatening situations, take immediate appropriate measures by calling 911, and then alerting campus Security.
- In the event that faculty or an employee cannot call or leave the room, ask someone in the class to call 911 or Security by using their cell phone.
- Faculty and employees in classrooms should remain with students until notified by appropriate personnel on what actions to take.

### **Armed Intruder**

If an armed or threatening intruder comes on to Donnelly College property it is very important that faculty, staff and/or students **report it immediately and take protective actions.**

DC Security recommends the following procedures.

#### **If you see an armed intruder and you are in an office or classroom:**

- Remain in the classroom or office and immediately lock all doors, if possible.
- Call 911 and alert the Kansas City Kansas Police Department. Try and remain calm so you can give an accurate description of the person or person(s). Note type of dress, height, weight, sex, and any other characteristics/physical items that are particular to the individual(s). Report the type of weapon (if known) and direction of travel or building entered.
- Contact DC Security at (913) 433-3350.
- Lock the windows and close blinds or curtains.
- Turn off lights and all audio equipment.
- Stay out of the open areas and be as quiet as possible.
- Try to remain as calm as possible.
- Keep classroom or office secure until police and/or DC Security arrive and give directions.

#### **If you are caught in an open or exposed area and you cannot get into a classroom or office you must decide upon a course of action:**

- **Hiding**  
Look for a safe and secure hiding area. Once in place try and remain calm. Stay hidden until you can make contact with emergency personnel.
- **Running**  
If you think you can safely make it out of the area, then do so. If you decide to run, stay low and do not run in a straight line. Attempt to keep objects (trees, vehicles, trash cans, etc.) between you and the hostile person. When away from immediate area of danger, summon help and warn others.
- **Playing Dead**  
If the intruder is causing death or physical injury to others and you are un-able to run or hide you may choose to assume a prone position and lay as still as possible.
- **Fighting**  
Your last option if you are caught in the open and are in close proximity of the intruder is to fight back. This is dangerous, but depending on your situation this could be your last option.
- If you are caught by the intruder and are not going to fight back, obey all commands and avoid eye contact.

Once emergency personnel have arrived and taken over the situation, obey all commands. Once the threat is over, render first aid to injured near you and summon emergency aid responders.

### **Testing the Emergency Response and Evacuation System**

An evacuation drill and/or table top exercise is coordinated by Donnelly College each semester, spring and fall, for all campus and residential facilities on campus and conducts follow-through activities designed for assessment and evaluation of emergency plans and capabilities. Students, faculty and staff learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. Donnelly College does not publicize the designated location for long-term evacuations in advance because those decisions are affected by the time of day, location of the building being evacuated, and other factors such as the location and nature of the threat. This information will be publicized using the process for Emergency Notifications.

The purpose of the evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. Evacuation drills are monitored by DC Security to evaluate egress and behavioral patterns. Reports are prepared which identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments/offices for consideration.

DC Security will publish a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year and will post the report on the seminary website under Consumer Information.

## Annual Disclosure of Crime Statistics

The following tables show crime statistics for the calendar years 2014, 2015, and 2016.

**Figure 1: Criminal Offenses**

Offense	On-Campus Property			On-Campus Student Housing Facilities			Public Property		
	2016	2015	2014	2015	2014	2013	2015	2014	2013
Murder / Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	1	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	1	0	0	0	0	0	0
Burglary	0	0	4	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

**Figure 2: VAWA Offenses**

Offense	On-Campus Property			On-Campus Student Housing Facilities			Public Property		
	2016	2015	2014	2016	2015	2014	2016	2015	2014
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0



**Figure 3: Arrests and Disciplinary Referrals**

Offense	On-Campus Property			On-Campus Student Housing Facilities			Public Property		
	2016	2015	2014	2016	2015	2014	2016	2015	2014
Arrests: Weapons: Carrying, Possessions, etc.	1	0	0	0	0	0	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessions, etc.	0	0	0	0	0	0	0	0	0
Arrests: Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Arrests: Liquor Law Violations	0	0	0	0	0	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	0	0	0	0	0	0	0	0	0

**Hate Crimes**

There were no reported Hate Crimes for the years 2014, 2015, or 2016.

**Unfounded Crimes**

There were no reported Unfounded Crimes for the years 2014, 2015, or 2016.

## Annual Fire Safety Report

**NOTE: The College elected to close its student housing facilities in May 2017, after which, students no longer reside in on-campus residence halls.**

### Fire Safety Systems

The College's fire safety systems consist of electronic and mechanical alarms and detectors in student residences that are continuously monitored. The College maintains fire safety systems in all on-campus student residences using smoke detectors, manual pull stations, audible alarms and visible alarms monitored twenty-four (24) hours a day/seven (7) days a week. Fire extinguishers are checked monthly and maintained according to an established schedule. Fire drills in residence halls are conducted each semester. Fire drills in other College buildings are conducted annually. The following table outlines the fire safety systems for each residential facility.

Figure 4: Fire Safety Systems in Residential Facilities

Facility	Fire Alarm Monitoring	Sprinkler System	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of Evacuation (Fire Drills) Each Calendar Year
International Center	X		X	X	X	2
Marion Hall	X		X	X	X	2

### Fire Safety Education

Fire safety education programs for all students living in student housing are held at the beginning of each semester. These programs are designed to: familiarize students/employees with the first safety systems in place, train on the procedures to be followed in the event of a fire, and distribute information on the College's safety policies. Maps are given out that illustrate evacuation routes and fire alarm equipment locations. Residents are also told that participation in fire drills is mandatory. Employees are provided information on emergency/evacuation plans through new hire orientation.

### Fire Safety Regulations

The College's residence hall fire safety regulations are included in the *Residence Hall Contract* and include of the following.

#### Rules Regarding Portable Electronic Devices, Smoking, and Open Flames

- All rooms are provided with a microwave and dorm size refrigerator. Cooking other than by the provided microwave is prohibited in any Resident room. Additional microwaves and refrigerators are prohibited.
- Any appliance that by way of intense heat or open flame may pose a fire threat is prohibited.
- The following appliances and items are **not** permitted in any community: gas or charcoal barbecue grills (other than College owned) and briquettes, immersion heaters, heat or sun lamps, electric blankets and heaters, space heaters, and any appliance with an exposed heating element (rice cookers, griddles, "George Foreman" grills, and hot plates).
- Use of open flame devices (example: candles) or combustible materials, including chemicals, which endangers the safety or wellbeing of the College community is prohibited.
- Smoking any legal or illegal substance within the residence hall facilities is prohibited.

The following behaviors are prohibited in any residential facility:

- Failure to comply with evacuation procedures.
- Tampering with a fire protection apparatus.
- Possession, use, or threatened use of fireworks, bombs, or explosive devices of any character.

- Unauthorized use of, tampering with, or misuse of electrical equipment, fire exit doors, or giving false alarms or false reports of fire or emergency.

### **Reporting Fires**

In the event of a fire, students and employees are instructed to leave the area per the evacuation routes and get to the predetermined location before calling 911 for help. They are to remain in that location until DC Security or someone from Student Affairs verify that the student has left the building and is safe. RA's are instructed to pull the fire alarm as they are leaving the building if they can do so without risking their safety.

Fires in any College building shall be immediately reported to DC Security.

DC Security keeps and maintains a daily fire log. The logs are compiled and kept in the Facilities office. The log is written in a form that can be easily understood, recording all fires reported to the department, including:

- The nature, date, and general location of each fire.
- How the fire was disposed of.

### **Fire Statistics**

In compliance with the Higher Education Opportunity Act of 2008, the College maintains statistics about fires occurring in residential housing for students and a log of such fires.

The student housing facilities names and street addresses are:

International Center, 701 North 20<sup>th</sup> Street, Kansas City, KS 66102

Marion Hall, 1920 Tauromee Avenue, Kansas City, KS 66102

**There were no reported fires in the student housing facilities during the calendar years 2014, 2015, or 2016.**

## Appendix A – Definitions

### Campus Location Definitions

- **On-Campus Property** – for the purposes of this report, it is property owned or controlled by Donnelly College within the same reasonable contiguous geographic area and used by Donnelly College for its educational purposes, or owned by Donnelly College and controlled by another person and frequently used by students in support of institutional purposes.
- **On-Campus Student Housing Facilities** – means property owned or controlled by Donnelly College used to provide housing for the institution’s students.
- **Non-Campus Property** – for purposes of this report, is any building or property owned or controlled by a student organization recognized by Donnelly College or owned or controlled Donnelly College and used in direct support of, or in relation to, the institution’s educational purposes, frequently used by students, and not within the same reasonable contiguous geographic area of the institution.
- **Public Property** – is all property not owned or controlled by Donnelly College, including thoroughfares, streets, sidewalks, and parking facilities, that are within the campus or immediately adjacent to, and accessible from the campus.

### Defining and Classifying Crimes

#### Criminal Homicide:

- **Murder/Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.
- **Negligent Manslaughter:** The killing of another person through gross negligence.

**Sex Offenses:** Sex offense definitions from the FBI’s National Incident-Based Reporting System (NIBRS) Edition of the Uniform Crime Reporting (UCR) are used.

- **Forcible:** Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent.
- **Non-forcible:** Unlawful, non-forcible sexual intercourse.

**Robbery:** The taking or attempt 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.

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

**Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes unlawful entry with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. Classified as a motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned, including joy riding.

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

**Hate Crimes:** A criminal act involving one or more of the Clery Act crimes, the crimes of theft, simple assault, intimidation, and vandalism, and any other crime involving bodily injury which was motivated by bias against any person or group of persons, or the property of any person or group of persons because of ethnicity, race, national origin, religion, gender, or disability of the person or group, or bias based upon the perception that the person or group has one or more of those characteristics.

**Theft (Larceny):** Includes the crimes of pocket picking, purse snatching, shoplifting, theft from building, theft from coin-operated machine or device, theft from motor vehicle, theft of motor vehicle parts or accessories, and all other larceny.

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

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

**Vandalism:** 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.

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

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

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

**Unfounded Crimes:** An institution may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situation where sworn or commissioned law enforcement personnel have fully investigated the reported crime, and based on the results of its full investigation of evidence, have made a formal determination that the crime is false or baseless and therefore “unfounded.” Only a sworn or commissioned law enforcement personnel may “unfound.”