

# **The College of Wooster Annual Security & Fire Safety Reports 2023**

*For The Period January 1-December 31, 2022*



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## **Section 1: The College of Wooster's Annual Security Report**

### **About The College of Wooster and the City of Wooster Community**

The College of Wooster is a coeducational institution founded in 1866. It occupies approximately 240 acres of privately owned land in Wooster, Ohio. There were approximately 1,878 undergraduate students enrolled for the 2021-2022 academic year with approximately 99 percent of the students living in College-owned housing. The City of Wooster, located approximately 50 miles from Cleveland and 35 miles from Akron, is a vibrant community of 30,000 with a strong, diversified economy, a downtown full of great restaurants and shops, and easy access to outdoor recreation opportunities. While our community is safe, crime is a reality at The College of Wooster and in the City of Wooster.

### **Why the College Publishes an Annual Security Report**

The purpose of this publication is to:

- Provide The College of Wooster community with an overview of the Campus Safety Department's services.
- Share crime statistics required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act).
- Inform current and prospective students, staff, faculty and visitors about the College's policies and programs designed to help keep them safe.
- Share information regarding emergency preparedness and planning.
- Share information regarding fire safety, fire statistics and fire-related information.

### **Policies for Preparing the Annual Security Report and Disclosure of Crime Statistics**

The Secretary of the College prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, and the Violence Against Women Act (VAWA). This report is prepared in cooperation with local law enforcement agencies surrounding our campus and other College properties, Campus Safety, Residence Life, the College's conduct system, the Dean of Students, the Title IX Coordinator, and other College departments.

Campus crime, arrest, and referral statistics include those reported to Campus Safety, designated campus officials (Campus Security Authorities), including but not limited to directors, deans, residential life personnel, student conduct personnel, advisors to students/student organizations, athletic coaches, other college employees, and local law enforcement agencies. The data is then entered in the College's daily crime log and used in the annual statistical report.

Each year, no later than October 1, the Secretary of the College provides to all enrolled students, faculty, and staff an e-mail notification with the website address to access the annual report and campus crime statistics. Additionally, a post card is provided to Admissions and Human Resources to provide to prospective students or employees with the information on how to access the annual security report. Copies of the report may also be obtained at The College of Wooster Campus Safety Department located at the Culbertson/Slater Complex – 602 E. Wayne Ave, Wooster, Ohio 44691—or by calling (330) 263-2590. Prospective employees and students may also obtain a copy of the report through Campus Safety as listed above.

## **Whom to Contact with Questions Regarding the Annual Security Report**

The Secretary of the College provides the information contained in this document as a service to The College of Wooster community and to comply with federal and state requirements. If you have any questions or concerns related to the information in this document, please contact:

### **Campus Safety**

Culbertson/Slater House  
602 E. Wayne Ave.  
Wooster, OH 44691  
(330) 263-2590 phone  
(330) 287-3333 emergency  
(330) 263-2337 anonymous tip line  
[cow-security@wooster.edu](mailto:cow-security@wooster.edu)

### **Secretary of the College**

Office of the President  
Galpin Hall  
1101 N. Bever St.  
Wooster, OH 44691  
(330) 263-2360  
[atracey@wooster.edu](mailto:atracey@wooster.edu)

## **Section II: Security and Safety at The College of Wooster**

### **Department of Campus Safety**

Campus Safety reports to the Vice President for Student Affairs and Dean of Students and is responsible for providing both emergency and non-emergency response on campus. Services provided by Campus Safety include but are not limited to:

- Campus policy and criminal investigations.
- Facility security patrols.
- Fire safety responses, including inspecting, testing and maintaining all fire safety equipment and alarms, and conducting fire drills.
- On-campus non-emergency medical transports.
- Medical emergency responses.
- Vehicle and traffic enforcement.
- Campus parking registration and enforcement.
- Photo-identification cards and campus access operations.

Maintaining a safe campus requires a commitment from all of us. The College of Wooster Campus Safety Department values the partnership we establish with members of The College of Wooster community. Successful prevention of crime occurs only with community involvement, and safety and security must be a collaborative venture. Campus Safety strives to foster and encourage a student and department partnership that empowers others to be part of crime prevention and to develop and maintain positive communications and mutual understanding and trust between students and Campus Safety.

### ***Role, Training, Authority, and Jurisdiction of Security Personnel***

Campus Safety is the College department most directly responsible for campus safety and security. Its mission is to “promote and preserve the security and safety of The College of Wooster community. We will provide an ethical, people-oriented work environment where everyone may enjoy their community, utilize their talents, respect one another and grow as individuals.” Campus Safety is comprised of a Director, Assistant Director, 2 Supervisor, 6 full-time officers, 1 part-time officer, full-time dispatchers, and 8 student security officers. All full-time officers have completed specialized security training and complete yearly training seminars. Campus Safety officers are uniformed security officers who patrol the campus 24 hours a day by cruiser, bicycle, golf cart, and/or on foot; they are unsworn officers which means they can enforce College policies, but they do not have the authority to make an arrest. Officers remain in contact by radio with each other and/or the College’s 24-hour staffed dispatch center. Officers also are in radio contact with the City of Wooster Police and Fire Departments.

The duties of Campus Safety officers include preventing crime, taking reports, investigating incidents, enforcing College policy, and providing safety and protection for The College of Wooster community. Campus Safety has a close working relationship with the City of Wooster Police Department and other law enforcement agencies. If the investigation of a felony crime is warranted or an arrest is required on campus, it is conducted by the City of Wooster Police Department in cooperation with Campus Safety. Campus Safety and the Wooster Police Department have a formal memorandum of understanding (MOU) relating to this practice and general response protocol.

The College of Wooster is considered private property and trespassers are escorted off campus or arrested by local police. These facilities are locked on a flexible schedule dictated by the College calendar.

Campus Safety maintains a 24-hour communication dispatch center. Trained staff members perform a variety of tasks including operating the College’s telephone console and dispatching calls over the mobile radio system. Criminal incidents and other emergencies can be reported directly by dialing extension 3333 (330-287-3333) from any College telephone. Non-emergency matters should be reported on extension 2590 (330-263-2590). These numbers are prominently listed on the College website and included on printed department publications and correspondence. Campus Safety officers are always dispatched first to any campus incident. Depending on the information gathered at the scene, or in some cases from information received by the department’s Dispatcher, the patrol officer may request assistance from the City of Wooster fire, ambulance and/or police department.

### ***Working Relationship with Local, State, and Federal Law Enforcement Agencies***

The College of Wooster sits within the city corporation limits and jurisdiction of the City of Wooster Police Department. The Wooster Police Department provides all law enforcement services for The College of Wooster. When a College of Wooster student is involved in an off-campus offense, Campus Safety officers may assist with the investigation in cooperation with local, county, state or federal law enforcement agencies. The College does not have any officially recognized student organizations that operate off-campus or that have off-campus housing facilities; however, some students, faculty, and staff live in nearby neighborhoods. While Wooster City police have primary jurisdiction in this area, Campus Safety officers often respond to student-related incidents that occur near campus. The Campus Safety Dispatch

Center monitors local police, fire, and ambulance calls and has direct radio communications with them to facilitate a prompt response in emergency situations.

### **Emergency Response Team**

The College of Wooster is committed to protecting the safety, security, and welfare of its campus, adjacent properties, and community members. The College established an Emergency Response Team (ERT) that meets monthly to assess and evaluate emergency plans, procedures and practices. This group schedules annual exercises and works to continually improve emergency preparedness on campus. The ongoing work of the group is guided by an Emergency Operations Plan (EOP) developed to provide The College a means to prepare for, respond to, mitigate, and recover from emergencies.

In accordance with Homeland Security Presidential Directive (HSPD) – 5, the plan incorporates National Incident Management System (NIMS) concepts and principles and utilizes the Incident Command System (ICS) for management of emergency events. The plan provides the opportunity for the College's community to better prepare for and to quickly recover from disasters, thereby providing the College with a means to minimize the impact of an incident while saving and maximizing the effectiveness of the College's resources.

### **Resources to Encourage Awareness and Action from Members of the Campus Community**

#### ***Emergency Notification***

In the event of an emergency, weather cancellation, street closure or any other type of event where information needs to be disseminated quickly to the campus community, Campus Safety uses the mass notification alert system RAVE. All Wooster students, staff, and faculty automatically receive RAVE alerts to their campus email and via text message to the cell phone on file. Campus constituents are encouraged to make sure to keep their cell phone number updated in [ScotWeb](#) under "Campus Notification Information" so as not to miss important text alerts. The RAVE system comes with a companion app called RAVE Guardian you can download from your phone's app store. RAVE Guardian also provides a number of other safety features and access to college policies and forms.

#### ***Emergency Phone System***

The College of Wooster campus is equipped with "blue light" emergency phones. The phones are located throughout campus and provide a direct line to Campus Safety in the event of an emergency with the press of a button. In addition to the blue light phones, all residential buildings are equipped with an exterior phone capable of a direct connection to Campus Safety.

#### ***Campus Climate Notifications Each Month and Each Semester***

The College of Wooster is committed to the health, safety and wellness of our students. Our community is built on the central expectation that students treat one another with respect, both in the classroom and in their social and personal lives.

The College releases on the first business day of each month of the academic year a Campus Climate Notification that includes statistics for incidents reported the prior month such as assault, discrimination and/or harassment, sexual misconduct, and discrimination. At the end of each semester, a comprehensive update is provided to the campus community. The notification



also provides update outlining resources available to members of the community and the steps the College is taking to provide a healthier campus climate.

The report includes incidents reported by the general location. Descriptions of locations include:

- On-campus: an incident has been reported to have occurred on property owned or controlled by the College.
- Off-campus College Programs: an incident has been reported to have occurred in the context of College employment, educational programs or activities, including but not limited to Wooster study abroad programs, Wooster internship programs, trips/retreats organized by Wooster.
- Off-campus: an incident has been reported to have occurred in a property not controlled by the College and has adverse, on-going effects that create a hostile environment for any member of the Wooster community at or on College of Wooster property.

The report is not all-inclusive of campus crime, and the campus climate notifications do not replace timely warnings which are made if there is a threat of ongoing harm to the campus community.

Investigations that may be compromised by the release of information through a Campus Climate Notification will not be included in this reporting until appropriate. In addition, if a complainant or respondent in a sexual misconduct case asks that information be withheld from the monthly report, that request is honored. (If, for example, there is only one report for the month, an individual may be identifiable.) However, all reports are included in the semester summary.

### ***Regular Communications from the President***

The President of the College regularly communicates with the campus community when there are local or national incidents that affect the on-campus environment either individually or collectively. The emails provide the College's position on the issue as well as resources that are available to support members of the community. Examples include incidents of discrimination and harm or changes to law or federal oversight of legislation or programs.

### **Programs about Campus Security Procedures and Practices**

The Department of Campus Safety regularly communicates with the campus community about issues pertaining to fire safety, parking, emergencies, and other campus security matters. The department provides information for new student orientation every fall semester and new employee orientation as new employees join the College, and they annually provide programming such as ALiCE training (active shooter training) that is open to all members of the campus community. Throughout the 2022-2023 school year, all employees were provided access to virtual armed intruder training.

### **Programs about the Prevention of Crimes**

Campus Safety is committed to providing a safe environment for everyone on campus. The department operates under the philosophy that it is preferable to prevent crime from occurring than to react to it after the fact. The principal instrument for accomplishing this goal is the department's Crime Prevention and Awareness Program. It is based upon the dual concepts of eliminating and minimizing criminal opportunities whenever possible and educating community members to be responsible for their own security and the security of others. The following is a listing of the Crime Prevention and Awareness programs employed by Campus Safety:

- Alcohol Awareness: This program is designed to educate students on the effects of alcohol on the body as well as the state laws regarding alcohol possession and use.
- Armed Intruder Training and ALiCE Training: In conjunction with the Wooster Police Department, the department works to educate the campus community on how to respond in the case of an armed intruder.
- Date Rape Drug Awareness: Date rape and drug awareness presentations are offered to educate the campus about these issues.
- Internet Safety: Given the rise in Internet crime, it is important to educate our campus community on the recent trend in Internet crimes and how to protect themselves.
- Sexual Assault Prevention: Educational program on how students can look out for each other and other safety tips regarding the issue of sexual assault.
- Safety Escorts: Presentation educating students on how to provide safety escorts for fellow students as well as educate students about the department's safety escort program.
- Ultraviolet Identification System: This program helps students label their personal items of value and create a list of items for insurance purposes.
- CPR/First-Aid: Officers who are certified to train on CPR and First-Aid work to train members of the campus community in CPR and First-Aid as well as administration of the AED machine.
- Preventing Identity Theft: Program designed to train participants on the issues surrounding identity theft and some preventative measures.
- Vehicle Safety: With the rise in theft from vehicles, this program works to educate the community on prevention tips.
- Fire Safety: This presentation provides participants with fire safety rules and regulations as well as safety tips when setting up dorm rooms and decorations.
- Bicycle Registration: Officers work with Residence Life staff to get students who bring bikes to campus to register them with the department.
- Safety/Lighting Walk: Members of Campus Safety works with the Facilities Department and a number of student groups to conduct an annual walk throughout the campus to identify areas that have lighting issues or safety concerns.
- Officer in Residence: Campus Safety officers are assigned to residence halls to work with Residence Life staff to educate the residents of the community of building safety issues and educational programs.

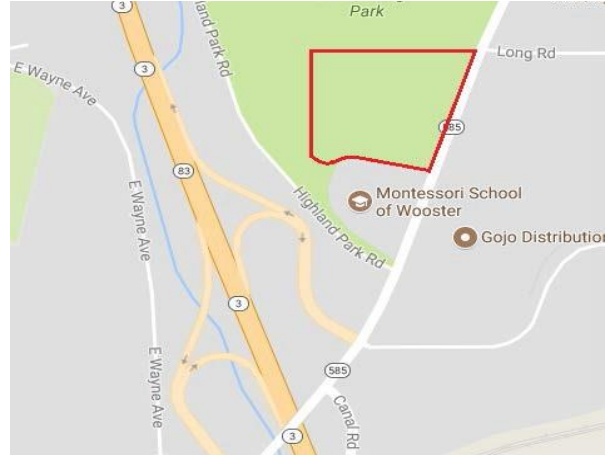
These and other programs can be arranged by contacting [Campus Safety](#) at 330-263-2590.

## Campus Boundaries | Geographical Maps for Clery Reporting

Map of the immediate campus boundaries



Map of college property not adjacent to campus



### Policy Concerning Disorderly Conduct on Campus

Students and student organizations must not engage in behavior that threatens the safety, security or functioning of the College, the safety and security of its members, or the safety and security of others. Disorderly conduct is the unreasonable or reckless behavior by an individual or group that creates a potentially unsafe situation for members of the community or damages property; disrupts the peace or interferes with the normal operation of the College or College sponsored events; and/or infringes on the rights of others. Disorderly conduct includes, but is not limited to:

- Providing false information or failing to provide information to staff, interfering with staff while they are performing their duties, or being uncooperative.
- Being verbally or otherwise abusive to faculty, staff, and other students. Abusive behavior includes, but is not limited to, physically threatening conduct, verbal threats, name calling, or noncompliance of staff directions.
- Violations of no contact orders.
- Tampering with safety equipment.
- Excessive noise (see noise policy), which interferes with classes, College offices, residence hall neighbors, or other campus and community activities.
- Failure to disperse when a building, office, or campus space is closed, or during an emergency evacuation process.
- Public nudity and/or "streaking".
- Urinating or defecating in public.
- Refusing to show College of Wooster and/or other identification when prompted.
- No student shall take any action which is disorderly, lewd, or indecent, or be found in a grossly intoxicated condition.
- No student shall take any action that creates hazardous conditions including, but not limited to, actions such as dropping, throwing, or causing objects to fall from window, doors, ledges, balconies, or roofs.

- No student shall take any action which intentionally interferes with or disrupts normal college and/or college sponsored activities including, but not limited to teaching, service, research, or administration.
- Use restrooms or locker rooms in an inappropriate manner.
- Unnecessarily extend a confrontation or disrupt a confrontation of another student by police or staff.
- Create, participate in, or contribute to a community disturbance. A community disturbance encompasses a wide range of behaviors. Such incidents can include harmful or destructive conduct including violence, damage to or destruction of property, blocking sidewalks/streets in disregard of police and/or other authority's order, setting fires, damaging screens, misrepresentation of identification, throwing glass bottles or other objects, refusing to vacate an area where such activity is occurring, or any other highly egregious or reckless behavior that compromises the safety and security of the College community or the ability of the police and other authorities to maintain order

### **Policy Concerning Activities and Conduct Off-Campus by Students**

It is expected that the conduct of all College of Wooster students will be consistent with the educational purposes of the institution and in no way will interfere with the functioning of the community. Students should be guided by a mutual concern for neighbors' feelings, integrity, property, and need to live in an environment conducive to the fulfillment of their individual lifestyles. Behavior that occurs off-campus does not guard students from a response from College staff if the behavior or actions interfere with the mission of the College or the relationship with the larger community.

## **Section III: Security of and Access to Campus Facilities**

### **Campus Access Policies and Procedures**

The College of Wooster is a residential college that recognizes that the close association of students, faculty and staff is an important element in education. Most students live in residence halls and small houses owned by the College. Many members of the faculty and staff live near the campus and are readily accessible to students.

Residence halls and small College houses always remain locked 24/7. Students' room doors are secured by either key locks or a card reader system (swipe access). Cores are changed in response to any significant security breach such as a stolen room key. Campus Safety officers conduct regular interior and exterior patrols of the College property. Resident Assistants are selected and trained to serve in all residence halls and have on-site responsibility for security, fire protection and general safety. Campus Safety works closely with the College's Facilities Department to ensure proper functioning of all outside telephones (all residence halls have exterior phones) that ring directly to CAMPUS SAFETY. Campus Safety immediately notifies the College's Dean-on-call in the event of any serious incident that involves a student.

### **On-Campus Student Housing Facilities**

#### ***Residence Halls and Small Houses***

For reasons of safety, all residence hall exterior door card readers are programmed to allow access at all times. Students living in small houses may gain access to their houses 24 hours a

day using exterior door card readers or assigned exterior door keys where applicable. Residents are responsible for their guests in a residential unit and should take responsible precautions to guarantee the security of other students living in the unit. Students may not have the key(s) or swipe access to their student room or residential unit duplicated or permit another individual to use one's key(s) or card key. Students may not access buildings and other College facilities after closing hours (hours vary per building or space). Should a student have permission to access a building or space after closing hours, Campus Safety should be contacted to grant access. Students granted access to a space after closing hours are not permitted to bring other students into the space unless they have been given written permission by a member of the College staff.

### ***Roof, Attic, and Basement Access***

Students are not permitted on roofs except as necessary for emergency evacuation. Students may not use attic spaces in their residential spaces without permission from Residence Life. Basement access is permitted for the purpose of using laundry facilities. Students may not utilize basement space for social activities, storage, or as a living space.

### ***Lounge Space***

Students are strongly encouraged to utilize lounge spaces to socialize, complete homework, hold meetings etc. However, lounge spaces may not be utilized for the purpose of sleeping or holding "sleepovers." Students needing immediate assistance locating a place to sleep outside of their assigned residential space should contact Residence Life or Campus Safety.

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

Employees who maintain campus facilities have general access to public spaces within on-campus student housing facilities. Only Residence Life staff and Security personnel are able to swipe into student rooms. If vendors from outside the College are on campus to perform maintenance work, they are accompanied by an employee of the College's Facilities Department.

## **Section IV: Reporting Crimes or Other Emergencies On Campus**

### **Persons/Organizations To Whom Criminal Activity Should be Reported**

The College of Wooster encourages all campus community members and visitors to campus to report all crimes and suspicious conditions in a timely manner.

- Call Campus Safety at (330) 287-3333 for emergencies and (330) 263-2590 for non-emergencies.
- Community members may also contact the Wooster Police Department to report criminal activity at (330) 287-5702.

Telephone calls received by Campus Safety are recorded for documentation and investigative purposes. Dispatchers are on duty at these phone numbers 24 hours a day every day of the year. Campus Safety, located in the Slater/Culbertson Complex, is also open 24 hours/7 days per week for anyone to report a crime (or other concerns) in person.

Outside blue light and courtesy telephones on campus connect immediately to Campus Safety by pushing the "Emergency" button. Dialing 9-1-1 from any campus phone will summon

emergency assistance from the Wooster Police Department or Fire Department. In response to a report, Campus Safety will take the required action, dispatching (an) officer(s) to the scene or informing the caller of the methods to file a report.

Officers detail significant campus incidents via a report that is maintained on file and is typically forwarded to the Dean of Students Office and other College offices that are deemed appropriate to respond. Campus Safety highly encourages the prompt reporting of all criminal offenses to aid in the College's decision to issue emergency notifications or timely warnings – as required and for the annual crime statistics compilation and disclosure.

### **Online Reporting Forms**

The College has many ways in which members of the campus community can report issues of concern or can seek help for themselves or others one of which is the [Get Help – File a Report](#) webpage. Any member of the campus or general community can file reports online for the following concerns:

#### ***Discriminatory and Bias-Related Harassment***

This form is e-signed to provide College of Wooster students, staff, faculty, visitors, vendors, or others with an online method to report specific information related to alleged incidents of discriminatory and bias-related harassment. Submissions are anonymous unless identifying information is provided in the report. Reports go directly to the College's Bias Incident Response Team (BIRT) for further action. If you have questions or need assistance, please contact the Dean of Students Office at 330-263-2545.

- File a report of [Discriminatory and Bias-Related Harassment](#)
- Read The College of Wooster's [Policy Prohibiting Discrimination and Harassment](#)
- [View the reporting form](#)

#### ***Sexual Misconduct, Harassment, Relationship Violence, and Stalking***

This form is designed to provide College of Wooster students, staff, faculty, visitors, vendors, or others with an online method to report specific information related to alleged incidents of sex or gender-based harassment, sexual misconduct, or retaliation. If your safety is at risk, please call 9-1-1! Submissions are anonymous unless identifying information is provided in the report. Reports go directly to the College's Title IX Coordinator, Chelsea Polly (330-263-2350), for further action.

- Read more about the College's [policy on discrimination and sexual misconduct](#)
- File a report of [Sexual Misconduct, Harassment, Relationship Violence, and Stalking](#)
- [View the reporting form](#)

#### ***Hazing***

Hazing is a crime in the State of Ohio. As defined by the law, hazing is “doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization or any act to continue or reinstate membership in or affiliation with any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse, as defined in section [3719.011](#) of the Revised Code.” Under Ohio law, legal action may be taken against any participant in hazing or against anyone at the College who knew or who reasonably should have known of the hazing and did not make an attempt to prevent it. Every member of the campus

community is required to take hazing training and report any incidents of hazing or suspicions of hazing that come to their attention.

- Read more about the [College's policy on hazing](#)
- View [hazing resources](#)
- File a [hazing report](#)

### ***Beall Avenue Incident Report***

This form is designed to provide College of Wooster students, staff, and faculty with an online method to report specific information related to concerns of harassment and/or discrimination that occur on Beall Avenue or in the surrounding community. Information provided here can help Campus Safety as well as local law enforcement develop a profile and/or pattern of occurrence that may help to identify persons or vehicles that are engaged in discriminatory and/or harassing behavior. Submissions can be anonymous.

- [View the form](#)

### ***Medical Assistance Amnesty for Alcohol/Drug Concerns***

There are times when a student may consume alcohol to a level of extreme intoxication or a student may have a medical emergency following the use of drugs and/or alcohol. Signs of a medical emergency may include but are not limited to vomiting, loss of coordination or balance, loss of consciousness, and/or bouts of unresponsiveness. In those cases, the College considers the safety, health, and well-being of students paramount to documenting students for minor violations of the code of student conduct. To encourage students to seek help for students who are in need of medical assistance, under those circumstances, the College will consider Medical Assistance Amnesty for both the student in need of medical assistance and the student(s) seeking help on behalf of that student.

A link to the policy is provided (<https://wooster.edu/get-help/>) as well as instructions to contact Campus Safety or 9-1-1 if someone is in need of medical attention.

### **Reporting a Crime to the College**

The College encourages all campus community members to promptly report all crimes and other emergencies directly to Campus Safety or to law enforcement agencies. However, when the victim of a crime elects not to or is unable to make such a report as a result of physical or mental incapacitation, the College also recognizes that some reports may be made to other individuals or College offices. The Clery Act recognizes certain College officials and offices as "Campus Security Authorities (CSA)." The Act defines these individuals as any "official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution." CSAs are required to submit those reports to Campus Safety and those reports are included in the College's annual crime statistics.

### **Confidentiality and Privacy of Reporting**

College of Wooster officials, depending on their roles at the College, have varying reporting responsibilities and abilities to maintain confidentiality. In order to make informed choices, one

should be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality, offering options and advice without any obligation to inform an outside agency or individual unless you have requested information to be shared. Other resources exist for you to report crimes and policy violations, and these resources will act when you report victimization to them.

The following describes the three reporting options at The College of Wooster:

### ***Anonymous Reporting (licensed counselors and pastoral care)***

If a reporting party would like the details of an incident to be kept anonymous (no personally identifiable information to be shared), the reporting party may speak with licensed counselors in the Longbrake Student Wellness Center; off-campus local rape crisis counselors, domestic violence resources, local or state assistance agencies; or on- or off-campus members of the clergy/chaplains (pastoral) who will maintain confidentiality except in extreme cases of immediacy of threat or danger or abuse of a minor. Campus counselors and/or the Employee Assistance Program are available to help free of charge and can be seen on an emergency basis. College of Wooster employees to whom anonymous reports can be made will submit anonymous statistical information for Clery Act purposes unless they believe it would be harmful to the victim.

### ***Private Reporting***

Complainants are encouraged to speak to College of Wooster officials, such as the Title IX Coordinator, Dean of Students Staff, Campus Security, or the Vice President of Human Resources to make formal reports of incidents of sexual misconduct. Complainants are in control of how much information they share and when and with whom they share it. Confidentiality will be maintained to the fullest extent possible to preserve a complainant's identity and privacy.

### ***Mandatory Reporting***

All College employees, including Resident Assistants (RAs), are mandatory reporters. If they are aware of an allegation of discrimination, harassment, retaliation, and/or sexual misconduct, they must report it to one of the officials named above. Details of the allegation will not be shared unless there is a pattern of abuse or cause for fear for the safety of the complainant or the safety of others or the misconduct is a felony that is required by law to be reported. If personally identifiable information is shared, it will be shared with as few people as possible, and all efforts will be made to protect privacy to the greatest possible extent.

### ***Formal Reporting Options***

Complainants have the right, and can expect, to have complaints taken seriously by The College of Wooster when formally reported, and to have those incidents investigated and properly resolved. Victims of campus crime should be aware that charges may be pursued through the College's conduct system, though the state judicial system, or both.

The conduct system at The College of Wooster is designed to address infractions of student codes of conduct including Academic Integrity and policies of the College. The College's conduct system does not establish whether or not a crime has been committed. The purpose of the conduct system is to establish whether or not a College policy has been violated; crimes are adjudicated through the local court system. For more information concerning the College's



student codes of conduct, please refer to the section “Community Values and Principles” starting on page 5 in The Scot’s Key (the student handbook which includes the code of conduct for students). Information about the College’s conduct system is found starting on page 40.

Victims of crime may also seek redress through the state judicial system. Charges may be filed with the local police department or other appropriate authorities.

Campus Safety is prepared to assist any member of the campus community in reporting crime to appropriate law enforcement officials.

Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know will be told. Information will be shared as necessary with investigators, witnesses, and the accused person/respondent. The circle of people with this knowledge will be kept as tight as possible to preserve a complainant’s rights and privacy.

### **The Daily Crime Log**

Campus Safety maintains a daily crime log in accordance with state and federal laws. The log is available for public inspection during normal business hours and, in the order received, includes the nature, date, time and general location of all criminal incidents and alleged criminal incidents reported to Campus Safety. The disposition of the event is included when and if reasonably available. The names of the victims are excluded, and where the investigation of a crime or safety of an individual may be compromised, or when information might directly or indirectly identify a victim, the department may temporarily withhold information. Generally, all incidents are included in the log within two business days from when they were reported.

The daily crime log is designed to disclose crime information on a more-timely basis than the annual statistical disclosures via this report. It includes crimes that are reported directly to Campus Safety, as well as crimes that are initially reported to another Campus Security Authority (CSA) or to a local law enforcement agency who subsequently reports them to Campus Safety. The log is also shared with and printed by the school newspaper on a weekly basis.

## **Section V: Emergency Response and Evacuation Procedures**

The College of Wooster emergency preparedness, response and evacuation protocols are published annually and are online and accessible at <https://inside.wooster.edu/safety/>. The protocols require authorized College of Wooster officials to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation occurring on the campus involving an immediate threat to the health and safety of students, faculty and staff, unless issuing a notification will compromise efforts to contain the emergency. All students and employees are highly encouraged to read and review these protocols regularly.

Emergency response and evacuation procedures are tested annually. The Emergency Response Plan designates Campus Safety as the initial contact for reporting all emergency situations and for response to and resolution of all emergencies. Upon receiving the report of an emergency, the responding officer will determine the appropriate level of response required and will communicate with the appropriate personnel at the scene.

In some emergency situations, such as severe weather, utility failures, etc., an evacuation of the campus may be ordered. A campus evacuation or closure is an organized withdrawal from campus facilities where the time of return is determined by the circumstances of the emergency event.

When such action is warranted, the campus community will be appropriately advised.

### **Emergency Response Guide**

The College's Emergency Response Guide provides procedures and guidance for the campus when confronted with emergency situations.

The guide is available in hard copy and also posted online on Campus Safety's webpage at [https://wooster.edu/wp-content/uploads/2022/09/2022-2023\\_Emergency-Response-booklet.pdf](https://wooster.edu/wp-content/uploads/2022/09/2022-2023_Emergency-Response-booklet.pdf).

### **College Emergency Notification System**

The College community is kept apprised of security matters in several ways. Serious incidents that are categorized as Clery crimes and pose an immediate or ongoing threat to the health and safety of the campus community are communicated by text, email, voice mail and/or via printed flyer in the form of a Timely Warning. Other incidents that do not pose an immediate or ongoing threat but are communicated to campus community members for situational awareness are distributed as Awareness Bulletins, and may be emailed or are promptly posted in residence halls, libraries and other key locations throughout the campus for a minimum of three business days.

Emergency messages will include information detailing what event has occurred and directions to the community regarding what to do next. The College of Wooster Alert System will be activated to provide an emergency notification to registered users through email, voice and/or text message, and App. The emergency notification does not replace the Timely Warning requirement. Instead, the emergency notification addresses a much wider range of threats such as gas leaks, fires, weather, bomb threats, contagious viruses, etc.

Campus Safety schedules tests of the emergency notification system and response processes in the spring and summer of each school year. The emergency notification system is advertised regularly for the community to enroll in the alert system. In addition to advertising the alert system, information about any upcoming tests of emergency response is communicated in advance to the campus community.

### ***How to Sign-up to Receive Emergency Notifications***

All new students are automatically enrolled in the emergency notification system. Students and employees can enroll themselves or family members through the College's website by clicking through the following: ScotWeb (requires a user ID and password), select student or employee, then select Campus Notification Information. There, multiple phone numbers can be entered for voice messages and text messages and email contact information can be provided.

### ***In Case of an Emergency***

When a determination has been made that an emergency notification should be issued, Campus Safety will inform the campus community by taking one or more appropriate steps to ensure timely notification:

- Invoke a College of Wooster Safety Alert message. Members of the campus community enroll to receive these notifications through the College's electronic system called Scotweb. All members of the campus community are encouraged to enroll.
- Issue a campus-wide email of the emergency notification. Should it be deemed necessary to warn the college of an impending threat or emergency situation The College of Wooster Safety Alert will be activated by each of the following:
  - Text Message
  - Voice Message
  - Email
  - Guardian App
  - Building Volunteers

Status reports will be updated and posted continuously on The College of Wooster website at [www.wooster.edu](http://www.wooster.edu).

### ***Timely Warnings***

The College of Wooster is responsible for issuing Timely Warnings in compliance with the Clery Act. Campus Safety will continuously and diligently work and coordinate with local, state and federal law enforcement agencies to address exigent public safety concerns.

Anyone with information warranting a Timely Warning should report the circumstances to Campus Safety. As soon as possible after the incident is reported to Campus Safety, College administrators will collaborate regarding if and when a Timely Warning should be issued. Such discussion may transpire either in person, by phone or per email.

The decision to issue a Timely Warning shall be decided on a case-by-case basis in compliance with the Clery Act and will consider all available facts. The timing and content of the notification shall be based upon whether the crime is considered serious or a continuing threat to students and employees, and the possible risk of compromising law enforcement efforts, or the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

### ***Timely Warning Procedure***

When a determination has been made that a Timely Warning should be issued, the Director of Campus Safety or Assistant Director of Campus Safety or designee, along with the Vice President for Student Affairs and Dean of Students and the Associate Vice President for College Relations and Marketing, will work collaboratively to inform the campus community of the incident by taking one or more appropriate steps to ensure timely notification:

- Invoke The College of Wooster Alert text and voice message system. Members of the campus community enroll to receive these notifications through the College's electronic system called Scotweb. All members of the campus community are encouraged to enroll.
- College-wide email
- Warning fliers

- Posted warnings on The College of Wooster website.

Such warnings may include, but are not limited to, the following information:

- Type of crime
- Date, time and location of crime
- Description of suspect
- Public safety reminders

### ***Building Evacuation Procedures***

A building evacuation is most commonly initiated by the building's fire alarm system.

When the building fire alarm sounds:

- Evacuate the building immediately, calmly and quickly.
- Walk to the nearest exit/stairwell (close doors behind you).
- Do not use elevators.
- Proceed to the designated area outside the building, moving as far away from the building as possible.
- Do not re-enter the building until it has been confirmed by authorized personnel to do so.

## **Section VI: Missing Student Policy and Notification Procedures**

This policy has been designed to respond to reports of missing students, as required by the Higher Education Opportunity Act of 2008.

### **When Is a Student Considered Missing?**

For purposes of these guidelines, a student may be considered to be a "missing student" if the student's absence is contrary to their 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 drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student's welfare.

### **Identifying a Contact Person or Persons Whom the School Shall Notify**

When a student enrolls at the College, they are asked to provide emergency contact information as well as identify a person(s) whom the school should notify within 24 hours if the student is determined to be missing. Information as to whom to contact if the student is missing will be kept confidential by the College. It is only accessible to authorized campus officials, and it may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

If a student is under the age of 18 and not emancipated, the College will notify the student's custodial parent or guardian within 24 hours of determining that the student is missing, in addition to notifying any additional contact person designated by the student. The College will notify local law enforcement within 24 hours of the determination that the student is missing (under Ohio law, immediate notification is made if the student is under the age of 18), unless local enforcement made the determination that the student is missing.

If a student does not designate a person(s) to contact in the case of a missing student, the College will use the emergency contact information provided. If the College attempts to contact the person designated as the missing-person contact, and they are not available, the College will call the emergency contact.

### **Notifying Campus Officials and Others About Missing Students**

Any individual on campus who has information that a residential student may be a missing student must notify the Office of Campus Safety or the Office of the Dean of Students as soon as possible and in no event, later than 24 hours after determining that the student is missing. The Office of Campus Safety will gather all essential information about the residential student from the reporting person and from the student's acquaintances (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photograph, class schedule, etc.). Appropriate campus staff will be notified to aid in the search for the student. If the above actions are unsuccessful in locating the student or it is apparent immediately that the student is a missing person (e.g., witnessed abduction), no later than twenty-four (24) hours after the Office of Campus Safety determines that a residential student is missing: the Office of Campus Safety will contact the appropriate local law enforcement agency to report the student as a missing person and the local law enforcement agency will take charge of the investigation. The Vice President for Student Affairs and Dean of Students will notify the emergency contact (for students 18 and over) or the emergency contact and the parent/guardian (for students under the age of 18) that the student is believed to be missing.

### **Campus Communications About Missing Students**

In cases involving missing students, law enforcement personnel are best situated to provide information to the media that is designed to elicit public assistance in the search for a missing student. Therefore, all communications regarding missing students will be handled by outside law enforcement authorities, who may consult with the College's Office of Marketing and Communications.

All inquiries to the College regarding missing students, or information provided to any individual at the College about a missing student, shall be referred to the Office of Campus Safety, who shall refer such inquiries and information to law enforcement authorities. Prior to providing the Wooster community with any information about a missing student, the Office of College Relations shall consult with the Office of Campus Safety, the Dean of Students Office, and with local law enforcement authorities to ensure that communications do not hinder the investigation.

## **Section VII: Sex Offender Registry and Access to Information**

Information about registered sex offenders on campus (students and employees) can be found on the website maintained by the Wayne County Sheriff's Office:

<https://www.icrimewatch.net/index.php?AgencyID=55195&disc=55195>

For more information, please contact:

### **Wayne County Sheriff's Office**

201 W. North Street  
Wooster, Ohio 44691

Telephone: 330-287-5775  
Email: [wcs0@wcjustice-center.org](mailto:wcs0@wcjustice-center.org)  
<http://www.waynecountysheriff.com>

The Ohio Attorney General's Office also provides a sex offender registry with means of searching by name, city, county, email, phone, school district, and zip code as well as provides a list of all published sex offenders registered with their office. Information can be obtained at: <http://www.icrimewatch.net/index.php?AgencyID=55149>

For more information or questions concerning their sex offender community awareness program, contact:

**Attorney General's Office Ohio**

State Office Tower  
30 E. Broad Street 17th Floor  
Columbus, OH 43215-3428  
Email: [OHLegSupport@ohioattorneygeneral.gov](mailto:OHLegSupport@ohioattorneygeneral.gov)  
Website: <http://www.ohioattorneygeneral.gov>

**Section VIII: Alcohol and Other Drugs**

The College of Wooster recognizes that the use of illegal drugs and abuse of other controlled substances is not only inconsistent with the law-abiding behavior expected of all citizens but diminishes an individual's productivity and reliability. Moreover, the College believes that students have the right to study in an alcohol- and drug-free environment; that employees have the right to work in an alcohol- and drug-free environment; and that all members of the community have the right to study and work with individuals free of the effects of alcohol and drugs. Therefore, the possession, use, manufacture, sale, or -distribution of illegal drugs, drug paraphernalia, controlled substances (including prescription medications possessed or used by persons other than those for whom prescribed or for purposes other than those for which the medication was prescribed) and the unlawful or unauthorized use of alcohol by students and employees on the property of the College, in College-supplied vehicles, or as part of any of its activities are prohibited.

Students and employees of The College of Wooster are subject to Federal Law, The Ohio Revised Code laws, local statutes and ordinances, and the College's alcohol and drug policy. Students and employees who violate federal, state or local laws or policies of the College will be subject to criminal and/or institutional disciplinary action, up to and including permanent separation and/or termination of employment. Ignorance of the law and the Colleges' policy is not an excuse for any violations.

**Drug and Alcohol Abuse Prevention, Education, and Counseling Programs**

An online platform of educational modules is a primary tool for students, faculty, and staff that addresses sexual harassment, dating and domestic violence, stalking, bystander intervention, discrimination, and alcohol/drug use.

***For Students***

The College provides educational programming for first year students during new student orientation prior to the start of their first semester. Programs address alcohol and drug use,

sexual misconduct, and bystander intervention. Throughout the year, educational programs are offered to all students often in conjunction with programs co-sponsored by student organizations. Open training sessions are held for faculty and staff throughout the year.

Students who violate the College's alcohol and other-substance policy participate in an online educational module that follows up on material learned in the first online assessment. A small group program designed as an opportunity for increased awareness, peer support, and educational information about the personal, social, and health risks involved in alcohol and substance use is another opportunity to provide students with needed assistance. Students indicating the need for a chemical dependency assessment will be referred to a qualified counselor on staff or in the community.

Other programs available include:

- Referral to inpatient facilities, if necessary
- Counseling for individuals not requiring long-term treatment
- Training workshops for residence life and other campus staff
- Presentation of programs in residence halls and Lowry Center on a variety of issues
- Support groups (AA, NA, and Al-Anon) are available near campus, as are several treatment provider agencies.

Further information about drug and alcohol programs, including contact information, can be found on the Longbrake Student Wellness Center website at <https://wooster.edu/wellness-center/education/>.

### ***For Employees***

The College will provide preventative education, counseling, and other services that address emotional and physical dependency. The College of Wooster maintains a contractual agreement with Chrysalis Family Solutions and BHS for Employee Assistance Programs. Under the terms of the agreement, the Employee Assistance Program (EAP) provides full- and part-time faculty and staff members at the College with confidential consultations, counseling referrals to enable individuals to address "work-related problems," including drug and alcohol problems, and other resources, as well as six free virtual or in-person sessions per family member per year in and outside of Ohio. The College encourages those who need to do so to enroll in approved programs of treatment or rehabilitation for alcohol and controlled substances abuse.

Employees can visit the [Human Resources website](#) for information regarding applicable coverage.

In-hospital programs, including outpatient post-release follow up based on individual and group counseling, are available in several Northeast Ohio hospitals. Employees interested in further information may consult the staff in the Office of Human Resources.

## **Possession, Use, and Sale of Alcoholic Beverages and/or Illegal Drugs**

### ***Student Alcohol and Other Drugs Policies***

The presence of alcohol in a campus setting raises several complex issues, which include behavioral, safety, and legal problems. The College of Wooster does not consider the use of

alcoholic beverages and/or other drugs as necessary to the process of higher education. The college also respects and complies with state and federal laws. Therefore, it is necessary for the college to define certain restrictions regarding the possession, use, consumption, furnishing, and purchase of alcoholic beverages.

Students are expected not to abuse their minds or bodies by use of harmful or illegal drugs, including the excessive or inappropriate use of alcohol. Students who choose to drink will use alcoholic beverages responsibly and will be held accountable for irresponsible use. The College considers it to be a violation of a college policy to endanger oneself or others using alcohol. Impairment of a student's judgment as a result of alcohol use does not relieve a student of responsibility.

### **General Definitions**

**Permanent resident:** A resident of an approved college space who attends or is employed by the college or has otherwise been approved by the college for residency in a specific space for at least the length of a semester.

**Persons:** This shall include both students and non-students.

**Serve:** To provide food or beverage to another individual.

**Sober:** Person abstaining from substance use for a given period of time.

### **State Alcohol Law**

Ohio Revised Code §4301.69 prohibits consumption of alcoholic beverages by persons less than 21 years of age and furnishing alcoholic beverages to anyone under the age of 21. Each person is expected to know the Ohio state laws regarding the sale and consumption of alcohol. The possession or use of any alcoholic beverages in violation of these statutes on college property or in student residences is subject to disciplinary action.

### **Alcohol Policies**

- Persons under the age of twenty-one (21) may not possess or consume alcoholic beverages and may not host alcohol consumption in their room.
- Persons under the age of nineteen (19) may not serve alcohol at a registered social event.
- Persons under the age of eighteen (18) may not attend a registered social event where alcohol is being served
- No alcohol may be provided to a person under twenty-one (21) years of age. No person shall possess an open container
- No individual will coerce a person(s) to drink alcohol or use other drugs.
- Beer and wine are the only alcoholic beverages that may be served at approved functions, and they must be served in accordance with the provisions set forth in Social Events with Alcohol.
- Engaging in activities, whether alcohol is present or not, that promote irresponsible or high-risk drinking (e.g., drinking games, use of funnels, chugging contests, or any means where alcohol is consumed as part of a competition) is prohibited.
- No open container, carrier, or cup of alcoholic beverage may be carried outside a student's assigned residential unit or an approved party space.
- Common-source alcohol containers (e.g., vats, kegs, etc.) are not permitted.

### **Individual Consumption**



Individual consumption of alcoholic beverages in College housing is based on the style of residence:

- Residence Halls: No alcohol may be possessed in any first-year halls, including empty containers.
  - This provision shall not apply to any permanent resident of a first-year center who is at least 21 years of age and who consumes in their room, or to any guest of such a resident if that guest is likewise at least 21 years of age.
  - This shall not be construed so as to disallow the hosting of events with alcohol in spaces recommended by Residence Life and approved by Scot Council.
- Houses:
  - Alcohol may not be consumed on balconies, fire escapes, attics, basements, or on roofs.
  - Houses looking to have social gatherings with alcohol must register their event with the DOS or the Office of Student Engagement.

Any residential unit may come to an agreement where alcohol may be possessed and consumed by residents of legal age through a group consensus. A "Housing Unit Agreement Form" must be completed and signed by residents of the unit with the housing application; this application can be picked up in the Office of Residence Life. Within two (2) weeks of the start of a semester, Residence Life will verify the housing agreement. This agreement may be reviewed and edited at any time according to the needs of the residents of the house or at the behest of the Office of Residence Life.

#### *Alcohol and Unauthorized Venues*

Possession of alcohol is prohibited at all College-sponsored functions in which students are in attendance, including, but not limited to: dances, concerts, athletic events, and dinners, without proper and prior approval from the Office of the President. Consistent with NCAA policy, the use of alcohol is prohibited at all athletic events.

- Consuming alcohol or possessing an open container in unauthorized venues is not permitted.
- Unauthorized venues include, but are not limited to:
  - Residence hall hallways
  - Bathrooms
  - Study rooms in residence halls
  - Campus grounds, with the exception of pre-approved, College-sponsored events
  - Athletic fields
  - Academic buildings, with the exception of pre-approved, College-sponsored events
  - Parking lots, sidewalks, and City of Wooster streets.

Students may consume alcohol in common kitchens in residence halls as long as the alcohol is attended at all times. Students may not leave alcohol unattended in residence-hall kitchens. No person may display advertisements or items (e.g., signs, posters, photographs, bottles) that promote illegal drug and/or alcohol products in the unauthorized venues or any public spaces of the campus (e.g., hallways, lounges, bathrooms, exterior windows of residence halls, grounds, parking lots, etc.).

#### *Seizure of Alcohol*

College officials may require a student to surrender possession of alcohol and paraphernalia in cases where a person is:

- Under 21 years of age
- Distributing alcohol to any person under 21 years of age
- Putting self and/or others at risk
- Violating College policy and/or federal, state, or local law

#### *Spaces for Alcohol Consumption*

Consumption of alcoholic beverages by those of legal drinking age is limited to the confines of student rooms, designated social lounges, or at an approved social event where alcohol service has been approved.

These spaces are updated on a yearly basis by the Office of Residence Life and the Director of Student Rights and Responsibilities and sent to Scot Council for approval. Information about these spaces may be found on the Student Rights and Responsibilities webpage.

Students hosting a guest that is not a member of The College of Wooster community are responsible for the behavior of their guest(s). Any violations to the alcohol policy by campus guests may result in the host being referred to the conduct system.

#### *Social Events with Alcohol*

The following policies apply to any event where alcoholic beverages will be served.

- Events where alcohol is served that require a fee, donation, or cover charge are prohibited. Any hosts who violate this clause will be viewed as selling alcohol without a license.
- Any themes that insult, ridicule, denigrate, make fun of, or mimic particular groups, races, ethnicities, or cultures, promote gender degradation, or otherwise violate campus policies or are considered insensitive to the campus community are prohibited.
- Residential units or other recognized campus organizations may host events in designated social spaces. Events may not be hosted in basements of small houses due to fire safety code.
- Any social event taking place in a residential unit and involving guests from other residential units may not violate the privacy of the occupants of the residential unit or the policies established by the unit in its "Housing Unit Agreement Form," available in the Office of Residence Life
- Social events which involve alcohol and/or loud music cannot be scheduled the day before a reading day, or exam day.
- Residential units or other recognized campus organizations may request permission to sponsor an all-campus event with beer in The College Underground (Lower Kittredge). The sponsor is subject to the approval and the regulations set up by The Underground management. Requests for the use of The Underground should be made through the Office of Student Engagement.
- Any alcohol being purchased at The College Underground may only be for individual purchase. Hosts may not pre-pay for alcohol or run a tab for their guests.

Students should know that hosting a social event assumes responsibility to make reasonable efforts to provide safety and abide by the law. It is understood that individuals organizing an activity accept a responsibility for making arrangements which will assure:

- Necessary control over access to alcohol
- Service of alcohol only to those of legal drinking age
- Control over excessive noise
- Control over behavior of guests
- Confinement of the consumption of alcohol only to those areas where such consumption is permitted by State law and College policy
- Alcohol consumption can never be considered the focal point of an event
- No student or guest under the age of eighteen (18) is permitted to attend an event where alcohol is being served.

#### *Guidelines for Small Social Gatherings*

Events containing fewer than 25 persons or a number of persons equivalent to one and a half times the occupancy of the space, whichever is smaller, where alcohol is being consumed are considered Small Social Gatherings and do not require completion of the [On-Campus Social Event Registration Form](#) or submission of a guest list to the Director of Student Rights and Responsibilities. All participants at small social gatherings are expected to consume alcohol responsibly based on the policies outlined in [The Scot's Key](#).

- Participants must be of legal drinking age to be in possession of or consuming alcohol.
- All gatherings must abide by all fire code and capacity code requirements.
- Residential Hall room capacity is equivalent to two (2) guests per resident. For example, a double room may have a total of six (6) people in the unit at one time.
- Each small house has an individualized maximum capacity allotment.
- The space in which drinking is occurring must be a space where alcohol consumption is allowed.
- Small social gatherings that take place in reservable spaces are not required to reserve that space through 25Live. Reservations are still recommended to ensure that the space is available.

#### *Guidelines for Large Social Gatherings and Events with Alcohol*

Events with more than twenty-five (25) participants are considered Large Social Gatherings. There are two sets of requirements: those for events where alcohol is served and those that apply when alcohol is not necessarily being served (but is being consumed).

#### *Registration of an Event*

Any event in a lounge that contains at most 25 persons or a number of persons equivalent to one and a half times the occupancy of the space, whichever is smaller, but at which alcohol is not being served does not need to be registered in advance. At such gatherings, the policy for individual consumption applies. (This is intended to keep medium-sized gatherings at which some individuals may be consuming alcohol from requiring registration - e.g., Super Bowl parties, Oscar-watching gatherings, etc.) However, the College must be notified of such gatherings for safety purposes. As such, a student at such an event must call the Campus Safety non-emergency number (330-263-2590) simply to make them aware that such an event is occurring. Campus Safety will not intervene unless there is reason to believe that a violation of college policy is occurring. The contact person varies based on the location of an event.

If such a meeting takes place of which it can be reasonably judged that the members constitute a specific, approved group on campus, then the ranking member of that group is expected to be

the point of contact for College officials should such a need arise and to remain capable of fulfilling such a role, barring unusual circumstances.

It is also possible that members of the group would be willing to serve as the point of contact in place of the group's ranking member. This is a permissible alternative.

If the gathering is taking place in a location where it is permissible to consume alcohol, but is not within a house or an apartment, then some member of the group is expected to serve as the contact for the evening. The choice of member may be arbitrary; it merely must remain constant for the course of the evening. Such a person must remain sober, and thereby able to communicate with college officials.

Events must be registered in advance if: a) the gathering contains 25 persons or a number of persons equivalent to one and a half times the occupancy of the space, whichever is smaller, or b) the gathering involves the service of alcohol.

Applications for social gatherings must be submitted three (3) business days prior to the event to the Director of Student Rights and Responsibilities. Reservations must be made on 25Live but cannot be made more than two (2) weeks in advance of the event date. If an application is not submitted by the deadline, then the reservation will be declined.

- The organizers of the event will be required to meet with the Director of Student Rights and Responsibilities.
- To be eligible to host large social gatherings with alcohol in designated spaces, the hosting group or the group who lives in that space may not be on any type of probation or in poor conduct standing.
- College officials will check in on registered events at the start of the events and at the end of the events.
- College officials will check in approximately fifteen (15) minutes before the start of the party with the Sober Monitors and Servers to confirm the Party Monitor contract is being met.
- College officials will inspect the event location before the event and after.
- Should there be any damages or excessive cleaning required, a fee will be assessed to the group to avoid any fees to the residential community. This inspection will occur the following morning.
- Campus Safety will check in with Sober Monitors, Contact Persons, and Servers when called for assistance. Campus Safety will check to ensure the event ends by 1:00 a.m.
- The College reserves the right to end an event if the event poses a safety hazard or is overly disruptive to the residents or the surrounding community.

At events of at least twenty-five (25) people where alcohol is being consumed, the following rules apply:

- Large social gatherings or events held Sunday through Thursday may start no earlier than 6:00 p.m. and must end by 10:30 p.m., not exceeding three (3) hours in duration.
- Events held Friday and Saturday may start no earlier than 6:00 pm and must end by 1:00 a.m. but may not exceed five (5) hours in duration unless approved by a designated member of the Office of Student Life.

### *Clean-up of Events*

The College recognizes that some events may have spills and trash. Those who host the event are required to clean up the space by 7:00 a.m. the next morning. This is not the responsibility of the guests, Custodial Staff, resident assistants, other College personnel, or residents of the building.

Event hosts are not required to mop but are expected to clean up any spills, remove trash off the floor, and take all trash from the party out of the building to the nearest dumpster at the end of the event.

#### *Sober Contact*

There must be a person both present at the event and abstaining from consumption in order to work with college officials should a problem arise.

At events where alcohol is being served in addition to being consumed, the following rules also apply:

- Alcohol may only be served for the initial two (2) hours of the event.
- Beer and wine are the only alcoholic beverages that are to be served at a social event by appropriate serving sizes. A serving of alcohol is either a 12 oz. portion of beer or a 5 oz. portion of wine.
- During a registered social event where alcohol is served, all alcohol must be served and consumed in an individual, prepackaged container.
- In order to reduce the risk of injury, all alcohol must be served in clear plastic containers or aluminum cans. No alcohol may be served or consumed from glass bottles.
- It should be known that all types of mixed drinks (e.g., "Jungle Juice") are completely prohibited from any Social Gathering.
- Groups may only have 48 oz. of beer or 20 oz. of wine (approximately 4 drinks) per anticipated guest of legal drinking age available at the party.

Non-alcoholic beverages and food is required at all functions when alcohol is being served. Non-alcoholic drinks must be made available in quantity, prominence, and accessibility at least equal to that of the alcoholic beverages to be served. Non- alcoholic beverages may include but are not limited to soda, juice, lemonade, and bottled water. Clear cups must be provided.

#### *Sober Servers*

Servers serving beer or wine at a social event must be at least nineteen (19) years of age and must have completed the appropriate training sessions provided by the College. Training must be renewed on an annual basis.

Servers must be sober and remain sober for the duration of their serving shift. Any Server found at any time not to be sober during their shift will be subject to conduct sanctioning, and the event risks being shut down.

Servers and alcoholic beverages must be separated from the guests by a bar or other substantial physical barrier. Only beer/wine may be served.

Servers will ensure all students being served are of legal drinking age. Servers do not have to be members of the hosting organization or group.

### *Sober Monitors*

Monitors must have completed the appropriate training sessions provided by The College of Wooster. Training must be renewed on an annual basis.

Monitors must wear some type of identifier as a sober monitor for the duration of the event. The College will provide identifiers on an annual basis.

Monitors must be sober and remain sober for the duration of the event. Any Monitor found at any time to not be sober during their shift will be subject to conduct sanctioning and the event risks being shut down.

Sober Monitors will not allow severely intoxicated students into their event. Monitors do not have to be members of the hosting organization or group.

Monitors will be stationed at each entry and exit point to the event. There will also be a Sober Monitor per fifty (50) guests floating inside the event. (e.g., 100- 149 guests = 3 floating monitors, 150-199 guests = 4 floating monitors).

When events are held at houses, at least one (1) event monitor must be a resident of the residential unit being used to hold the party. Spaces cannot be "rented" out to other students or groups.

Party Spaces can be reserved by anyone. The members who host the event will be held responsible for the party and any damages to the space that occur during the event.

At an event where alcohol is being served, each guest must show their College of Wooster identification card before admittance to an event.

A student must present their valid College of Wooster identification card and/or legal proof of age to be served alcohol. No exceptions will be made if someone cannot present their College of Wooster ID or legal proof of age document.

Any participant that is not a College of Wooster community member must show legal proof of age and be accompanied by a College of Wooster student before admittance to an event.

### *Other Drugs*

Students are expected not to abuse their minds or bodies by use of harmful or illegal drugs. The College does not consider the use of drugs as necessary or conducive to the process of higher education. Federal, State, and local statutes and the policy of The College of Wooster prohibit the following (but not limited to) with regard to illicit drugs:

- Use.
- Offering for sale, manufacturing, or distributing.
- Possession.
- Drug paraphernalia (pipes, bongs, clips etc.).

Under these statutes and College policy, "drugs" are understood to include, but are not limited to, marijuana as well as the following: barbiturates, amphetamines, prescription tranquilizers, LSD compounds, mescaline, psilocybin, DMT, cocaine and other narcotics or opiates. Students that are taking any of these drugs under prescription of a doctor must be also complying with

Ohio state laws and federal laws related to the use of the drug(s). Any individual guilty of violating civil statutes or institutional policy in and on College property or as part of any off-campus activity sponsored by the College is subject to College disciplinary action up to and including suspension, expulsion, referral to the civil authorities for prosecution and/or referral to an appropriate counselor or rehabilitation treatment program.

#### *Sale of Drugs*

The College considers the selling and offering for sale of illicit drugs to others to be a particularly serious offense. Any such offense will be referred to the law enforcement authorities and those authorities, when possessing proper documents, may have access to any building on campus without prior notice and they will have the complete cooperation of College personnel.

#### *Law Enforcement*

The College works closely with local law enforcement, including the Wooster Police Department. The College does not protect students who possess, use, or sell drugs from prosecution under federal, state, or local laws.

#### *Drug-Free Workplace Policy*

The unlawful possession, use, manufacture, sale, or distribution of illegal drugs, drug paraphernalia, controlled substances (including prescription medications possessed or used by persons other than those for whom prescribed or for purposes other than those for which the medication was prescribed) and alcohol by students and employees on the property of the College, in College-supplied vehicles, or as part of any of its activities is prohibited.

Compliance with the Drug-Free Workplace Policy and procedures is a condition of employment. Failure or refusal of an employee to abide by the standards of conduct, sign any required documents, submit to any inspection or tests, or follow any prescribed course of alcohol or substance abuse treatment will be considered just cause for termination.

This policy does not alter the College's policy of employment "at will." The College retains the right to terminate any employee at any time, with or without cause or notice. The College also retains the right to interpret, change, rescind, or depart from this policy in whole or in part, subject to notice to all employees, as well as the right to administer discipline, up to and including termination of employment, for violations of this policy.

An employee who is taking legal medication (prescription or over-the-counter) that may affect his or her ability to perform in a safe and productive manner is required to report this to his or her supervisor. Any documentation provided will be kept separate from other personnel information and will be accessible by College personnel only on a "need to know" basis. The supervisor will decide if any restrictions should be applied to the employee's work. Failure to inform the supervisor of potential adverse drug or alcohol effects on work performance or safety may result in disciplinary action.

### **Enforcement of State Underage Drinking and Drugs Laws**

#### *Student Policy Violations and Educational Sanctions*

The College of Wooster strives to educate students and take preventative approaches to alcohol use but cannot condone any illegal or harmful use of alcohol. If a student violates the

College’s alcohol policy, the ideal approach is an educational response to empower the student to make better choices for themselves. However, in cases where a student has put themselves or others at substantial risk of harm, punitive sanctions may also be imposed. In appropriate situations (e.g., in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals) the student’s parent or guardian may be notified.

All policy violations are addressed through the College’s conduct process. The table of violations and typical sanctions provided below describes what may typically occur if a student has been found in violation of the College’s alcohol policy:

<b>Violation/Occurrence</b>	<b>Possible Typical Sanction</b>
Students that have open containers in public places for the first time.	Official warning and documentation of violation on file
Students that have multiple violations (more than one) of open containers in public places.	Educational sanction, such as an on-line program and/or CHOICES (harm reduction course facilitated by counselors); Student referred to credentialed professional for substance use assessment and required to complete treatment recommendations
Underage possession/use of alcohol for the first and second time.	Educational sanction, such as an on-line program and/or CHOICES (harm reduction course facilitated by counselors); Student referred to credentialed professional for substance use assessment and required to complete treatment recommendations
Underage possession/use of alcohol for the third time.	Educational sanction, such as an on-line program and/or CHOICES (harm reduction course facilitated by counselors); Student referred to credentialed professional for substance use assessment and required to complete treatment recommendations; Conduct probation



Students displaying symptoms of excessive alcohol use, putting self and/or others at risk, causing disruption to the community, playing drinking games, or requiring medical attention at the Longbrake Wellness Center for the first time	Educational sanction, such as an on-line program and/or CHOICES (harm reduction course facilitated by counselors); Student referred to credentialed professional for substance use assessment and required to complete treatment recommendations
Students displaying symptoms of excessive alcohol use, putting self and/or others at risk, causing disruption to the community, or playing drinking games, or requiring medical attention at the Longbrake Wellness Center for the second time	Educational sanction, such as an on-line program and/or CHOICES (harm reduction course facilitated by counselors); Student referred to credentialed professional for substance use assessment and required to complete treatment recommendations; Individual sessions with a counselor; Conduct probation
Students displaying symptoms of excessive alcohol use, putting self and/or others at risk, causing disruption to the community, or playing drinking games, or requiring medical attention at the Longbrake Wellness Center 3 or more times	Educational sanction, such as an on-line program and/or CHOICES (harm reduction course facilitated by counselors); Student referred to credentialed professional for substance use assessment and required to complete treatment recommendations; conduct probation; Letter of apology to parties involved
Students that require medical assistance and are transported to the Emergency Room due to alcohol and drug use	Educational sanction, such as an on-line program and/or CHOICES (harm reduction course facilitated by counselors); Student referred to credentialed professional for substance use assessment and required to complete treatment recommendations; conduct probation

The College reserves the right to impose alternative and/or additional sanctions through the College's conduct process, including suspension or expulsion, when, for example, violations of the alcohol policy are accompanied by violations of other College policies.

**Group/Student Organization Policy Violations**

It is expected that all students will comply with the On-Campus Social Event Policy and Student Alcohol Policy as outlined. Groups that violate the policies may face charges within the conduct system or through Scot Council which may result in the loss of privileges and/or funding or suspension/permanent withdrawal of the right to operate as a recognized or chartered student group. For host groups found in violation of these policies or other policies, the following sanctions may be imposed:

**First Infraction:**

- Events will be subject to random walk-throughs for six (6) weeks following the receipt of sanctioning. In cases where a suspension of classes is in place, the period of sanctioning will resume at the time classes resume.

**Second Infraction:**

- The group(s) will lose the privilege to serve alcohol at Large Social Events for 8 weeks following the receipt of sanctioning. In cases where a suspension of classes is in place, the period of sanctioning will resume at the time classes begin.

- The group must complete a community service project as determined by the Conduct Hearing Officer.

Third Infraction:

- The group(s) lose the privilege to host social events for 15 weeks. In cases where a suspension of classes is in place, the period of sanctioning will resume at the time classes begin.
- Further sanctioning may occur at the discretion of the Conduct Hearing Officer or the Vice President for Student Affairs and Dean of Students.

In addition to these sanctions, the College may mandate educational sanctions for the group to safeguard the health and well-being of the group, its members, and the larger campus community.

In cases where multiple students are admitted to the Longbrake Student Wellness Center and/or the Emergency Room and those students were served underage and/or the students are over 21 years of age and their condition is attributed to being over-served, sanctioning at the highest level may be warranted immediately regardless of the history, or lack thereof, of previous policy violations by the group.

#### ***Employee Policy Violations and Educational Sanctions***

Testing positive for illegal drugs or alcohol will result in disciplinary action. Disciplinary procedures for violations of policy depend on the severity of the offense and include sanctions that range from a recorded disciplinary action that includes mandatory counseling to immediate termination of employment. Referrals to law enforcement will be made as appropriate.

#### ***Federal, State, and Local Laws and Sanctions***

Federal law requires the College to communicate to all students and employees the local, state, and federal laws that govern the use, possession, and sale of dangerous drugs and/or controlled substances. Ohio Revised Code Section 3719.41 divides these drugs and substances into five "Schedules."

Some drugs are included in several schedules, and the criterion for inclusion relates to the amount of controlled substance in a given drug.

- Schedule I drugs are narcotics-opium derivatives, hallucinogens, depressants, and stimulants that have a high risk of abuse, are considered to have no therapeutic value, and cannot be obtained even with a prescription. Common Schedule I drugs include, but are not limited to, LSD, Marijuana (and its derivatives and synthetic forms), Mescaline, Peyote, Quaalude, Heroin, and Gamma Hydroxybutyric Acid (GHB).
- Schedule II drugs have a high abuse risk but are also considered to have therapeutic value and can be obtained with a prescription. These drugs can cause severe psychological or physical dependence. Common Schedule II drugs include, but are not limited to, Opium, Morphine, Cocaine, Codeine, Methadone, Amphetamines, Methamphetamines, Oxycodone, Seconal, Phenobarbital, PCP, and hallucinogens used to decrease the side effects of chemotherapy.
- Schedule III drugs have a potential for moderate psychological and physical dependency and may be obtained with a prescription. Schedule III drugs include, but are not limited

to, Benzphetamine, Secobarbital, Narcan, Codeine, Morphine, Dihydro-codein-one, and Anabolic Steroids.

- Schedule IV drugs have therapeutic value and require a prescription. Two common examples are Valium and Chloral Hydrate.
- Schedule V drugs also have therapeutic value and can only be obtained with a prescription. They are divided into Narcotic drugs and Narcotics-non-narcotic preparations and typically contain smaller amounts of the narcotic drug than do Schedule III or IV drugs.

“Harmful intoxicant” is another classification of substances which are regulated. While they are not “drugs,” their improper use can place them in the category of “recreational drugs.” “Harmful intoxicants” do not include beer or intoxicating liquor; rather, the term designates any compound mixture, preparation, or substance (e.g., paint, glue), the gas, fumes, or vapor of which, when inhaled, can induce intoxication, excitement, giddiness, irrational behavior, depression, stupefaction, paralysis, unconsciousness, asphyxiation, or other harmful physiological effects.

The Ohio Revised Code also prohibits the illegal possession of, manufacture of, trafficking in, or permitting the abuse of all dangerous drugs and harmful intoxicants. The definitions of prohibited activity are broad, and individuals convicted of a violation of these prohibitions face mandatory fines and, in many cases, mandatory incarceration.

Members of The College of Wooster Community should also be aware that any citations issued by law enforcement agents are independent of the College’s conduct system and processes, and do not serve in lieu of sanctions that may be imposed by the College.

Ohio Revised Code:

<b>Alcohol Offenses Under Ohio Law</b>			
<b>Violation</b>	<b>Ohio Revised Code</b>	<b>Fine</b>	<b>Sentence</b>
Opened container of alcohol in public	4301.62	\$100	None
Purchase by minor	4301.63	\$1,000	6 months
Misrepresentation by minor to obtain alcohol	4301.634	\$1,000	6 months
Furnishing false identification cards	4301.636	\$1,000	6 months
Consumption in motor vehicle	4301.62 B4	\$250	30 days
Possession of alcohol not lawfully acquired	4301.67	\$250	30 days
Sale or furnishment to minor	4301.69	\$1,000	6 months

A complete list of Ohio alcohol offenses and possible penalties can be found in [Chapter 4301 of the Ohio Revised Code](#).

Selected Drug Offenses Under Ohio Law			
<b>Sale of marijuana: First offense</b>	<b>Ohio Revised Code</b>	<b>Fine</b>	<b>Sentence</b>
Less than 200 g	2925.03 (A) (1)	\$1,000 (mandatory)	1/2-5 years
200 to 600 g	2925.03 (A) (5)	\$3,000 (mandatory)	1-10 years
600 to 20,000 g	2925.03 (A) (7)	\$5,000 (mandatory)	2-15 years (6 mo. actual min.)
More than 20,000 g	2925.03 (A) (10)	\$5,000 (mandatory)	2-15 years (6 mo. actual min.)
<b>Sale of marijuana: Second offense or near school</b>	<b>Ohio Revised Code</b>	<b>Fine</b>	<b>Sentence</b>
Less than 200 g	2925.03 (A) (1)	\$2,000 (mandatory)	1-10 years
200 to 600 g	2925.03 (A) (5)	\$6,000 (mandatory)	2-15 years
600 to 20,000 g	2925.03 (A) (7)	\$10,000 (mandatory)	2-15 years (1 yr. actual min.)
More than 20,000 g	2925.03 (A) (10)	\$10,000 (mandatory)	2-15 years (1 yr. actual min.)

Sale of cocaine or crack: First offense	Ohio Revised Code	Fine	Sentence
Less than 10 g	2925.03 (A) (1)	\$2,500 (mandatory)	1-10 years
10 to 30 g	2925.03 (A) (5)	\$5,000 (mandatory)	2-15 years (3 yrs. actual min.)
30 to 1,000 g	2925.03 (A) (7)	\$7,500 (mandatory)	4-25 years (5 yrs. actual min.)
More than 1,000 g	2925.03 (A) (10)	\$7,500 (mandatory)	15 years-life
Sale of cocaine or crack: Second offense or near school	Ohio Revised Code	Fine	Sentence
Less than 10 g	2925.03 (A) (1)	\$5,000 (mandatory)	2-15 years
10 to 30 g	2925.03 (A) (5)	\$10,000 (mandatory)	4-25 years (5 yrs. actual min.)
30 to 1,000 g	2925.03 (A) (7)	\$15,000 (mandatory)	4-25 years (7 yrs. actual min.)
More than 1,000 g	2925.03 (A) (10)	\$15,000 (mandatory)	20 years-life

Possession or use of marijuana	Ohio Revised Code	Fine	Sentence
Less than 100 g	2925.11 (A)	\$100 (mandatory)	None
More than 100 g	2925.11 (A)	\$250 (mandatory)	0-30 days

Possession or use of crack or cocaine	Ohio Revised Code	Fine	Sentence
First offense	2925.11 (A)	\$1,500 (mandatory)	1/2-5 years
Second offense	2925.11 (A)	\$2,500 (mandatory)	1-10 years

A complete list of Ohio drug offenses and possible penalties can be found in [Chapter 2925 of the Ohio Revised Code](#).

City of Wooster ordinance (**529.03**) related to alcohol states, “No person shall consume any beer or intoxicating liquor in a motor vehicle. No person shall possess an open container of beer or intoxicating liquor in a motor vehicle, or transport an open container of beer or intoxicating liquor in a motor vehicle in such a manner that the container is accessible to the operator or a passenger without leaving the motor vehicle.” And “Whoever violates this section is guilty of a minor misdemeanor.” Penalties for misdemeanors are found in Ord. **501.99**.

#### Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

21 U.S.C. 844 (a)

- First conviction: Up to one (1) year imprisonment and fine of at least \$1,000 but not more than \$100,000, or both.
- After one (1) prior drug conviction: At least fifteen (15) days in prison, not to exceed two (2) years, and fine of at least \$2,500 but not more than \$250,000, or both.
- After two (2) or more prior drug convictions: At least ninety (90) days in prison, not to exceed three (3) years, and fine of at least \$5,000 but not more than \$250,000, or both.
- Special sentencing provisions for possession of crack cocaine: Mandatory sentence of at least five (5) years in prison, not to exceed twenty (20) years, and fine of up to \$250,000, or both, if:
  - first conviction and the amount of crack possessed exceeds five (5) grams.
  - second crack conviction and the amount of crack possessed exceeds three (3) grams.
  - third or subsequent crack conviction and the amount of crack possessed exceeds one (1) gram.

21 U.S.C. 853 (a) (2) and 881 (a) (7)

- Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one (1) year imprisonment. (See special sentencing provision re: crack.)

21 U.S.C. 881 (a) (4)

- Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a

- Civil fine of up to \$10,000 (pending adoption of final regulations).

21 U.S.C. 853a

- Denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one (1) year for first offense, up to five (5) years for second and subsequent offenses.

18 U.S.C. 922 (g)

- Ineligible to receive or purchase a firearm.

***Medical Assistance Amnesty***

The College is committed to providing a safe and healthy environment for all members of the campus community. There are times when a student may consume alcohol to a level of extreme intoxication or a student may have a medical emergency following the use of drugs and/or alcohol. Signs of a medical emergency may include but are not limited to vomiting, loss of coordination or balance, loss of consciousness, and/or bouts of unresponsiveness. In those cases, the College considers the safety, health, and well-being of students paramount to documenting students for minor violations of the code of student conduct. To encourage students to seek help for students who are in need of medical assistance under those circumstances, the College will consider Medical Assistance Amnesty for both the student in need of medical assistance and the student(s) seeking help on behalf of that student.

The College may apply Medical Assistance Amnesty as a resolution to minor policy violations under the following circumstances:

- For a student who requires medical assistance.
- For a student who is a victim of certain crimes, such as physical assault, sexual assault, or sexual misconduct.
- For a student who is assisting another student in need of medical assistance.
- For a student who is reporting a serious crime and/or policy violation to the appropriate authorities.

The determination of whether or not Medical Assistance Amnesty is granted is based on the totality of the circumstances and is determined by the Director of Student Rights and Responsibilities. The list of minor policy offenses for which a student may be granted Medical Assistance Amnesty includes:

- Possession or consumption of alcohol by persons under 21 years of age;
- Irresponsible use of alcohol; and/or
- Open container violation.

The granting of Medical Assistance Amnesty by The College of Wooster has no bearing on any criminal or civil proceeding that may be filed through the City of Wooster or State of Ohio court systems. Medical Assistance Amnesty may, but will usually not, be granted under the circumstances similar to those listed below:

- When there are multiple or repeated incidents involving the same student;
- In cases in which a drug offense could result in a criminal arrest or a felony drug violation, e.g., when drug paraphernalia is present and State law requires that it be reported; or
- When a student has a history of conduct violations at the College. (Exception: If the student is a victim of a crime, their history of conduct violations does not prevent the granting of Medical Assistance Amnesty.)

In cases where Medical Assistance Amnesty is granted, no violation of the code of student conduct will be recorded against the student. However, the College reserves the right to require a student to complete one or more educational programs in lieu of formal, conduct sanctioning. Failure to complete the required program(s) may result in the loss of Medical Assistance Amnesty in which case the College would proceed with formal charges against the student for the policy violation(s).

### ***Safe Harbor By Seeking Assistance***

The College of Wooster believes that students with substance addictions or dependencies deserve the opportunity to seek assistance outside of the threat of drug tests or conduct sanctions without concern for charges of minor policy violations being filed through the student conduct process. Students who voluntarily seek assistance for themselves may be granted Safe Harbor. In consideration of the safety, health, and well-being of the student, the College reserves the right to require a student to complete one or more educational programs and/or to agree to a written action plan to address the addiction/dependency. Failure to complete the required educational programs and/or to follow the written action plan may nullify the Safe Harbor protection.

### ***Health Risks of Alcohol and Other Drugs***

Alcohol and other drug consumption cause a number of marked changes in behavior. Even low doses significantly impair the judgement and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Negative effects of ingested alcohol and other drugs can include decreased responsiveness, slurred speech, impaired judgment, lack of coordination, and combativeness. At higher blood levels, central nervous system depression including vomiting, hypertension, depressed respirations, pulmonary aspiration, stupor, coma, and death may occur. Alcohol blackouts (amnesia) can occur after a large amount of alcohol is consumed and are a sign of serious intoxication and probably dependence. Long-term risks associated with the abuse of alcohol and other drugs include neuropathy, neurological damage, and organ damage. Long-term use and/or abuse can cause physical and psychological dependence.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at a greater risk than others of becoming alcoholics.

## **Section IX: Dating Violence, Domestic Violence, Sexual Assault and Stalking**

### **Steps to take if someone you know has experienced a sexual or gender-based assault or misconduct**

If you or someone you know has experienced a sexual or gender-based assault or misconduct:

1. Go to a safe location as soon as you are able.
2. Seek immediate medical attention.
  - If you are injured or believe you may have been exposed to an STI/STD or potential pregnancy, seek immediate medical attention.
  - Go to Longbrake Student Wellness Center or the nearest hospital.
3. Contact any of the following for immediate assistance:
  - On campus: Campus Safety 330-263-2590
  - Off campus: Dial 9-1-1
4. Preserve physical evidence.
  - Physical evidence can deteriorate quickly, so it is important to preserve evidence that may assist in proving the alleged conduct and it may be helpful in obtaining a protection order.
  - Seek a medical exam as soon as possible. Avoid washing, bathing, urinating, etc., if possible. If you are still wearing clothing worn during the assault, wear them to the hospital, but bring a change of clothes. The hospital will keep them as evidence. If you have changed clothes, bring the ones you were wearing during the assault in a clean paper (not plastic) bag or wrapped in a clean sheet. Leave sheets/towels or other evidence at the scene of the assault. Police will collect them.
  - Evidence collection should be completed within 120 hours of an assault, but fluids, hair samples, and DNA may be collected for a long time thereafter.
  - After 120 hours, it may still be helpful to have medical attention even if you are not trying to obtain evidence of an assault.



- Sexual Assault Nurse Examiners (SANE) are trained in the collection of forensic evidence and can check for injuries and exposure to sexually transmitted infections.
5. Choose how to proceed. You have options:
- Do nothing until you are ready;
  - Pursue resolution by the College by reporting an incident; and/or
  - Initiate criminal proceedings; and/or
  - Initiate a civil process against the perpetrator.

You may pursue whatever combination of options is best for you.

If you wish to have an incident investigated and resolved by Wooster, students and employees should contact the Title IX Coordinator and procedures will be explained.

Those who wish incidents to be handled criminally should contact the local police where the assault occurred. A campus official is available to accompany students in making such reports if desired. Contact the Title IX Coordinator or Campus Safety for more information.

This information is told to students and employees during the Title IX process, which can be found in written form to the College's Interim Anti-Sexual Harassment, Discrimination, and Sexual Misconduct Policy.

#### ***Prevention Programs***

The College of Wooster engages in a variety of programs to educate the campus community on dating and domestic violence, stalking, and sexual assault and to reduce their prevalence.

All new employees, including faculty, receive dedicated in-person training that covers prevention, response, and reporting of dating and domestic violence, stalking, and sexual assault. All new employees then complete a required follow-up online program through Vector that addresses dating and domestic violence, stalking, sexual assault, sexual harassment, and discrimination. All faculty, as well as designated student-facing employees, receive ongoing in-person training, supplemented by written resource materials, which cover prevention, response, and reporting of dating and domestic violence, stalking, and sexual assault.

All incoming (first-year and transfer) students are required to complete an online educational program designed by Campus Clarity that educates students on how to confront and prevent substance abuse, intimate partner violence, and sexual assault on campus. All incoming students then complete in-person sessions with an outside educator focusing on bystander intervention and relationships and sexual respect, followed by an in-person session with Residence Life staff regarding community expectations.

All students are offered opportunities to participate in all-campus programming, including educational programs on how to assist a friend who has experienced sexual violence, how to recognize warning signs of intimate partner violence or stalking, and how to intervene in high-risk situations. All students are also exposed to passive programming, including posters, brochures, and table tents. All members of athletic programs also receive training on gender-based violence and intervention techniques through the "It's On Us" program.

## ***Safe and Positive Options for Bystander Intervention***

When an incident of sexual or relationship violence is about to take place, there are often bystanders who may notice a red flag or warning signs, or something simply makes them uncomfortable. In many cases, bystanders can intervene to change the outcome or de-escalate the situation.

How to intervene:

- Take a second look. Don't ignore your feeling of discomfort.
- Check in with the person. Ask if they're okay.
- Think, "what if it was someone that I loved?" Would you want someone to step in to help your sibling, your best friend, your significant other?

Be direct, distract, or delegate.

- Direct: check in with the person that you're worried about, tell the other person that their behavior isn't okay, ask everyone what is going on.
- Distract: do something to refocus everyone's attention. Spill a drink, ask to use their phone, show them a cat video, tell them you feel sick and need help.
- Delegate: get help from others. Find your friends and tell them why you're worried, find an RA, call Campus Safety.

How to Support a Friend:

- Support: If your friend chooses to tell you about their experience, they have made that choice based on trust. You should be supportive, non-judgmental and listen. Let them share the experience at their own pace. This was not their fault!
- Believe: Believe them! Take the information seriously but remember that it is not your job to assess the situation or investigate the facts. Do not label their experience; let them do that on their own.
- Refer: The College of Wooster has many support resources available for your friend. As a concerned friend, you can speak with College staff to gain more information, but you can also let your friend know about these resources. Allow them to make their own decisions how they want to handle their next steps.

## ***Risk reduction for intimate partner violence, stalking, sexual harassment, and sexual violence***

Ensuring your actions are respectful and communicating your needs

- Show your potential partner respect if you are in a position of initiating sexual contact.
- If a potential partner says "no," accept it and don't push. If you want a "yes," ask for it, and don't proceed without clear permission.
- Clearly communicate your intentions to your potential sexual partners and give them a chance to share their intentions and/or boundaries with you.
- Respect personal boundaries. If you are unsure what's OK in any interaction, ask.
- Avoid ambiguity. Don't make assumptions about consent, about whether someone is attracted to you, how far you can go with that person, or if the individual is physically and mentally able to consent. If you have questions or are unclear, you don't have consent.

- Don't take advantage of the fact that someone may be under the influence of drugs or alcohol, even if that person chose to become that way. Others' loss of control does not put you in control.
- Be on the lookout for mixed messages. That should be a clear indication to stop and talk about what your potential partner wants or doesn't want to happen. That person may be undecided about how far to go with you, or you may have misread a previous signal.
- Respect the timeline for sexual behaviors with which others are comfortable and understand that they are entitled to change their minds.
- Recognize that even if you don't think you are intimidating in any way, your potential partner may be intimidated by or fearful of you, perhaps because of your sex or gender, physical size, or a position of power or authority you may hold.
- Do not assume that someone's silence or passivity is an indication of consent. Pay attention to verbal and non-verbal signals to avoid misreading intentions.
- Understand that consent to one type of sexual behaviors does not automatically grant consent to other types of sexual behaviors. If you are unsure, stop and ask.
- Understand that exerting power and control over another through sex is unacceptable conduct.
- Make any limits/boundaries you may have known as early as possible.
- Clearly and firmly articulate consent or lack of consent.
- Remove yourself, if possible, from an aggressor's physical presence.
- Reach out for help, either from someone who is physically nearby or by calling someone. People around you may be waiting for a signal that you need help.
- Be conscious of how alcohol and/or drug consumption interacts with your body, your behavior, or any medications.
- Look out for your friends and ask them to look out for you. Respect them and ask them to respect you.

Victim-blaming is never appropriate, and the College of Wooster fully recognizes that only those who commit sexual misconduct are responsible for their actions. It is never the reporting party's fault and these tips are offered in the hope that recognizing patterns can help everyone reduce the risk of victimization.

#### ***General Procedures for Reports of Sexual Misconduct***

- The College notifies its students and employees about existing counseling, health and mental health, victim advocacy, legal assistance, and other services available both on campus and in the local community, which is in written form on its website.
- The College will provide written notification to victims about available options and assistance in academic, living, transportation, working, and protective measure situations, including how to request these changes and who to contact at the institution. This is similar to a provision in the College's Interim Anti-Sexual Harassment, Discrimination, and Sexual Misconduct Policy, but this applies to accommodations outside the disciplinary process, also.
- Regardless of whether a victim reports to campus police or law enforcement, accommodations or protective measures are available if the victim requests them and if they are reasonably available.

- Following a report of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the institution will provide the student or employee a written explanation of the student's or employee's rights and options.
- All reports and complaints will be adjudicated under a standard of a preponderance of the evidence.
- Investigation and adjudication procedures shall be prompt, fair and impartial. They will be conducted by officials who receive annual training on conducting fair and impartial investigations and adjudications, including issues related to dating violence, domestic violence, sexual assault and stalking, and conducting an investigation and hearing process that protects victims' safety and promotes accountability. Such officials will have no conflict of interest or bias for or against a victim or respondent.

#### *Disclosure of Results of Disciplinary Proceedings*

- As indicated in Scot's Key, upon request, the College will disclose the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of any crime of violence or a nonforcible sex offense to the alleged victim or next of kin, if the victim is deceased.

#### ***Interim Anti-Sexual Harassment, Discrimination, and Sexual Misconduct Policy***

The College of Wooster ("Wooster" or the "College") has developed a comprehensive anti-sexual harassment, discrimination, and sexual misconduct policy (the "policy") in compliance with federal laws applicable to all members of the campus community including students, faculty, administrators, staff, and visitors.

The policy prohibits all forms of illegal sex- and gender-based discrimination, sex/gender-based harassment, sexual/gender violence, sexual exploitation, domestic violence, dating violence, and stalking which are collectively referred to herein as prohibited conduct. Prohibited conduct encompasses any unwelcome behavior of a sexual or gender-based nature that is committed without consent or by force, intimidation, coercion, or manipulation. Prohibited conduct can be committed by a person of any gender, and it can occur between people of the same or different genders. Prohibited conduct may vary in its severity and consists of a range of behavior or attempted behavior. It can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship.

Students, staff, administrators, and faculty are entitled to a working environment and educational environment free of harassment, violence, and discrimination. The College of Wooster's policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane, but controversial or sensitive subject matters protected by academic freedom.

The policy has been designed to serve the following purposes:

- Establish conduct standards and expectations for behavior for the campus community. In addition to compliance with applicable federal laws, this policy has been designed to reflect and maintain institutional values and community expectations which also include compliance with local ordinances and state law. A violation of College policy may also constitute a crime. Under the Ohio Revised Code (ORC), The College of Wooster is obligated to report to the Wooster Police Department when a felony may have been committed.

- Equity and clarity for process and procedure. The policy outlines reporting, investigation, and resolution of complaints in cases where there is reported prohibited conduct. The policy ensures that all parties involved are treated fairly, equitably, and respectfully through the process.
- Thorough descriptions of resources within the campus and the external community. The College of Wooster is committed to supporting any person who is impacted by violations of this policy. That includes assisting in the management of the impact that prohibited conduct may have on a person and/or other members of the campus community.

All members of The College of Wooster community have the right to:

- Make a report to local law enforcement and/or state police and be assisted by campus authorities if reporting a crime to law enforcement.
- Have disclosures of illegal discrimination and harassment, domestic violence, dating violence, stalking, and sexual misconduct treated seriously.
- Make a decision about whether or not to disclose a crime or violation and/or to participate in the College's resolution process and/or criminal justice process.
- Participate in a process that is prompt, fair, and impartial and that ensures a meaningful opportunity to be heard.
- Be treated with dignity and respect and to have access to health care and counseling services as needed.
- Change academic, living, transportation, or working situations to avoid a hostile environment.
- Obtain or enforce a no contact order (issued by the College) and/or seek a restraining order (issued by the local court system).
- Have a clear description of the College's disciplinary process and know the range of possible sanctions for violating this policy.
- Receive contact information about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available both on campus and in the local community.
- Be afforded the presumption that they have not violated this policy until a determination regarding responsibility is made at the conclusion of the grievance process

#### *Notice of Non-Discrimination*

The College of Wooster adheres to all federal, state and local civil rights laws banning discrimination in private institutions of higher education. The College of Wooster will not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of race, color, sex/gender, gender identity, gender expression, pregnancy, political affiliation, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability of a qualified individual, age, marital status, family responsibilities, sexual orientation, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status, or any other protected category under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any complaint process on campus or within the Equal Employment Opportunity Commission or other human rights agencies.

Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that mandates: No person in the United States shall, on the basis of sex, be excluded from

participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Prohibited conduct under this policy is also prohibited under the Clery Act as amended by the Violence Against Women Act (VAWA), Title VII of the Civil Rights Act of 1964, Ohio Revised Code Chapter 4112, and other applicable statutes, regulations, and administrative code provisions.

### *Scope of Policy*

This policy applies to all reports of sex-based and gender discrimination, sexual harassment, and sexual misconduct occurring on or after the effective date of this policy.

When used in this policy, “complainant” refers to individual who is alleged to be the victim of conduct that could constitute prohibited conduct under this policy. “Respondent” refers to an individual who has been reported to be the perpetrator of conduct that could constitute prohibited conduct under this policy. This policy applies in any instance in which a member of the Wooster community is alleged to have engaged in illegal discrimination or harassment, or to have committed sexual misconduct against another person, including visitors to the campus. The College of Wooster will not tolerate illegal discrimination, harassment or sexual misconduct against any employee, student, visitor, or guest. This policy will be enforced regardless of the complainant’s or respondent’s sex, gender, sexual orientation, or gender identity or expression.

The College is required by Title IX to distinguish prohibited conduct depending on whether that conduct meets certain definitions and where the conduct occurs (also known as “jurisdiction”). Even though the College is required to make these distinctions, the College is committed to addressing prohibited conduct whether it occurs on-campus or off-campus. Reporting prohibited conduct is encouraged regardless of when or where the experience may have occurred, including semester breaks, leaves of absences, or periods of dismissal. The policy discusses the distinction of prohibited conduct based on jurisdiction in this section. The policy discusses the distinction of conduct based on definitions in the section “Prohibited Conduct” below. The College’s resolution process will be used as long as the respondent is under “control” at the College. (“Control” by the College refers to any employee and/or a student at the College.)

The College will take action to provide resources for the safety and well-being of the complainant and the campus community if the prohibited conduct occurred in a situation where the respondent is not under control by the College, and the College’s resolution process is not applicable.

### Descriptions of applicable locations:

- On-campus Programs: This policy applies if illegal discrimination or harassment, including, but not limited to prohibited conduct has been alleged to occur on property owned or controlled by the College.
- Off-campus College Programs: This policy applies if illegal discrimination or harassment, including, but not limited to prohibited conduct has been alleged to occur in the context of College employment or educational programs or activities, such as but not limited to Wooster study abroad programs, Wooster internship programs, trips/retreats organized by Wooster, etc.

- Off-campus: This policy applies if illegal discrimination or harassment, including, but not limited to prohibited conduct has been alleged to have occurred on a property not controlled by the College if there are adverse, on-going effects that create a hostile environment for any member of the Wooster community at or on College of Wooster property.

#### *Title IX Jurisdiction*

The College must distinguish Title IX conduct from other forms of sexual misconduct. The College has Title IX jurisdiction to address conduct that constitutes Title IX Misconduct under this policy and occurs within the following parameters:

- The individual experiencing the conduct is located in the United States when the conduct occurs
- The conduct occurs in/at a location, event, or circumstance over which Wooster exercises substantial control over both the respondent and the context of that location, event, or circumstance. Conduct that occurs in buildings that are owned or controlled by student organizations officially recognized by the College is deemed to meet this element of substantial control.

Title IX Jurisdiction applies to the following types of Prohibited Conduct:

- Title IX Quid Pro Quo Sexual Harassment
- Title IX Hostile Environment Sexual Harassment
- Title IX Sexual Assault
- Title IX Dating Violence
- Title IX Domestic Violence
- Title IX Stalking

#### *Sexual Misconduct Jurisdiction*

The College prohibits sexual misconduct in broader contexts than the Title IX law and regulations. Conduct defined as subcategories of “Sexual Misconduct” under the “Prohibited Conduct” section below is prohibited and the policy will apply in the following contexts:

- On-campus Programs: This policy applies if illegal discrimination or harassment, including, but not limited to prohibited conduct has been alleged to occur on property owned or controlled by the College.
- Off-campus College Programs: This policy applies if illegal discrimination or harassment, including, but not limited to prohibited conduct has been alleged to occur in the context of College employment or educational programs or activities, such as but not limited to Wooster study abroad programs, Wooster internship programs, trips/retreats organized by Wooster, etc.
- Off-campus: This policy applies if illegal discrimination or harassment, including, but not limited to prohibited conduct has been alleged to have occurred on a property not controlled by the College if there are adverse, on-going effects that create a hostile environment for any member of the Wooster community at or on College of Wooster property.

Sexual Misconduct Jurisdiction applies to the following types of Prohibited Conduct:

- Sexual Misconduct: Sexual Harassment
- Sexual Misconduct: Non-Consensual Sexual Intercourse
- Sexual Misconduct: Non-Consensual Sexual Contact

- Sexual Misconduct: Sexual Exploitation
- Sexual Misconduct: Stalking
- Sexual Misconduct: Intimate Partner Violence
- Sexual Misconduct: Indecent Exposure

Procedures for Incidents Involving Individuals Who are Not Current Members of the Campus Community: In complaints of alleged violations of the Anti-Sexual Harassment, Discrimination, and Misconduct Policy by persons who are not currently members of the campus community, a report can be filed with the Office of the Dean of Students, the Title IX Coordinator, Campus Safety, and/or the Director of Alumni Relations, if the matter involves an alumnus. The Title IX Coordinator and a designee from Alumni Relations will meet to determine if the alleged violations affect a substantial College interest. The violation affects a substantial College interest if: it occurred on College property, it occurred on non-College property during an event associated with the College, or has significant impact or disruption on a current member of the College community.

The designees will meet and determine an appropriate response, including, but not limited to:

- Citation or written warning
- Restitution: in complaints involving vandalism or property damage
- Exclusion from College property and/or events associated with the College
- Referral to appropriate law enforcement agency(ies)

Procedures for Incidents Involving Admitted Students: In some cases, the College may choose to investigate an allegation of policy violation(s) depending on the nature of the report. The College reserves the right to rescind admission without an investigation prior to the first day of classes.

Procedures for Incidents Involving a Member of the Board of Trustees: Complaints against a member of the Board of Trustees should be directed to the Chair of the Board of Trustees and will be handled through the Board of Trustees' Code of Conduct, in consultation with the Title IX Coordinator, if applicable.

Procedures for Incidents Involving the Title IX Coordinator: Complaints against the Title IX Coordinator should be directed to the President of the College. In the event of a complaint against the Title IX Coordinator or someone to whom they report, alternative arrangements will be made to ensure an impartial investigation and adjudication. The alternative arrangements will be provided in writing to all parties.

#### *Title IX Dismissal*

The College is required by the Title IX Regulations to dismiss a formal complaint for certain conduct when the conduct does not meet the definitions of Title IX Misconduct, as defined in the Prohibited Conduct section below, or occurs in contexts outside of the College's Title IX Jurisdiction. The College calls this process Title IX Dismissal. The College has created the definitions and procedures in this policy to investigate and adjudicate all prohibited conduct in this policy, even if the College must issue a Title IX Dismissal. Regardless of whether conduct is dismissed from the Title IX Misconduct definitions or Jurisdiction, the College will utilize the same procedure and afford all parties the same rights as if dismissal had not occurred.



A formal complaint must go through Title IX Dismissal if the conduct, if proven, could not meet the definition of any conduct under the category Title IX Misconduct in the Prohibited Conduct section of this policy, or if the conduct occurs outside the College's Title IX Jurisdiction defined above. Title IX Dismissal will occur through a written letter or email from the Title IX Coordinator that discusses: the reason for Title IX Dismissal, how the College will continue to investigate and adjudicate prohibited conduct, and the rights of the parties to appeal the Title IX Dismissal. Parties will have 5 business days to submit a written appeal of the Title IX Dismissal to the Title IX Coordinator. The appeal will then be assigned to an appeal officer who will review the party's appeal and the Title IX Coordinator's reason for the Title IX Dismissal. The appeal officer will then issue a decision on the appeal to both parties and the Title IX Coordinator. If the Title IX Dismissal is upheld, the process under this policy will proceed for any additional charges in the notice that constitute Prohibited Conduct. If the Title IX Dismissal is overturned, the Title IX Coordinator will reinstate that charge of Title IX Misconduct and the process under this policy will adjudicate all charges located in the official notices to the parties.

If conduct does not meet the definitions or jurisdiction of any Prohibited Conduct under this policy, the Title IX Coordinator will refer such conduct to the appropriate office for resolution under a different policy. Referrals may be made to the Dean of Students Office, Human Resources, the Provost's Office, or other office with a relevant code of conduct.

#### *Prohibited Conduct*

The College prohibits all forms of sex and gender-based discrimination, harassment, sexual/gender-based violence, sexual exploitation, stalking, hazing, intimate partner violence (including domestic violence and dating violence), bullying/cyberbullying, and the use of physical harm/intimidation.

#### *Discrimination*

This policy prohibits discrimination in employment and in access to educational opportunities. Therefore, any member of the campus community who acts to deny, deprive, or limit the educational, employment, residential and/or social access, benefits and/or opportunities of any member of the campus community, guest, or visitor on the basis of their actual or perceived membership in any of the protected classes listed above is in violation of the College policy on nondiscrimination. When brought to the attention of the College, any such discrimination will be appropriately addressed and remedied by the College according to the process described below. Non-members of the campus community who engage in discriminatory actions within College programs or on College property are not under the jurisdiction of this policy, but can be subject to actions that limit their access and/or involvement with College programs as the result of their misconduct. Separation by sex and/or gender identity is allowed in certain circumstances, including, but not limited to: housing, locker rooms, bathrooms, choirs or choruses, and fraternities and sororities.

#### *Harassment based upon Sex and/or Gender*

Harassment constitutes a form of discrimination that is prohibited by College policy as well as the law. The College of Wooster condemns and will not tolerate discriminatory harassment against any employee, student, visitor, or guest on the basis of any status protected by policy or law. The College will remedy all forms of harassment when reported, whether or not the harassment rises to the level of creating a hostile environment. When harassment rises to the level of creating a hostile environment, the College may also impose sanctions on the harasser through application of the process described below. The College's harassment policy explicitly

prohibits any form of harassment, defined as unwelcome conduct on the basis of actual or perceived membership in a protected class, by any member or group of the community.

A hostile environment may be created by harassing verbal, written, graphic, or physical conduct that is severe, persistent and objectively offensive such that it interferes with, limits, or denies the ability of an individual to participate in or benefit from educational programs or activities or employment access, benefits, or opportunities.

The College reserves the right to address offensive conduct and/or harassment that 1) does not rise to the level of creating a hostile environment, or 2) that is of a generic nature not on the basis of a protected status. Addressing such behaviors may or may not result in the imposition of discipline under College policy, but may still be addressed through supervisory conversations, remedial actions, education, and/or effective conflict resolution mechanisms. For assistance with conflict resolution techniques, employees should contact the Director of Human Resources and students should contact the Director of Student Rights and Responsibilities.

#### *Title IX Misconduct*

“Sexual harassment” within the scope of Title IX means conduct on the basis of sex that satisfies the definition of one or more of the following: quid pro quo by an employee to a student; hostile environment sexual harassment, dating violence, domestic violence, stalking, or sexual assault (as defined in 20 USC 1092(f)(6)(A)(v)).

- Title IX Quid Pro Quo (employee-to-student only): Title IX Quid pro quo sexual harassment occurs when an employee of Wooster conditions the provision of aid, benefit, or service from Wooster on a student’s participation in unwelcome sexual conduct;
- Title IX Hostile Environment Sexual Harassment: Conduct on the basis of sex that is unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to Wooster’s educational program or activity.
- Title IX Sexual Assault: Title IX Sexual assault is a forcible or non-forcible sex offense as classified under the Uniform Crime Reporting system of the FBI,<sup>1</sup> to include:
  - Penetrative Sexual Assault– penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity. Attempts or assaults to commit rape are also included within this definition.
  - Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.
  - Incest – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.<sup>2</sup>
  - Statutory Rape – Sexual intercourse with a person who is under the statutory age of consent. In Ohio, no person may have sex with a child under the age of thirteen,<sup>3</sup> nor may a person over the age of eighteen have sex with a child under the age of sixteen.<sup>4</sup>

- Title IX Dating Violence: Title IX Dating Violence means an act of violence committed by a person who is or has been in a romantic or intimate relationship with the complainant. The existence of such a romantic or intimate relationship is determined by the length of the relationship, the type of relationship, and the frequency of interactions between the individuals involved in the relationship.

Acts of violence may include, but is no limited to:

- Recklessly causing bodily injury;
- Attempts to cause bodily injury; and
- Causing fear of immediate, physical harm through threat of force.

- Title IX Domestic Violence: The term Title IX Domestic Violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Acts of violence may include, but are not limited to:

- Recklessly causing bodily injury;
- Attempts to cause bodily injury; and
- Causing fear of immediate, physical harm through threat of force.

- Title IX Stalking: Title IX Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person with similar characteristics under similar circumstances to:
  - Fear for the person's safety or the safety of others; or
  - Suffer substantial emotional distress.

A course of conduct includes two or more acts, including but not limited to, those in which the alleged perpetrator directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about the complainant, or interferes with the complainant's property.

The course of conduct must be committed on the basis of the victim's sex. Stalking that is not on the basis of sex or gender will be resolved through procedures discussed in the Scot's Key (for students), Faculty Statute (for faculty), or Employee Handbook (for non-faculty employees).

### *Sexual Misconduct*

As discussed in the "Scope of Policy" section, the College must distinguish certain types of conduct based on where it occurs or if it does not meet certain definitions as required by Title IX law and regulations. The College is committed to addressing all Sexual Misconduct and the prohibited conduct under this section is addressed by the policy over a larger jurisdiction than that of Title IX Misconduct. The adjudicatory procedures for all prohibited conduct, whether Title IX or Sexual Misconduct, are identical to ensure a fair process to all parties involved.

The following are definitions for types of Sexual Misconduct:

- Sexual Misconduct: Sexual Harassment: Sexual harassment is any unwelcome conduct on the basis of sex when one or more of the following conditions are present:
  - Submission to or rejection of such conduct is an explicit or implicit condition of an individual's employment, evaluation of academic work, or any aspect of a College program or activity; or
  - Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual; or,
  - Such conduct would be determined by a reasonable person to be so severe, pervasive, or objectively offensive that it creates a hostile environment. A hostile environment only exists if it unreasonably interferes with or denies a person equal access to Wooster's educational program or activity. Bullying or cyberbullying on the basis of sex, gender, sexual orientation, or gender identity may meet this definition.

A single experience of sexual harassment alone may create a hostile environment if the experience is sufficiently severe. The more severe the conduct, the less need there is to show a pattern of experiences to create a hostile environment. The determination of whether an environment is "hostile" will be based on the totality of the circumstances, including, but not limited to:

- The frequency of the speech or conduct
  - The nature and severity of the speech or conduct
  - Whether the speech or conduct was physically threatening
  - Whether the speech or conduct was demeaning
  - The effect of the speech or conduct on the complainant's mental and/or emotional state
  - Whether the speech or conduct was directed at more than one person
  - Whether the speech or conduct arose in the context of other discriminatory conduct.
- Sexual Misconduct: Non-Consensual Sexual Intercourse. Defined as any sexual penetration or intercourse (anal, oral, or vaginal);
    - However slight
    - With any object
    - By a person upon another person
    - That is without consent and/or by force.

Sexual penetration includes vaginal or anal penetration by a penis, tongue, finger, or object, or oral copulation by mouth-to-genital contact or genital-to-mouth contact.

The Ohio Revised Code (ORC) defines sexual conduct as, "vaginal intercourse between a male and a female; anal intercourse, fellatio, and cunnilingus between persons regardless of sex; and, without privilege to do so, the insertion, however slight, of any part of the body or any instrument, apparatus, or other object into the vaginal or anal opening of another." This definition is applicable to criminal prosecutions for sexual conduct (including rape, sexual battery, and unlawful sexual conduct with a minor) in Ohio, but may differ from the definition used by The College of Wooster to address policy violations.

- **Sexual Misconduct: Sexual Exploitation.** Sexual exploitation refers to a situation in which a person takes non-consensual or abusive sexual advantage of another person or persons. Examples of sexual exploitation include, but are not limited to:
  - Taking advantage of another's sexuality; threatening to disclose an individual's sexual orientation or gender
  - Causing the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person's ability to give or deny consent to sexual activity
  - Extending the bounds of consensual sexual contact without the knowledge of the other individual, e.g. knowingly failing to use contraception without the other party's knowledge
  - Sexual voyeurism (such as watching a person undressing, using the bathroom, or engaging in sexual acts without the consent of the person observed)
  - Taking pictures of or video or audio recording another in a sexual act, or in any other private activity, without the consent of all involved in the activity, or exceeding the boundaries of consent (including, but not limited to, allowing another person to hide in a closet and observe sexual activity or disseminating sexual pictures or video without the consent of all involved individuals)
  - Prostitution: defined as the exchange of sexual acts for money, drugs, or other compensation or the facilitation of prostitution of another individual
  - Observing another individual's nudity or sexual activity or allowing another to observe consensual sexual activity without the knowledge and consent of all parties involved
  - Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted infection (STI) and without informing the other person of the infection
  - Encouraging or permitting another person to engage in non-consensual sexual activity
  - Knowingly or recklessly causing another person to be in contact with bodily fluids without their consent
  
- **Sexual Misconduct: Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person with similar characteristics under similar circumstances to:
  - Fear for the person's safety or the safety of others, or
  - Suffer substantial emotional distress

A course of conduct includes two or more acts, including but not limited to, those in which the alleged perpetrator directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about the complainant, or interferes with the complainant's property.

The course of conduct must be committed on the basis of the complainant's sex. Stalking that is not on the basis of sex or gender will be resolved through procedures discussed in the Scot's Key (for students), Faculty Statute (for faculty), or Employee Handbook (for non-faculty employees).

- **Sexual Misconduct: Intimate Partner Violence.** Intimate partner violence is any act of violence or threatened act of violence that occurs between individuals who are involved

or have been involved in a sexual, dating, spousal, or domestic relationship, or other intimate encounters. Intimate partner violence may take the form of threats, assault, property damage, violence or threat of violence to one's self, one's sexual or romantic partner, or to the family members or friends of the sexual or romantic partner. Intimate partner violence affects individuals of all genders, gender identities, gender expressions, and sexual orientation and all racial, social, and economic backgrounds. Dating violence and domestic violence are both forms of intimate partner violence.

- **Sexual Misconduct: Indecent Exposure.** A person commits indecent exposure if that person exposes their genitals in a sexually explicit manner in any public place or in any place where there are other persons present under circumstances in which one knows or reasonably should know that this conduct is likely to offend or alarm others.

### *Consensual Relationships*

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as faculty and student or supervisor and employee). Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party create real or perceived impropriety and may be unethical. These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed in different ways by each of the parties. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of applicable sections of this policy, as consent within any sexual or intimate relationship may be withdrawn at any time. For these reasons, dating, romantic, or sexual relationships between students and faculty or students and coaches, including relationships that occur when the College is not in session or students are on leave, are prohibited. Faculty and coaches who violate this prohibition are subject to appropriate College adjudication processes and disciplinary action.

For the personal protection of members of the community, relationships in which power differentials are inherent (department chair-faculty, faculty-staff, staff-staff, staff-student, Resident Assistant, and students over whom they have direct responsibility) are generally discouraged. However, if a relationship does exist, individuals with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisor. It will likely be necessary to remove the employee from the supervisory or evaluative responsibilities or to shift a party out of being supervised or evaluated by someone with whom they have established a consensual relationship. While only faculty-student and coach-student relationships are prohibited by this policy, failure to self-report all other such relationships to a supervisor as required can result in disciplinary action for an employee.

### **Related Concepts and Definitions**

#### *Consent*

Individuals who choose to engage in sexual activity of any type with another person must first obtain clear consent from that person. Consent is clear, knowing, and voluntary permission. It can only be given by someone who is of legal age and has the capacity to consent. Consent can be given by words or actions, as long as those words or actions create clear permission

regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. Consent is active, not passive. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.

The following are essential elements of Consent:

- Informed and reciprocal: All parties must demonstrate a clear and mutual understanding of the nature and scope of the act to which they are consenting and a willingness to do the same thing, at the same time, in the same way.
- Freely and actively given: consent cannot be obtained through the use of force, coercion, threats, intimidation, pressuring, or by taking advantage of the incapacitation of another individual. Coercion, force, or threat of either invalidates consent.

Consent to one form of sexual activity does not constitute consent to engage in all forms of sexual activity. Each participant in a sexual encounter is expected to obtain and give consent to each act of sexual activity in order for the activity to be considered consensual. A current or previous dating relationship is not sufficient to constitute consent.

Consent is not indefinite. Consent may be given initially, but it may be withdrawn by any party at any time. Recognizing the dynamic nature of sexual activity, individuals choosing to engage in sexual activity must evaluate consent in an ongoing manner and communicate clearly throughout all stages of sexual activity. An individual who seeks to withdraw consent must communicate, through clear words or actions, a decision to cease the sexual activity. Once consent is withdrawn or can no longer be given, the sexual activity must cease immediately and all parties must obtain mutually expressed or clearly stated consent before continuing further sexual activity.

Consent consists of an outward demonstration indicating that an individual has freely chosen to engage in sexual activity. While consent can be given by words or actions, non-verbal consent is more ambiguous than explicitly stating one's wants and limitations. Relying on non-verbal communication can lead to misunderstandings. Consent may not be inferred from silence, passivity, lack of resistance, or lack of an active response alone. A person who does not physically resist or verbally refuse sexual activity should not be assumed to be consenting to sexual activity.

- When consent is requested verbally, absence of any explicit verbal response, or presence of a clear non-verbal response, constitutes lack of consent. A verbal "no" constitutes lack of consent, even if it sounds insincere or indecisive. Under this policy, "no" always means "no." "Yes" only means "yes" when it is clear, voluntary, and knowingly given by an individual who has the capacity to give consent.
- If at any time during the sexual activity, any confusion or ambiguity arises as to the willingness of the other individual(s) to proceed, all parties should stop and clarify, verbally, the other's willingness to continue before proceeding with such activity.

### *Coercion*

The act of knowingly or willingly using unreasonable and persistent pressure to compel a person to initiate or continue sexual activity against their will is coercion. Coercion is generally non-physical and can include a wide range of behaviors, including threat of physical harm to the individual, the individual's friends or family, significant threat to the individual's property, abuse

of power relationships, intimidation, manipulation, threats, and blackmail. Coercion may also include words or actions that threaten or endanger another individual's health or safety or cause an articulable fear of harm. Coercion may be emotional, intellectual, psychological, or moral.

#### *Force*

Force is the use or threat of physical violence or intimidation to overcome an individual's freedom to choose whether or not they will participate in sexual activity.

#### *Incapacitation*

A person that lacks the ability to make informed, rational judgements and cannot consent to sexual activity is incapacitated. Incapacity can occur for many reasons, including when an individual is asleep or unconscious. Where alcohol and drugs are involved, incapacitation is beyond a state of intoxication. If the person cannot understand the "who, what, when, where, why, or how" of sexual interaction, they are incapacitated. An individual who engages in sexual activity when the individual knows, or should have known, that the other person is physically or mentally incapacitated has violated this policy. It is not an excuse that the responding party was intoxicated and, therefore, did not realize the incapacity of the other party.

#### *Title IX Coordinator*

The Title IX Coordinator will be informed of all non-confidential reports of prohibited conduct under this policy, and will oversee the College's centralized review, investigation, and resolution of those reports to ensure the College's compliance with Title IX and the effective implementation of this policy. All references to actions by the Title IX Coordinator may be performed by the Title IX Coordinator or other designees.

The Title IX Coordinator is:

- Knowledgeable and trained in College policies and procedures and relevant state and federal laws
- Available to advise any individual, including a complainant or a respondent, about the courses of action, formal or informal, available at the College and in the community
- Available to provide assistance to any College employee regarding how to respond appropriately to a report of prohibited conduct
- Responsible for monitoring full compliance with all procedural requirements, record keeping, and timeframes outlined in this policy
- Responsible for overseeing training, prevention, and education efforts and annual reviews of climate and culture
- Responsible for facilitating periodic review of this policy as needed to maintain compliance with state and federal law
- Free from conflicts of interest or bias from complainants and respondents generally, and from individual complainants and respondents that the Title IX Coordinator oversees cases for. The Title IX Coordinator may designate another official to serve in their capacity if the Title IX Coordinator has a conflict of interest or bias in a particular case

The Title IX Coordinator is the individual responsible for the coordination and administration of Wooster's non-discrimination and harassment policies. The Title IX Coordinator monitors overall compliance with Title IX, ensures appropriate action is taken to eliminate prohibited conduct, prevent its recurrence, and remedy its effects. The Title IX Coordinator is available to



provide information regarding policies, process, procedure, and support resources. The Title IX Coordinator may receive reports at any time via the email address or mail address below.

The College has designated and authorized Joe Hall as the Title IX Coordinator who may be reached at:

- Chelsea Polly, Civil Rights and Title IX Coordinator; cpolly@wooster.edu; Longbrake Wellness, 570 East Wayne Avenue, Wooster, OH 44691; (330) 263-2350.

### *Resources and Reporting*

College of Wooster officials, depending on their roles at the College, have varying reporting responsibilities and abilities to maintain confidentiality. In order to make informed choices, one should be aware of confidentiality and responsible reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality, offering options and support without any obligation to inform an outside agency or individual unless a complainant has requested information be shared (legal limits on confidentiality, including, but not limited to, situations in which there is a report of child abuse or direct threat of harm to self or others, still apply).

At the time a report is made, a complainant does not have to decide whether or not to request any particular course of action, nor does a complainant need to know how to identify what happened. The College provides support that can assist a complainant in making these important decisions. To the extent possible, the College will respect a complainant's autonomy in deciding how/if they wish to proceed. When a threat of harm exists to the complainant or to other members of the campus community, the College may have to proceed with actions in spite of the complainant's request.

The College's policy, definitions, and burden of proof may differ from Ohio criminal law. A complainant may seek resolution through the College's resolution process, may pursue criminal action, may choose one but not the other, may pursue neither process, or may choose both options. Neither law enforcement's determination whether or not to prosecute a respondent nor the outcome of any criminal prosecution are determinative of whether prohibited conduct has occurred under this policy. Proceedings under this policy may be carried out prior to, concurrent with, or (in rare cases) subsequent to, civil or criminal proceedings off campus.

### *Reporting to Local Law Enforcement*

A Title IX administrator or representative of Campus Safety will assist a complainant, at the complainant's request, in contacting local law enforcement and will coordinate with law enforcement agencies if a complainant decides to pursue the criminal process. A complainant has the right to notify, or decline to notify, law enforcement, under VAWA. Felonies reported to the College, except to confidential resources, must be reported to law enforcement by the College, as required by Ohio law (Ohio Revised Code 2921.22). The complainant may decline to participate in a law enforcement investigation.

### *Campus Reporting Options*

#### **Title IX Coordinator**

To enable the College to respond to all reports in a prompt and equitable manner, the College encourages all students to report violations of this policy directly to the Title IX Coordinator.

Employees are encouraged to report directly to the Title IX Coordinator. However, the College recognizes that a student or employee may choose to report to any trusted employee of the College. All College employees, except those who are designated as confidential resources, are considered “mandated reporters” and are required to share all known information related to a report, including the identities of the parties with the Title IX Coordinator. The College also designates “Officials with Authority”, who are also required to report by the College and by the Department of Education’s Office for Civil Rights. A list of Officials with Authority is available upon request. The Title IX Coordinator will also accept reports from any other persons not named in this section.

Student employees/volunteers who have responsibility for the welfare of other students, including Resident Assistants, are required to report all known information.

Reports to the Title IX Coordinator may be made in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report. Such a report may be made at any time, including during non-business hours, by using the telephone number or electronic mail address, or by sending mail to the office address listed below.

Reports should be made to:

- Chelsea Polly, Civil Rights and Title IX Coordinator; cpolly@wooster.edu; Longbrake Wellness, 570 East Wayne Avenue, Wooster, OH 44691; (330) 263-2350.

### **Campus Safety**

Campus Safety provides law enforcement response, crime prevention education, and security services to the campus community. The department also works closely with the Wooster Police Department, Wooster Fire Department, and other College offices to provide such services and resources to the Wooster community.

Reports can also be made directly to Campus Safety, 24 hours a day, 7 days a week:

- Campus Safety; Culbertson/Slater complex, 602 East Wayne Avenue; (330) 263-2590

### *Confidential Reporting*

#### **On-Campus**

If a reporting party would like the details of an experience to be kept anonymous (no personally identifiable information to be shared), the reporting party may speak with a “confidential employee.” A “confidential employee” is a licensed medical, clinical, or mental health professional, or ordained clergy member fulfilling their role under that licensure or ordination. A “confidential employee” will not disclose a report to the College unless there is written consent to do so from the patient/client, there is the risk of imminent threat of harm to self or others, or there is reasonable suspicion of abuse of a minor (someone under the age of 18, or under the age of 21 with a developmental disability or physical impairment).

All employees in the Longbrake Student Wellness Center (with the exception of the Title IX Coordinator) as well as the College’s Chaplain are “confidential employees.”

### **Off-Campus**

A person may also speak with off-campus resources such as: off-campus local rape crisis counselors; intimate partner violence resources; local or state assistance agencies; or on- or off-campus members of the clergy.

Consistent with the Clery Act, any data collected from “confidential employees” about the disclosures of prohibited conduct will be done in an aggregate manner and in a way that does not reveal personally identifying information about the reporting party to include in annual crime statistics, address any systemic concerns, and/or inform training and educational programs.

### *Online Reporting Form*

Any individual may also report using the College’s online reporting form (available at <http://wooster.edu/offices/title-ix/>). A report can be made without disclosing one’s own name, identifying the responding party, or requesting any action. Depending on the level of information provided about the experience or the individuals involved, anonymous reporting may limit the College’s ability to respond or take further action. As with all other reports, anonymous reports will be shared with the Title IX Coordinator. Where there is sufficient information, the College will ensure that anonymous reports are reviewed and included for compliance with the Clery Act.

Employees who have a duty to report information to the Title IX Coordinator may not make such reports anonymously.

### *Supportive Measures*

When Wooster has receives a report of prohibited conduct, the Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

“Supportive measures” are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to Wooster’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or Wooster’s educational environment, or deter sexual harassment.

Supportive measures at Wooster may include: counseling and/or medical services, extension of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus and other similar measures, and/or referral to campus and community support resources.

Wooster will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of

Wooster to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

Wooster offers supportive measures to both complainants and respondents. If the Title IX Coordinator does not offer supportive measures to the complainant, the Title IX Coordinator will document the reasons why they did or did not take such action.

The College of Wooster will implement initial remedial and responsive and/or protective actions upon notice of reported harassment, retaliation, and/or discrimination whether or not charges are initiated through the College's conduct system and/or the state criminal system. Persons who make a complaint (complainants) and those against whom a complaint is filed (respondents) have the same remedial actions available to them when appropriate.

### **Emergency Removal and Administrative Leave**

If, after receipt of a complaint and an individualized safety and risk assessment, Wooster determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of prohibited conduct justifies removal of a respondent, Wooster may remove the respondent on an emergency basis. Threats must pose more than a generalized, hypothetical, or speculative risk to health and safety for emergency removal to be appropriate. Wooster will take steps to continue providing the removed respondent as much access to their educational activities as possible when the individual facts and circumstances of the removal are considered.

Respondents that are removed from campus may, within three business days of the removal, petition the Vice President for Student Affairs/Dean of Students for reinstatement. The petition must be in writing, and must include supporting documentation or evidence that the student does not pose, or no longer poses, an immediate threat to physical health or safety of any student or other individual arising from the allegations of sexual harassment and/or other allegations of prohibited conduct. A decision on such petition will be made by the Vice President for Student Affairs/Dean of Students or designee.

Similarly, the College may impose administrative leave for any employee at the discretion of Human Resources and/or the Provost's Office, in consultation with the Title IX Coordinator. Administrative leave is non-disciplinary and non-punitive. Such leave will be structured at the College's discretion. The College will collaborate with the appropriate department or division head in structuring the leave.

### *Preliminary Information*

#### **Timing of Complaints**

All complainants are strongly encouraged to report prohibited conduct in a timely manner in order to maximize resources and support and to begin the investigation process efficiently to provide a thorough, impartial, and reliable investigation. If the respondent is a current College of Wooster student or employee, there is no time limit for filing a complaint to initiate the process. If a respondent is approaching graduation, the College reserves the right to withhold that student's College of Wooster degree pending the conclusion of the resolution process.

### **Filing a Criminal Complaint**

The College of Wooster strongly recommends that all complainants who have experienced a criminal offense report to local law enforcement agencies. The College will not require an individual to speak with law enforcement officials. The filing and process for addressing prohibited conduct outside of the College's resolution process is a separate entity from the College. The College will not wait for a conclusion from local law enforcement for any criminal investigation or impending court proceedings. Law enforcement's determination of whether or not to initiate prosecution will hold no weight on the College's decision to charge a respondent through the College conduct process if it is believed that a violation of this policy may have occurred.

Should either party wish to cooperate with local law enforcement in a criminal investigation pertaining to a matter of sexual misconduct, they may do so under the guidance of the appropriate legal authority(ies) without fear of penalty by The College of Wooster for violating a no contact order issued by the College.

### **Effect of a Complaint on the Respondent**

If a respondent is a current student, no notation will be placed on the respondent's personnel record of a complaint of pending disciplinary action prior to the conclusion of the resolution process. If a respondent chooses to withdraw from the College prior to the completion of the resolution process, a notation will be made in the student's personnel record that a withdrawal occurred with pending investigation and/or with a pending disciplinary action. Respondents are presumed to have not violated this policy until a determination regarding responsibility is made at the conclusion of the grievance process.

### **Amnesty for Minor Policy Violations**

The College community encourages the reporting of misconduct and crimes by reporting parties and witnesses. Sometimes, reporting parties or witnesses are hesitant to report to College officials or participate in resolution processes because they fear that they themselves may be accused of policy violations, such as underage drinking at the time of the incident. It is in the best interests of this community that reporting parties choose to report to College officials, and that witnesses come forward to share what they know. To encourage reporting, the College pursues a policy of offering reporting parties and witnesses amnesty from minor policy violations related to the incident. The use of alcohol or other drugs does not justify prohibited conduct, and a person who was incapacitated due to the use of alcohol or other drugs cannot consent to sexual activity.

- Students: Sometimes, students are hesitant to offer assistance to others for fear that they may get themselves in trouble (for example, a student who has been drinking underage might be hesitant to help take a sexual misconduct victim to Campus Safety). The College pursues a policy of amnesty for students who offer help to others in need. While policy violations cannot be overlooked, the College will provide educational options, rather than punishment, to those who offer their assistance to others in need. The full policy is posted online: <https://wooster.edu/get-help/>
- Employees: Sometimes, employees are also hesitant to report harassment or discrimination they have experienced for fear that they may get themselves in trouble. For example, an employee who has violated the consensual relationship policy and is then assaulted in the course of that relationship might be hesitant to report the incident to College officials. The institution may, at its discretion, offer employee

reporting parties amnesty from some policy violations (typically more minor policy violations) related to the incident. Amnesty may also be granted to witnesses on a case-by-case basis.

### **Advisors/Support Persons**

A complainant or a respondent has the right to an advisor/support person of their choice. A complainant or respondent may select one advisor/support person of their choice to accompany them to meetings addressing the complaint. In order to protect the privacy of all parties involved, multiple advisors/support persons are not permitted.

Attorneys are permitted to act as advisors if the party chooses, at the party's own expense. The College does not provide or pay for attorneys as advisors. All advisors are subject to the same campus rules, whether they are attorneys or not. When an advisor is chosen, they will be provided a copy of the rules to review and sign. The advisor's role in any meeting, except a hearing, is limited to privately conferring with or writing notes to the complainant or respondent, as long as they do not disrupt the process. For longer or more involved discussions, the parties and their advisors should ask for breaks or step out of meetings to allow for private conversation. The advisor may not submit material or speak on behalf of the party and may not address any other participant or the hearing panel.

Advisors are expected to refrain from interferences with the investigation and resolution. Any advisor who steps out of their role will be warned. If the advisor continues to disrupt or otherwise fails to respect the limits of the advisor role, the advisor will be warned and may be asked to take a break or to leave the meeting. When an advisor is removed from a meeting, that meeting will typically continue without the advisor present. Subsequently, the Title IX Coordinator will determine whether the advisor may be reinstated or may be replaced by a different advisor.

If a case proceeds to a live hearing, as discussed below, the party's advisor must conduct cross-examination of the other party and/or witnesses on that party's behalf. A party may not conduct cross-examination. If a party does not have an advisor present for the hearing, Wooster shall appoint an advisor to conduct cross-examination on behalf of that party. A College-appointed advisor will be able to be used solely for limited preparation for and service during the hearing. The College does not provide advisors for other parts of the process, including interviews, investigation review, appeal, etc. The Title IX Coordinator reserves the right to reschedule a hearing if required to allow appointment of an advisor. All advisors are expected to follow the campus rules with respect to hearing decorum. If an advisor refuses to comply with the rules, they may be removed from the hearing and a new advisor will be appointed. If an advisor is appointed for a hearing, the party with the appointed advisor may not "fire" or ask for a different advisor, so long as the appointed advisor is willing to conduct cross-examination and abide by the campus rules.

The College does not guarantee equal advisory rights, meaning that if one party selects an advisor who is an attorney, but the other party does not, or cannot afford an attorney, the College is not obligated to provide one.

As a component of investigations and hearing cases, access to documentation may be necessary. The College provides a consent form that authorizes such access. The parties and

all individuals protected by FERPA whose personally identifiable information is contained in the documents must complete this form before the College is able to share records with an advisor. Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by the College. The College may seek to restrict the role of any advisor who does not respect the sensitive nature of the process or who fails to abide by the College's privacy expectations.

The College expects an advisor to adjust their schedule to allow them to attend College meetings when scheduled. The College does not typically change scheduled meetings to accommodate an advisor's inability to attend. The College will, however, make reasonable provisions to allow an advisor who cannot attend in person to attend a meeting by telephone, video, and/or virtual meeting as may be convenient and available. If an advisor has scheduling conflicts that would require a hearing to be unreasonably delayed, the College may require the party that advisor serves to either choose a new advisor or utilize a College-appointed advisor.

### **Participation by Reporting Party, Responding Party, and/or Witnesses**

Any party involved in a prohibited conduct complaint has the right to decline participation in the investigation or complaint process. It is important to note that the College may continue with an investigation without the complainant's and/or respondent's participation. Complainants may submit a request to the Title IX Coordinator that the formal grievance process stop, however, the Title IX Coordinator retains discretion as to whether the process will continue.

### **Retaliation**

Retaliation is any words or actions taken in response to reporting of a policy violation or participation in the College's complaint process or the follow up to a complaint. Neither Wooster nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the regulations

Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or the regulations, constitutes retaliation. Complaints alleging retaliation may be filed according to the grievance procedures for sex discrimination adopted by Wooster.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under the regulations does not constitute retaliation, as described above, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

The exercise of rights protected under the First Amendment does not constitute retaliation prohibited under this provision.

All persons who believe they have been subjected to retaliation under this policy are encouraged and entitled to seek support, utilize available resources, and come forward with their concern or complaint.

Behavior that may be considered retaliatory includes but is not limited to:

- Discouraging an individual from reporting an incident
- Discouraging witness participation
- Threatening or intimidating a participant in a complaint, investigation, and/or hearing
- Intentionally causing negative consequences for a participant in a complaint, investigation, and/or hearing
- Utilizing another individual to commit the behavior may also be considered a means of retaliation

### **Request for Anonymity When Reporting Prohibited Conduct**

A complainant may desire to report prohibited conduct to the College but wish to maintain anonymity. In these cases, the Title IX Coordinator will evaluate and review this request. The Title IX Coordinator will review the allegations, keeping in mind the necessary balance of the complainant's request while also recognizing the College's obligation to provide a safe environment for the Wooster community. Circumstances that will be considered include but are not limited to: seriousness of the conduct, the roles of the complainant and respondent at the College, the presence of violence and/or weapons, and if other complaints or reports have been made against the respondent.

The College will take all reasonable steps to investigate and respond to allegations of prohibited misconduct, but may be limited if a complainant requests anonymity, and it is granted. In cases where anonymity cannot be granted, the complainant will be notified in writing of the chosen course of action, and they will be given the option to opt out of participating in the process.

### **Confidentiality and Privacy Regarding Reports of Prohibited Conduct**

Privacy generally means that information related to a report of prohibited misconduct will only be shared with those College employees and external investigators, if applicable, who "need to know" in order to assist in the active review, investigation, or resolution of the report, including the issuance of supportive measures. The College will determine which employees have a legitimate need to know about individual complaints pursuant to the Family Educational Rights and Privacy Act (FERPA).

Wooster must obtain written consent from a party before Wooster may receive any health or other treatment records. If a party provides written consent for medical or other treatment records to become part of an investigation's case file, both parties must be able to review and comment on those records if the investigation moves towards an investigative report and possible hearing.

Confidentiality means that information shared by an individual with designated campus or community professionals cannot be revealed to any other individual without express permission of the individual or as otherwise permitted or required by law. These designated professionals have the right to maintain privileged conversations under state law. Confidential resources include licensed medical professionals, mental health professionals, and ordained clergy.



There are limits to confidentiality and they include:

- **Mandatory Reporting of Child Abuse:** All Wooster employees, including confidential resources, are required to immediately report any knowledge or reasonable suspicion that a minor (someone under 18 years old or under the age of 21 with a developmental disability or physical impairment) is experiencing abuse or neglect based on information shared by the minor, any other individual, or one's own observations or knowledge. Any Wooster employee suspecting abuse or neglect is required to bring all suspicions to the immediate attention of the Director of Campus Safety and the Title IX Coordinator. Wooster community members who are not employees are strongly encouraged to report any knowledge or reasonable suspicion of child abuse to the Director of Campus Safety or to law enforcement. In addition to notifying the Title IX Coordinator and the Director of Campus Safety, College employees must make a direct report to the Wayne County Children's Services Child Abuse Hotline at Report Abuse: 330-345-5340 / 1-855-642-4453 (855-O-H-CHILD).
- **Ohio Felony Reporting Requirement:** Under Ohio law, most individuals must report felonies, including sexual violence. This legal requirement means that the Title IX Coordinator or Campus Safety must report knowledge of any felony to the Wayne County Sheriff's Department. Where the College makes a report to law enforcement under this section, the College will communicate with the complainant what information and when the information was reported to law enforcement. To the extent reasonably possible, the College will communicate with the complainant in advance of any report to law enforcement. The complainant may choose whether and how to participate in any subsequent criminal investigation if one results.
- **Ohio Medical Professional Reporting Requirements:** In Ohio, medical professionals have distinct legally mandated reporting responsibilities. Where a medical professional knows or has reasonable cause to believe that serious physical harm resulted from an offense of violence, the medical professional is required to make a report to law enforcement. Medical professionals must deem a patient medically stable before reporting and must communicate to the patient that the patient does not have to report and/or speak to the police. If the patient chooses not to speak to police at the time of the medical examination, the medical professional does not need to report the patient's name - only the date, general time, and general location of the experience.
- **Risk of Harm to Self or Others:** Mental health professionals are required to disclose information where there is an imminent threat of the client harming themselves or others.

## Disclosure Mandates

### Clery Act Reporting

All higher education institutions that receive federal funding, including the College, are obligated to issue publicly an Annual Security Report ("ASR") which identifies the number of federally specified crimes on campus, on College property, or adjacent to campus. The ASR does not include identifying information about the persons involved in such incidents. The report provides anonymous statistical information for certain offenses that have been reported at campus locations.

### Timely Warnings

A "timely warning" is a campus-wide notification to alert the campus community of a serious or

continuing threat on campus. A timely warning issued in response to a report of prohibited conduct does not include identifying information about the complainant. However, it may include identifying information about a respondent if appropriate.

## **Filing A Complaint**

### *Individual*

Any person who believes they have been subjected to prohibited conduct as defined in this policy by a member of the College community has the right to file a complaint against that person.

A person who has not been harmed but has information about an allegation of prohibited conduct may also file a report. A person who makes such a report will be referred to as “the reporter.”

## **Privacy and Access to Records**

All parties involved in a hearing are encouraged to keep private all information learned in preparation for the hearing and at the hearing. Consistent with the Family Educational Rights and Privacy Act (FERPA) regulations, the parties, panel members, advisers, and external decision-makers may not share any copies of documents. All copies of documents provided must be returned to the College at the conclusion of the hearing and any appeals, and parties must certify that they have not kept a hard copy or electronic copy. Any violation of this obligation is subject to disciplinary action by the College. (The complainant and the respondent may retain a copy of the investigator’s report.)

This section does not prohibit the complainant or the respondent from disclosing or discussing the complaint and/or the outcome of the resolution process.

## **Record Retention**

The College will retain all records relating to a report of prohibited conduct for a period of seven years (7) after the date the report was received. The College will retain all such records indefinitely in cases in which the respondent was found to have violated the Policy and was expelled. All recorded reports of prohibited conduct will be stored by the Title IX Coordinator in a locked, secure location and/or in a secure digital database. Records related to student conduct, hearings and/or sanctions will be stored in the Office of Student Rights and Responsibilities in a locked, secure location and/or in a secure digital database.

Wooster will also maintain and publish on Wooster’s website training materials of employees who serve as Title IX Coordinators, investigators, decision-makers, and persons who facilitate information resolutions.

## **Timeline of The Prohibited Conduct Process**

It is a goal to resolve complaints under the policy within 70 business days from notice of report. Business days will exclude the days that classes are not in session and/or College breaks. The timeframe will vary depending on complexity of the case, availability of witnesses, and certain times of the academic year. The College may extend an investigation process for reasonable circumstances and will provide this information to the complainant and respondent in writing. The 70-day window will not include appeals that may be filed.

## **Investigations**

Investigations may take at least 30 business days to complete. During the investigation, both parties have the opportunity to present witnesses and other evidence. Witnesses should not be presented if they are only “character” witnesses. A witness must have relevant information pertaining to the allegations.

The investigation process does not allow for a party to have a full list of witnesses that are being interviewed as part of the investigation. Both parties and witnesses should provide all information to the investigator and Title IX administrators during their meetings. A witness may be brought forward at any time by either party or requested by the investigator through information disclosed in interviews.

During an investigation and until resolution has been determined, the Title IX Coordinator will continue to assess if supportive measures for both parties are appropriate, and if so, implement those measures. The Title IX Coordinator also reserves the right to consider whether emergency removal or administrative leave is appropriate at any point during the grievance process.

## **Intake Meeting**

A Title IX administrator will conduct an intake meeting with the complainant and respondent separately. As is appropriate, the intake meeting may also include other employees, specifically a Title IX designee, a representative from the Provost’s office, and/or a representative from Human Resources. The complainant and respondent may request to meet solely with the Title IX Administrator.

The intake meeting with the complainant will:

- Discuss immediate concerns for physical safety and emotional well-being.
- Notify complainant of their option (and right to decline) to file a report with local law enforcement agencies, seek medical treatment off-campus, and the importance of preserving evidence, as is applicable to the reported incident. The Title IX administrator will provide resources if a complainant wants assistance contacting any of these agencies.
- Provide information for confidential and private reporting options on-campus and off-campus.
- Issue information about resources, supportive measures, and remedies both on-campus and off-campus including, but not limited to, counseling services, victim advocacy, housing accommodations, academic support, no contact orders, campus safety escorts, work situations, and transportation, regardless of whether a formal report is made to the College or local law enforcement.
- Provide an overview of the procedure, process, and options for resolution.
- Discuss the steps required for a complainant to submit a formal complaint.
- Explain the right to an advisor of choice/support person.
- Discuss if there is pattern evidence or other similar conduct by the respondent (if known at the time of intake).
- If anonymity is requested by the complainant, the conditions and limits of anonymity are discussed, as well as whether anonymity is appropriate for the reported incident.
- Explain the applicability of the College’s amnesty policy.
- Explain retaliation and the prohibition of it.

- Discuss the Clery Act and Ohio Revised Code obligations. Complainant's personally identifiable information will never be shared with the campus community and/or with local law enforcement unless requested.

This information will also be provided in writing.

The Title IX administrator will ask questions to gain a basic understanding of the reported prohibited conduct. The questions will address the key facts to appropriately assess and determine next steps moving forward. If a complainant wants to move forward with a formal complaint, the Title IX administrator will determine if the formal complaint meets the following:

- Does the information provided constitute a violation of the College's sexual misconduct policy?
- Does the conduct meet the threshold of being considered sexual harassment?
- Should the College offer informal resolution?

The determination for next steps will be made within three (3) business days of the intake meeting, and the complainant will be notified in writing of next steps.

If upon review of the formal complaint, Wooster determines any of the following, Wooster will dismiss the complaint from investigation under this Policy if the alleged conduct:

- The prohibited conduct in the formal complaint would not, if proven, constitute Title IX Misconduct; or
- The prohibited conduct is alleged to have occurred outside of Wooster's Title IX Jurisdiction.

Wooster may also use Title IX Dismissal for a formal complaint when:

- A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
- The respondent is no longer enrolled or employed by Wooster, or;
- Specific circumstances prevent Wooster from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Such a dismissal does not preclude Wooster from proceeding under another College conduct process.

The intake meeting with the respondent will:

- Discuss immediate concerns for physical safety and emotional well-being.
- Notify respondent that the complainant has the option (and right to decline) to file a report with local law enforcement agencies and seek medical treatment off-campus.
- Notify the respondent of the allegations of the complaint.
- Provide information about resources, interim measures, and remedies both on-campus and off-campus including, but not limited to, counseling services, housing accommodations, academic support, no contact orders, campus safety escorts, work situations, and transportation, regardless of whether a formal report is made with the College or local law enforcement.
- Provide an overview of the procedures, process, and options for resolution.
- Explain the right to an advisor of choice/support person.

- Discuss if there is a pattern evidence or other similar conduct by the respondent.
- Explain the applicability of the College's medical assistance amnesty policy.
- Explain retaliation and the prohibition of it.
- Discuss the Clery Act and Ohio Revised Code obligations.

This information will also be provided in writing.

If the Title IX administrator determines that there is need for a formal resolution, then the College will proceed with initiating a formal investigation.

### **Formal Investigation**

Both parties will typically receive notice in writing that a formal investigation is commencing within three (3) business days of filing of a formal complaint. The notice will include:

- Complainant's name
- Respondent's name
- Reported policy violation(s)
- Date(s) and time(s) of reported policy violation(s)
- Location(s) of reported policy violation(s)
- Any other information about the allegations to provide sufficient details known at the time for the party to prepare a response before any initial interview with an investigator
- Wooster's grievance process
- Wooster's position that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process
- Information about the investigator
- Opportunity to provide a list of witnesses who have relevant information to the allegations
- The parties' right to have an advisor of their choice, who may be an attorney
- The parties' right to inspect and review evidence
- Wooster's prohibition on knowingly making false statements or knowingly submitting false information during the grievance process

If, in the course of an investigation, Wooster decides to investigate allegations about the complainant or respondent that are not included in the initial notice, Wooster will provide notice of the additional allegations to the parties whose identities are known.

If the Respondent has failed to respond to meeting requests, the notification will also include:

- Information about resources, supportive measures, and remedies both on-campus and off-campus including, but not limited to, counseling services, housing accommodations, academic support, no contact orders, campus safety escorts, work situations, and transportation, regardless of whether a formal report is made with the College or local law enforcement
- Any supportive measures that have been enacted
- Notification that the complainant has the option (and right to decline) to file a report with local law enforcement agencies and seek medical treatment off-campus
- Overview of the procedures, process, and options for resolution
- The right to an advisor of choice/support person
- Explanation of the applicability of the College's medical assistance amnesty policy

- Explanation of retaliation and the prohibition of it
- The Clery Act and Ohio Revised Code obligations

The assigned investigator will begin the formal investigation promptly, and will conduct the investigation in a manner that is complete, thorough and impartial. During the investigation, both the complainant and respondent may present statements, witnesses and other evidence to the investigator. The complainant, respondent, and witnesses with relevant information may be interviewed as part of the full investigation. The interviews will be supplemented by gathering of any physical, documentary, or other evidence, as appropriate and available. Follow-up interviews may be conducted by the investigator as needed. The full investigation is designed to provide a fair and reliable gathering of the facts.

### **Consolidation of Formal Complaints**

Wooster may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. The same facts and circumstances means that the multiple complainants' allegations are so intertwined that their allegations directly relate to all parties. Cases involving prohibited conduct under this policy and other misconduct from another Wooster policy will be adjudicated through the process under this policy. The decision-maker/hearing panel will use the language from the outside policy to determine if a violation occurred and consult with a relevant office for a determination of sanctioning if necessary.

### **Resolutions**

#### *Informal Resolutions*

There are times when informal resolution to a complaint is appropriate. The informal resolution process is designed to eliminate a hostile environment without taking formal disciplinary action against a respondent.

Wooster does not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, the waiver of the right to an investigation and adjudication of formal complaints of sexual harassment under Wooster's grievance process. Similarly, Wooster will never require the parties in a sexual harassment allegation to participate in an informal resolution process, as described below.

After the initiation of a formal complaint of sexual harassment, if all parties voluntarily consent in writing, Wooster may offer the possibility of an informal resolution process. An informal resolution process is available at any time prior to reaching a determination regarding responsibility in the grievance process, except in the cases of reports of sexual harassment of a student by a Wooster employee.

Before initiating an informal process, Wooster will: (1) provide the parties a written notice; and (2) obtain the parties' voluntary, written consent to the informal resolution process. The written notice that Wooster will provide to the parties will disclose the allegations, the requirements of the informal resolution process (described below), and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

Participation in informal resolution is voluntary, and a complainant or respondent can request to end informal resolution at any time. Pursuing informal resolution does not preclude later use of formal resolution if the informal resolution fails to achieve a resolution acceptable to the parties and to the College and/or one party violates the terms of the informal resolution. The Title IX Coordinator retains the discretion to determine if informal resolution is available for a specific case and, if applicable, the type of informal resolution that may be appropriate in a specific case.

As part of informal resolution, the Title IX Coordinator may:

- Resolve the report through the implementation of remedies when there is sufficient information about the nature and scope of the conduct to support such a response.
- Act promptly to meet with the parties involved to inform them of the corrective actions.

Remedies may include any option outlined in the Supportive Measures section of this policy. Other potential remedies may include targeted or broad-based educational programming or training, supported direct confrontation of the respondent, mediation when appropriate, and/or indirect action by the Title IX Coordinator or the College.

### **Formal Resolution**

If an investigation proceeds to a formal resolution, the following procedures apply:

#### **Hearing**

Formal resolution of a complaint involves adjudication of the complaint through a Conduct Hearing. A Conduct Hearing is comprised of 1-3 voting members, none of which will be individuals who served as the Title IX Coordinator or investigator for that case. The Hearing may be conducted by a single decision-maker or a hearing panel. Sanctions may be determined by a single decision-maker or in consultation with a sanctioning panel. The voting members have all received training on hearing cases of sexual misconduct.

A complainant and/or respondent may challenge the participation of a Conduct Hearing member because of perceived conflict of interest, bias, or prejudice. Such challenges, including rationale, must be made to the Title IX Coordinator at least 48 hours prior to the commencement of the hearing. It should be noted that in these cases, the hearing may be delayed to determine an appropriate replacement for any removed panel member. At its discretion, the Title IX Coordinator will work with the Dean of Students Office (for students), Human Resources (for staff), and/or the Provost's Office (for employees) to determine whether a panelist should be replaced or not. A panelist will be replaced when they recuse themselves or when it is determined that their bias precludes an impartial hearing of the allegation.

Hearings will be conducted with all parties physically present in the same geographic location or, at Wooster's discretion or the request of either party, any or all parties, witnesses, and other participants may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other.

A respondent, complainant, advisor of choice, and/or witness may not bring electronic devices that capture or facilitate communication (e.g., computer, cell phone, audio/video recorder, etc.) into a hearing room. The Decision-Maker/Panel will make an audio recording of the hearing to

be kept on file in a secure location in the and/or in a secure database management system for at least seven years. Files related to cases of prohibited conduct may be kept indefinitely. Reasonable care will be taken to create a quality audio recording and minimize technical problems; however, technical problems that result in no recording or an inaudible one will not be a valid argument for appeal.

Either the complainant or respondent may call specific witnesses to testify at the hearing. The Decision-Maker/Panel may also request witnesses to participate so their statements may be subjected to cross-examination by the parties' advisors. It is the expectation of the College that all relevant witnesses will have participated in the prior investigation. The request for witness participation in the Conduct Hearing will be submitted in writing and should include the rationale for why a witness was unable to participate in the prior investigation (if applicable).

At the live hearing, the Decision-Maker/Panel will permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Cross-examination at the live hearing will be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally. All questioning will be relevant, respectful, and non-abusive. No party will be "yelled" at or asked questions in an abusive or intimidating manner (see Advisor Agreement).

The Decision-Maker/Panel may determine a question is irrelevant, however, parties are not permitted to waive a question. The Decision-Maker/Panel will make these relevancy determinations in real time through a chair-person. Other panelists do not make relevancy determinations on questions, but do vote on the outcome of the hearing/sanctions.

- If a party or witness does not submit to cross-examination at the live hearing, the Decision-Maker/Panel is/are permitted to consider the statements in reaching a determination regarding responsibility. The Decision-Maker/Panel will grant the evidence appropriate weight, taking into account that it has not been subject to cross-examination (see section titled "Weighing Credibility"). The Decision-Maker/Panel will not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

Video evidence showing the conduct alleged within a complaint may also be considered, even if the party does not submit to cross-examination.

A respondent's alleged verbal conduct, that itself constitutes the sexual harassment at issue, is not considered the respondent's statement, and constitutes part or all of the underlying allegation of sexual harassment itself.

### **Evidence**

The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on Wooster and not on the parties.

Wooster will not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that



capacity, and which are made and maintained in connection with the provision of treatment to the party, unless Wooster obtains that party's voluntary, written consent.

Wooster will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.

Wooster will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence. A party's communication with a witness or potential witness is considered part of a party's right to meaningfully participate in furthering the party's interests in the case, and not an "interference" with the investigation. However, where a party's conduct toward a witness might constitute "tampering" (for instance, by attempting to alter or prevent a witness's testimony), such conduct also is prohibited as retaliation.

The parties will have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which Wooster does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source. Wooster will not consider or provide for inspection and review evidence which Wooster knows was illegally or unlawfully created or obtained. Wooster may impose on the parties and party advisors restrictions or require a non-disclosure agreement not to disseminate any of the evidence subject to inspection and review (see Advisor Agreement).

Prior to completion of the investigative report, Wooster will send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report.

All evidence subject to the parties' inspection and review will be available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

### **Investigative Report**

The investigator will prepare an investigative report that fairly summarizes relevant evidence (as defined in the "Relevance" section) and, at least 10 days prior to a hearing or other time of determination regarding responsibility, send to each party and each party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response. The report will not include a summary of evidence not considered to be relevant. If a party disagrees with an investigator's determination about relevance, the party may argue relevance in their written response and/or to the decision-maker/panel at the hearing.

The investigative report may include recommended findings and conclusions, however, the decision-maker/panel will objectively evaluate relevant evidence and will not defer to recommendations made by the investigator.

The investigative report may include a credibility analysis, but such analysis cannot result in a determination regarding responsibility.

If the report involves multiple complainants, multiple respondents, or both, the investigator may issue a single investigative report.

### *Relevance*

During the hearing, only relevant cross-examination and other questions may be asked of a party or witness.

The following may be considered irrelevant for both questioning purposes at the hearing and for preparation of the investigative report:

- Repetition of the same question;
- Evidence that is duplicative of other evidence;
- Information protected by a legally recognized privilege;
- Questions and evidence about the complainant's sexual predisposition or prior sexual behavior, unless:
  - Such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or;
  - The questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent;
- Any party's medical, psychological, and similar records, unless the party has given voluntary, written consent, and;
- Party or witness statements that have not been subjected to cross examination at a live hearing.

Wooster will not exclude relevant evidence because such relevant evidence may be unduly prejudicial, concern prior bad acts, or constitute character evidence, however, the decision-maker/panel may objectively evaluate such evidence by analyzing whether that evidence warrants a high or low level of weight or credibility.

Before a complainant, respondent, or witness answers a cross-examination or other question, the decision-maker/chair of the panel will first determine whether the question is relevant and explain any decision to exclude a question as not relevant. A decision-maker/chair of the panel may request to review questions the advisors plan to ask during a live hearing, however, it is not required that an advisor provide such questions.

Decision-makers/chair of the panel are not required to give a lengthy or complicated explanation of a relevancy determination during the hearing. The decision-maker/chair of the panel may send to the parties after the hearing any revisions to the decision-maker's/chair of panel's explanation that was provided during the hearing.

If a party does not have an advisor present at the live hearing, Wooster will provide without fee or charge to that party, an advisor of Wooster's choice, who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that party. Parties will not be permitted to conduct cross examination on their own. Wooster may require parties to acknowledge whether they intend to have an advisor present during the hearing. A College-appointed advisor will be able to be used solely for limited preparation for and service during the hearing. The College does not provide advisors for other parts of the process, including interviews, investigation review, appeal, etc.

After the hearing, the decision-maker/panel will conduct an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence. The decision-maker/panel will not require, allow, rely upon, evaluate, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected by a legally recognized privilege (e.g., attorney client), unless the person holding such privilege has waived the privilege. The decision-maker/panel will then issue a written determination of responsibility. The determination of responsibility will include:

- Identification of the allegations potentially constituting sexual harassment
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held
- Findings of fact supporting the determination
- Conclusions regarding the application of the Policy to the facts
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions Wooster imposes on the respondent, and whether remedies will be provided by Wooster to the complainant
- Wooster's procedures and permissible bases for the complainant and respondent to appeal

The determination will lay out the evidentiary basis for conclusions reached in the case. The nature of remedies, if any, will not be included within the determination. The determination will be provided to the parties simultaneously. The determination becomes final only after the time period for appeal has expired or, if a party does file an appeal, after the appeal decision has been sent to the parties. If applicable, the College will simultaneously notify the parties if there is any change to the result and when such results become final.

### *Weighing Credibility*

The decision-maker/panel will evaluate all admissible, relevant evidence for weight or credibility. The degree to which any inaccuracy, inconsistency, or implausibility in a narrative provided by a party or witness should affect a determination regarding responsibility is a matter to be decided by the decision-maker/panel, after having the opportunity to ask questions of parties and witnesses, and to observe how parties and witnesses answer the questions posed by the other party. Corroborating evidence is not required.

Credibility determinations are not based solely on observing demeanor, but also are based on other factors, including, but not limited to:

- Specific details
- Inherent plausibility
- Internal consistency
- Corroborative evidence
- Was the statement subject to cross-examination?
- Is there a competing narrative?
- Is the information at issue based on firsthand knowledge or direct observations?
- Is the information from a reliable source? Are there concerns about any bias?
- Is there any evidence that suggests the information might be affected by memory problems?

A party's answers to cross-examination questions can and should be evaluated by a decision-maker/panel in context, including taking into account that a party may experience stress while trying to answer questions. Parties will not be unfairly judged due to inability to recount each specific detail of an incident in sequence, whether such inability is due to trauma, the effects of drugs or alcohol, or simple fallibility of human memory.

#### *Sanctions and Remedies*

If it is determined that a respondent violated the policy, the Decision-Maker/Panel will determine appropriate sanctions. Sanctions may be determined in consultation with the Dean of Students Office (for students), Human Resources (for staff), and the Provost's Office (for faculty). Sanctions are instituted with the goal of stopping the conduct and preventing its recurrence. Sanctions for respondents may include anything from a warning, up to and including disciplinary expulsion or termination. When determining the appropriate sanctions to be imposed, consideration shall be given to the principle that the sanctions should be proportionate to the offense, seek to educate the respondent, but also to provide a remedy to the complainant, and prevent recurrence of the offense for the protection of the campus community as a whole. Any person determined to be responsible for violation of the policy should expect to receive College sanctions, up to and including disciplinary expulsion or termination. Sanctions may also include educational requirements, restorative measures, and implementation/continuation of protective measures.

For student respondents, sanctions may include, but are not limited to: warning; required participation in assessment and/or counseling; educational program or paper; housing relocation or future housing restrictions; mutual or non-mutual no contact orders; restriction on participation in student activities, leadership roles, athletic activities, etc.; restrictions on course assignments; restrictions on campus movement or access to various campus spaces; loss of future privileges; disciplinary probation; suspension with conditions for return; expulsion.

For faculty and employee respondents, sanctions may include, but are not limited to: warning; performance improvement plans; letters of reprimand; letter in personnel/tenure/promotion file; educational interventions; targeted coaching; mutual or non-mutual no contact orders; office or work location relocation; assignment to different work duties; referral to Employee Assistance Program; required participation in assessment and/or counseling; restrictions on merit salary increases; restrictions on leadership opportunities; restrictions on College-sponsored travel; detouring; demotion; suspension with or without conditions for return; termination.

Where a determination of responsibility for sexual harassment is made, Wooster will provide remedies to a complainant designed to restore or preserve equal access to Wooster's education program or activity. Such remedies may include the same individualized services provided as supportive measures; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent. The Title IX Coordinator is responsible for effective implementation of remedies. Where the final determination has indicated that remedies will be provided, the complainant can then communicate separately with the Title IX Coordinator or their designee to discuss what remedies are appropriately designed to preserve or restore the complainant's equal access to education. Remedies for a complainant which do not affect the respondent must not be disclosed to the respondent.

### *Appeals*

Complainants and respondents may appeal the decision-maker's/panel's determination regarding responsibility, or Wooster's Title IX Dismissal of a formal complaint or any allegations therein. Wooster will notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties. Both parties will have a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome. The decision-maker for the appeal will issue a written decision describing the result of the appeal and the rationale for the result and provide the written decision simultaneously to both parties.

Grounds for appeal include:

- Procedural irregularity that affected the outcome of the matter<sup>5</sup>;
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter, and;
- The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

All grounds for appeal will be available to all parties.

The decision-maker for the appeal will not be the same person as the decision-maker/panel that reached the determination regarding responsibility or dismissal, the investigator, or the Title IX Coordinator.

### **Standard of Proof**

In resolving complaints of discrimination, harassment, and sexual misconduct, the College will use a "preponderance of evidence" standard, which is "more likely than not" that a violation occurred. This is a lower evidentiary standard than that imposed through courts in criminal cases which is "beyond a reasonable doubt."

## **Section X: Crime Statistics**

### **Uniform Crime Reporting (UCR) Definitions**

Appendix A to Subpart D of Part 668—Crime Definitions in Accordance with the Federal Bureau of Investigation's Uniform Crime Reporting Program

The following definitions are to be used for reporting the crimes listed in §668.46, in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting (UCR) Program. The definitions for murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, weapons: carrying, possessing, etc., law violations, drug abuse violations, and liquor law violations are from the "Summary Reporting System (SRS) User Manual" from the FBI's UCR Program. The definitions of fondling, incest, and statutory rape are excerpted from the "National Incident-Based Reporting System (NIBRS) User Manual" from the FBI's UCR Program. The definitions of larceny-theft (except motor vehicle theft), simple assault, intimidation, and destruction/damage/vandalism of property are from the "Hate Crime Data Collection Guidelines and Training Manual" from the FBI's UCR Program.

Crime Definitions from the Summary Reporting System (SRS) User Manual from the FBI's UCR Program:

- Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- Criminal Homicide—Manslaughter by Negligence: The killing of another person through gross negligence.
- Criminal Homicide—Murder and Nonnegligent Manslaughter: The willful (nonnegligent) killing of one human being by another.
- Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- Aggravate 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 and probably would result in serious personal 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 or felony; breaking and entering 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. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned—including joyriding.)
- Weapons: Carrying, Possessing, Etc.: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.
- Drug Abuse Violations: The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.
- Liquor Law Violations: The violation of State or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Crime Definitions from the National Incident-Based Reporting System (NIBRS) User Manual from the FBI's UCR Program:

- Sex Offenses: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
  - Fondling—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/her age or because of his/her temporary or permanent mental incapacity.

- Incest—Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape—Sexual intercourse with a person who is under the statutory age of consent.

Crime Definitions from the Hate Crime Data Collection Guidelines and Training Manual from the FBI's UCR Program:

- Larceny-Theft (Except Motor Vehicle Theft): The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.
- Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- Destruction/Damage/Vandalism of Property: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

#### **Clery Act/VAWA Crime Incident Definitions**

The Handbook for Campus Safety and Security Reporting – 2016 Edition

- Murder and 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, 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. This includes Forcible Rape, Forcible Sodomy, Sexual Assault with an Object, and Forcible Fondling, which are defined below.
- Forcible Rape – The carnal knowledge of a 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 because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
- Forcible Sodomy – Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- Sexual Assault With An Object – The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of 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 because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- Forcible Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, 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 because of his/her youth or because of his/her temporary or permanent mental incapacity.

- Sex Offenses, Non-forcible – Unlawful, non-forcible sexual intercourse. This includes Incest and Statutory Rape which are defined below.
- Incest – Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape – Non-forcible sexual intercourse with a person who is under the statutory age of consent.
- Robbery – The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- 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 the injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.
- 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 or felony; breaking and entering 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. This includes all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned (including joyriding).
- Liquor Law Violations – The violation of laws or ordinances prohibiting; the manufacture, 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.)
- Drug Abuse 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, methadones); and dangerous non-narcotic drugs (barbiturates, Benzedrine).
- 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; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.
- Arson – Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- Domestic Violence – A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; a person with whom the victim shares a child in common; a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies under VAWA; or any other person against an adult or youth who is protected from that person's act under the domestic or family violence laws of the jurisdiction.



- Dating Violence – Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of the relationship; and the frequency of interaction between the persons involved in the relationship.
- Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.
- Hate Crimes – Crimes that manifest evidence the victim was intentionally selected because of the victim’s actual or perceived race, gender, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crimes Statistics Act and Campus Security Act.

**CLERY (CAMPUS SECURITY) ACT § 668.46 (a)**

Additional definitions that apply to Institutional security policies and crime statistics

Link to Electronic Code of Federal Regulations:

<https://www.ecfr.gov/cgi-bin/text-idx?rgn=div8&node=34:3.1.3.1.34.4.39.6>

**Crime Statistics for The College of Wooster for 2019-2021**

This format was created by The Council on Law in Higher Education and The National Center For Higher Education Risk Management.

*Stats available on next page*

<b>Category</b>	<b>VENUE</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
<b>CRIMINAL HOMICIDE:</b> Murder and Non-Negligent Manslaughter	On Campus ***	0	0	0
	In dormitories or other residential facilities	0	0	0
	In or on a non-campus building or property	0	0	0
	On public property	0	0	0
Negligent Manslaughter	On Campus ***	0	0	0
	In dormitories or other residential facilities	0	0	0
	In or on non-campus building or property	0	0	0
	On public property	0	0	0
<b>SEX OFFENSES:</b> Forcible	On Campus***	10	4	10
	In dormitories or other residential facilities	10	4	10
	In or on non-campus building or property	0	0	0
	On public property	0	0	0
<b>SEX OFFENSES:</b> Fondling	On Campus***	5	6	8
	In dormitories or other residential facilities	5	6	8

	In or on non-campus building or property	0	0	0
	On public property	0	0	0
Non-forcible				
	On Campus***	0	0	0
	In dormitories or other residential facilities	0	0	0
	In or on non-campus building or property	0	0	0
	On public property	0	0	0
<b>ROBBERY</b>				
	On Campus***	0	0	0
	In dormitories or other residential facilities	0	0	0
	In or on non-campus building or property	0	0	0
	On public property	0	0	0
<b>AGGRAVATED ASSAULT</b>				
	On Campus***	0	0	0
	In dormitories or other residential facilities	0	0	0
	In or on non-campus building or property	0	0	0
	On public property	0	0	0
<b>BURGLARY</b>				
	On Campus***	0	0	0
	In dormitories or other residential facilities	0	0	0
	In or on non-campus building or property	0	0	0
	On public property	0	0	0
<b>ARSON</b>				
	On Campus***	0	0	0
	In dormitories or other residential facilities	0	0	0
	In or on non-campus building or property	0	0	0
	On public property	0	0	0
<b>MOTOR VEHICLE THEFT</b>				
	On Campus***	0	0	1
	In dormitories or other residential facilities	0	0	0
	In or on non-campus building or property	0	0	1
	On public property	0	0	0
<b>ARREST FOR: Liquor Law violations</b>				
	On Campus***	0	0	0
	In dormitories or other residential facilities	0	0	0
	In or on non-campus building or property	0	0	0
	On public property	0	0	0
Drug related				
	On Campus***	4	1	0

	In dormitories or other residential facilities	2	1	0
	In or on non-campus building or property	2	0	0
	On public property	0	0	0
Weapons Possession				
	On Campus***	0	0	0
	In dormitories or other residential facilities	0	0	0
	In or on non-campus building or property	0	0	0
	On public property	0	0	0
<b>DISCIPLINARY REFERRALS:</b> Liquor Law Violations				
	On Campus***	52	31	30
	In dormitories or other residential facilities	45	27	17
	In or on non-campus building or property	7	4	13
	On public property	0	0	0
Drug related violations				
	On Campus***	37	43	28
	In dormitories or other residential facilities	27	41	24
	In or on non-campus building or property	10	2	4
	On public property	0	0	0
Weapons Possession				
	On Campus***	0	0	0
	In dormitories or other residential facilities	0	0	0
	In or on non-campus building or property	0	0	0
	On public property	0	0	0
<b>Domestic Violence</b>				
	On Campus***	0	0	0
	In dormitories or other residential facilities	0	0	0
	In or on non-campus building or property	0	0	0
	On public property	0	0	0
<b>Dating Violence</b>				
	On Campus***	4	7	8
	In dormitories or other residential facilities	4	7	8
	In or on non-campus building or property	0	0	0
	On public property	0	0	0
<b>Stalking</b>				
	On Campus***	4	2	3

	In dormitories or other residential facilities	4	2	3
	In or on non-campus building or property	0	0	0
	On public property	0	0	0

<b>HATE CRIME</b>				
<b>CATEGORY</b>	<b>VENUE</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Vandalism	On Campus***	0	0	0
	In dormitories or other residential facilities	0	0	0
	In or on non-campus building property	0	0	0
	On public property	0	0	0
Assault	On Campus***	0	0	0
	In dormitories or other residential facilities	0	0	0
	In or on non-campus building property	0	0	0
	On public property	0	0	0
Intimidation	On Campus***	0	0	0
	In dormitories or other residential facilities	0	0	0
	In or on non-campus building property	0	0	0
	On public property	0	0	0
Disorderly Conduct	On Campus***	0	0	0
	In dormitories or other residential facilities	0	0	0
	In or on non-campus building property	0	0	0
	On public property	0	0	0
Sex Offense (forcible)	On Campus***	0	0	0
	In dormitories or other residential facilities	0	0	0
	In or on non-campus building property	0	0	0
	On public property	0	0	0

Key to Hate Crimes Notations—Type of Bias or Prejudice

Race = ra Gender = g Religion = re Sexual Orientation = s Ethnicity = e Disability = d

THIS FORMAT WAS CREATED BY THE COUNCIL ON LAW IN HIGHER EDUCATION and THE NATIONAL CENTER FOR HIGHER EDUCATION RISK MANAGEMENT.

## UNIFORM CRIME REPORTING (UCR) DEFINITIONS

- Criminal Homicide. Murder by non-negligent manslaughter: the willful (non-negligent) killing of one human being by another.
- Criminal Homicide. Manslaughter by negligence: the killing of another person through negligence.
- Arson. Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- Rape.\*\* (prior to August 1, 1992) The carnal knowledge of a person forcibly and/or against that person's will, or not forcibly or against that person's will.

### **Unfounded Crime Reports**

When a criminal report has been fully investigated by sworn or commissioned law enforcement personnel and, based on the investigation and evidence, a formal determination that the crime report is false or baseless is made, the reported crime becomes "unfounded." Only sworn or commissioned law enforcement may "unfound" a crime report.

The College has had no criminal reports "unfounded" for the reporting period of this report for the calendar years 2020, 2021 and 2022.

## **Section XI: Annual Fire Safety Report**

### **The College of Wooster's Annual Fire Safety Report**

#### ***Purpose of the Fire Safety Report***

This report provides information and data pertaining to institutional fire safety policies and fire statistics for The College of Wooster. The data and information contained in this document are reported annually in compliance with the legal requirement set forth by the Code of Federal Regulations, Title 34, Subtitle B, Chapter VI, Part 668, Subpart D, Section 668.49 – Institutional fire safety policies and fire statistics.

#### ***Responsibility for Preparation of the Report***

The College of Wooster Department of Campus Safety (CAMPUS SAFETY) provides security services, emergency planning and many other safety services designed to enhance the safety and security of the campus and the surrounding community. CAMPUS SAFETY compiles fire statistics and prepares and distributes the College's annual fire safety report (AFSR) by October 1 of each calendar year.

#### ***Whom to Contact with Questions about the Report***

##### **Office of Campus Safety**

Culbertson/Slater Complex

The College of Wooster

602 East Wayne Ave.

Wooster, OH 44691

Phone: 330-263-2590

Anonymous Tip Line: 330-263-2337

Fax: 330-263-2538  
Emergency: 330-287-3333

## **Fire Safety on the College's Campus**

### ***Fire Safety Education and Training Programs for Students and Employees***

Each year Resident Assistants (RAs) are required to attend training facilitated by the City of Wooster Fire Department that includes information about their role and responsibilities during fire alarms and fire drills. RAs review fire safety information with student residents housed in their assigned buildings. All students and employees are provided with a copy of the College's Emergency Response Guide which contains information about to do in the event of a fire. The guide is referenced in new student orientation as well as new employee orientation. Fire drills are conducted twice per year in on-campus student housing facilities.

### ***Tampering with Firefighting Equipment and/or Alarms***

Misuse or abuse of firefighting equipment and/or alarms is prohibited and maximum penalties may be imposed for violations. Nobody may tamper with firefighting equipment and/or alarms. Tampering includes but is not limited to: covering smoke detectors, ejecting fire extinguishers, removing fire extinguishers from their placements without the purpose of putting out a fire, removing batteries from smoke detectors, etc. Battery operated smoke detectors in residential units will be inspected each month. Tampering with firefighting equipment is subject to fines up to one thousand dollars (\$1,000) per violation. Tampering includes, but is not limited to:

- Covering or removing smoke detectors that prevents activation.
- Pulling a fire alarm in a false and malicious manner or falsely reporting an incident.
- Dividing the room with anything that could impede the travel of smoke thus causing a delay in the activation of the smoke detector.
- Playing with or discharging a fire extinguisher in a non-emergency situation.

### ***Open Fires***

Open fires (bonfires, campfires, etc.) are prohibited by Wooster City ordinance. Grilling and other outdoor cooking are limited to designated picnic areas. Exceptions for open fires may be made only by the Wooster Fire Department, Student Activities, and Campus Safety. In order to hold an event with open fire, students must complete an "Outdoor Request" form and submit it to Student Activities. Student Activities will collaborate with Campus Safety and other campus constituents to coordinate exceptions with the Wooster Fire Department. "Outdoor Request" forms must be submitted at least twenty-one (21) days prior to the event. No fire will be permitted to exceed two (2) foot by three (3) foot in size. Failure to comply with the city ordinance may result in a substantial civil penalty and/or fine as well as action through the College's conduct process.

### ***Plans for Future Improvements in Fire Safety at the College***

The College does not have plans for future improvements in fire safety, as determined necessary by the institution.

## **Fire Safety in On-Campus Student Housing Facilities**

### ***Description of Student Housing Facility Fire Safety Systems***

The College of Wooster has a total of 50 on-campus student residence facilities. with fire extinguishers and smoke detectors. Tampering with any fire safety equipment (including but not limited to fire extinguishers, covering smoke detectors or fire sprinklers) or obstructing other fire safety devices is considered a serious offense that may lead to disciplinary action or fines.

- Fifteen (15) percent of sleeping quarters have sprinklers; fifty-three (53) percent of residence hall sleeping quarters have sprinklers; there are no sprinklers in small houses.
- Eighty-nine (89) percent of sleeping quarters have a supervised fire alarm system.
- Ninety-nine (99) percent of sleeping quarters have supervised fire systems.
- One hundred (100) percent of all sleeping quarters have smoke detectors.
- All small houses have carbon monoxide detectors in sleeping quarters.

Fire and personal safety procedures are posted on the back door of each student's room in all on-campus student housing facilities, and a map outlining the fire evacuation route for each on-campus student housing facility is posted on each floor of the facility.

### ***Fire Drills***

Fire drills are conducted in on-campus student housing facilities twice each calendar year in the spring and fall. These drills educate our students, staff and visitors with the familiarization required to evacuate in the event of an actual fire on campus. These drills highlight exit locations, stairwell access and the designated area to go to from the impacted building. Each year Resident Assistants (RAs) are required to attend training facilitated by the City of Wooster Fire Department that includes information about their role and responsibilities during fire alarms and fire drills.

### ***Charts of Fire Alarm and Suppression Systems for On-Campus Student Housing Facilities***

*Residence Halls*

Abbrev.	Residence Hall	Smoke Detectors	Pull Stations	Sprinkled	Fire Monitoring
AND	Andrews Hall	Yes	Yes	Yes	Yes
ARM	Armington Hall	Yes	Yes	Yes	Yes
BAB	Babcock Hall	Yes	Yes	Yes	Yes
BIS	Bisman Hall	Yes	Yes	No	Yes
BOR	Bornhuetter Hall	Yes	Yes	Yes	Yes
BRU	Brush Hall	Yes	Yes	Yes	Yes
COM	Compton Hall	Yes	Yes	No	Yes
DOU	Douglass Hall	Yes	Yes	No	Yes
GAM	Gault Manor	Yes	Yes	Yes	Yes
GSH	Gault School House	Yes	Yes	Yes	Yes
HOL	Holden Hall	Yes	Yes	No	Yes
KEN	Kenarden Lodge	Yes	Yes	30%	Yes
LUC	Luce Hall	Yes	Yes	40%	Yes
STE	Stevenson Hall	Yes	Yes	Yes	Yes
WAG	Wagner Hall	Yes	Yes	No	Yes



## Small Houses

Abbrev.	Student Houses	Smoke Detectors	Pull Stations	Sprinkled	Fire Monitoring
ARN	Arn	Yes	No	No	No
AUL	Aultz	Yes	Yes	No	Yes
AVE	Avery	Yes	Yes	No	Yes
BRY	Bryan	Yes	Yes	No	Yes
CAL	Calcei	Yes	Yes	No	Yes
COL	Colonial	Yes	Yes	No	Yes
CON	Corner	Yes	Yes	No	Yes
EEA-727\EEA-727	East End 723/725	Yes	No	No	No
F1015\F101	Fairlawn 1015/1017	Yes	No	No	No
F109\F1021	Fairlawn 1019/1021	Yes	No	No	No
F1023	Fairlawn 2023	Yes	No	No	No
GAB	Gable	Yes	Yes	No	Yes
GRO	Grosjean	Yes	Yes	No	Yes
HEL	Helms B	Yes	No	No	No
HEN	Henderson A/B/C	Yes	No	No	No
HAD	Hider Apt. A/B	Yes	Yes	No	Yes
HID	Hider	Yes	Yes	No	Yes
HOW	Howell	Yes	Yes	No	Yes
ICE	Iceman	Yes	Yes	No	Yes
JOH	Johnson	Yes	Yes	No	Yes
KAT	Kate	Yes	Yes	No	Yes
KEA	Kennedy Apt. A/B	Yes	Yes	No	Yes
KEA	Kennedy Apt. C/D	Yes	Yes	No	Yes
KIE	Kiefer	Yes	Yes	No	Yes
LEW	Lewis	Yes	Yes	No	Yes
MCD	McDavitt	Yes	Yes	No	Yes
MIL	Miller Manor	Yes	Yes	No	Yes
MOR	Morris	Yes	Yes	No	Yes
REE	Reed	Yes	Yes	No	Yes
RIK	Rickett	Yes	Yes	No	Yes
SCL	Schlabach	Yes	Yes	No	Yes
SHE	Shearer	Yes	Yes	No	Yes
STA	Stadium	Yes	Yes	No	Yes
TRO	Troyer	Yes	Yes	No	Yes
WEB	Weber	Yes	Yes	No	Yes
WES	Westminster Cottag	Yes	Yes	No	Yes
YOS	Yost	Yes	Yes	No	Yes

### **Prohibited Items in On-Campus Student Housing Facilities**

Use of fire within College facilities (particularly within residential units) endangers life and property and is viewed as a serious offense. Maximum penalties may be imposed for such violations. Because of the possible danger involved, the College has provided a list of Prohibited Items. Failure to observe this regulation will be considered a serious violation and if a fire occurs, the student(s) involved bears full liability and may be subject to dismissal from the College. Failure to comply with this policy and City ordinances and will result in referral for conduct action and/or action by Civil authorities.

#### Prohibited Items

- Open flames of any kind are prohibited including lighters, candles, and/or incense (lit or unlit).

- Room heating devices, including all space heaters, kerosene or oil lamps, and alcohol burners.
- Gasoline-powered items, such as motorcycles, mopeds, or parts thereof.
- Hover boards.
- Pressurized tanks (e.g., helium tanks).
- Flammable and/or combustible liquids and/or chemicals including gasoline and charcoal.
- Fireworks, smoke bombs, sparklers, etc.
- Halogen lamps.
- Electrical appliances with an exposed heating source (e.g., toaster ovens, toasters, hot plates).
- Overloaded electrical receptacles.
- Multi-plug devices.
- Extension cords.
- Non-UL approved surge protectors.
- Surge protectors linked together.
- Air conditioners (except for approved housing accommodations that are provided and installed by the College).
- Smoking inside any residential space; this includes the use of electronic cigarettes.
- Draping, curtains or placing objects, including fabric, over lighting fixtures, smoke detectors, or fire sprinkler systems and windows.
- Hanging cardboard, plastic, or fabric (e.g., tapestries, banners, and flags) on walls, ceilings, light fixtures, or fire sprinkler apparatus.
- Posters on walls can't exceed 25% of the total wall surface.
- Hanging stringed lights on the exterior of buildings without the advanced, expressed, written consent. Inside residence halls, students may use up to three strands of stringed light per room.
- All stringed lights must be UL-approved. Lights may be lit only while students are present in their rooms. Contact with drapes, bedding, or other combustibles must be avoided.
- Live trees or wreaths are not permitted within residence halls, houses, or in places of assembly at any time. Only certified fire-retardant artificial trees and wreaths are allowed.
- Storage of bicycles in stairwells, halls, or rooms.
- Storage of personal items such as sports bags/equipment, furniture, or suitcases in stairwells or halls unless they are in designated and approved storage areas. Storage areas will be approved in collaboration with Student Activities and Residence Life.

### ***Windows and Door Propping***

In order to ensure the safety and security of all residents, propping of any locked exterior doors or windows is prohibited and may result in referral to the conduct system if found to be tampered with. Screens must stay in windows at all times.

### **If a Fire Occurs**

#### ***Procedures that Students and Employees Should Follow in the Case of a Fire If you discover a fire:***

- Immediately activate the building's fire alarm system.
- Evacuate the building, closing doors and windows behind you.
- DO NOT USE THE ELEVATORS.

- Locate those persons with special needs and provide assistance if possible. Otherwise, provide their location to emergency responders.
- Report to your department's or housing facility's designated gathering point to be accounted for.
- Call 9-1-1.

If you hear a fire alarm:

- Walk quickly to the nearest exit. Do not use the elevators.
- If you are able, help those who need special assistance.
- Notify fire personnel if you believe someone may still be in the building.
- Gather away from the building and emergency responders at the pre-designated location.

**DO NOT** re-enter the building until the fire department has cleared the scene. If caught in smoke:

- Drop to your knees and crawl to the closest safe exit. (The air is clearer near the floor.)
- Breathe through your nose, and use a shirt or towel to breathe through, if possible.

If trapped in a building:

- Close all doors and windows.
- Wet and place cloth materials around and under the door to prevent smoke from entering.
- Attempt to signal people outside of the building. Call for help using a telephone or cell phone.

### ***Where and/or to Whom to Report that a Fire Occurred***

#### **Office of Campus Safety**

Culbertson/Slater Complex  
 The College of Wooster  
 602 East Wayne Ave.  
 Wooster, OH 44691  
 Phone: 330-263-2590  
 Anonymous Tip Line: 330-263-2337  
 Fax: 330-263-2538  
 Emergency: 330-287-3333

#### ***Fire Log***

The College of Wooster maintains a fire log that records the nature, date, time and general location of fires that occur in on-campus student housing facilities. The log is updated within two days of receipt of information. The fire log for the most recent 60-day period is open to public inspection during normal business hours at the Department of Campus Safety, Culbertson/Slater Complex, 602 East Wayne Avenue, Wooster, OH 44691.

Requests for public inspection of fire logs older than the most recent 60-day period are available within two business days of the request. The fire log for the full calendar year is included in the annual fire safety report (AFSR) which is published online by October 1 of each calendar year at <https://wooster.edu/clery/>. The AFSR is also available for public inspection at

Campus Safety; copies may be requested from Campus Safety via the contact information provided above.

## Fire Statistics

### *Definitions that apply to this section*

- Cause of fire: The factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.
- Fire: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.
- Fire drill: A supervised practice of a mandatory evacuation of a building for a fire.
- Fire-related injury: Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term "person" may include students, employees, visitors, firefighters, or any other individuals.
- Fire-related death: Any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or dies within one year of injuries sustained as a result of the fire.
- Fire safety system: Any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.
- Value of property damage: The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

### *Fire Statistics for On-Campus Student Housing Facilities by Calendar Year*

#### *Calendar Year 2022*

Building	Address	# of fires	Cause of fire	# of deaths	# of injuries	Value of damage
Andrews Hall	1307 N. Bever St	0		0	0	0
Armington Hall	345 E. Wayne Ave.	0		0	0	0
Babcock Hall	1315 Beall Ave	0		0	0	0
Bissman Hall	1330 Beall Ave.	0		0	0	0
Bornhuetter Hall	1406 Beall Ave.	1	Burning paper	0	0	0
Brush Hall	534 E. University St.	0		0	0	0
Compton Hall	1327 Beall Ave.	0		0	0	0
Douglass Hall	475 E. Wayne Ave.	0		0	0	0
Gault Manor	534 E. Wayne Ave	0		0	0	0
Holden Hall	1101 Beall Ave	0		0	0	0

Kenarden Lodge	1209 Bever St.	0		0	0	0
Luce Hall	977 Beall Ave.	0		0	0	0
Stevenson Hall	415 E. Wayne Ave.	0		0	0	0
Wagner Hall	565 E. Wayne Ave.	0		0	0	0
Arn House	430 Pearl Street	0		0	0	0
Aultz House	575 E. University St.	0		0	0	0
Avery House	558 Stibbs Ave.	0		0	0	0
Bryan House	1439 Beall Ave.	0		0	0	0
Calcei House	823 College Ave.	0		0	0	0
Colonial House	809 Beall Ave	0		0	0	0
Corner House	819 Beall Ave.	0		0	0	0
Crandall Apt.	326 Pearl Ave.	0		0	0	0
Gable House	836 Beall Ave.	0		0	0	0
Grosjean House	657 E. University St.	0		0	0	0
Hider Apt.	561 E. University St.	0		0	0	0
Hider House	567 E. University St.	0		0	0	0
Iceman House	1455 Beall Ave.	0		0	0	0
Johnson House	1419 Beall Ave.	0		0	0	0
Kate House	1440 Beall Ave.	0		0	0	0
Kennedy Apt.	1433 Beall Ave.	0		0	0	0
Kieffer House	829 College Ave.	0		0	0	0
Lewis House	828 College Ave.	0		0	0	0
McDavitt House	924 Spink St.	0		0	0	0
Miller Manor	909 Beall Ave.	0		0	0	0
Morris House	930 Spink St.	0		0	0	0
Reed House	1447 Beall Ave.	0		0	0	0
Rickett House	942 Spink St.	0		0	0	0
Schlabach House	936 Spink St.	0		0	0	0
Shearer House	835 College Ave.	0		0	0	0
Stadium House	629 E. University St.	0		0	0	0
Troyer House	822 Beall Ave.	0		0	0	0
Weber House	574 Stibbs St.	0		0	0	0
Westminster House	904 Beall Ave.	0		0	0	0
Yost House	817 College Ave.	0		0	0	0
East End Apts.	723 and 725 E. University St.	0		0	0	0
Fairlawn Apts.	1015 E. Wayne Ave.	0		0	0	0
Henderson Apts.	1462 Beall ave.	0		0	0	0
Howell Apt.	958 Spink St.	0		0	0	0
Helms Duplex	330 Pearl St.	0		0	0	0
Gault Schoolhouse	706 Beall Ave.	0		0	0	0

Total:		1		0	0	0
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*Calendar Year 2021*

Building	Address	# of fires	Cause of fire	# of deaths	# of fire-related injuries	Value of damage
Andrews Hall	1307 N. Bever St	0		0	0	0
Armington Hall	345 E. Wayne Ave.	0		0	0	0
Babcock Hall	1315 Beall Ave	0		0	0	0
Bissman Hall	1330 Beall Ave.	0		0	0	0
Bornhuetter Hall	1406 Beall Ave.	0		0	0	0
Brush Hall	534 E. University St.	0		0	0	0
Compton Hall	1327 Beall Ave.	0		0	0	0
Douglass Hall	475 E. Wayne Ave.	0		0	0	0
Gault Manor	534 E. Wayne Ave	0		0	0	0
Holden Hall	1101 Beall Ave	0		0	0	0
Kenarden Lodge	1209 Bever St.	0		0	0	0
Luce Hall	977 Beall Ave.	0		0	0	0
Stevenson Hall	415 E. Wayne Ave.	0		0	0	0
Wagner Hall	565 E. Wayne Ave.	0		0	0	0
Arn House	430 Pearl Street	0		0	0	0
Aultz House	575 E. University St.	0		0	0	0
Avery House	558 Stibbs Ave.	0		0	0	0
Bryan House	1439 Beall Ave.	0		0	0	0
Calcei House	823 College Ave.	0		0	0	0
Colonial House	809 Beall Ave	0		0	0	0
Corner House	819 Beall Ave.	0		0	0	0
Crandall Apt.	326 Pearl Ave.	0		0	0	0
Gable House	836 Beall Ave.	0		0	0	0
Grosjean House	657 E. University St.	0		0	0	0
Hider Apt.	561 E. University St.	0		0	0	0
Hider House	567 E. University St.	0		0	0	0
Iceman House	1455 Beall Ave.	0		0	0	0
Johnson House	1419 Beall Ave.	0		0	0	0
Kate House	1440 Beall Ave.	0		0	0	0
Kennedy Apt.	1433 Beall Ave.	0		0	0	0
Kieffer House	829 College Ave.	0		0	0	0
Lewis House	828 College Ave.	0		0	0	0
McDavitt House	924 Spink St.	0		0	0	0
Miller Manor	909 Beall Ave.	0		0	0	0
Morris House	930 Spink St.	0		0	0	0
Reed House	1447 Beall Ave.	0		0	0	0
Rickett House	942 Spink St.	0		0	0	0
Schlabach House	936 Spink St.	0		0	0	0
Shearer House	835 College Ave.	0		0	0	0
Stadium House	629 E. University St.	0		0	0	0
Troyer House	822 Beall Ave.	0		0	0	0
Weber House	574 Stibbs St.	0		0	0	0

Westminster House	904 Beall Ave.	0		0	0	0
Yost House	817 College Ave.	0		0	0	0
East End Apts.	723 and 725 E. University St.	0		0	0	0
Fairlawn Apts.	1015 E. Wayne Ave.	0		0	0	0
Henderson Apts.	1462 Beall ave.	0		0	0	0
Howell Apt.	958 Spink St.	0		0	0	0
Helms Duplex	330 Pearl St.	0		0	0	0
Gault Schoolhouse	706 Beall Ave.	0		0	0	0
Total:		0		0	0	0

*Calendar Year 2020*

Building	Address	# of fires	Cause of fire	# of deaths	# of fire-related injuries	Value of damage
Andrews Hall	1307 N. Bever St	0		0	0	0
Armington Hall	345 E. Wayne Ave.	0		0	0	0
Babcock Hall	1315 Beall Ave	0		0	0	0
Bissman Hall	1330 Beall Ave.	0		0	0	0
Bornhuetter Hall	1406 Beall Ave.	0		0	0	0
Brush Hall	534 E. University St.	0		0	0	0
Compton Hall	1327 Beall Ave.	0		0	0	0
Douglass Hall	475 E. Wayne Ave.	0		0	0	0
Gault Manor	534 E. Wayne Ave	0		0	0	0
Holden Hall	1101 Beall Ave	0		0	0	0
Kenarden Lodge	1209 Bever St.	0		0	0	0
Luce Hall	977 Beall Ave.	0		0	0	0
Stevenson Hall	415 E. Wayne Ave.	0		0	0	0
Wagner Hall	565 E. Wayne Ave.	0		0	0	0
Arn House	430 Pearl Street	0		0	0	0
Aultz House	575 E. University St.	0		0	0	0
Avery House	558 Stibbs Ave.	0		0	0	0
Bryan House	1439 Beall Ave.	0		0	0	0
Calcei House	823 College Ave.	0		0	0	0
Colonial House	809 Beall Ave	0		0	0	0
Corner House	819 Beall Ave.	0		0	0	0
Crandall Apt.	326 Pearl Ave.	0		0	0	0
Gable House	836 Beall Ave.	0		0	0	0
Grosjean House	657 E. University St.	0		0	0	0
Hider Apt.	561 E. University St.	0		0	0	0
Hider House	567 E. University St.	0		0	0	0
Iceman House	1455 Beall Ave.	0		0	0	0
Johnson House	1419 Beall Ave.	0		0	0	0
Kate House	1440 Beall Ave.	0		0	0	0
Kennedy Apt.	1433 Beall Ave.	0		0	0	0
Kieffer House	829 College Ave.	0		0	0	0

Lewis House	828 College Ave.	0		0	0	0
McDavitt House	924 Spink St.	0		0	0	0
Miller Manor	909 Beall Ave.	0		0	0	0
Morris House	930 Spink St.	0		0	0	0
Reed House	1447 Beall Ave.	0		0	0	0
Rickett House	942 Spink St.	0		0	0	0
Schlabach House	936 Spink St.	0		0	0	0
Shearer House	835 College Ave.	0		0	0	0
Stadium House	629 E. University St.	0		0	0	0
Troyer House	822 Beall Ave.	0		0	0	0
Weber House	574 Stibbs St.	0		0	0	0
Westminster House	904 Beall Ave.	0		0	0	0
Yost House	817 College Ave.	0		0	0	0
East End Apts.	723 and 725 E. University St.	0		0	0	0
Fairlawn Apts.	1015 E. Wayne Ave.	0		0	0	0
Henderson Apts.	1462 Beall ave.	0		0	0	0
Howell Apt.	958 Spink St.	0		0	0	0
Helms Duplex	330 Pearl St.	0		0	0	0
Gault Schoolhouse	706 Beall Ave.	0		0	0	0
Total:		0		0	0	0

*End of report*

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