



**TERRA  
STATE  
COMMUNITY  
COLLEGE**

**2021 ANNUAL CAMPUS SAFETY,  
SECURITY, AND FIRE SAFETY REPORT**

REVISED 09/20/2021



## **Mission**

To provide the highest quality education and training to our students, faculty, staff and community.

## **Vision**

Be the model for academic excellence, student-focused service and community engagement.

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# **Core Values**

**Teamwork**

**Excellence**

**Respect**

**Responsibility**

**Accountability**

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## Terra State Community College Annual Campus Safety, Security, and Fire Safety Report

It shall be the policy of Terra State's Community College that the Annual Campus Safety, Security, and Fire Safety Report include crime statistics and prevention information to assist students in making decisions which affect their personal safety and that are required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This report also includes policy information for Terra State Community College as required by the Higher Education Opportunity Act of 2008. A copy of the report can also be obtained by contacting the Terra State Community College Campus Safety Department.

Terra State Community College is committed to providing environments that facilitate student learning in all of its forms, as well as promoting responsible decision-making. The vitality of this commitment rests in the education and development of the whole person, including the manner in which students interact with others and the way in which they live out their rights and responsibilities as members of Terra State Community College. As a college, we are dedicated to providing students with the resources they need to be successful members of the community. This includes the implementation of timely and appropriate intervention strategies and programs when students do not follow college policies. To this end, the Office of the Dean of Students and the Campus Safety Department collaboratively work together to hold students accountable for their behavior and provide education regarding decision-making and personal responsibility. Terra State Community College is dedicated to modeling responsibility, character development and values education. Through the integration of new learning and reflection on one's behavior, students at Terra State Community College learn what it means to be a responsible and respectful citizen in a community.

This Report is completed annually by the Campus Safety and Security Office. We urge members of the TSCC community to use this report as a guide for safe practices on and off campus. The college generates and email to every enrolled student and current employee on an annual basis notifying them that the report is available to be viewed. For prospective students, members of the community, and others, the Annual Campus Safety, Security, and Fire Safety Report is available online at [Annual Campus Safety, Security, and Fire Safety Report](#) . Copies of the report can also be obtained from the Terra Sate Safety Office at 2830 Napoleon Road, Fremont, Ohio 43420. You may request to have a copy mailed to you by calling (419) 559-2253.

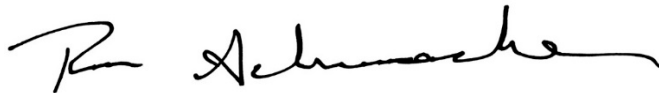
Due to the ongoing COVID-19 pandemic health emergency, some of the resources listed in this document may not be operating as they normally would. For more information about how the pandemic may be affecting campus operations, please visit: <http://www.terra.edu/covid19/index.php>



Dear Terra State Community:

As a premier community college, we accomplish our mission best when members of our community feel safe. That is why Terra State Community College is dedicated to the safety and security of all who come here to live, work, learn, heal, discover and create. This commitment to safety and security takes all of us. I am proud of the many members of our community who strive to advance a respectful, civil and welcoming environment. Produced by the office of Campus Safety and Security, the Annual Campus Safety, Security, and Fire Safety Report highlights some of our efforts and serves as a robust source of information for our entire community. I hope you will examine the information, initiatives and resources provided in the report to help ensure our continued safety. I am grateful for the work done by the Campus Safety and Security Office to present this critical information to the public in a transparent way, and I hope the information contained within this report will be useful to you as you advance the work of our college. Thank you for your continued commitment to the safety and security of our community.

Sincerely,



Dr. Ronald M. Schumacher  
President, Terra State Community College

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The Office of Campus Safety and Security aims to provide a safe and secure campus for all members of the Terra State community. This mission is achieved through active participation of all college members and partnerships with local law enforcement and the community.

The Office of Campus Safety and Security annually presents the college's campus crime statistics and security information based on information reported and received during the previous calendar year. Terra State's 2021 Annual Campus Safety, Security, and Fire Safety Report is provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, also known as the Clery Act, and the Higher Education Opportunity Act.

The 2021 report provides safety, security and fire information for the Terra State campus. Also included is information on the Safety and Security Office; policies and procedures for reporting crime; prevention and protection programs; fire safety; and other resources designed to assist in maintaining a safe campus community. If you want to learn more about this report, your personal safety, or emergency preparedness, please visit [Campus Safety and Security](#).

Sincerely,

*Jennifer M. Kin*

Jennifer M. Kin  
Campus Safety Manager & COVID Coordinator  
Office of Campus Safety and Security

## Terra State notice of nondiscrimination, equal opportunity and affirmative action:

Terra State Community College does not discriminate on the basis of race, color, religion, national origin, ethnicity, age, sex, gender identity, genetic information (including family medical history), gender expression, sexual orientation, marital status, disability, pregnancy, military status, or special disabled or Vietnam-era veteran status in provision of educational programs and services or employment opportunities and benefits pursuant to the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the American with Disabilities Act of 1990, the Age Discrimination Act of 1976, the Vietnam Era Veterans' Readjustment Assistance Act of 1974, and Chapter 4112 of the Ohio Revised Code.

All members of the faculty, staff, administration, student body, and volunteers to campus have the right to be free from discrimination. All members of the above-mentioned groups are expected to conduct themselves in a manner that does not infringe upon the rights of others. The policies listed below have been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. The policies serve as a measure for the College to determine, after the fact, if behaviors have violated policy.

Any person who believes he or she has been a victim of discrimination is strongly encouraged to report the discriminatory behavior directly to the **human resources department**, under the federal statutes of the Titles VI, VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Vocational Rehabilitation Act of 1973.

## Policy: Clery Act Compliance and Reporting:

It shall be the Policy of Terra State Community College to commit to promoting the safety and security of the campus community and provide an open, accessible environment conducive for living, learning and working for our students, faculty, staff and guests. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Clery Act, is a federal law applicable to all universities and colleges in the country that sets forth certain expectations and requirements for promoting safety on campuses; collecting and reporting data about certain crimes that occur on or within certain defined areas on or nearby Terra State Community College campus or off campus locations used for certain educational activities. The purpose of the following policy is to provide guidance to the College community about certain duties, rights and responsibilities they may have in connection with the Clery Act.

The Campus Safety Manager shall oversee and review the collection of data for the Annual Campus Safety, Security, and Fire Safety Report, (ASFR). Once reviewed and approved by the President, the Campus Safety Manager shall complete the preparation, publishing, and distribution of the Annual Security Report to meet all Federal Regulations of the Clery Act.

The Annual Campus Safety, Security, and Fire Safety Report will be published by the Campus Safety Department annually. The Daily Crime Log will be maintained in the Campus Safety Office. The ASFR will be published on the Terra State Community College's website annually, as well as published on the Terra State Community College email network to all students, faculty, and staff. Notification of the report's availability will be published on the Terra State Community College website, email network to all faculty, and staff, on the Campus Safety Pamphlet updated annually, and at student orientation.

## Disclosure of Crime Statistics

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC §1092(f)) requires higher-education institutions across the United States to disclose information about crimes that occurred on Clery-reportable geography. The annual crime statistics contained herein are obtained from the TSCC Campus Safety and Security Office, other local law-enforcement agencies, TSCC Office of Student Affairs, and other designated college campus security authorities (as defined by federal law).

For purposes of the Clery Act, the crime statistics disclosed within the respective tables throughout this report occurred on or within the following Clery defined geographic categories: (1) On Campus (Defined as property that TSCC owned or controlled, to include a subset of statistics for incidents that occurred in residential facilities); (2) Non-campus (Defined as buildings or property owned or controlled by TSCC that is not reasonably contiguous to the main campus, which is used in direct relation to or support of the college's educational purposes and is frequented by students; or property owned or controlled by a student organization that is officially recognized by TSCC); and (3) Public (Defined as property within, or immediately adjacent to, and accessible from a TSCC campus).

### Clery Reportable Crime Definitions:

**Murder and Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.

**Manslaughter by Negligence:** The killing of another person through gross negligence.

**Rape:** The penetration, no matter how slight, of the vagina or anus with anybody part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**Fondling:** The touching of the private body parts of another person for the purposes 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:** 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, violence, and and/or causing the victim 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 is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.)

**Burglary:** The unlawful entry of a structure to commit a felony or a theft; for reporting purposes this definition includes unlawful entry with intent to commit a larceny or a felony, breaking and entering with intent to commit 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 joy riding).

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

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

**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: includes the unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. These statistics include arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

**Weapons Law Violations:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, furnishing, possession, concealment or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

**Referred for campus disciplinary action (Liquor Laws, Drug Abuse, and Weapons Violations):** The referral of any person to any campus official who initiates a disciplinary action for which a record is maintained and may result in the imposition of a sanction.

**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. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. It does not include acts covered under the definition of domestic abuse.

**Domestic Violence:** A felony or misdemeanor crime of violence committed by: (1) a current or former spouse or intimate partner of the reporting party; (2) a person with whom the reporting party shares a child in common; (3) a person who is cohabitating with, or has cohabitated with, the reporting party as a spouse or intimate partner; (4) a person similarly situated to a spouse of the reporting party under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or (5) any other person against an adult or youth who is protected from that

person's acts under the domestic or family violence occurred.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (1) Fear for the person's safety or the safety of others; or (2) Suffer substantial emotional distress. For the purposes of this definition "course of conduct" means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property. "Substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. "Reasonable person" means a reasonable person under similar circumstances and with similar identities to the victim.

**Hate Crimes:** A crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purposes of this section, the categories of bias include the victims actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin and/or disability. The crimes of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property are also reported under Clery Act requirements if it is determined the victim was intentionally selected because of the perpetrator's bias against the victim.

**Clery-reportable Hate Crime bias categories include the following:**

**Race:** A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.

**Religion:** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.

**Sexual Orientation:** A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person's physical, romantic and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual and heterosexual (straight) individuals.

**Gender:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.

**Gender Identity:** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.

**Ethnicity:** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.

**National Origin:** A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.

**Disability:** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

**The following crimes are included within the Clery Act requirements for Hate Crime reporting if it is determined that the victim was intentionally selected because of the perpetrator's bias against the victim:**

**Larceny-Theft (Except Motor Vehicle Theft):** The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another, including attempted larcenies. 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.

## Our Campus

Terra State has proudly served northwest Ohio as a leading educational institution for over 50 years. We are accredited, state supported, and provide our community members educational experiences that are both accessible and affordable.

We pride ourselves in helping students reach their goals while staying true to the community college mission of providing open access to higher education. Known for our Allied Health and Skilled Trades programs, Terra State offers over 70 degrees and certificates through 20 program areas and several transfer pathway options! With state-of-the-art labs, an on-campus residence hall and our own conference center, our campus is both welcoming and active. We are located within an hour of many Northern Ohio attractions, including Cedar Point, Put-In-Bay, Kelley's Island and even the Rutherford B. Hayes Presidential Library & Museums. Don't take our word for it, schedule a visit and see how you can be part of the community!

No matter what your interests are, Terra State has something for you!

- Become a leader in our Student Government Association
- Cheer on the Titans at a baseball, basketball or volleyball game
- Let your accomplishments stand out in Phi Theta Kappa
- Have a voice in the Multicultural Student Union
- Release your inner musician in a Terra State music ensemble
- Race through a course in our Drone Club
- Connect in faith with Terra State Christian Fellowship
- Read along with the Terra State Book Club
- Feel comfortable in Proud Terra
- Let your collective imaginations play out with Dragons in Dungeons
- Shoot and edit live events on campus and beyond in the Terra Video Club
- Participate in program specific clubs like the Student Nursing Association, Medical Assisting Student Organization or the Health Information Technology Student Organization
- Tone-up in the Fitness Loft
- Relax in the Student Activities Center
- Take Advantage of 50% off Fitness Classes through Lifelong Learning

## Terra State Campus Safety and Security

The mission of Terra State Campus Safety and Security (TSCSS) is to provide a safe and secure learning, living and working environment for the students, faculty, staff and visitors of TSCC. This mission is accomplished through the development of various community-based crime prevention strategies and initiatives, in conjunction with traditional safety and security practices.

The department is staffed with a full time Campus Safety Manager, Lead Campus Safety Responder, and part time Campus Safety Responders.

The Campus Safety Office is located in the first floor of the Engineering Building office E-104. Campus Safety Department is staffed during normal business hours.

Campus Safety Responders are not police officers and do not maintain legal authority to arrest individuals. They do maintain the authority to detain any individual if the need arises.

The College encourages anyone who believes a crime or violation of the college policy has occurred to report it to either the Fremont Police Department at 419-332-6464, or Campus Safety Department, at 419-559-2253 or extension 2253.

The Campus Safety Department's responsibilities include, but are not limited to:

1. Securing campus buildings and facilities
2. Responding to any emergency on campus
3. Responding to and investigate any campus fire alarms
4. Providing student, faculty/staff escorts on campus
5. Reporting and responding to campus maintenance situations
6. Enforcement of the Terra State Community College policies and regulations
7. Maintaining a safe and secure environment for the campus community

### Mission Statement

The Campus Safety Department at Terra State Community College provides a safe and secure environment for all members of the Terra State Community College family, including students, faculty, staff and campus visitors. The Campus Safety Department supports student learning by ensuring a safe and secure environment on campus by enforcing the policies and regulations.

### Jurisdiction of Campus Safety and Security Personnel

Campus Safety and Security have jurisdiction on property owned and/or leased by Terra State Community College only.

### Legally Mandated Authority and Responsibility

Employees of Terra State Community College are mandated reports set forth by the Jeanne Clery



Disclosure of Campus Security Policy and Campus Crime Statistics Act. Under the Clery Act, members of Campus Security are Campus Security Authorities. A Campus Security Authority is any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses, individuals with significant responsibility for student and campus activities Campus Security Authorities hold the primary responsibility to report allegations made in good faith to the reporting structure established by the institution.

#### Mutual Aid and Public Safety Partnerships

The Terra State Community College Campus Safety Department maintains partnerships with local, state and federal public agencies. By virtue of concurrent jurisdictions and in some cases shared jurisdictions a close working relationship is in place with the Fremont, Ohio Police Department, the Sandusky County Sheriff's Office, and the Ohio State Highway Patrol. At this time, Terra State Community College does not have and written agreements with the local or extended police departments regarding the investigation of alleged criminal investigations.

#### Additional Services provided by Campus Safety and Security

##### Motor Vehicle Battery Jump Starts

Campus Safety will provide motor vehicle jump starts should someone require this service. The individual must provide proper identification. The request can be made in person at the Campus Safety office room E-104, or by calling 419-559-2253.

##### Web Check Fingerprint Background Checks

Fingerprinting for background checks can be done by Campus Safety Department. Appropriate identification, such as a state driver's license or other state or government- issued ID, must be provided as well as other pertinent information. Fingerprinting may be done Monday through Friday when the Safety Department are available.

##### Access Control

Terra State Community College Campus Safety Department is assigned the key control of the College. Assignment of keys requires a written request via our School Dude software program. Request will include the individual's name, who the key is to be issued to and the room number said key is needed for providing access.

##### Lost and Found

Lost and found items can be recovered at the Campus Safety office. A log of all lost or found property is maintained as well. Items not claimed after 30 days will be disposed of in the proper manner. If you have lost any items, call Campus Safety Department at 419- 559-2253.

##### Emergency Response

Terra State Community College Campus Safety Department Responders respond to all reported emergencies. All Responders are certified in CPR and use of the AED defibrillator equipment.

### Family Emergency

In the event of an emergency, family members can call Campus Safety Department at 419-559-2253 during normal business hours. They may also call the main campus number toll free at 866-288-3772 and follow the voice prompts if it is after hours.

### Emergency Phones

There are emergency telephones throughout Terra State Community College's Campus. The telephones are located in common hallways outside of classrooms, and in all buildings on campus.

### Reporting Crimes on Campus

Crimes, suspicious activity, safety hazards or campus emergencies (including medical and fire emergencies) should be reported promptly to Terra State Community College Campus Safety Department using any emergency hallway phone by just picking up the handset and dialing 2253 for Campus Safety Dept. All students, faculty and staff of Terra State Community College may also call 911 to connect with all outside emergency services. The Fremont, Ohio Police Department can be contacted 24/7 at 419-332-6464 to report any incident, crime, or emergency on campus.

### Confidentiality

Ohio's public records law (Ohio Revised Code 149.43) does not permit the College to promise confidentiality to those who report crimes to anyone except counselors at the College, or under certain circumstances, to a physician or nurse at a hospital. Some off-campus reports also may be legally confidential - e.g. report to clergy or health care professionals.

To protect privileged relationships, reports to persons operating in the role of a professional counselor, medical professional, or pastoral counselor remain confidential in all but legally recognized exceptions and therefore are not included in the annual crime report.

False reporting to a police department is a criminal offense and a very serious matter. False reports unnecessarily create alarm in the community and direct police resources in inefficient ways, costing untold man hours.

### Reporting to a Campus Security Authority (CSA)

Terra State Community College Campus Safety is the primary department accepting information about criminal activity. In some circumstances, a person may prefer to report a crime to other college officials. The college has designated employees who have significant responsibility for students and crime activities as Campus Security Authorities (CSA). The list of designated CSAs can be found here and include but are not limited to: Jennifer Kin, Campus Safety Manager, Garien Hudson, Vice President of Student and Enrollment Services, and Dr. Ronald Schumacher, President.

### Missing Student Reporting

The College takes the report of a missing person seriously. All missing persons including all students, shall be reported to Terra State Community College Campus Safety Department. An investigation will immediately be initiated. If the student is determined to be missing from a location not within the jurisdiction of Terra State Community College, the reporting person will be directed to file a missing person police report with the agency of jurisdiction with the assistance of a Terra State Community College Campus Safety Responder. The law enforcement agency that has

jurisdiction is the Fremont, Ohio Police Department. They can be reached at 419-332-6464, or the Sandusky County Sheriff's Office, 419-332-2613.

Students will have the opportunity to register an emergency contact person. The student may designate a confidential emergency contact person. In the event of a missing student, that confidential contact can be contacted by authorized campus officials and law enforcement only.

#### Daily Crime Logs

The Daily Crime Log is maintained by the Terra State Community College Campus Safety Department in an effort to provide members of the campus community a record of all criminal incidents.

This log provides for both the most recent incidents as well as an archive listing of past incidents.

The daily crime log is updated according to occurrence of criminal incidents and must have the most recent crime statistics from the last 60 days on the log. Each entry in the log must contain the nature, date, time and general location of each crime and disposition of the complaint, if known.

Information in the log older than 60 days must be made available within 2 business days.

Current crime logs as well as the logs from the last three years may be viewed on the campus web site or a copy may be obtained at the Terra State Community College Campus Safety office located in room E-104 of the Engineering Technologies Building.

#### Emergency Plans

In the event of various types of emergencies, the College has set forth various plans of action including fire, tornado, hazardous material spill, hostage or active shooter situations, etc. These plans are available to view on the Terra State Community College website

<http://www.terra.edu/StudentLife/CampusSafety.html> click on and open hyperlink.

#### Closed Circuit Television Cameras (CCTV)

The College deploys closed circuit television cameras in parking lots, buildings and other public areas. Cameras serve as a crime deterrent and provide an extra layer of security. Areas with cameras can be monitored quickly, providing valuable information to emergency responders.

Video is also helpful during police investigations.

#### Education and Prevention

Terra State Community College is committed to creating an environment free from violence. One of the concerns on every campus is violence and the response to such an event. The college offers training in being alert for such indicators, communicating to authorities and various responses that may be needed in such an event. "Safe Campus" is a tool utilized in these training opportunities.

Other related educational materials available to Terra State Community College students are the Student Code of Conduct, and the Terra State Community College website. The College also offers support services at our Physical Support Services Counseling and Disability Center. The College is also in the process of improving current education programs related to sexual misconduct and alcohol abuse.

#### Sex Offenders

The State of Ohio has a Sexual Offender Registry that contains the names of all persons convicted of Sex Offenses in the State of Ohio. The college recognizes that sex offender registries reflect convicted sex offenders, which are only a small percentage of actual sex offenders, and that most

sex offenders commit assaults against people they know, rather than strangers. To locate an offender, click on the links below.

- [Sexual Offender Registration and Notification](#)
- [Sandusky County Sheriff](#)
- [Ottawa County Sheriff](#)
- [Seneca County Sex Offender List](#)
- <http://www.drc.ohio.gov/offenders/Search>

## Reporting Procedures

### General Procedures

It is imperative that all crime and suspicious activity be reported to either the Terra State Campus Safety and Security Office or the Fremont Police Department. There are no current written agreements with the local police department regarding the investigation of alleged criminal investigations however, by working together, the College community and the police can reduce crimes on campus. Members of the college community may report criminal activities or other emergencies in several different ways. While we encourage all campus community members to promptly report all crimes and other emergencies directly to campus safety and security or the Fremont Police Department, we recognize that some may prefer to report to other individuals or college offices. A list of titles of each person or organization to whom students and employees should report criminal offenses described in the law for the purpose of making timely warning reports and the annual statistical disclosure is included in the resources section.

All incident reports involving students are forwarded to either the Student Conduct Administrator or the Title IX Coordinator for review. Investigators will investigate a report when it is deemed appropriate.

Should a criminal action occur on campus during business hours (8 AM - 5 PM), students or employees should report details to the Safety & Security Office (419-559-2253 or extension 2253). Should a criminal action occur on campus after business hours, students or employees should report details to the Campus Safety and Security Office by calling 419-559-2253. If the situation is an emergency, contact the Fremont Police Department at 911 or 419-334-6464. In addition, you may report a crime to the following areas:

V.P. for Student Affairs & Enrollment	<a href="mailto:ghudson01@terra.edu">ghudson01@terra.edu</a>	(419) 559-2525
Assoc. Dean of Students	<a href="mailto:tlong08@terra.edu">tlong08@terra.edu</a>	(419) 559-2360
Title IX Coordinator	<a href="mailto:cmullen01@terra.edu">cmullen01@terra.edu</a>	(419) 559-2330
Campus Safety and Security Manager	<a href="mailto:jkin01@terra.edu">jkin01@terra.edu</a>	(419) 559-2388
Lead Safety Responder	<a href="mailto:ahull01@terra.edu">ahull01@terra.edu</a>	(419) 559-2389
Director of Housing (Landing)	<a href="mailto:jrader01@terra.edu">jrader01@terra.edu</a>	(419) 559-2121
Manager of Human Resources	<a href="mailto:skneeskern01@terra.edu">skneeskern01@terra.edu</a>	(419) 559-2165

### Confidential Reporting

If you are witnessing a crime in progress, you should call 911 or Fremont Police at 419-334-6464.

If you see crime or suspicious activity occurring on campus and you would like to anonymously report it, please call 419-559-2253 or email [Security@terra.edu](mailto:Security@terra.edu).

If you are the victim of a crime and do not want to pursue action within the college system or the

criminal justice system. You may want to consider making a confidential report. The purpose of a confidential report is to maintain confidentiality, while taking the steps to ensure the future safety of yourself and others. With such information, the college can keep an accurate record of the number of incidents involving students, employees, and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; alert the campus community of potential dangers. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution, and when they involve allegations of sexual harassment (including sexual violence) are made available to the College's Title IX Coordinator. Please use this to [Report a concern](#).

### Pastoral and Professional Counselors

Campus "Pastoral Counselors" and "Professional Counselors," when acting as such, are not considered to be a campus security authority for Clery Act purposes and are not required to report crimes for inclusion in the annual disclosure of crime statistics. As a matter of policy, the professional counselors at Terra State are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary confidential basis to CSAs.

#### **Pastoral Counselor**

An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

#### **Professional Counselor**

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community, and who is functioning within the scope of his or her license or certification.

Please note that reports of sexual violence and other violations that may be sex- or gender-based will be reported to the Title IX Coordinator and cannot be held in confidence.

As a result, the College does not have any procedures to encourage pastoral or professional counselors to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

### Notification Policies

#### Timely Warning Policy and Procedure

This Policy is promulgated to promote campus safety and security in compliance with requirements of the Jeanne Clery Disclosure and Campus Security Policy and Campus Crime Statistics Act (The "Clery Act") and additional requirements of the Higher Education Opportunity Act ("HEOA"). Timely Warnings are provided to heighten safety awareness by giving students, faculty and staff notification of crimes that occur on campus property, non-campus property, or on public property immediately adjacent to and accessible from campus and are considered by Terra State Community College to present a serious or continuing threat to students and/or employees.

Terra State Community College Administrators are responsible for preparing Timely Warnings when a crime is reported to or brought to the attention of Terra State Community College

Administrators and that crime represents a **continuing** threat to the safety of students and employees. Information for alerts may also come from other law enforcement agencies or other offices. While every attempt will be made to distribute the alert as soon as possible after an incident or series of incidents is reported, the release will occur after a determination is made that the crime(s) represents a continuing threat to students and/or employees, in addition, it will withhold the names of victims as confidential, and that will aid in the prevention of similar occurrences.

Information about criminal incidents is reviewed on a case-by-case basis to determine whether those incidents represent a serious or continuing threat to students and/or employees. Incidents will be reviewed based on the nature of the crime, the facts of the case and the information known to the College Administrators. The College may, within its discretion, consult with appropriate individuals or offices to determine whether an incident represents a serious or continuing threat or to determine the appropriate content of a Timely Warning.

Criminal suspects are often unknown to the victims. However, in the instance of a violent crime occurring between two individuals who know each other, College Administrators will look at each instance to determine if the suspect poses a continued threat to the campus community and issue a warning when necessary.

Timely Warnings also seek information that may lead to arrest and conviction of the offender when violent crimes against persons or major crimes against property have been reported to the police and may contain crime prevention tips and safety information.

The College Administrators make every effort to properly classify a criminal incident when issuing a Timely Warnings. However, upon further analysis and investigation, it may be determined that incidents for which Timely Warnings are issued do not fall within the definitions of reportable crimes included in this report, and therefore, some incidents for which Timely Warnings are issued may not be included in the crime statistics provided by this report.

### **Timely Warning Procedure**

In the event a crime is reported or a situation arises, within the Terra State Community College Clery Geography (On Campus, Public Property, and Non-campus property) that in the judgement of the administrators of Terra State Community College and in consultation with responsible authorities when time permits, constitutes a serious or continuing threat a campus wide “timely warning” notice will be issues. The Campus Safety Manager, Terra State Community College Campus Safety and Security office, or their designee will prepare a Timely Warning when a report is received of a violent crime against a person or a particularly threatening crime against property that represents a continuing threat to the safety of students, faculty and staff. Warnings may be issued for such crimes that occur on campus property, non-campus property, or on public property immediately adjacent to an accessible from campus. Timely Warnings are sequentially numbered, beginning January 1 of each year, and provide details of the crime, a description of the suspect if known, information on whom to contact about the investigation, and often, crime prevention tips. The Terra State Community College Campus Safety and Security office or their designee will develop timely warning notices for the College Community to notify members of the community about serious crimes against people that occur on campus, where it is determined that the incident may pose an ongoing threat to members of the College community. Timely Warning Notices are

usually distributed for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: arson, criminal homicide, and robbery. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by the Terra State Community College Campus Safety and Security office. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other College community members, therefore; a Timely Warning Notice would not be distributed. Sexual Assaults are considered on a case by case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known by the Title IX Coordinator and/or their designee. Timely Warning Notices may be distributed for other crimes as determined necessary by the Campus Safety and Security Manager or his or her designee in his or her absence.

Information included in Timely Warnings:

1. A succinct statement of the incident.
2. Possible connection to previous incidents, if applicable.
3. Physical description of the suspect, if available.
4. Photo or composite drawing of the suspect, if available.
5. Date and time the warning was released.
6. Other relevant and important information about the crime(s).
7. Actions taken by Public Safety officials in response to the crime(s).
8. Information on Crime Prevention, personal safety or other community safety resources.

The College may not include some known information in a Timely Warning if that information could risk compromising law enforcement efforts. Additionally, Timely Warnings may be updated if new or more accurate information becomes available to the College Administrators.

Timely Warnings are distributed by e-mails sent to all Terra.edu e-mail addresses, which are accessible and available to all students, faculty, and staff. These e-mails are drafted by Terra State Community College Administrators (the Campus Safety and Security Manager, a member of the Media Relations and Publications team, and the President or his or her designee) and are distributed by the Terra State Community College Campus Safety and Security office or their designee. In some circumstances, the Terra State Community College Security Office may distribute fliers to appropriate College departments to be posted in affected areas of campus. While several local media outlets receive Timely Warnings through the subscription service discussed below, the Terra State Community College designated official may also contact the media directly to distribute information about criminal incidents in some situations.

Please note that Timely Warnings are a separate and distinct process from the emergency notification text messaging alerts provided by the TSCC Alert System. For more information about the TSCC Alert text messaging system, please

visit [http://www.terra.edu/life\\_at\\_terra\\_state/student\\_services/campus\\_safety/alert\\_notification\\_system.php](http://www.terra.edu/life_at_terra_state/student_services/campus_safety/alert_notification_system.php).

### Immediate Notification Policy

This Policy is promulgated to promote campus safety and security in compliance with requirements of the Jeanne Clery Disclosure and Campus Security Policy and Campus Crime Statistics Act (The “Clery Act”) and additional requirements of the Higher Education Opportunity Act (“HEOA”). Included among Terra State’s efforts to maintain a safe campus environment are the following

procedures designed to provide the campus community with immediate notification of significant campus health and safety emergencies, and timely warnings of crimes on or near the campus that may pose an ongoing or continuing threat.

In the event of an emergency, Terra State will initiate and provide, without delay, immediate notifications to the appropriate segment(s) of the College community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employee and visitors.

The Campus Safety and Security staff is responsible for confirming an emergency in conjunction with campus administrators, local first responders and/or the national weather center.

In the event of a significant emergency or dangerous situation occurring on campus, Terra State Administrators shall, without delay, make an initial determination as whether the situation presents an **immediate** threat to the health or safety of students and employees. If the administrators conclude that such a threat exists, they shall immediately notify the appropriate segments of the College community, unless issuing an immediate notification would, in the professional judgment of the College or other City, County or State entity, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The designated administrator shall also promptly consult with other senior College officials regarding any significant emergency or dangerous situation to determine what follow-up information the campus community may need and how best to disseminate follow-up notices.

The Terra State Campus Safety and Security Office and the Office of Media Relations will collaborate to determine the content of the message and will use some or all of the systems described below to communicate the threat to the Terra State Community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

Terra State will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to: Campus Safety and Security, Fremont Police Department, and/or the Fremont Fire and Emergency Medical Services), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Notification will be made by using some or all of the following methods depending on the type of emergency: Terra State Alert System (which contains email, cell phone text, voice message alert); fire alarm (where available), public address systems (where available), social media, digital signage (where available), local media, webpage and/or in person communication. If any these systems fail or the College deems it appropriate, in person communication may be used to communicate an emergency.



<b>System to use</b>	<b>Primary Message Creator</b>	<b>Backup Message Creator</b>	<b>Authority for approving &amp; sending messages</b>	<b>Primary Message Sender/Distributor</b>	<b>Backup Message Sender/Distributor</b>
<b>PRIMARY WENS</b>	Campus Safety and Security Manager or designee	Campus Safety and Security or designee	President of the College or their designee	Campus Safety and Security Manager or designee	Campus Safety and Security or designee
<b>SECONDARY Email</b>	Campus Safety and Security Manager or designee	Campus Safety and Security or designee	President of the College or their designee	Campus Safety and Security Manager or designee	Campus Safety and Security or designee
<b>Social Media</b>	Marketing Manager or designee	Marketing Manager or designee	President of the College or their designee	Marketing Manager or designee	Marketing Manager or designee
<b>Local Media</b>	Marketing Manager or designee	Marketing Manager or designee	President of the College or their designee	Marketing Manager or designee	Marketing Manager or designee

Follow-up information will be distributed using some or all of the identified communication systems (except fire alarm).

The local news media may be utilized to disseminate emergency information to members of the larger community, including neighbors, parents and other interested parties. The larger community can also access emergency information via the Terra State homepage and/or social media.

Examples of the types of crimes or emergencies may include the following: A crime against person, i.e. murder; robbery; aggravated assault; sexual assault; OR any emergency situation that may cause a threat to the health and safety of your community, such as an active shooter on campus, hostage/barricade situation, a riot, a suspicious package with confirmation of a device, a tornado, a fire/explosion, suspicious death, structural damage to a College owned or controlled facility, biological threat (anthrax, etc.), significant flooding, a gas leak, hazardous materials spill, etc.

Emergency notices shall describe the emergency or dangerous situation, outline immediate steps to be taken (including, if necessary, shelter and evacuation procedures), and indicate where additional

information may be found. Emergency updates and further information will be provided by text or voice messages, postings to the listed social medial sites, and/or emails to the Terra State community and other methods as needed. If the situation requires evacuation, the College will provide members of the community with evacuation instructions. In the event that an extended evacuation is necessary, people will be directed to other buildings/areas on campus for support (information, food, shelter, medical attention, etc.). Specific details about the sites will be included in the Immediate Notification.

Terra State maintains a comprehensive emergency management plan (“CEMP”) that describes in more detail the College’s emergency protocols, including the College’s shelter and evacuation procedures.

Depending on the incident and nature of the threat, the College will use mass notification methods to provide immediate emergency notifications to the campus community. These methods can include:

- Emails to terra.edu accounts;
- Text alerts to cell phones;
- Voice alerts to mobile and home phones registered; and
- Other methods as appropriate (media, handouts, phone calls, etc.).

To ensure receipt of the College’s immediate emergency notifications, all members of the College community are encouraged to provide the College with up-to-date contact information, including a cell phone number, through the College’s website portal (Banner). Terra State operates on an opt-in system where Students, Faculty, and Staff and there is submitted to be uploaded into the Wireless Emergency Notification (WENS) System.

Terra State will work with the Media Relations to ensure that emergency information is timely shared with local first responders and the local community as appropriate.

The Campus Safety and Security Manager will oversee regular tests of the College’s emergency notification system and evacuation procedures (at least annually). In conjunction with other emergency agencies, the College conducts emergency response drills and exercises each year, such as table top exercises, field exercises, and tests of the emergency notification systems on campus. These tests, which may be announced or unannounced, are designed to assess and evaluate the emergency plans and capabilities of the institution.

The Campus Safety and Security Manager will publicize the College’s emergency response and evacuation procedures in conjunction with at least one test per calendar year. The Manager of Safety and Security shall document each test, including a description of the exercise, the date and time, and whether the test was announced or unannounced.

## Emergency Response and Evacuation Procedures

### Declaration of Campus State of Emergency

The authority to declare a campus state of emergency rests with the College President (or his/her designee) as follows:

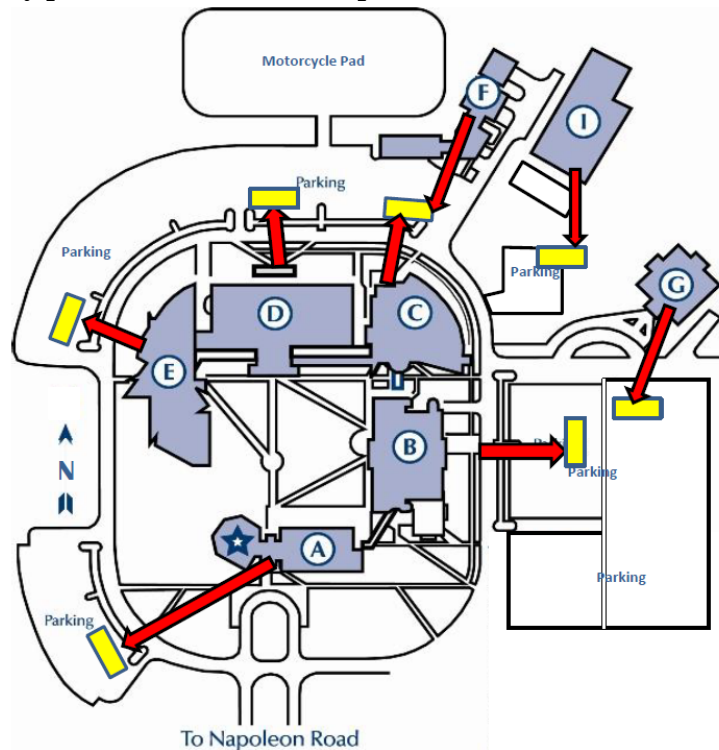
- During the period of any campus major emergency, Campus Safety, as needed, shall place into immediate effect the appropriate procedures necessary to meet the emergency, safeguard persons, property, and maintain educational facilities.
- The Campus Safety and Security Manager will immediately consult with the College President regarding the situation and the possible need for a declaration of a campus

state of emergency. If the President is not available, the Campus Safety and Security Manager will notify the Executive Director for Terra Foundation.

- When this declaration is made, only registered students, faculty, staff and affiliates are authorized to be present on campus. Those who cannot present proper identification (employee/student ID card or other ID) showing their legitimate business on campus, will be asked to leave. Unauthorized persons refusing to leave may be subject to arrest by law enforcement authorities.

#### Campus Evacuations To Parking Lots

- (A) All building evacuations will occur when an audible alarm goes off with a warning that is issued via voice and over the phone text with the WEN System or TerraAlert (campus emergency notification system) upon notification by campus security officers or college personnel. Individuals are asked to take all personnel items with them when they leave.
- (B) In the event of a campus-wide evacuation, all individuals, with the exception of those who are a part of the Chain of Command, will be directed to designated rally points.
- (C) See evacuation rally points located on this map:**

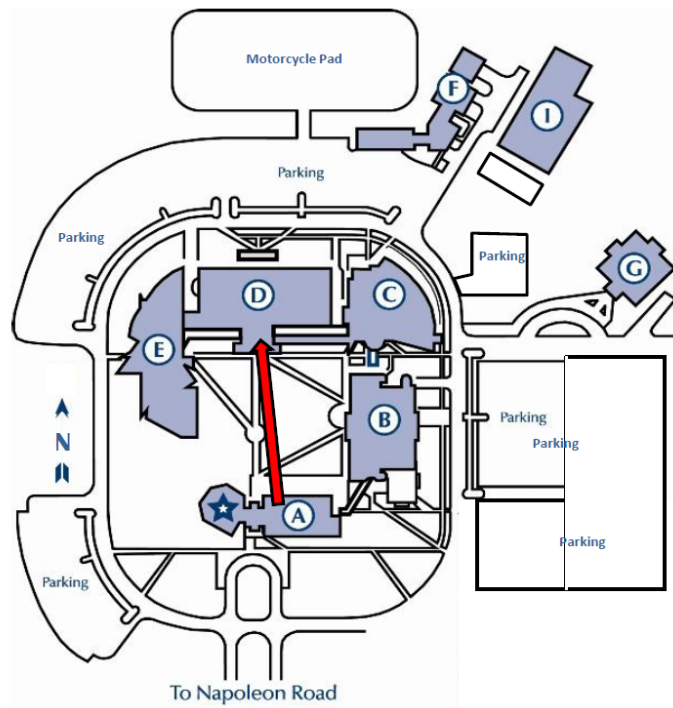


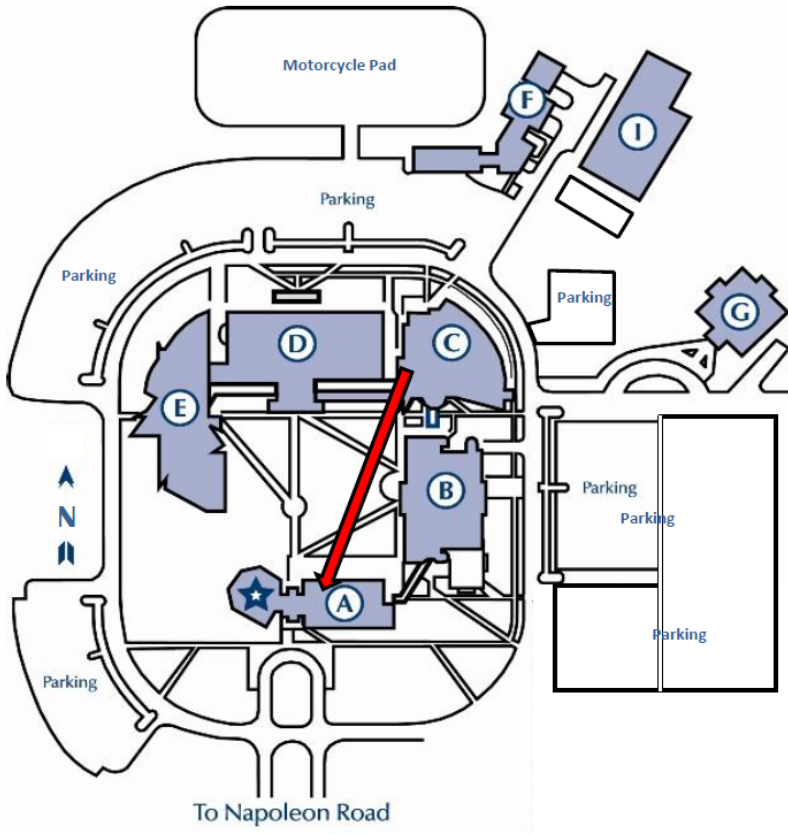
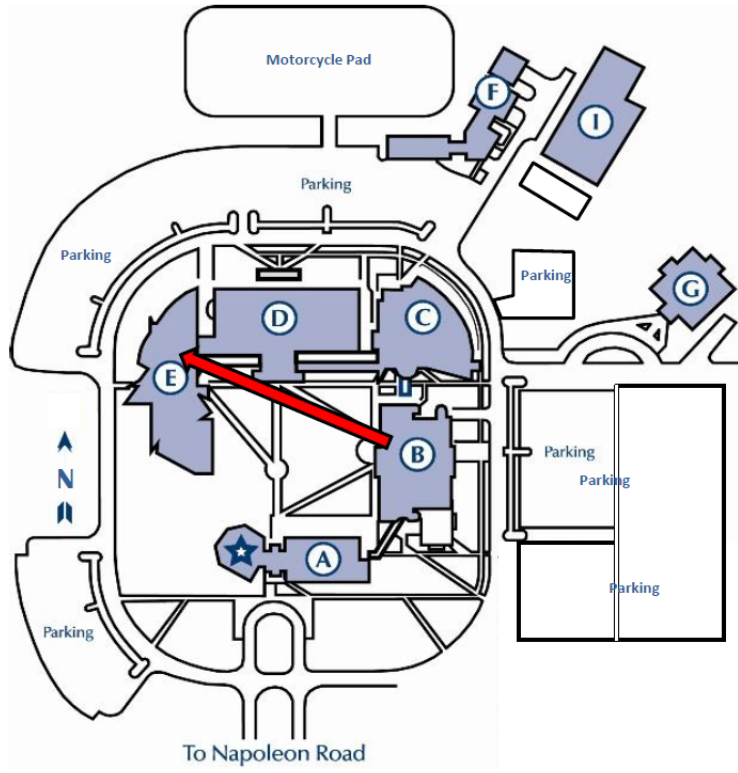
#### Building Evacuations to Another Building

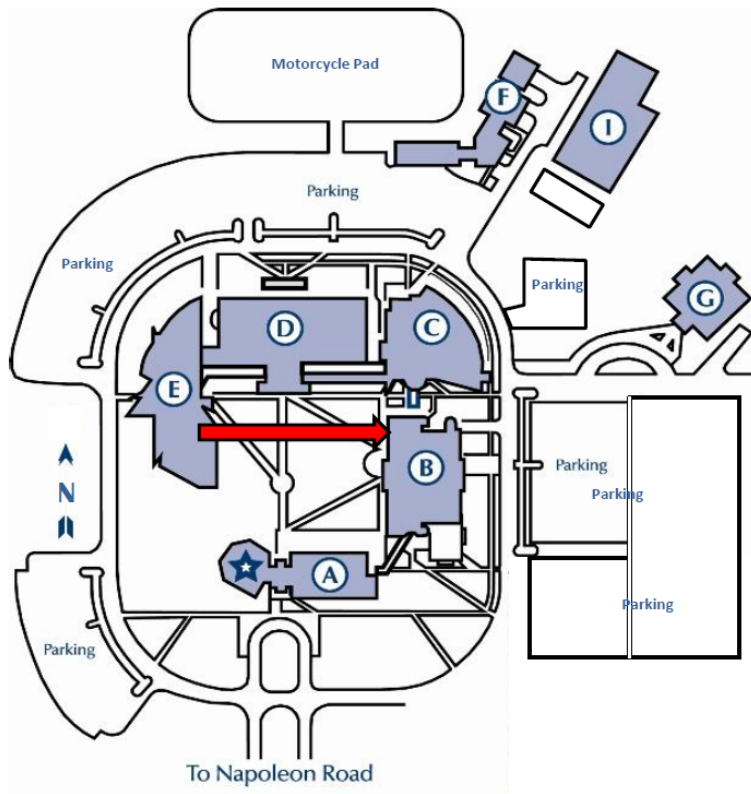
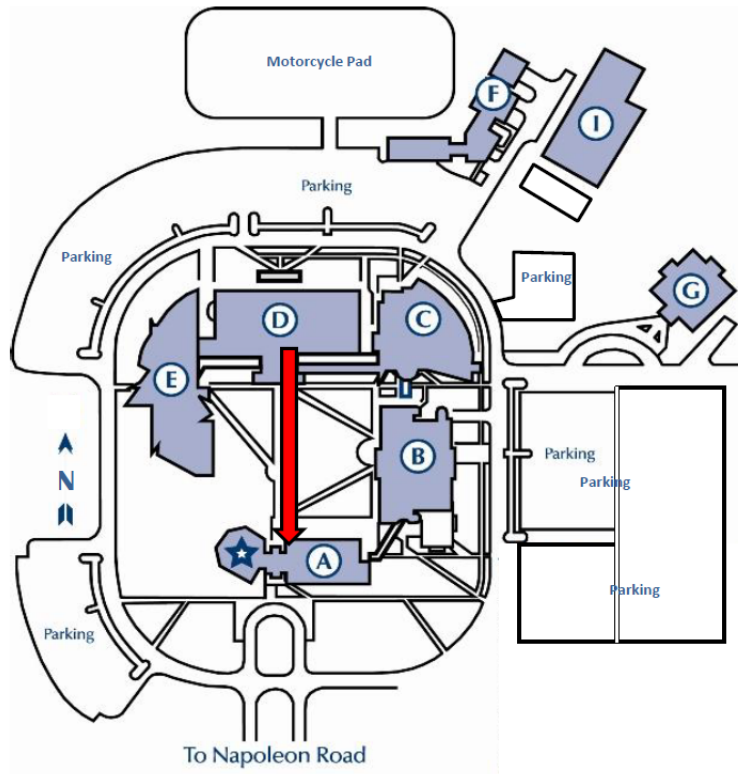
- (A) All building evacuations will occur when an audible alarm goes off with a warning that is issued via voice and over the phone text with the WEN System or TerraAlert (campus emergency notification

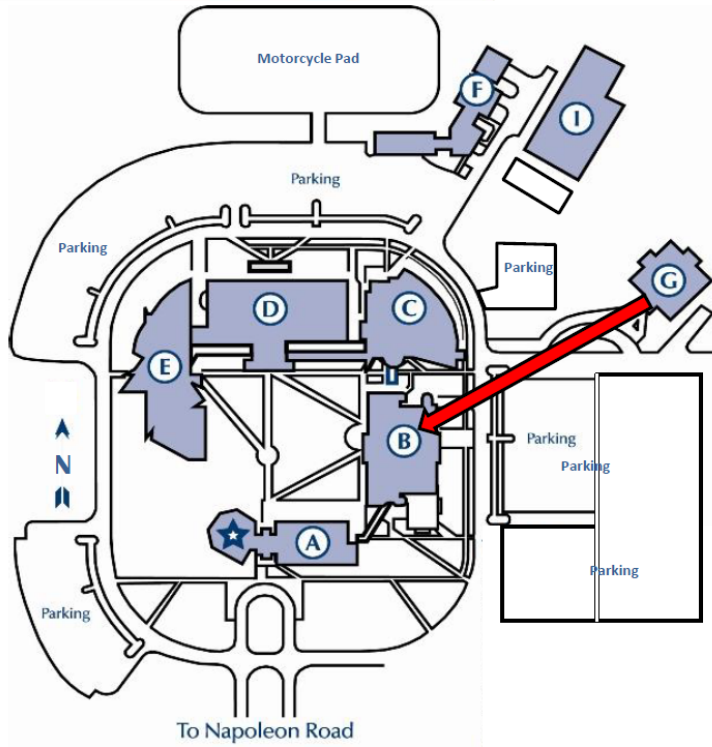
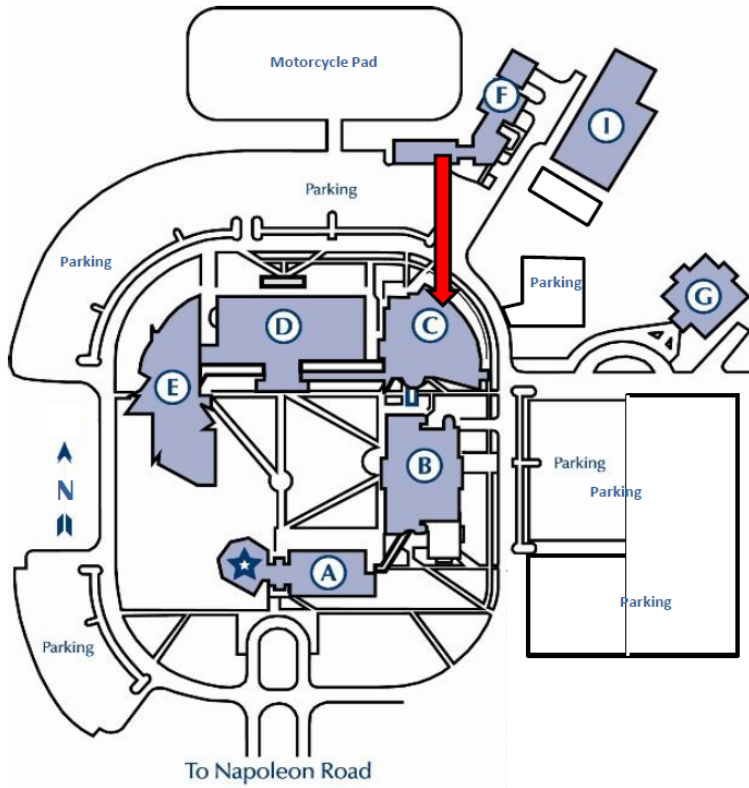
system) upon notification by Campus Security Officers or College Personnel. Individuals are asked to take all personal items with them when they leave.

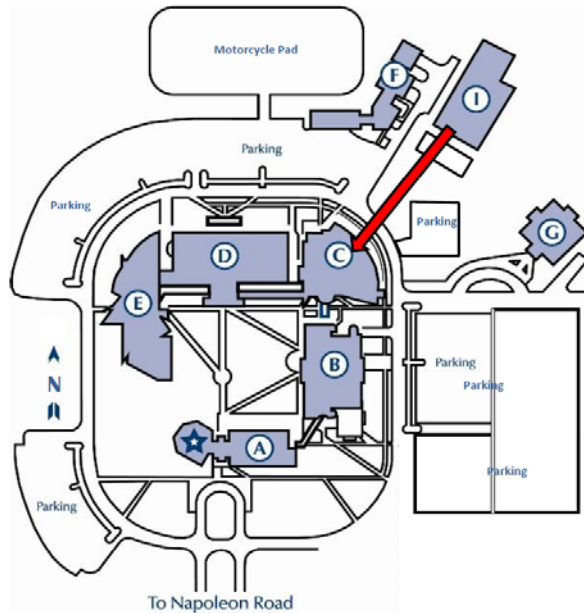
- (B) When a building evacuation occurs, leave by the nearest marked exit and alert others to do the same. The last one out of a room should close the door (except for bomb threats). Do not lock it. If you work in a building with multiple stories, a stairway will be your primary escape route if you are not on the first floor. Do not panic, descend stairs slowly and carefully. Once in a stairwell, proceed down to the first floor; never go up.
- (C) Assist persons with disabilities in exiting the building. If you are unable to assist, notify Campus Security immediately and identify the person and their location. Campus Security will facilitate their evacuation if necessary.
- (D) Faculty members and staff supervisors should be the last persons to leave a room. Report any persons not evacuating and their location to Campus Security.
- (E) Once outside, proceed to the designated evacuation area. (see maps following paragraph (f) of this section.)
- (F) DO NOT return to an evacuated building until you are notified that the building is reopened.











**BUILDING/DEPARTMENT COORDINATORS**

The following is a list of coordinators (individual names) who will be contacted by Campus Safety in a situation such as power failure, sewer backup, water leak, fire or other emergency affecting their areas. Notify Campus Security at extension 2253 if any incidents occur.

BLDG A:			
Name:	Cell Phone	Day Time	Night Time
Kristen Lindsey	419-559-2400	x	
Garien Hudson	260-413-4819	x	
Larry Cunningham	419-680-3980	x	

BLDG B:			
Name:	Cell Phone	Day Time	Night Time
Wayne Yerdon	419-239-3002	x	
Scott Kneeskern	419-934-0057	x	
Jill Rose	567-201-8998		x

BLDG C:			
Name:	Cell Phone	Day Time	Night Time
Todd Long	704-301-0930	x	
Della Smith	419-680-3797		x



BLDG D:			
Name:	Cell Phone	Day Time	Night Time
Amy Anway	419-307-9901	x	
Ann Sergent	419-350-7604	x	
Connie Reineck	216-534-2774		x

BLDG E:			
Name:	Cell Phone	Day Time	Night Time
Mike Holewinski	419-307-7638	x	
Kevin Walker	419-307-8097	x	
Laurie Fisher	419-334-9831		x

BLDG F:			
Name:	Cell Phone	Day Time	Night Time
Tina Taylor	419-307-1099	x	
Duane Kimmet	419-366-3614	x	

NEELEY CENTER:			
Name:	Cell Phone	Day Time	Night Time
Emily Riehle	419-618-2611	x	

BLDG I:			
Name:	Cell Phone	Day Time	Night Time
Steve Bender	419-656-8791	x	
Tim Roth	419-239-5038	x	

**Landings – Dorms A**

Name:	Cell Phone	Day Time	Night Time
Justin Rader	304-880-0983	x	
Admin on Call	567-314-9173		x
RA on Call	567-314-9209		x

**Landings – Dorms B**

Name:	Cell Phone	Day Time	Night Time
Justin Rader	304-880-0983	x	
Admin on Call	567-314-9173		x
RA on Call	567-314-9209		x

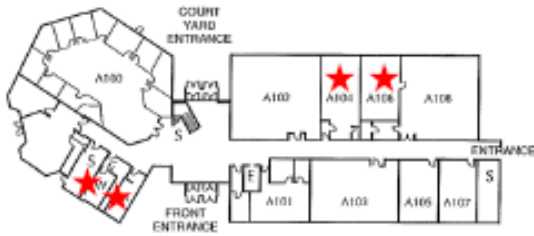
EVACUATIONS FOR TORNADO WARNINGS

- (A) If a tornado drill is issued by authorities or if tornado warning sirens are sounded, all people will be advised to move quickly to a designated tornado shelters on campus.
- (B) Campus notification will be completed by the WEN System or TerraAlert (campus emergency notification system) or by personal notification by Campus Security.
- (C) If appropriate tornado shelters are not available people should use protected stairwells or sit in the first floor hallways with their backs against the wall away from all glass.
- (D) Areas with glass windows or skylights should be avoided. Flying glass is responsible for many of the injuries resulting from tornado strikes on buildings.
- (E) People should remain in their shelters until the all clear is given by Security. Security personnel will go through the buildings to make sure everyone is informed of the all clear.

**SEE FOLLOWING PAGE FOR STORM SHELTER LOCATIONS ACROSS CAMPUS.**

# Storm Shelter Locations

Locations marked with a ★



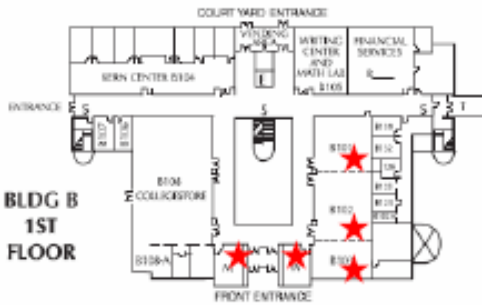
**A-Building**

- Room 104
- Room 106
- Restrooms (First Floor Only)



**D-Building**

- Room 102
- Room 106
- Room 104
- Restrooms (First Floor Only)



**B-Building**

- Room 101
- Room 103
- Room 102
- Restrooms (First Floor Only)

**BLDG E-1ST FLOOR**



**E-Building**

- Room 102
- Room 109
- Room 106
- Room 111
- Restrooms (First Floor Only)

**BUILDING C, Student Activities Building (SAC) Bldg C-1st Floor**



- Restrooms (First Floor Only)
- Room C-114



**I-Building**

- Room 103
- Restrooms



- Restrooms

## WEATHER EMERGENCIES

- (A) The College President or designee will make the determination on closing campus for weather emergencies.
- (B) An emergency call list will be prepared, maintained, and utilized for the determination and notification of closings. Notification through WEN System or TerraAlert (campus emergency notification system) will be utilized to notify the faculty, staff and students who have signed up to receive these message alerts.
- (C) The College President will cause notifications to be made to the public through the media (television, radio, and newspaper) as well as the college web site.
- (D) In case of snow emergencies, Duane Kimmert Manager of Facilities will coordinate for snow removal.
- (E) In cases where a snow emergency requires closing the school after the day has begun, the college will try to make the decision to close the college before roads become dangerous.
- (F) Plans will be established for caring for people trapped on campus by snow emergencies. These plans will include feeding and sleeping shelter arrangements on campus.

## EMERGENCY PROCEDURE FOR STUDENTS WITH DISABILITIES

As a student with a disability, it is important to take responsibility for your own safety. In order to ensure your safety, develop an emergency plan or strategy in advance. How you and others respond to the emergency will depend on:

- The type of emergency
- The student's specific disability
- The location of the class

As always, for any emergency and for students with any type of disability, the first step is to contact 911. When reporting the emergency to the 911 operators, it is important to identify your evacuation needs.

### *Students with Mobility Impairments*

Elevators provide access for students with mobility impairments to classrooms throughout campus. However, during an emergency such as a fire or tornado, elevators can be dangerous and often cease operating. As a result, it is unlikely that a student with mobility impairment will be able to evacuate without the assistance of others. The evacuation of a person who uses a wheelchair is best left to emergency personnel. Asking untrained individuals to assist in evacuation could lead to personal injury or injury to the person who is assisting.

### **The following steps can be taken to ensure your safety in an emergency:**

- For every building in which you have a class, locate an area where you will await rescue during a fire. This could include a stairway landing or adjacent room with fire-rated doors and walls.
- A stairway landing must be large enough for you to sit without obstructing the flow of traffic as people exit the building via the stairway.

- If using a stairway landing is not feasible, locate a room that is in close proximity to the stairway and has fire-rated doors and walls. Also, note any difficulty you may have opening the door and ask for assistance if necessary.
- In the case of a tornado, you should locate an interior room or hallway without windows to wait for assistance.
- Inform others of your plan. In most cases this should be your class instructor.
- This person should be responsible for the following:
  - Ensuring that you reach and access the area of refuge that you have identified earlier and alerting emergency personnel of your whereabouts in the building in addition to making them aware of the nature of your disability.
- Information such as whether or not you use a powered wheelchair is crucial.
- When an elevator becomes inoperable, students with mobility impairments should alert an employee of Terra State Community College to the situation.

### *Students with Visual Impairments*

As a student with a visual impairment, you should develop a plan of action for emergency situations as well. An ideal time to do this is at the start of each term as you work with the Director of Academic Service Center

- Identify the emergency exit that is closest to your classroom.
- Determine if you will need assistance in the event of an emergency. If you will require assistance, discuss your specific needs with your instructor.

### *Students with Seizure Disorders*

If you have a seizure disorder that is not controlled by medication and have seizures often, it is wise to alert your instructor of your conditions and how you wish for them to respond if you have a seizure in the classroom. Specifically, it is important to define under what conditions an ambulance should be called.

### *Individuals who have mobility impairments or use a wheelchair*

- Relocate the student to the nearest safe stairwell exit. Be sure that the student is not situated in a way to impede the evacuation of those using the stairs.
- The stairwells are fire-rated. Therefore, doors leading to the stairway at each floor should be closed.
- Request that a student, staff or faculty member notify emergency personnel of your location.
- Remain with the student until emergency personnel arrive to assist with evacuation.
- Due to medical ramifications, it is not recommended that individuals be removed from wheelchairs and carried without the appropriate training. Emergency personnel are trained in specific carrying techniques and will assess the situation upon arrival.

**If immediate evacuation is necessary, ask the person if she/he wants to be lifted from the chair and carried out or moved in the chair as a unit. Preferences vary as to:**

1. Ability to be physically removed from the wheelchair. Inquire about physical ramifications of being removed from the wheelchair.
2. Ability to extend or move their extremities when lifting due to pain, catheter, and leg bags, spasticity, braces, respirators, etc.
3. The number of people necessary to assist.
4. Points on the wheelchair where the rescue person should hold onto for lifting.

5. Whether the seat cushion or pad should be brought along with them if removed from the chair.
6. Best position for being carried.
7. How to proceed with after-care if removed from the wheelchair, which may require paramedic involvement.

**Below is a list of approved procedures for evacuation of wheelchair users who desire to be evacuated in their wheelchair**

1. If a power chair is involved, remove the batteries before attempting to push or lift the unit. Make sure the footrest is locked and the motor is off.
2. Before movement or transportation begins, ask the person if a seatbelt is available to secure him or her to the chair.
3. Two-person carry is better than one person; a three-person carry is best.
4. Three-person carry utilizing one person at the head to guide or steer the chair and two persons at the base (foot) to control speed of descent is the recommended manner for evacuation.

**Generally, more equipment or weight requires more persons to help in the evacuation. Get a fellow employee to help you with the movement**

*Persons Otherwise Not Ambulatory*

Persons using braces, crutches, canes or walkers should be treated as injured for evacuation procedures. Lifting options include the following:

- Two-man lock arm position.
- Transferring person to a sturdy office-type chair, preferably with arms.
- If carrying a person more than three flights, a relay team arrangement.

**Types of evacuation methods to be used for an individual who is non-ambulatory or requires removal from his/her wheelchair:**

1. *Two-person carry:* Assistants stand facing each other and link arms to form a backrest and grip wrists to form a seat.
2. *Saddleback carry:* Individual with a disability should place both arms over shoulders and grasp hands just below assistant's neck. Assistant should lean forward to carry the weight.
3. One assistant should stand behind the individual and wrap his/her arms around the chest and under the arms of the individual needing assistance. The other assistant should stand facing away from the individual requiring assistance and between his/her legs and lift at the knees.

*Individuals who are vision impaired*

Offer to become a sighted guide

1. Ask if he/she would like help and respect his/her wish to decline or accept your offer.
2. If your help is accepted, offer the person your arm by tapping the back of your hand against his/her hand. The person should grab your arm directly above the elbow. Never grab the person's arm or try to direct him/her by pushing or pulling.
3. Relax and walk at a comfortable pace. Stay one step ahead of the person you are guiding. At the top and bottom of stairs and at cross streets, pause and stand alongside the person. Always pause when you change directions and step up or down.
4. It is helpful to tell the person you are guiding when he/she is approaching changes in terrain, stairs, narrow spaces, elevators, escalators, etc.

5. Never leave the person in “free space”. When walking, always be sure that person has a firm grasp on your arm.
6. Make modifications as necessary due to other disabilities or requests. If you have to be separated briefly, be sure the person is in contact with the wall, railing, or some other stable object until you return.

#### *Individuals who are hearing impaired*

- Get person’s attention by switching the light on and off, tapping him/her on the shoulder, etc.
- If the nature of the emergency cannot be communicated nonverbally, write down the nature of the emergency and the nearest evacuation route
- Offer to escort the person as he/she may not be able to follow oral commands if they are being given.

#### Sources of Assistance On Campus During Emergencies

In the event of an emergency, contact the Campus Safety Office:

- Dialing from ON-CAMPUS telephones – dial 2253.
- Campus Safety Officers are on duty: 24/7

#### For Any Mechanical, Utility or Structural Problem

**Plant Operations** - The Director of Facilities and Plant Operations can be contacted at 419-559-2393 (work) or 419-366-3614 (cell) at any time.

Plant Operations has an On-Call List for any problems that may occur during “non-operating hours” which are Monday through Thursday from 5:00 p.m. to 6:30 a.m. and after 4:30 p.m. on Friday until 6:30 a.m. on Monday morning.

Campus Security and Housekeeping are notified routinely of the On Call list. They are advised to contact the Maintenance Employee on call for any **mechanical, utility or structural problem** or other concerns.

#### Power Outages

The Manager of IT Wayne Yerdon, **must** be notified immediately of any **power outage** also. Contact numbers are: 419-654-0632

The **Receiving Department** is located in Building F.

#### Utility emergency shutdown procedure

**NOTE:** In the event of a natural disaster, in which major structural damage is sustained, it is advisable to turn off hazardous utilities, such as electricity, natural gas and water. Facilities and Plant Operations will contact the local utility companies and apprise them of the incident.

## Community Resources (Dial 9 + number)

<b>Police - Fire - EMS</b>		
Fremont Police Department	1141 W State St., Fremont, OH 43420	419-332-6464
Fremont Fire Department	1145 W State St., Fremont, OH 43420	419-332-4131
Ohio State Highway Patrol	Sandusky County	419-332-8246
Sandusky County E.M.S./E9-1-1 (Business Office)	2100 Countryside Place, Fremont, OH 43420	419-332-7313
Sandusky Co. Emergency Management Agency/E9-1-1	2323 Countryside Dr. St. B, Fremont, OH 43420	419-334-8933
<b>Additional Emergency Numbers:</b>		
Poison Control Center		800-222-1222
National Suicide Prevention Lifeline		800-273-8255
<b>Hospitals</b>		
Promedica Memorial Hospital	715 South Taft Ave, Fremont, OH 43420	419-332-7321
The Bellevue Hospital	1400 West Main St., Bellevue, OH 44811	419-483-4040 or 419-639-2065
Magruder Hospital	615 Fulton St., Port Clinton, OH 43452	419-734-3131
<b>Non-Emergency Support Numbers:</b>		
Sandusky County Highway Department		419-334-9731
State Highway Department	ODOT	419-332-1585
Sandusky Co. Health Department	2000 Countryside Dr., Fremont, OH 43420	419-334-6377
Liberty Center of Sandusky County	1421 East State St., Fremont, OH 43420	419-332-8777
Heartbeat Pregnancy Support Center Heartbeat Hotline/Crisis	118 North Arch St., Fremont, OH 43420	419-334-9079 800-395-HELP (4357)
The American Red Cross	1247 Napoleon St., Fremont, OH 43420	419-332-5574
Salvation Army	Central Territory	847-294-2000
Local Army Reserves		419-635-4021
Ohio National Guard	Dept 1 Co B 612 Engineering Bn	419-332-9244
National Weather Service	Cleveland	216-265-2370
Ohio Environmental Protection Agency	NW District -- Bowling Green	419-352-8461 or 800-686-6930
The Federal Emergency Management Agency (FEMA)		312-408-5515
<b>Utility Companies:</b>		
City of Fremont Utility Office (water/sewer)	Front St., Fremont, OH 43420	419-334-8966
Toledo Edison—Electric Power		888-544-4877 or 800-447-3333
Columbia Gas—Transmission		800-344-4077 or 419-427-3200
Verizon Wireless	Account #: 481834882 Pin #: 4067	800-922-0204 or *611
Buckeye TeleSystem	Account #: 4808562	419-724-9898



Direct TV	Account #: 020304125	888-388-4249
<b>Schools:</b>		
Fremont City School Administration Building	Fremont, OH 43420	419-332-6454
Fremont Ross High School	1100 North St., Fremont, OH 43420	419-332-8221
Fremont Middle School	501 Croghan St., Fremont, OH 43420	419-332-5569

## College Resources

<b>Emergency Operations Team</b>				
Name	Title	Ext.	Cell Phone	Office Location
Ronald Schumacher	President	2327	260-241-0919	B207
Lisa Shuey	Executive Assistant to the President	2342	419-334-7070	B207
Cory Stine	Executive Director of Terra Foundation	2355	419-341-3146	B205
William Taylor	Vice President for Academic Affairs	2266	419-307-3610	B207
Jacque Foos	Vice President for Financial Affairs	2370	419-765-7068	B208
Garien Hudson	Vice President for Student Affairs and Enrollment Management	2525	260-413-4819	A100
Jennifer Kin	Director of Campus Safety and Security	2388	419-563-5611	E104
Duane Kimmet	Director of Facilities and Plant Operations	2393	419-366-3614	F101
Tina Taylor	Coordinator of Facilities & Plant Operations	2390	419-307-1099	F102
Todd Long	Associate Dean of Students	2360	704-301-0930	B105
Justin Rader	Director of Residence Life	2161	304-880-0983	Landings
Wayne Yerdon	Manager, Technology Infrastructure	2341	419-239-3002	B308
Mike Metzger	Director of Marketing	2357	419-215-3105	C301
Emily Riehle	Director of Event Services	2263	419-618-2611	Neely Center
Elik Coleman	Chef Director	2323	567-218-8102	Tree Tops
Scott Kneeskern	Human Resources Manager	2165	419-934-0057	B208

## Monitoring and Recording of Criminal Activity by Students at Non-Campus locations of Recognized Student Organizations

Terra State does not have officially recognized student organization(s) that own or control housing facilities outside of the TSCC Core campus. Therefore, Fremont Police is not used to monitor and record criminal activity since there are no non-campus locations of student organizations.

## Security and Access to Campus Facilities

During business hours, the College will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all College facilities is by key, if issued, or by admittance via the Campus Safety and Security Officer. In the case of periods of extended closing, the College will admit only those with prior approval to all facilities. Technology plays a major role in our protective services and allows constant monitoring of key areas of both campuses and our residence hall, inside and limited outside. Overt video surveillance offers another tool in our proactive approach to providing the safest campus possible.

### Security of Campus Facilities

TSCC is an open College serving not only students but also the general public. Many of the facilities and services are available for public use throughout the weeks during normal operating hours. During business hours, the College is open to students, employees, contractors, guests, and the general public. During non-business hours, access to all College facilities is by key, swipe card (if issued), or admittance by Campus Safety personnel. In case of periods of extended closing, the College will admit only those with prior written approval to the facilities. Some facilities have individual hours which may vary at different times of the year. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

### Security of the Landings

Access to the Landings at Terra is by access control and issues only to the residents of the Landings and key-fobs issued to approved personnel. Access to the residences inside the residence hall is restricted to only the residents of each unit. Each resident is issued a key to their door and bedroom (if applicable).

### Considerations in the Maintenance of Campus Facilities

Terra State Community College is committed to maintaining a safe environment. A safe environment is one which is free from accidents, injuries and work-related illnesses. Everyone must work together to create and maintain a safe environment for all employees, students and visitors. With several buildings located on two campuses and learning centers, continuous preventative maintenance regularly locates and repairs items that are broken or in need of safety checks. Instances can range from lights that are inoperable in a parking lot to overgrown shrubbery near a building entrance. Items in need of repair should immediately be reported to Facilities Services by calling (419) 559-2390.

## Education Programs

### Crime Prevention Programs for Faculty and Staff

During the first several weeks of school, the College provides a wide array of educational activities and programs to inform faculty and staff of the necessity of making strong personal choices for their overall safety and wellness. These activities include bringing local law enforcement and judicial officers to campus to discuss safety and security issues and training faculty and staff on emergency prevention, response, and operating procedures. Personal bodily security is promoted by encouraging faculty and staff to walk in well-lighted areas and to always walk on sidewalks. Faculty and staff are expected to report any suspicious persons to the appropriate campus authorities or to the police immediately. This type of information is presented to the Faculty and

Staff several times through each semester. Other security concerns, (i.e. vandalism, damaged equipment, etc.) are expected to be reported, addressed and corrected immediately while steps are taken to ensure security and safety until repairs can be made. Faculty and Staff are expected to assist in promoting security campus wide by reminding others of proper procedures.

### Crime Prevention Programs for Students

During the first several weeks of school, the College provides a wide array of educational activities and programs to inform students of the necessity of making strong personal choices for their overall safety and wellness. These activities include bringing local law enforcement and judicial officers to campus to discuss safety and security issues. During this time, the Residence Life Staff also conducts educational programs and facilitates discussions on a variety of topics ranging from alcohol issues to maintaining personal safety and awareness.

Terra State, the Fremont Police Department and the Sandusky County Municipal Court work cooperatively to provide an educational environment to students regarding the laws of the State of Ohio and students' responsibilities regarding those laws. We provide educational programs, such as the Diversion Program for first time underage alcohol violations, as a way to educate students on responsible behavior and the necessity of making wise personal decisions and choices.

Personal bodily security is promoted by encouraging students to walk in well-lighted areas and to always have an escort with them. Students are expected to report any suspicious persons to the appropriate campus authorities or to the police immediately. This type of information is presented to the students during the first week of each new semester.

Other security concerns, (i.e. vandalism, damaged equipment, etc.) are addressed and corrected immediately while steps are taken to ensure security and safety until repairs can be made. Students are expected to assist in promoting security campus wide by reminding others of proper procedures.

### Crime Prevention and Safety Awareness

#### *Staying Safe*

- Program your phone with Campus Security's number
- Opt into the Terra State Alert System (WENS)
- Call for an Escort when walking alone at night or anytime you feel uncomfortable.
- Know your surroundings
- Report anything you deem suspicious
- Remove yourself from unsafe conditions and report them

#### *When in any public place, keep these general safety tips in mind.*

- **Alcohol and other drugs** can impair your perceptions and decision-making. Do not place yourself in a vulnerable position by being intoxicated or under the influence of other drugs.
- **Travel in groups late at night.** Often, there is safety in numbers. If you are going to separate from your group, tell someone when you will return. Take a cell phone.
- **If you feel threatened,** cross the street or enter a store or business.
  
- **Have your keys in hand** as you approach your car. Check under the car and the back seat before you enter.
- **Stash valuables in your trunk.**
- **If you do drink,** set a limit and stick to it. Don't drink on an empty stomach. Also:

Don't leave a drink unattended. If you are away from your drink any amount of time, toss it. It's not worth the risk.

- Out and about
- Use the **campus escort service**. Patrol members will escort students between campus locations during patrol hours.
- If you feel threatened or if you want to report something suspicious, report it to Campus Security.
- Program the College's Campus Security into your cell phone: **419-559-2253**. Or call 9-1-1.
- Notify the Campus Security if you notice anything **suspicious or unusual**.

#### *In the residence halls*

- **Always lock your door**; even when you're sleeping or just going down the hall.
- Do not allow strangers to enter your room or your complex. Do not open your door unless you can identify the person seeking entry.
- **Do not prop any exterior doors** open to allow unescorted visitors into the residence hall.
- **Report lost or stolen residence hall keys immediately** to your residence hall staff.
- Report any malfunctioning locks, doors or windows to your residence life staff.
- Do not leave your keys lying around in your room when you are not in the room.
- Do not leave messages on your door about when you will be returning to your room.
- End of the term? **Load your car up just before you leave** rather than the night before. You never want valuables be in plain view in your vehicle.

#### *Living off-campus:*

- **Don't answer the door in the middle of the night** unless you are expecting someone. Ask your landlord to install a peephole in your front door.
- If you are leaving home, leave on a light or a radio or a TV to make it appear as if someone is home.
- **Lock doors and windows**. Ask your landlord to install a deadbolt, if one is not present.
- Let the police department know if a streetlight is out.

One of the essential ingredients of any successful crime prevention program is an informed public. It is the intent of Terra State to inform students of good crime prevention and security practices.

Terra State offered crime prevention and security awareness programs. Topics such as personal safety, residence hall security, drug and alcohol abuse awareness and sexual assault prevention are some examples of programs offered during the academic year.

All crime prevention and security awareness programs encourage students and employees to be responsible for their own security and the security of others. Participants in these programs are asked to be alert, security-conscious and involved and advised to call Terra State Campus Security to report suspicious behavior. For additional questions regarding crime prevention, contact the Campus Safety and Security Office directly at (419) 559-2253.

## Drug and Alcohol Policy

By resolution of the Board of Trustees on May 23<sup>rd</sup> 1989, Terra State Community College supports the Drug free Workplace Act of 1988. Therefore, the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited at Terra State Community College. To access additional information regarding these policies please log onto Terra State Community College's website under Terra College Policies and Procedures.

<http://www.terra.edu/StudentLife/CampusSafety/computerpolicies.html>

This notice is required under Section 1213 of the Higher Education Act of 1965 and contains the drug-free campuses requirements added by Section 22 of the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226).

Terra State Community College does not permit the possession, use, or sale on campus of alcoholic beverages or illegal drugs.

All Terra State Community College Students must abide by this statement:

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in or at Terra State Community College.

If a student engages in any of the above-prohibited activities, that student will be subject to disciplinary action. This action will include the filing of criminal charges and may include dismissal from the college. Terra State Community College reserves the right to warn, reprimand, suspend or dismiss any student or employee who violates the college conduct and discipline policy or the law. The college's response will depend on the severity of the offense, number of previous offenses and extenuating circumstances. For students, all college judicial and appeal procedures will be followed except in rare cases when the possibility of imminent danger exists. For employees, due process will be followed.

If a student is convicted of a criminal drug violation, the student must notify the college. By law, the college, within 30 days of such notification must; 1. Take appropriate action against such student, up to and including dismissal, or 2. Require such student to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purpose by a federal, state or local health, law enforcement or other appropriate agency.

## Drug Abuse Prevention Program

Terra State Community College provides referral counseling and conducts a drug abuse prevention program for all students and employees. Community resources for counseling and treatment of drug abuse problems are updated annually and liaison contacts maintained throughout the year. Periodic on-campus educational and information workshops are conducted for students, staff and the community. By resolution of the Board of Trustees (May 23, 1989), Terra State Community College supports the intent of the Drug-Free Workplace Act of 1988.

## State Drug Laws

Ohio law prohibits illicit selling, cultivating, manufacturing or otherwise trafficking in controlled substances, including cocaine, heroin, amphetamines and marijuana; knowingly or recklessly furnishing them to a minor and administering them to any person by force, threat or deception

with intent to cause serious harm or if serious harm results. These offenses are felonies.

The law also prohibits knowingly obtaining, possession of using a controlled substance and permitting drug abuse on one's premises or in one's vehicle. These offenses may be either felonies or misdemeanors. The law further prohibits obtaining, possessing or using hypodermics for unlawful administration of drugs, and the sale to juveniles of paraphernalia for use with marijuana. These offenses are misdemeanors. A felony conviction may lead to imprisonment or imprisonment and fine. The maximum prison term is 25 years. A misdemeanor conviction may lead to imprisonment for up to six months and/or fine of up to \$1,000.00.

### State Alcohol Laws

With regard to beer and intoxicating liquor, Ohio law provides that a person under 21 years of age who orders, pays for, attempts to purchase, possesses or consumes beer or liquor or furnishes false information in order to affect a purchase commits a misdemeanor. Ohio law prohibits the possession of beer or liquor which was not lawfully purchased, and a court may order that any place where beer or liquor is unlawfully sold not be occupied for one year, or that the owner or occupant of the premises be required to furnish a surety bond of \$1,000 to \$5,000.00.

Federal law forbids the illegal possession of, or any trafficking in, controlled substances. A person convicted for the first time of possessing a controlled substance, other than crack cocaine, may be sentenced to up to one year in prison and fined between \$1,000. And \$100,000. A second conviction carries a prison term of up to two years and a fine of up to \$250,000. Subsequent convictions carry prison terms of up to three years and fines of up to \$250,000. Imprisonment for five to 20 years and fines of up to \$250,000 apply to persons possessing more than five grams of crack cocaine on the first conviction, three grams on the second and one gram on subsequent convictions.

In addition, a person convicted of possessing a controlled substance may be punished by forfeiture of property used to possess or facilitate possession if the offense is punishable by more than one year in prison, forfeiture of any conveyance used to transport or conceal a controlled substance, denial of federal benefits, such as student loans for up to five years, ineligibility to receive or purchase a firearm and a civil penalty of up to \$10,000.

## ALCOHOL AND OTHER DRUGS

### Federal, State, and Local Penalties

#### **Legal Requirements**

Under local, state, and federal laws, it is a crime to do any of the following. For more information, see the [Ohio Department of Commerce](#) and [U.S. Drug Enforcement Administration](#).

#### I. Underage Drinking

- A. Purchase, order, pay for, or share the cost of alcohol if you are under 21.
- B. Possess alcohol if you are under 21.
- C. Consume alcohol if you are under 21, unless it is provided by and consumed in the presence of your parent, legal guardian, or adult spouse who is 21 or older.
- D. Sell alcohol to, buy alcohol for, or furnish alcohol to anyone under 21.

- E. Allow anyone under 21 who possesses or consumes alcohol to remain in your home, apartment, or residence hall room, or in other property that you own or occupy unless alcohol is given by and consumed in the presence of the underage person's parent, legal guardian, or adult spouse.

## II. False Identification

- A. Show or give false information about your name, age, or other identification to purchase or obtain alcohol if you are under 21.
- B. Provide false information about the name, age or other identification of another person under 21 to purchase or obtain alcohol for that person.

## III. Open Containers

- A. Have an open container of alcohol in your possession in any unlicensed public place.
- B. Have an open container of alcohol in your possession while driving or riding in or on a motor vehicle.
- C. Have an open container of alcohol in your possession while in or on a motor vehicle that is parked in or on a highway, street, or other place open to the public for parking.
- D. Open containers are not allowed at any Ohio State tailgating events.

## IV. Transportation

- A. Operate a vehicle under the influence. If you are under 21, you are considered to be operating a vehicle under the influence if your blood alcohol level is .02 or higher and 0.08 at age 21.
- B. Refusing an alcohol test results in an immediate administrative license suspension.
- C. Consume alcohol while in a motor vehicle.
- D. Drive while under the influence of alcohol.
- E. Be in physical control of a vehicle while drinking or under the influence of alcohol.

## V. Disorderly Conduct

- A. Engage in conduct likely to be offensive or cause inconvenience, annoyance, or alarm to others or that poses a risk of physical harm to yourself, to others, or to property while you are voluntarily intoxicated.

## VI. Alcohol Sales

- A. Hold an event where alcohol is sold, or an event where alcohol is provided without charge but there is an entrance fee, cover charge, or other fee, without an appropriate permit. Information on how to obtain a temporary liquor permit is available from the Ohio Division of Liquor Control.

## VII. Illicit Drugs

- A. Sell or offer to sell any controlled substance, or prepare or package any controlled substance for sale.
- B. Distribute any controlled substance, unless authorized to do so by law.
- C. Knowingly obtain, possess, or use a controlled substance without a prescription.

## VIII. State of Ohio Alcohol and Drug Law Criminal Sanctions

- A. Underage drinking: Ohio Revised Code (O.R.C.) 4301.63 provides that no person under the age of 21 shall purchase beer or intoxicating liquor. Penalty for violation: Violation of O.R.C. 4301.63 will result in a fine of not less than \$25 but not more than \$100. The court may order that the fine be paid by the performance of public work at a reasonable hourly rate established by the court and may specify the designated time in which the public work shall be completed.
- B. False identification used to purchase alcohol for someone under 21: O.R.C. 4301.633 provides that no person shall knowingly furnish any false information as to the name, age, or other identification of any person under 21 years of age for the purpose of obtaining or with the intent to obtain, beer or intoxicating liquor for a person under 21 years of age, by purchase, or as a gift. Penalty for violation: Violation of O.R.C. 4301.633 is a misdemeanor of the first degree. The maximum penalty is imprisonment for not more than six months and a fine not more than \$1,000.
- C. False identification used to purchase alcohol by someone under 21: O.R.C. 4301.634 provides that no person under the age of 21 years shall knowingly show or give false information concerning the

same person's name, age, or other identification for the purpose of purchasing or otherwise obtaining beer or intoxicating liquor in any place in this state where beer or intoxicating liquor is sold under a permit issued by the division of liquor control or sold by the division. Penalty for violation: Violation of O.R.C. 4301.634 is a misdemeanor of the first degree, punishable by up to six months imprisonment and fines up to \$1,000. If a false or altered state identification card was used in commission of a violation of O.R.C. 4301.634, the punishment is a first degree misdemeanor with a fine of not less than \$250 but not more than \$1,000 and up to six months imprisonment.

- D. Open container in a motor vehicle: O.R.C. 4301.64 prohibits the consumption of beer or intoxicating liquor in a motor vehicle. Penalty for violation: Violation of O.R.C. 4301.64 is a misdemeanor of the fourth degree punishable by up to 30 days in jail and a fine up to \$250.
- E. Furnishing or selling alcohol to someone under 21: O.R.C. 4301.69(A) prohibits any person from selling or furnishing beer or intoxicating liquor to an person under 21 years of age, or buying it for any person under the age of 21. Penalty for violation: Violation of O.R.C. 4301.69(A) is a misdemeanor punishable by a fine of at least \$500 but not more than \$1,000, and up to six months imprisonment.
- F. Underage purchase, possession or consumption of alcohol: O.R.C. 4301.69(E) provides that no underage person shall knowingly order, pay for, share the cost of, attempt to purchase, possess, or consume any beer or intoxicating liquor in any public or private place or knowingly be under the influence of any beer or intoxicating liquor unless he or she is accompanied by a parent, spouse, or legal guardian who is not an underage person, or unless the beer or intoxicating liquor is given for religious purposes or by a physician for medical purposes. Penalty for violation: Violation of O.R.C. 4301.69(E) is a misdemeanor of the first degree. The maximum penalty is imprisonment for not more than six months and a fine up to \$1,000.
- G. Driving while intoxicated: O.R.C. 4511.19 prohibits any person from driving a motor vehicle while under the influence of alcohol or drugs. Penalty for violation: A violation of O.R.C. Section 4511.19 is a misdemeanor of the first degree, the maximum penalty for which is a jail term of up to six months and a fine up to \$1,000. The court may also impose additional fines, community rehabilitation or intervention programs, and suspend or revoke the offender's driver's license. Additional penalties exist for repeat offenders of O.R.C. 4511.19.
- H. Selling or distributing illicit drugs: O.R.C. 2925.03 prohibits any person from selling or offering to sell any controlled substance, preparing or packaging any controlled substance for sale, or distributing any controlled substances. Penalty for violation: Anyone who violates this statute is guilty of drug trafficking. Violation of this statute is a felony, the level of which depends on the specific criteria set forth in O.R.C. 2925.03(C), including type and weight of drug. The minimum penalty for a fifth degree felony can include six to 12 months in jail and/or a fine up to \$2,500. The maximum penalty for a first degree felony can include imprisonment up to 10 years and a fine up to \$20,000.
- I. Possessing or using illicit drugs: O.R.C. 2925.11 prohibits any person from knowingly obtaining, possessing, or using a controlled substance. Penalty for violation: Violation of O.R.C. 2925.11 is drug abuse, which may be a misdemeanor or a felony depending on the specific criteria set forth in O.R.C. 2925.11(C), including type and weight of drug. The minimum penalty, a fourth degree misdemeanor, is punishable by imprisonment of up to 30 days and a fine up to \$250. The maximum penalty, a first degree felony, is punishable by up to 10 years in prison and a fine up to \$20,000.
- J. A complete list of Ohio drug prohibitions can be found in Chapter 2925 of the Ohio Revised Code.

#### IX. Federal Drug Laws

- A. Federal law prohibits the trafficking and illegal possession of controlled substances as outlined in 21 United States Code, Sections 841 and 844.
- B. Depending on the amount possessed, first offense maximum penalties for trafficking marijuana range from five years' imprisonment with a \$250,000 fine to imprisonment for life with a \$10 million fine for an individual, and from five years imprisonment with a \$1 million fine to



imprisonment for life with a \$50 million fine if not an individual. Also depending on the amount possessed, first offense maximum penalties for trafficking Class I and Class II controlled substances (methamphetamine, heroin, cocaine, cocaine base, PCP, LSD, fentanyl analogue) range from five years' imprisonment with a \$5 million fine to imprisonment for life with a \$10 million fine for an individual, and from five years' imprisonment with a \$25 million fine to imprisonment for life with a \$50 million fine if not an individual. First offense penalties for simple possession, 21 USC §844, range from at most one years' imprisonment or at least a \$1,000, fine or both; to at most 20 years' imprisonment and a fine of at least a \$1,000.

- C. For the most current and complete information regarding Federal penalties for drug trafficking, visit the U.S. Drug Enforcement Administration Federal Trafficking Penalties.

#### X. Disclaimer

- A. This information is provided as a general summary of the major applicable laws. Laws are frequently amended and reinterpreted, and the application of law to specific situations generally requires an analysis of all of the facts and circumstances. This information should not be substituted for specific legal advice.
- B. If you are charged with a crime it is a good idea to seek advice of an attorney. Updates to these laws are generally reflected on the websites mentioned here, but individuals are ultimately responsible for knowing the laws. This information should not be substituted for specific legal advice.
- C. Terra State's Code of Student Conduct and The Landing Residential Policies and Rules are campus behavior and safety standards that may result in sanctions, educational outcomes or penalties that are independent of any criminal considerations.
- D. Violation of the laws referenced previously may also be a violation of Terra State's Code of Student Conduct and the Landings policies and rules and could result in college sanctions. It should also be noted that the college's expectations for appropriate behavior are higher than those under the law.

#### Health Risks

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low-to-moderate doses of alcohol also increase the incidence of a variety of aggressive acts including spouse and child abuse. Moderate-to-high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

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

- Alcohol - Addiction, brain damage, cancer (mouth, stomach, throat), heart disease, liver damage, ulcers, gastritis, birth defects, malnutrition, loss of coordination and speech,
- Marijuana - Addiction (psychological), distortion of time perception, increased heart rate, bronchitis, lung cancer, infertility.
- Cocaine/Crack - Addiction, nasal erosion, elevated blood pressure and heart rate,

hyperactivity, pupil dilation, respiratory arrest, stroke, convulsions, seizures, malnutrition, death.

- Stimulants (caffeine, speed, amphetamines) - Addiction, elevated blood pressure and heart rate, insomnia, malnutrition, acute psychosis, nausea, liver damage, headache, sweating coma, possible death.
- Depressants (Quaaludes, barbiturates, tranquilizers) - Addiction, depression of central nervous system, decreased coordination and motor skills, liver damage, malnutrition, irritability, sleep, confusion, convulsions, possible death.
- Narcotics (opium, heroin, codeine) - Addiction, shallow breathing, nausea, panic, insomnia, malnutrition, constipation, respiratory arrest, possible death.
- Hallucinogens (PCP, LSD, acid) - Addiction, mental depression, bizarre behavior, severe disorientation, memory and perception impairment, impairment of judgment and motor function, violence, hallucinations, psychosis, convulsions, agitation, increased heart rate, confusion, possible death.
- Inhalants (white-out, glue, gasoline) - Addiction, depression of respiration, nausea, light-headedness, nasal erosion, fatigue, forgetfulness, depression, kidney and liver damage, malnutrition, heart failure, violence, suffocation, possible death.

### Alcohol Poisoning

Symptoms of alcohol poisoning:

- Person is unconscious or semiconscious and cannot be awakened.
- Cold, clammy, pale or bluish skin.
- Breathing is slow, less than eight times per minute, or irregular, with ten seconds or more between breaths.
- Vomiting while “sleeping” or passed out, and not waking up after vomiting.

### Drug Free Schools and Communities Act

In compliance with the Drug Free Schools and Communities Act, Terra State Community College publishes information regarding the College’s educational programs related to drug and alcohol abuse prevention; sanctions for violations of federal, state, and local laws and College policy; a description of health risks associated with alcohol and other drug use; and a description of available treatment programs for Terra State students and employees. A complete description of these topics, as provided in the College’s annual notification to students and employees, is available to pick up in the Campus Safety and Security Office.

### MISSING STUDENTS

#### Notification of Missing Students

In compliance with The Higher Education Opportunity Act (HEOA), Terra State will implement the following notification guidelines in the event of a missing student. In the event it is believed a student (residential or commuter) is missing, especially if the student has been missing for 24 hours or more, the Campus Security Office should be contacted at 419-559-2253. If the student is a residential student, and an initial report is made to a resident assistant or to the Director of Residence Life, the Campus Safety and Security Manager and the Associate Dean of Students will also be contacted by the appropriate staff members.

Any student living in an on-campus housing facility has the option to register a confidential contact person to be notified in the case that student is determined to be missing. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this confidential information and that is may not be disclosed outside of a missing person investigation, unless otherwise specified by the student. The student should include any other information in his or her registration. Registration forms may be filled out in the Residence Life Office.

All students should be advised that even if they have not registered a contact person in the Residence Life Office, local law enforcement officials will be notified to aid in an investigation, as will other agencies as necessity dictates.

Parents or guardians of any student less than 18 years of age and not emancipated will be notified within 24 hours of determining the student has been missing for 24 hours, regardless of registration status, in addition to notifying any additional contact person designated by the student. Any reports or notification of missing students will be referred within 24 hours of the determination that the student missing to the local law enforcement officials, unless the local law enforcement agency was the entity that made the determination that the student is missing.

Suspected missing students should be reported immediately to the Terra State Campus Safety and Security Office.

- If a student residing in an on-campus housing facility is determined to have been missing for 24 hours or more, the following procedures will be implemented:
- If the student has designated a contact person, notifying that contact person within 24 hours.
- If the person is under 18 years of age and is not emancipated, notifying the student's custodial parent or guardian and any other designated contact person within 24 hours.
- Local law enforcement with jurisdiction in the area the student is missing will be contacted within 24 hours (regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor), as will the President and the President's Cabinet. The President and the President's staff will receive notifications of the investigation from the Associate Dean of Students or the Campus Safety and Security Manager.
- Campus officials will aid local law enforcement in whatever capacity, as well as aid in seeking and obtaining information from any campus sources, such as roommates, classmates, teammates, professors, staff members, and any other campus constituents who may have information pertinent to the investigation.
- The President will coordinate all media efforts with Public Affairs and the Executive Director of Terra Foundation.
- The Associate Dean of Students and members of the Student Affairs Staff will work with family members to keep them apprised of the situation and to offer support.
- The President will determine and coordinate any other responsibilities as needed.
- NOTE: This procedure may be implemented in less than 24 hours if circumstances warrant a faster implementation.

### [For International Students](#)

An international student attending Terra State on an F-1 visa is required to report to school no sooner than 30 days prior to the start of classes and no later than 7 days after the start of classes. The Primary Designated School Official (PDSO) is notified when a student successfully obtains his/her F-1 visa. From this point, the Associate Dean of Students may require a flight itinerary from

the student that shows the departure and arrival time of the flight, the flight number, and contact information. The flight itinerary paperwork is required to be submitted at least 2 weeks before the student arrives at the airport. The paperwork has contact information for the Associate Dean of Students.

The Associate Dean of Students or a member of the staff may greet the student at the airport. If the student fails to report to the airport, the Associate Dean of Students first attempts to contact airport security to notify authorities of the missing student. Attempts to contact the parents or guardian of the student or the recruiting agent from the student's home country follow if no contact is made through airport security. If all attempts to contact the student prove unsuccessful, the PDSO is required to terminate the student's I-20 document and notify the United States Customs and Immigration Services (USCIS) and The Department of Homeland Security via the Student and Exchange Visitor Information Services (SEVIS) database of the failure to report. At this point, the student is considered an illegal alien to the United States and subject to deportation.

#### Active Status International Student:

International students are required to supply the Associate Dean of Students with a phone number, off-campus address, as well as, contact information for parents or guardians in case of emergency. This information is available to the staff of the Student Affairs office. If an international student is missing from the college, the Associate Dean of Students in conjunction with the Office of Residence Life will investigate the circumstances surrounding the disappearance. The friends and parents of the missing student will immediately be notified in attempt to locate the student's whereabouts. If the student is missing for more than 24 hours, the local authorities will be notified. If the student does not report back to campus, the PDSO is required to terminate his/her I-20 document and notify the United States Customs and Immigration Services (USCIS) and The Department of Homeland Security via the Student and Exchange Visitor Information Services (SEVIS) within.

#### Reporting Sexual Misconduct, Relational Violence and Stalking

Terra State Community College strongly encourages any person with knowledge of a sexual misconduct or relational violence incident to immediately report the incident. In some case, bulletins or alerts may be issued however the names of victims are not included.

Compliance Protection: Compliance with these provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

#### Disciplinary Proceedings for Dating/Domestic Violence, Sexual Assault, Stalking

In cases of alleged dating violence, domestic violence, sexual assault or stalking:

- Officials are properly trained and do not have a conflict of interest or bias for or against the accuser or the accused
- The accuser and the accused have equal opportunities to have others present, including an advisor of their choice
- The accuser and accused receive simultaneous notification, in writing, of the proceeding results and any available appeal procedure
- The proceeding is completed in a prompt time frame

- Accuser and accused are given timely notice of meetings
- Accuser and Accused are given timely and equal access to information that will be used during informal and formal disciplinary meetings and hearings

*Additional information may be found in the Student Code of Conduct.*

### Student Code of Conduct:

Terra State Community College expects students to maintain standards of personal integrity that are in harmony with the educational goals of the institution and to assume responsibility for their actions; to observe national, state, and local laws and College regulations; and to respect the rights, privileges and property of other people.

A student assumes the personal responsibility for upholding standards imposed by Terra State Community College relevant to its missions, processes and functions. Foundational principles of academic integrity, personal honesty, tolerance, and respect for diversity, civility, and freedom from violence are examples of these standards

The College view the student conduct process as a learning experience which can result in growth, behavioral changes, and personal understanding of one’s responsibilities and privileges within the College environment. To this end, the student conduct process attempts to balance an understanding and knowledge of students and their needs and rights with the needs and expectations of the College and larger community. Students are treated with care, fairness, tolerance and respect with decisions made relative to the needs and circumstances of all concerned. The student Code of Conduct is as follows:

### **Student Code of Conduct**

This Student Code of Conduct is promulgated under the provisions of the Ohio Revised Code section 111.15, amplifies Chapter 3346.21 and modifies Ohio Administrative Rules 3367:4- 1-98 and 3357:4-52 as they apply to student behavior and conduct. The Student Code of Conduct is adapted from the Journal of College and University Law published by the National Association of College and University Attorneys and the Notre Dame Law School.

### ARTICLE A: DEFINITIONS

The term “COLLEGE” means Terra State Community College.

The term “STUDENT” includes all persons taking courses at the College both full-time and part-time, pursuing undergraduate, or non-credit studies and those who attend post- secondary educational institutions other than Terra State Community College. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the College are considered “students.”

The term “FACULTY MEMBER” means any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty.

The term “COLLEGE OFFICIAL” includes any person employed by the College performing assigned administrative or professional responsibilities.

The term “MEMBER OF THE COLLEGE COMMUNITY” includes any person who is a student, faculty member, College official or any other person employed by the College. A person’s status in a particular situation shall be determined by the Associate Dean of Students.

The term “COLLEGE PREMISES” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College including adjacent streets and sidewalks.

The term “ORGANIZATION” means any number of persons who have complied with the formal requirements for College recognition of sanctions.

The term “SHALL” is used in the imperative sense. The term “MAY” is used in the permissive sense.

The term “STUDENT DISCIPLINE COMMITTEE” means any person or persons authorized by the Associate Dean of Students to determine whether a student has violated the Student Code and to recommend sanctions that may be imposed when a violation has been committed.

The term “STUDENT CONDUCT OFFICER” means a College official authorized on a case-by-case basis by the Associate Dean of Students to impose sanctions upon a student who has violated the Student Code. The Vice President of Student and Enrollment Services may authorize a Student Conduct Officer to serve simultaneously as a Student Conduct Officer, the sole member, or one of the members of the Student Discipline Committee. The Associate Dean of Students may authorize the same Student Conduct Officer to impose sanctions in all cases.

The term “DISCIPLINE APPEALS COMMITTEE” means any person or persons authorized, by the Vice President of Student and Enrollment Services, to consider an appeal from a Student Discipline Committee’s determination as to whether a student has violated the Student Code.

The term “POLICY” is defined as the written regulations of the College as found in, but not limited to, the College catalog, student handbook, College web pages and computer use policy.

“LEVEL I” infractions of the Student Code are those for which the sanctions may be a warning, disciplinary probation, special restriction, loss of privileges, fines, restitution, imposed reassignment of course section, or assignments of discretionary sanctions. Level I violations will generally be heard by a Student Conduct Officer.

“LEVEL II” infractions of the Student Code are those for which the sanctions may be, in addition to those listed in Level I, suspension, expulsion from the College, revocation, or withholding of a degree. Level II violations will generally be heard by the Student Discipline Committee.

The term “CHEATING” includes, but is not limited to (1) use of any unauthorized assistance in taking quizzes or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff.

The term “PLAGIARISM” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear

acknowledgment.

Examples include: the submission of an assignment purporting to be the student's original work which has been wholly or partly created by another person; the presentation as one's own, another person's ideas, organization, or wording without acknowledgment of sources; knowingly permitting one's own work to be submitted by another student as if it were the student's own; and the use of material from the World Wide Web, Internet, videos, encyclopedias, books, magazines, student papers, and copyrighted material without indicating where the material was found. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

The term "SEXUAL HARASSMENT" is defined as unwelcome sexual advances, requests for sexual favors, or other physical or verbal conduct of a sexual nature that is unwelcome and which, because of its severity and/ or persistence, interferes significantly with an individual's or a group's work or education, or adversely affects an individual or group's living conditions.

The term "SEXUAL EXPLOITATION" is defined as taking non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, such as prostituting another student, non-consensual video or audio-taping of sexual activity, going beyond boundaries of consent, voyeurism, or knowingly transmitting an STI or HIV to another student.

The term "NON-CONSENSUAL INTIMATE TOUCHING" is defined as one person engaging in the intimate touching of another person, against such other person's consent, or after such other person has withdrawn their consent, except that such intimate touching does not include oral, anal, or vaginal penetration or the fondling or manipulation thereof. This includes non-consensual kissing, or stroking, or fondling of a non-sexual body part, in an intimate way.

The term "NON-CONSENSUAL SEXUAL CONTACT" is defined as the intentional touching, manipulation or fondling either of the victim by the perpetrator or when the victim is forced to touch directly or through clothing another person's groin, genitals, breasts, thighs or buttocks or when a person is compelled to touch the above named parts of their own bodies for the sexual gratification of another, against another person's consent or after such other person has withdrawn their consent.

The term "NON-CONSENSUAL SEXUAL INTERCOURSE" is defined as any form of sexual intercourse with a person, without his or her consent, or after consent is withdrawn. This includes non-consensual anal, oral, or vaginal penetration, whether by a finger, tongue, penis, or an inanimate object, as well as compelling an unwilling person to perform any of the above named acts.

The term "INTIMATE PARTNER VIOLENCE" (domestic violence and dating violence) is defined as violence by a current or former spouse, cohabitant, significant other, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

The term "STALKING" is defined as the repeated following of or communicating with another person with the intent to kill, injure, harass, or intimidate in a manner causing that person to be

under emotional duress and/or in reasonable fear of death or injury to his/herself.

The term “COMPLAINANT” means any person who submits a charge alleging that a violation of this Student Code. When a person believes that she/he has been a victim of another student’s misconduct, the student who believes she/he has been a victim will have the same rights under this Student Code as are provided to the Complainant, even if another member of the College community submitted the charge itself.

The term “ACCUSED STUDENT” means any student accused of violating this Student Code.

#### ARTICLE B: STUDENT CODE AUTHORITY

The Vice President of Student and Enrollment Services shall determine the composition of the Student Discipline Committee and Discipline Appeals Committee and determine which Student Discipline Committee, Student Conduct Officer, and Discipline Appeals Committee shall be authorized to hear each case.

The Vice President of Student and Enrollment Services is that person designated by the College President to be responsible for the administration of the Student Code. The Associate Dean of Students shall develop procedures for the administration of the student conduct system and rules for the conduct of hearings, which are not inconsistent with provisions of the Student Code.

Decisions made by the Student Discipline Committee and/or a Student Conduct Officer designated by the Vice President of Student and Enrollment Services, shall be final, pending the normal appeal process.

A Student Discipline Committee may be designated as arbiter of disputes within the student community in cases, which do not involve a violation of the Student Code. All parties must agree to arbitration, and to be bound by the decision with no right of appeal.

#### ARTICLE C: CONDUCT RULES AND REGULATIONS

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article F:

Acts of dishonesty, including but not limited to the following:

- Cheating, plagiarism, or other forms of academic dishonesty, furnishing false information to any College official, faculty member or office.
- Forgery, alteration, or misuse of any College document, record, or instrument of identification.
- Helping or attempting to help another student commit an act of dishonesty.
- Any form of academically unethical behavior involving misuse of College computers.
- Tampering with the election of any College recognized student organization.

Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public-service functions on or off campus, or other authorized non-college activities, when the act occurs on college premises.



Physical abuse, verbal abuse, threats, intimidation, bullying, harassment, coercion, stalking and/ or other conduct that has the purpose or effect of unreasonably interfering with an individual's work, academic performance, or creates an intimidating, hostile, or offensive working or educational environment. This includes the utilization of technology as a vehicle to exhibit the above-mentioned behaviors.

Acts of sexual misconduct, including but not limited to the following: sexual harassment, sexual exploitation, non- consensual intimate touching, non- consensual sexual contact, domestic violence, dating violence, stalking and non-consensual sexual intercourse.

Attempted or actual theft of and/or damage to property of the College, property of a member of the College community, or other personal or public property.

Hazing, defined as an act, which endangers the mental or physical health or safety of a student, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.

Failure to comply with directions of college officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

Unauthorized possession, duplication, use of keys to any College premises, or unauthorized entry to or use of College premises.

Violation of any College policy, rule, or regulation published in hard copy, posted on campus or available electronically on the College's website.

Violation of federal, state, or local law on College premises or at College- sponsored or supervised activities.

Distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law; use or possession of drugs or drug paraphernalia.

Use, possession, or distribution of alcoholic beverages except as expressly permitted by the law and College regulations, or public intoxication. Alcoholic beverages may not, in any circumstances, be used by, possessed by, or distributed to any person under 21 years of age.

Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College premises, or any object by its intended or actual use may be used to threaten or harm people, or damage or destroy property.

Participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community to the extent that participation in such a demonstration is not protected by applicable law; leading or inciting others to disrupt scheduled and/ or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular on campus.

Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at College-sponsored or supervised functions.

Conduct which is disorderly, lewd, or indecent breach of peace, aiding, abetting, or procuring another person to breach the peace on College premises or social media platforms, functions sponsored by, or participated in by the College or members of the academic community.

Disorderly conduct includes but is not limited to: any unauthorized use of electronic or other devices to make an audio or video record of any person while on College premises or social media platforms without his/her knowledge, or without his/her effective consent when such recording is likely to cause injury or distress. This includes, but is not limited to surreptitiously taking pictures of another person in a gym, locker room, or restroom, public urination, and streaking.

Theft or other abuse of computer time, including but not limited to:

- Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
- Unauthorized transfer of a file.
- Unauthorized use of another individual's identification and password.
- Use of computing facilities to interfere with the work of another student, faculty member or college official.
- Use of computing facilities to send obscene or abusive messages.
- Use of computing facilities to interfere with normal operation of the college computing system.
- Tampering with any telecommunication service, including but not limited to: telephone, cable television, and/or voice mail; providing unauthorized service to another room or suite by any means through unauthorized installation of wiring jacks or extensions.

Abuse of the Student Conduct System, including but not limited to:

- Failure to obey the summons of a Student Discipline Committee, Discipline Appeals Committee, Student Conduct Officer, or College official to appear for a meeting or hearing as part of the Student Conduct System.
- Falsification, distortion, or misrepresentation of information before a Student Discipline Committee, or Student Conduct Officer.
- Disruption or interference with the orderly conduct of a proceeding.
- Attempting to discourage an individual's proper participation in, or use of, the Student Conduct System.
- Attempting to influence the impartiality of a member of a Student Discipline Committee or Discipline Appeals Committee prior to, and/or during, and/ or after a student conduct proceeding.
- Harassment (verbal or physical), and/ or intimidation of a member of a student conduct body prior to, during and/or after a student conduct proceeding.
- Failure to comply with the sanction(s) imposed under the Student Code.
- Influencing or attempting to influence another person to commit an abuse of the Student Conduct System.

Actions that endanger the student, the College or local community, or the academic process, or

cause harm to self or others.

#### ARTICLE D: JURISDICTION OF THE TERRA STATE COMMUNITY COLLEGE STUDENT CODE

The Terra State Community College Student Code shall apply to conduct that occurs on College premises, at College-sponsored activities, and to off-campus conduct that adversely affects the College community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct and conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded.) The Student Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

The Student Code of Conduct applies to guests of community members, whose student hosts may be held accountable for the misconduct of their guests. Visitors and guests of Terra State Community College are also protected by the Student Code of Conduct, and may initiate a grievance.

The Vice President of Student and Enrollment Services shall decide whether the Student Code shall be applied to conduct occurring off campus, on a case-by- case basis, in his/ her sole discretion.

#### ARTICLE E: VIOLATION OF LAW AND COLLEGE DISCIPLINE

College disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Vice President of Student and Enrollment Services. Determinations made or sanctions imposed under this Student Code shall not be subject to change because criminal charges arising out of the same facts that gave rise to violation of College rules or regulations were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

When a student is charged by federal, state, or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code, the College may advise off-campus authorities of the existence of the Student Code and of how much matters are typically handled within the College community. The College will cooperate with law enforcement or other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with applicable law). Individual students and other members of the College community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

If a student is charged with an off- campus violation of federal, state, or local laws, but not with any other violation of this Code, disciplinary action may be taken by the College and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the College community. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (e.g., “no contest” or nolo contendere”).

## ARTICLE F: STUDENT CODE OF CONDUCT PROCEDURES

All suspected violations of the Code will be reviewed in accordance with the procedures outlined below.

### Disciplinary Correspondence

All disciplinary correspondence will be sent to the student’s official Terra State Community College e-mail address listed with the Office of Student Records. The College reserves the right to use other reasonable means to notify students.

### Filing Complaints

Any member of the College community may file charges against any student for misconduct. Charges shall be prepared in writing and directed to the Vice President of Student and Enrollment Services. Any charge should be submitted as soon as possible after the event takes place, preferably within forty-eight hours. The Vice President of Student and Enrollment Services will designate himself/herself or a Student Conduct Officer. In cases of academic dishonesty and plagiarism, the Student Conduct Officer designated may be an academic official such as an academic dean.

While action on a complaint of violating a College rule or regulation is pending, the status of the student shall not be altered except for reasons outlined in Section J.

### Presumption of Non-Violation

Any student charged with a violation under this Code shall be presumed not responsible until it is proven that, more likely than not, the violation of the rule or regulation occurred.

### Preliminary Investigation

When a Dean or designee receives information, a student has allegedly violated College rules, regulations, local, state, or federal law, the Dean or designee shall investigate the alleged violation and determine whether further action is necessary. After completing a preliminary investigation, the Dean or designee may:

- Find no basis for the complaint and dismiss the allegation as unfounded, or
- Contact the student for a discussion and either:
  - Dismiss the allegation.
  - Identify if the alleged violation(s) is equated to a Level I infraction and assign the case to a Student Conduct Officer to conduct a student conduct meeting with the student(s).
  - Identify if the alleged violation(s) is equated to a Level II infraction and schedule a hearing with the Student Discipline Committee.

### Summoning a Student for a Student Conduct Meeting

A student conduct meeting is a meeting between a student(s) involved in an alleged violation of the Code and a Student Conduct Officer and may include sanctions. In some cases, the meeting may resolve the matter.

The Student Conduct Officer shall provide the student with:

- Written notice of the charge(s) and an outline of rights.
- Review of all available information, documents, exhibits, and a list of witnesses that may testify against the student.

Following receipt of the notice of charges, a student:

- May elect not to contest the charges and to accept responsibility for them. If this election is made, the student must sign a waiver of the right to a hearing, and must accept the sanction imposed by the Student Conduct Officer. The decision to waive a hearing and accept the sanction is final and not appealable.
- May contest the charges and elect to proceed to a hearing. The hearing shall be scheduled not less than five (5) and no more than 15 calendar days from the student conduct meeting.

## ARTICLE G: HEARING PROCESS

Hearings provide the forum where parties to an allegation are afforded the opportunity to present information for review by a Student Discipline Committee presided over by the chair of the Committee and moderated by the Vice President of Student and Enrollment Services. The Vice President of Student and Enrollment Services is an ex-officio member of the committee. A time shall be set for a Student Discipline Committee hearing, not less than five (5) nor more than 15 business days after the student has been notified. The maximum time limit for scheduling of hearings may be extended at the discretion of the Vice President of Student and Enrollment Services or designee.

Hearings shall be conducted by the Student Discipline Committee according to the following guidelines, except as provided by article J below:

In cases in which the Student Discipline Committee has been authorized by the Vice President of Student and Enrollment Services to conduct a hearing, the recommendations of the members of the Student Discipline Committee shall be considered in an advisory capacity by the Vice President of Student and Enrollment Services in determining and imposing sanctions.

Composition: The Student Discipline Committee is composed of six members, including two faculty appointed by the Vice President of Student and Enrollment Services, one staff member and one administrator appointed by the Director of Human Resources, and two students appointed by the Student Government.

Term of service: Members shall serve for one academic year and may continue to serve at the discretion of the Vice President of Student and Enrollment Services.

Student eligibility: All students, full- or part- time, shall be eligible for recommendation to the Student Discipline Committee provided they have maintained a 2.50 cumulative grade point average, are not currently on disciplinary probation, and have not been suspended from the College.

Training: All members of the Student Discipline Committee, upon receiving notice of appointment, shall be given all necessary information about their responsibilities and the means for carrying them out.

Three members from the Student Discipline Committee will be chosen by the Vice President of Student and Enrollment Services to hear a proceeding. The hearing panel should consist of a faculty member, administrator or staff, and a student.

Hearings normally shall be conducted in private.

The complainant, the accused student, and their advisors, if any, shall be allowed to attend the entire portion of the Student Discipline Committee hearing at which information is received (excluding deliberations). Admission of any other person to the hearing shall be at the discretion of the Student Discipline Committee and/or the Dean of Students, or designee.

In the case of Student Discipline Committee hearings involving more than one accused student, the Vice President of Student and Enrollment Services or designee, at his/ her discretion may permit the Student Discipline Committee hearings concerning each student to be conducted either separately or jointly.

The complainant and the accused student have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or the accused are responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any hearings before the Student Discipline Committee. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Discipline Committee because delays will not normally be allowed due to the scheduling conflicts of an advisor.

The complainant, the accused student, and the Student Discipline Committee may arrange for witnesses to present information to the Student Discipline Committee. The College will try to arrange the attendance of possible witnesses who are members of the College community, if reasonably possible, and who are identified by the complainant and/or accused student at least two (2) business days prior to the Student Discipline Committee hearing. Witnesses will provide information to and answer questions from the Student Discipline Committee. Questions may be suggested by the accused student and/ or Complainant to be answered by each other or by other witnesses, with such questions directed to the chairperson, rather than to the witnesses directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be

resolved at the discretion of the chairperson of the Student Discipline Committee, in consultation with the Vice President of Student and Enrollment Services or designee.

Pertinent records, exhibits, and written statements (including Student Impact Statements) may be accepted as information for consideration by the Student Discipline Committee, at the discretion of the Vice President of Student and Enrollment Services.

All procedural questions are subject to the final decision of the Dean of Students.

After the portion of the Student Discipline Committee hearing concludes in which all pertinent information has been received, the Student Discipline Committee shall determine by majority vote whether the accused student has violated each section of the Student Code that the student is charged with violating.

The Student Discipline Committee's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code.

Formal rules of process, procedure, and/ or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Code proceedings.

There shall be a single verbatim record, such as a transcription or tape recording, of all hearings before a Student Discipline Committee (not including deliberations). Deliberations shall not be recorded. Transcriptions and/or tapes made during Student Discipline Committee hearings shall be the property of the College. These materials are confidential. They are made available in case of appeal and, upon request, to the Discipline Appeals Committee hearing the appeal.

If the Accused Student, with notices, does not appear before a Student Discipline Committee hearing, the information in support of the charges shall be presented and considered even if the accused student is not present. If the accused student fails to attend the hearing, it shall be deemed that he or she denies all allegations. When appropriate, a sanction will be determined and both accused student and complainant be notified in writing.

The Student Discipline Committee may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, audio tape, written statement, or other means, where and as determined in the sole judgment of the Dean of Students to be appropriate.

#### ARTICLE H: SANCTIONS

The following sanctions may be imposed upon any student found to have violated the Student Code:

**WARNING**—a notice in writing to the student that the student is violating or has violated institutional regulations.

**PROBATION**—a written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanction if the student is found to be violating any institutional regulation(s) during the probationary period.

**LOSS OF PRIVILEGES**—denial of specified privileges for a designated period of time.

**LOSS OF ACADEMIC CREDIT**—forfeiture or reduction in the grade assigned for an assignment, project, quiz, test, or course due to academic dishonesty.

**FINES**—previously established and published fines may be imposed.

**RESTITUTION**—compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

**DISCRETIONARY SANCTIONS**—work assignments, service to the College or other related discretionary assignments (such assignment must have the prior approval of the Student Conduct Officer.)

**COLLEGE SUSPENSION**—separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

**COLLEGE EXPULSION**—is permanent separation of the student from the College.

**REVOCAION OF ADMISSION AND/ OR DEGREE**—Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the degree, or for other serious violation committed by a student prior to graduation.

**WITHHOLDING DEGREE**—The College may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code of Conduct, including the completion of all sanctions imposed, if any. More than one of the sanctions listed above may be imposed for any single violation.

Sanctions imposed for acts of academic dishonesty typically will follow a three-step progression. The sanctions for the first offense will include loss of academic credit for the assignment or loss of academic credit for the course and a warning. The sanctions for the second offense will include loss of academic credit for the assignment or loss of academic credit for the course and probation status for the duration of the student's enrollment at the College. The sanction for the third offense is college expulsion. The instructor of record for the course in which the academic dishonesty took place may recommend to the hearing officer whether a loss of academic credit for the assignment or course should be sanctioned. The Vice President of Student and Enrollment Services maintains records of code of conduct offenses.

Terra State Community Colleges reserves the right to notify parents or guardians of any conduct situation when alcohol and or narcotic/ substance/inhalant abuse or violations are suspected. The College may contact parents/ guardians of dependents or non-dependent students who are under the age of 21. Terra State may also contact parents/guardians to inform them of situations in which there is an imminent health and/or safety risk.



Other than College suspension, expulsion, or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions other than, College suspension or College expulsion, upon application to the Vice President of Student and Enrollment Services. Cases involving the imposition of sanctions other than College suspension, College expulsion, or revocation or withholding of a degree shall be expunged from the student's disciplinary record three (3) years after the student completes all requirements for graduation.

In situations involving both an accused student(s) (or group or organization) and student(s) claiming to be the victim of another student's conduct, the records of the process and the sanctions imposed, if any, shall be considered to be the education records of both the accused student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.

The following sanctions, in addition to those listed above, may be imposed upon groups or student organizations: community service including service to the College, loss of selected rights and privileges for a specified period of time, and/or deactivation/ loss of all privileges, including College recognition, for a specified period of time.

In each case in which a Student Conduct Officer determines a student has violated the Student Code, the recommendation of the Student Conduct Officer shall be considered by the Vice President of Student and Enrollment Services in determining and imposing sanctions. In cases in which the Student Discipline Committee has been authorized to determine a student has violated the Student Code, the recommendation of all members of the Student Discipline Committee shall be considered by the Vice President of Student and Enrollment Services in determining and imposing sanctions. The Vice President of Student and Enrollment Services is not limited to sanctions recommended by members of the Student Discipline Committee.

Following the Student Discipline Committee hearing, the Vice President of Student and Enrollment Services shall simultaneously advise the accused student(s), group and/or organization (and complaining student who believes she/he was the victim of another student's conduct) in writing of its determination and/or the sanction(s) imposed, if any, and how to appeal. A copy of the notification will be retained in the student's disciplinary record. Cases involving suspension or expulsion or revocation or withholding of a degree will also be filed in the student's academic record.

#### ARTICLE I: APPEALS

A decision reached by the Student Discipline Committee or a sanction imposed may be appealed by the accused student(s) or complainant(s) to the Discipline Appeals Committee within five school days of the decision. Such appeals shall be in writing and shall be delivered to the Vice President of Student and Enrollment Services.

Composition: The Discipline Appeals Committee is composed of three members: (a) the president of the Terra Faculty Association; (b) an administrator appointed by the President; and (c) the president of the Student Government.

Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim records of the Student Discipline Committee hearing and supporting documents for one or more of the following purposes:

- To determine whether the Student Discipline Committee hearing was conducted fairly in light of the charges and evidences presented, and in conformity with prescribed procedures, giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code was violated, and giving the Accused Student a reasonable opportunity to prepare and to present a rebuttal of these allegations.
- To determine whether the decision reached regarding the Accused Student was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code occurred.
- To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code, which the student was found to have committed.
- To consider new evidence, sufficient to alter a decision, or other relevant facts because such evidence and/ or facts were not known and could not have been known to the person appealing at the time of the original hearing.

If the Discipline Appeals Committee upholds an appeal, the matter may be returned to the original Student Discipline Committee for reopening of the Student Discipline Committee hearing to allow reconsideration of the original determination and/or sanction(s).

In cases involving appeals by students accused of violating the Student Code, the Discipline Appeals Committee may, upon review of the case, reduce but not increase the sanctions imposed by the Student Discipline Committee.

In cases involving appeals by persons other than student(s) accused of violating the Student Code, the Discipline Appeals Committee may, upon review of the case, reduce or increase the sanctions imposed by the Student Discipline Committee.

Following the appeal, the Vice President of Student and Enrollment Services shall simultaneously advise the Accused Student(s), group and/or organization (and complaining student who believes she/he was the victim of another student's conduct) in writing.

#### ARTICLE J: EXCEPTIONAL PROCEDURES

##### **Interim Suspension**

In certain circumstances, the Vice President of Student and Enrollment Services or designee may impose a College suspension prior to a student conduct meeting or a hearing before the Student Discipline Committee. Interim suspension is an action requiring a student immediately leave the campus and College property.

Interim suspension may be imposed only: a) to ensure the safety and well-being of members of

the College community or preservation of College property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses an ongoing threat of disruption of or interference with the normal operations of the College.

During the interim suspension, the student shall be denied access to the campus (including classes) and/ or all other College activities or privileges for which the student might otherwise be eligible, as the Vice President of Student and Enrollment Services or designee may determine to be appropriate.

**Voluntary Withdraw Agreement** In certain cases where a student's behavior and continued enrollment may adversely affect his or her well-being or the College, the Vice President of Student and Enrollment Services or designee and the student may agree to discontinue his or her attendance at Terra State for a specified period of time and agree to conditions for re-admittance to the College. In such instances, the Vice President of Student and Enrollment Services or designee and the student will sign a written withdrawal agreement.

#### *Temporary Restriction from Personal Contact*

The Vice President of Student and Enrollment Services or designee may temporarily restrict a student from any personal, verbal, written, telephone, electronic, and third-party contact with another person pending an investigation and/or hearing whenever the contact could constitute a danger to the person or to the safety of the person or property, or the seriousness of the allegations warrants such action. Any student so restricted may obtain an explanation of the basis for such restriction upon request.

#### *Withdrawal Prior to Student Conduct Proceedings*

The student who withdraws or fails to return to the College while disciplinary action is pending will be ineligible for readmission until the outstanding matter is resolved. The College reserves the right to formally restrict individual(s) from the campus grounds while such action is pending.

#### ARTICLE K: INTERPRETATION AND REVIEW

Any question of interpretation regarding the Student Code shall be referred to the Vice President of Student and Enrollment Services for final determination.

The Student Code will be reviewed every three years under the direction of the Vice President of Student and Enrollment Services.

#### Written Explanation of Reporter's Rights and Options

Scope: All employees and students of the College

**Policy Statement:** It is the policy of Terra State Community College to provide a positive, discrimination-free educational and working environment. We are committed to a policy of non-discrimination on the basis of sex, race, color, national origin, sexual orientation, marital status, disability, religion, or age in admission and access to, or treatment, or employment in our programs or activities as required by Title IX of the Educational Amendments of 1972, Section

504 of the Rehabilitation Act of 1973, Title VI and VII of the Civil Rights Act of 1964, the Age Discrimination Act and their implementing regulations. Harassment, sexual harassment, and/or sexual misconduct of students, employees, or others working or visiting in the employment or academic setting will not be tolerated.

To help ensure that employees and students are not subjected to illegal harassment/bullying, and in order to create a comfortable work and learning environment, the college strongly opposes and prohibits any offensive physical, written, spoken, or non-verbal conduct as defined and otherwise prohibited by state and federal law.

Sexual misconduct in the work or academic setting will not be tolerated. The college seeks to provide and maintain a professional learning and working environment and considers consensual sexual relationships in which one individual has direct responsibility for the evaluation of the other, or has responsibility for supervising, advising, or counseling the other in the course of carrying out his/her job responsibilities, to be unprofessional.

Offenders will be subject to appropriate college adjudication processes and the full range of disciplinary action provided by college policy, up to and including discharge, dismissal, or expulsion. This policy and its procedures shall be the only internal college forum of resolution for harassment, sexual harassment, and/or sexual misconduct complaints.

College community members or others who feel that they have been victims of harassment, sexual harassment, and/or sexual misconduct in the work place or academic setting will be provided with appropriate support from the college. Members of the college community shall include all Terra State Community College students, members of the Board of Trustees, faculty, staff, and administrators, whether full- or part-time.

College Administration will develop procedures related to this policy.

## Crime Statistics: The information below provides context for the crime statistics reported as part of compliance with the Clery Act.

The statistics in this report are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and relevant federal law. Terra State submits the annual crime statistics published in this report to the Department of Education. The statistical information gathered by the Department of Education is available to the public through the Department of Education website.

The procedures for preparing the annual disclosure of crime statistics to the College community obtained from the following sources: The Fremont Police Department, Terra State Campus Safety and Security, Sandusky County Sheriff's Office, Ohio State Highway Patrol, and other security and law enforcement departments responsible in the jurisdiction on our campus, separate campus, and non-campus locations. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.

Terra State's checklist for data collection provides that the coordinator of Clery Compliance will send a written request to the local police department(s), Sheriff's Office and State Highway Patrol, requesting crime statistics for the main campus, the public property surrounding the campus and non-campus (by address) associated with the campus.

A written request for statistic information is made on an annual basis to all campus security authorities. A designated campus authority includes, but is not limited to College deans, directors, department heads, residence life staff, and security officers. Statistical information is requested and provided to Campus Safety and Security by the employees at the College Counseling center, even though they are not required by law to provide statistics for the compliance document. In addition, Campus Security works with the College Counseling Center to inform the persons that are being counseled of the procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

## Terra State Community College Clery Reportable Crimes

Offense	Year	Geographic Location			
		On-Campus Property	On-Campus Student Housing	Non-Campus Property	Public Property
Murder/ Non-Negligent Manslaughter	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Manslaughter by Negligence	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Rape	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Fondling	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Incest	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Statutory Rape	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Robbery	2018	1	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Aggravated Assault	2018	1	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Burglary	2018	0	0	0	0
	2019	2	2	0	0
	2020	0	0	0	0
Motor Vehicle Theft	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Arson	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0

## VAWA OFFENSES

Offense	Year	Geographic Location			
		On-Campus Property	On-Campus Student Housing	Non-Campus Property	Public Property
Domestic Violence	2018	0	0	0	0
	2019	0	0	0	0
	2020	1	1	0	0
Dating Violence	2018	0	0	0	0
	2019	2	2	0	0
	2020	2	2	0	0
Stalking	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0

## ARREST AND REFERRALS

Offense	Year	Geographic Location			
		On-Campus Property	On-Campus Student Housing	Non-Campus Property	Public Property
Arrests: Weapons	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Disciplinary Referrals: Weapons	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Arrests: Drug Violations	2018	0	0	0	0
	2019	0	0	0	0
	2020	0	0	0	0
Disciplinary Referrals: Drug Violation	2018	1	1	0	0
	2019	8	7	0	0
	2020	12	12	0	0
Arrests: Liquor Law Violations	2018	1	1	0	0
	2019	1	1	0	0
	2020	0	0	0	0
Disciplinary Referrals: Liquor Law Violation	2018	0	0	0	0
	2019	1	0	0	0
	2020	9	9	0	0

## UNFOUNDED CRIMES

2018: No unfounded crimes.

2019: No unfounded crimes.

2020: No unfounded crimes.

## HATE CRIMES

Terra State Community College strives to foster a safe and healthy learning environment that embodies diversity and inclusion of all member of the Terra State community. The Hate Crime statistics are separated by category of prejudice. The numbers of most of the specific crime categories are part of the overall statistics reported for each year. The only exceptions to this are the addition of Simple Assault, Intimidation, and any other crime that involves bodily injury that in not already included in the required reporting categories. If a Hate Crime occurs where there is an incident involving Intimidation, Vandalism, Larceny, Simple Assault or other bodily injury, the law required that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.

**Note:** A hate or bias related crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender’s bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his/her bias against the victim’s race, sexual orientation, gender, religion, ethnicity, or disability, the assault is then also classified as a hate/ bias crime.

## HATE CRIMES

### Category of Bias for crimes reported in 2018 – On – Campus

Criminal Offense	Total	Race	Religion	Sexual Orientation	Gender	Gender Identify	Disability	Ethnicity	National Origin
Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny/ Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/ Damage/ Vandalism of Property	0	0	0	0	0	0	0	0	0



Category of Bias for crimes reported in 2018 – Non – Campus

Criminal Offense	Total	Race	Religion	Sexual Orientation	Gender	Gender Identify	Disability	Ethnicity	National Origin
Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny/ Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/ Damage/ Vandalism of Property	0	0	0	0	0	0	0	0	0

Category of Bias for crimes reported in 2018 – Public Property

Criminal Offense	Total	Race	Religion	Sexual Orientation	Gender	Gender Identify	Disability	Ethnicity	National Origin
Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny/ Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/ Damage/ Vandalism of Property	0	0	0	0	0	0	0	0	0

Category of Bias for crimes reported in 2019 – On – Campus

Criminal Offense	Total	Race	Religion	Sexual Orientation	Gender	Gender Identify	Disability	Ethnicity	National Origin
Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny/ Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/ Damage/ Vandalism of Property	0	0	0	0	0	0	0	0	0

Category of Bias for crimes reported in 2019 – Non – Campus

Criminal Offense	Total	Race	Religion	Sexual Orientation	Gender	Gender Identify	Disability	Ethnicity	National Origin
Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny/ Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/ Damage/ Vandalism of Property	0	0	0	0	0	0	0	0	0

Category of Bias for crimes reported in 2019– Public Property

Criminal Offense	Total	Race	Religion	Sexual Orientation	Gender	Gender Identify	Disability	Ethnicity	National Origin
Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny/ Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/ Damage/ Vandalism of Property	0	0	0	0	0	0	0	0	0

Category of Bias for crimes reported in 2020 – On – Campus

Criminal Offense	Total	Race	Religion	Sexual Orientation	Gender	Gender Identify	Disability	Ethnicity	National Origin
Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny/ Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/ Damage/ Vandalism of Property	0	0	0	0	0	0	0	0	0

Category of Bias for crimes reported in 2020 – Non – Campus

Criminal Offense	Total	Race	Religion	Sexual Orientation	Gender	Gender Identify	Disability	Ethnicity	National Origin
Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny/ Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/ Damage/ Vandalism of Property	0	0	0	0	0	0	0	0	0

Category of Bias for crimes reported in 2020 – Public Property

Criminal Offense	Total	Race	Religion	Sexual Orientation	Gender	Gender Identify	Disability	Ethnicity	National Origin
Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny/ Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/ Damage/ Vandalism of Property	0	0	0	0	0	0	0	0	0



# ANNUAL FIRE SAFETY REPORT 2021

## Fire Statistics

### Fire Safety Systems in the Campus Housing Facility

The Landings is a fully alarmed Residence Hall. The Fire Alarm system is equipped with individual room detectors. There are fire extinguishers and pull stations located on every floor at the Landing. The pull stations directly connects to the alarm company which will then notify the Fire Department. The ADA (Americans with Disabilities Act) compliant rooms are directly connected to the main operating system which is directly connected to the notification system for the City of Fremont. In the event of a fire in these facilities, as soon as an alarm is sounded, the local fire department is notified. The estimated time of their arrival is between 3-4 minutes. The residential unit falling under this system include the following:

	<b>Physical Location</b>	<b>Special Notes</b>
The Landings	3070 Terra Way, Fremont, Ohio 43420	Sprinkler Units: Room/Floor

The City of Fremont Fire Department conducts yearly walk-through inspections during the Fall Semester.

### Plan for Improvement to Fire Safety

The College does not have any planned improvements in fire safety at this time.

### Fire Safety Education and Training Programs Provided to Students and Employees

The College takes fire safety seriously and has established fire safety programs for students living in on-campus residence halls. Fire drills are to be conducted twice each fall and spring semester on the on-campus residence hall. In addition to the fire drills, fire safety policy and procedures are given to all on-campus students and an overview is presented for all students living in an on-campus residence hall. The College also has specific fire safety programs that target employees working on campus such as fire extinguisher training, smoke simulation, and various types of fires.

### Titles of Each Person or Organization to Whom Students and Employees Should Report That a Fire Occurred

Per federal law, Terra State Community College is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Listed below are the nonemergency numbers to call to report fires that have already been extinguished in on-campus student housing. These are fires for which you are unsure whether the Terra Safety Department may already be aware. If you find evidence of such a fire or if you hear about such a fire, please contact one of the following:

- Terra State Community College Safety Department (419) 559-2253 (office) or (419) 307-1087 (cell)
- Terra State Community College Facilities Office (419) 559-2100

When calling, please provide as much information as possible about the location, date, time and cause of the fire.

## Fire Log

The crime and fire logs are the daily records of all crimes and fires that have been reported to Terra State Community College Safety Department. They are organized chronologically and are updated on a daily basis. Paper copies of both the crime and the fire logs are available upon request from Terra State Community College Safety Department. Requests can be made in person at the Safety Office located in the Engineering Technologies Building E-104 during normal business hours.

Each year, Terra State Community College Safety Department files its annual safety and security report. While crime logs provide a daily breakdown and detailed information about each crime that is reported to Campus Safety, the annual report provides a final count of all of the incidents of crime and fire that were reported to Campus Safety each year as well as a highlight of the measures that the Terra State Community College Safety Department takes in order to keep the Terra community safe and secure.

## FIRE SAFETY STANDARDS

1. Fire doors in halls and stairwells must be kept closed at all times. Do not prop door open.
2. In case of fire, the alarm should be activated and the building evacuated, and the Fire Department called.
3. If you are in a room where a fire starts, leave immediately. Close the door to confine the blaze to that one room.
4. Always close the door to your room when you go to bed. Many people have died in their sleep by rising heat and toxic gases before they knew there was a fire.
5. If you wake up in the middle of the night and smell smoke, do not open your door until you feel it with your hand. If it is hot, leave it closed. This is a sign that you cannot live in the corridor long enough to get down the stairs. In that case, go to the window, and call for help unless you can get out through other rooms that do not lead into the corridor.
6. Know the location of all fire exits, fire alarms, and fire extinguishers.
7. Use only metal wastebaskets. You should empty your basket frequently.
8. Multiple outlet extension cords are not permitted. Do not string wires or extension cords under rugs, over hooks, or in any place where these may be subjected to wear or mechanical damage. All electrical cords should be checked periodically for wear and damage.
9. The purpose of fire extinguishers is to save lives in the event of fire. Damaged equipment may result in death. It is ILLEGAL to use fire extinguishers for other than firefighting purposes. Under section 2909.07 Ohio Revised Code, unauthorized use is a malicious destruction of property and is punishable up to a \$500 fine or 60 days in jail or both.
10. In case of an accident, illness, or other emergency, notify the RA or any other staff member, who will arrange assistance.
11. Fire alarm pull stations are designed to save lives in case of fire. It is illegal to sound a false alarm. It is considered criminal mischief which is a misdemeanor of the third degree.
12. Candles (used or unused), incense burners, Scents Burners, potpourri burners, any objects with open flames or open heating elements (i.e. hotplates) are not permitted in any residence.

## Health and Safety Inspections

The Department of Residence Life performs Residence Hall health and safety inspections several times a year usually along with academic break room checks. The inspections are primarily designed to find and eliminate safety violations. Students are required to read and comply with the Student Handbook, which

includes all rule and regulations for residential buildings. The inspections include, but not limited to, a visual examination of electrical cords, sprinkler heads, smoke detectors, fire extinguishers and other life safety systems.

In addition, each room will be examined for the presence of prohibited items (source of open flames, such as candles; non-surge protected extension cords; halogen lamps; portable cooking appliances, etc.) or prohibited activity (smoking in the room; tampering with life safety equipment; possession of pets, etc.). This inspection will also include a general assessment of food and waste storage and cleanliness of the room. Prohibited items will be immediately be confiscated. There is a list of prohibited item found within the student handbook.

### Summary of Fires On-Campus: 2018-2020

Facility	Address	2018	2019	2020
The Landings	3070 Terra Way, Fremont, Ohio 43420	0	0	0

## IMPORTANT CONTACTS and EMERGENCY NUMBERS

### EMERGENCY NUMBERS

Ambulance .....	911 or 419-332-4131
Fire .....	911 or 419-332-4131
Highway Patrol .....	419-625-6565
ProMedica Memorial Hospital.....	419-332-7321
Fremont Police Department .....	911 or 419-332-6464
Sheriff .....	419-354-9001
Dean of Students Office.....	419-559-2360
24 Hour Emergency Hotline .....	1-800-613-4456
Campus Safety Phone .....	419-559-2253
Campus Safety Manager.....	419-559-2388
Firelands Counseling and Recovery .....	419-332-5524
Wood County Victim’s Advocate.....	419-354-9250
Title IX Coordinator .....	419-559-2360
Director of Facilities .....	419-559-2393

## Statistics & Related Information Regarding Fires in Residential Facilities

<b>Residential Facility</b>	<b>Address</b>	<b>Total Fires in Each Building 2020</b>	<b>Total Fires in Each Building 2019</b>	<b>Total Fires in Each Building 2018</b>	<b>Fire Number</b>	<b>Cause of Fire</b>	<b>Number of Injuries That Required Treatment at a Medical Facility</b>	<b>Number of Deaths Related to a Fire</b>	<b>Value of Property Damage Caused by Fire</b>
The Landings	3070 Terra Way, Fremont, Ohio 43420	0	0	0	0	0	0	0	0

### Total Number of Fire Drills Held in each Residential Facility

<b>Residential Facilities</b>	<b>Addresses</b>	<b>Total Fire Drills in Each Building 2020</b>	<b>Total Fire Drills in Each Building 2019</b>	<b>Total Fire Drills in Each Building 2018</b>
The Landings	3070 Terra Way, Fremont, Ohio 43420	2	3	1

### EVACUATIONS FOR FIRE

In the event of fire in any of the buildings on campus please move outside to the designated yellow rally point signs in each parking lot. Building coordinators will give the all clear from Campus Safety Responder when The Fremont Fire Department has given the approval to re-enter the building.

If a fire alarm sounds, all persons should gather their belongings, use the nearest stairway and proceed to leave the building. All persons shall exit the building in an orderly fashion, according to the procedures followed during a routine fire drill.

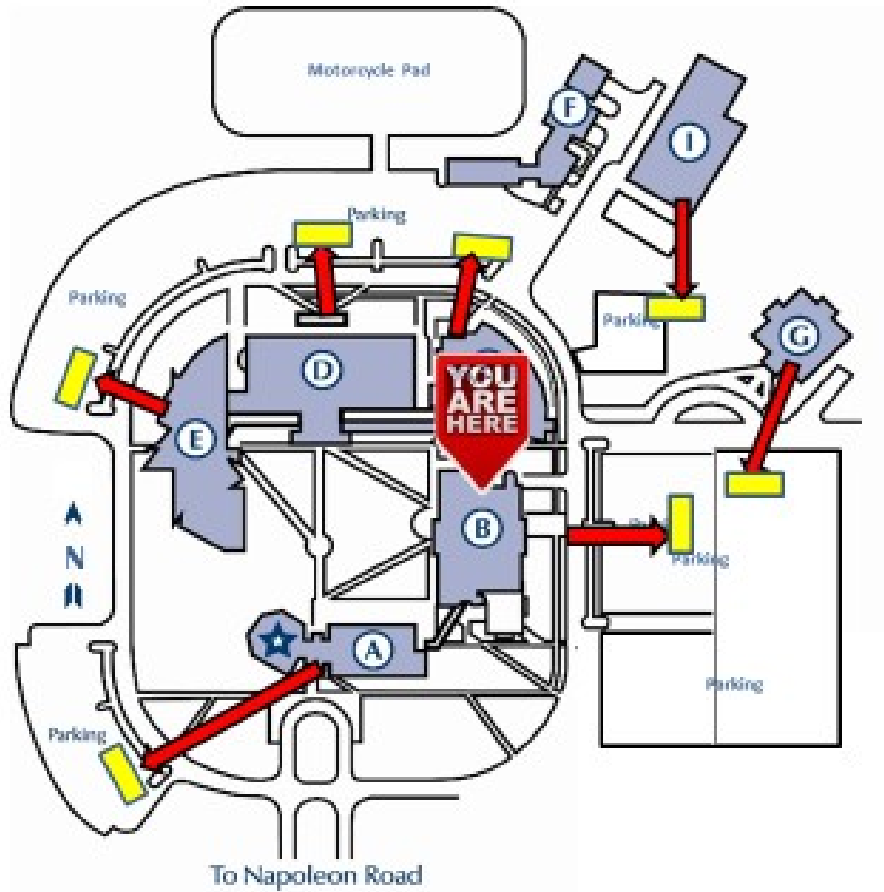
When exiting building proceed to designated yellow rally points. **(SEE MAP BELOW.)**

Elevators should never be used during a fire alarm.

Persons with mobility issues should wait at the stairwell until emergency personnel will assist

them to the ground floor. An attempt should be made to notify Campus Safety of their location. In cases of imminent danger, others should immediately assist mobility-impaired people to reach safety.

Possible fire emergency(s) shall be reported to Campus Safety Department. Campus Safety Department will investigate and take charge of the situation until the fire department arrives. The same evacuation procedures apply for Explosions, Environmental explosions, Hazardous spills, Natural disasters, Mechanical failures, bomb threats, weapons of mass destruction and plane crashes.



**Designated Evacuation Rally Point For Each Building**

**DURING EVACUATION – LEAVE BUILDING THE NEAREST EXIT  
ONCE OUTSIDE, REPORT TO THE DESIGNATED RALLY POINT**

 **Evacuation Rally Point**

