

*Cox College Annual  
Security Report*

*2016*

Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act,  
as Amended by the Violence Against Women Reauthorization Act of 2013

**Cox College Annual Security Report  
Academic Year 2016-2017**

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**Clery Act Statistics for On Campus Property (for 2013-2015)**

Offense	2013		2014		2015	
	Main Campus	South (clinical)	Main Campus	South (clinical)	Main Campus	South (clinical)
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex offenses - Forcible	0	0	0	0	0	0
Sex offenses - Non-forcible	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	1
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	1	0	1	3	2	3
Arson	0	0	0	0	0	0
Any other crime involving bodily injury	0	0	0	0	0	0
Domestic Violence	0	0	0	0	1	0
Dating Violence	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0
Harassment	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	1	0
Weapons Violations	0	0	0	0	0	0
<b>Total Arrests:</b>	0	0	0	0	0	0

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**Clery Act Statistics for Public Property**

Offense	2013		2014		2015	
	Main Campus	South (clinical)	Main Campus	South (clinical)	Main Campus	South (clinical)
Murder/Non-negligent manslaughter						
Negligent Manslaughter	0	0	0	0	0	0
Sex offenses - Forcible	0	0	1	0	0	0
Sex offenses - Non-forcible	0	0	0	0	0	0
Robbery	0	0	0	1	0	0
Aggravated assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle theft	0	8	0	4	0	5
Arson	0	0	0	0	0	0
Any other crime involving bodily injury	0	0	0	0	0	0
<b>Liquor Law Violations</b>						
Liquor Law Violations	0	0	0	0	0	0
<b>Drug Abuse Violations</b>						
Drug Abuse Violations	0	0	0	0	0	0
<b>Weapons Violations</b>						
Weapons Violations	0	0	0	0	0	0
<b>Total Arrests:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Hate Crimes for Campus Property**

Offense	2013		2014		2015	
	Main Campus	South (clinical)	Main Campus	South (clinical)	Main Campus	South (clinical)
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex offenses - Forcible	0	0	0	0	0	0
Sex offenses - Non-forcible	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Any other crime involving bodily injury	0	0	0	0	0	0

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**Hate Crimes for Public Property**

Offense	2013		2014		2015	
	Main Campus	South (clinical)	Main Campus	South (clinical)	Main Campus	South (clinical)
Murder/Non-negligent manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Sex offenses - Forcible	0	0	0	0	0	0
Sex offenses - Non-forcible	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Any other crime involving bodily injury	0	0	0	0	0	0

**Referred for disciplinary action - On Campus Property**

Offense	2013	2014		2015	
		Main Campus	South (clinical)	Main Campus	South (clinical)
Liquor Law Violations	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0
Weapons Violations	0	0	0	0	0
<b>Total Arrests:</b>	0	0	0	0	0

**Referred for disciplinary action - Public Property**

Offense	2013	2014		2015	
		Main Campus	South (clinical)	Main Campus	South (clinical)
Liquor Law Violations	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0
Weapons Violations	0	0	0	0	0
<b>Total Arrests:</b>	0	0	0	0	0

Statistical reports compiled with the aid of the CoxHealth Department of Public Safety and with collaboration with the Springfield Police department.

## **Cox College Annual Security Report Academic Year 2016-2017**

### **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as Amended by the Violence Against Women Reauthorization Act of 2013**

#### **Introduction:**

Cox College complies with the requirements of the Clery Act as well as the Violence Against Women Act of 2013 (VAWA) and the Campus SaVE Act (updates to the Clery Act), by reporting, informing, and educating college personnel and students of the appropriate response to incidents of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking.

Cox College does not discriminate on the basis of age, race, gender, gender identity or sexual orientation, color, disability, marital status, race, religion, ethnic or national origin. Any acts of sexual violence, sexual harassment, or other sex-based discrimination including domestic violence, dating violence, and stalking are not tolerated. Therefore, Cox College issues this statement to inform the campus community of policies in regards to educational programs and procedures in place to address incidents of sexual misconduct, including sexual harassment, sexual assault, dating violence, domestic violence and stalking.

When reporting these incidents, please note that the college compiles statistics and other information regarding these offenses such as whether or not the offense took place on campus and when and to whom the offense was reported. A procedure is in place to capture anonymously crime statistics that are reported to the Vice President of Academic Affairs or to the CoxHealth Department of Public Safety (DPS) and to maintain the confidentiality of the reporter and the survivor. A complete copy of Cox College's policy regarding sexual harassment and other forms of sexual misconduct can be found on the college Web site or by request from the Vice President of Academic Affairs.

#### **Crime Reporting and Disclosure:**

The DPS, in conjunction with the Vice President of Academic Affairs, prepares the Annual Security Report (ASR) to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Campus crime, arrest, and referral statistics include those reported to the DPS, the Vice President of Academic Affairs and to designated campus officials and responsible employees (including but not limited to vice presidents, directors, deans, program chairs, and advisors). Crime statistics are also requested annually from the Springfield Police Department. Licensed counselors and hospital chaplains inform their clients of procedures to report crimes to the DPS on a voluntary and confidential basis.

Each academic year, students, faculty, and staff are informed of the Web site address to obtain the Clery Act Annual Security Report. Copies of this report may also be obtained by contacting the DPS or the Vice President of Academic Affairs during normal business hours, which are Monday through Friday, 8:00 a.m. to 4:00 p.m. The link to the Web site is made available by e-mail and by posting the link on the campus Web site. It is also posted on the video monitor at the college's front lobby during the second month of each semester.

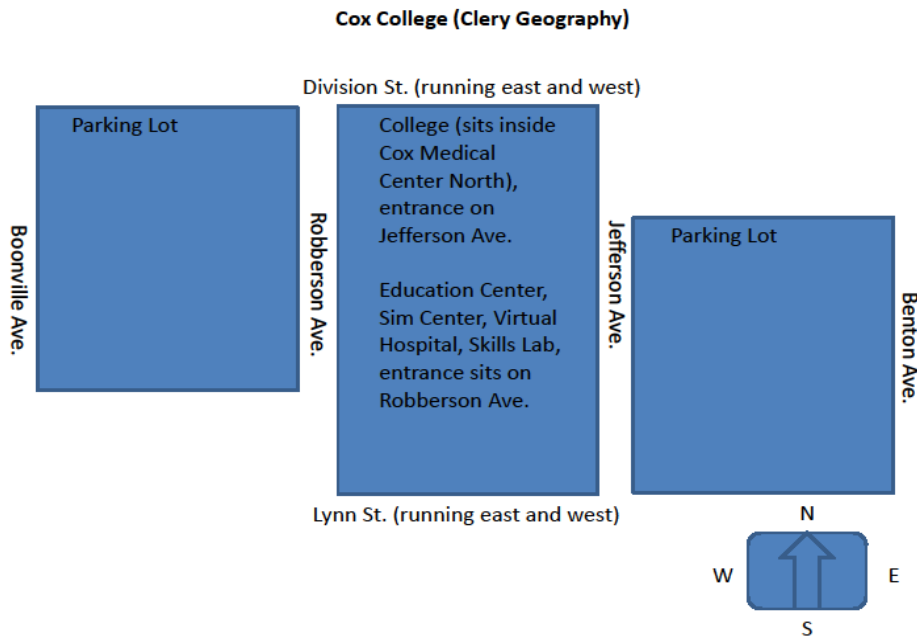
The Policy and Compliance Council oversees the Clery Act information, including the Violence Against Women Reauthorization Act (VAWA) amendments. It also oversees Title IX compliance. The Vice President of Academic Affairs serves as the Clery (and VAWA) Compliance Coordinator and Title IX Compliance Coordinator. Members of the council are designated employees, selected across many areas of expertise. The council meets twice monthly and is responsible for developing, reviewing, and revising campus policies and procedures for addressing the safety and security of all college constituents, including any incidents of crime and violence against women on campus. The council also is responsible for forming any necessary committees that would serve under the council's supervision in order to satisfy compliance concerns.

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#### Clery Geography:

Cox College (on campus property) is situated within the Cox Medical Center North building of the CoxHealth campuses. Division St. borders the college to the north, Boonville St. to the west, Benton Ave. to the east, and Lynn Ave. to the south. Jefferson Ave. and Robberson Ave. both run adjacent, north to south, to the college's entrances and parking lots. Public property would include the sidewalk, street, and sidewalk.



#### CoxHealth Clinical Sites:

Cox College students access areas of CoxHealth for clinical sites. The main clinical site areas are found at Cox South; however, clinical sites are also located through the region. Cox Branson and Cox South's crime statistics are reported annually to students as part of the ASR statistical data, although that location is not considered an on campus or non-campus location by Clery geography standards.

#### Campus Crime Log

A daily campus crime log is maintained by the CoxHealth DPS office. To view the log, contact the DPS during normal business hours (8:00 a.m. – 4:00 p.m.) at 417-269-6120. The crime log can be viewed on any CoxHealth campus, and it contains information compiled since 2009.

Under the Clery Act, a 60-day log will be produced immediately upon request for viewing. Anything beyond 60 days will take up to 48 hours before becoming available.



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#### How to Report a Crime

Contact DPS at 417-269-6000 (non-emergencies) or 333 (269-3333) for emergencies or dial 911 (emergencies only). Report any suspicious activity or persons seen in the parking lots or loitering around vehicles, inside buildings, or around the college.

In addition, you may report a crime to the following areas:

1. *Vice President for Academic Affairs/Title IX Coordinator*  
417-269-3406; room 205
2. *Vice-President for College Services*  
417-269-8423; room 207
3. *Director, Simulation Center*  
417-269-8524; K404
6. *Dean of Interprofessional Education*  
417-269-8316; room 224
7. *Dean of General Education and Student Advancement*  
417-269-3469; room 222
8. *Director of Library Services*  
417-269-3460; Library
9. *Executive Director of Communication and Development (Sponsor – Student Government Association)*  
417-269-3873; K404
10. *Undergraduate Nursing Chair*  
417-269-8619; room 319
11. *MSOT Department Chair*  
417-269-3457; room 346
12. *MSN Department Chair*  
417-269-3076; room 425
13. *RSI Department Chair*  
417-269-3063; room 339
14. *MND Department Chair*  
417-269-3040; room 347
15. *Coordinator of Student Support (Sponsor – Student Ambassadors)*  
417-269-225; Academic Resource Center

Anyone who has experienced dating violence, domestic violence, sexual assault, sexual harassment, or stalking can contact the Vice President of Academic Affairs at 417-269-3406 or the DPS at 427-269-3715 to file a report. Reports can also be made to other responsible employees of the college. Assistance, support, and community resources are available regardless of any request for disciplinary action.

When students and employees report being a survivor of sexual violence to the Vice President of Academic Affairs, whether the offense occurred on or off campus, they will receive written notification of their rights and options, including confidentiality, as well as support services and resources available to them, both on and off campus. They will also receive written notification of accommodations and protective measures, if reasonably available, in regards to changes in academic, living, transportation, and working situations.

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When off campus, dial 911 for all emergencies. Should crimes be reported to the locations listed above, these offices will report pertinent information to the Vice President of Academic Affairs, who will be in communication with the Security department of CoxHealth (DPS).

#### **Security Contact Information**

Cox North Security Office	417-269-3715
Cox South Security Office	417-269-6120

The easiest way to contact Security is through the Cox hospital operator by dialing zero (0) from a CoxHealth campus phone or 417-269-6000 from a cell phone or other external phone.

E-mail: [securitysouth@coxhealth.com](mailto:securitysouth@coxhealth.com)

For emergencies:

From a Cox hospital phone, dial 333 or 911. All other phones, dial 417-269-333 or 911.

In an emergency on the Drury University campus, students should contact the Office of Continuing Education in C. Arch Bay Hall until 8:30 p.m. at 417-873-7207 or the Olin Library personnel until 12:00 a.m. at 417-873-7338.

#### **Campus Law Enforcement Authority**

CoxHealth DPS officers are Missouri POST certified and armed. Public Safety officers work closely with local law enforcement regarding the transport of arrested individuals and with the investigation of serious crimes.

To report a crime, call the DPS at 417-269-6000 or by dialing zero (0) from a campus phone, or call the Vice President of Academic Affairs at 417-269-3406. For emergencies, dial 333 or 911 from a campus phone or 417-269-3333 or 911 from non-campus phones. You may also contact the vice president for college services, the dean of interprofessional education, the dean of general education and student advancement, or the department chairs, as well as other college personnel. Students are encouraged to report all crimes to the appropriate personnel.

Major offenses such as rape, murder, aggravated assault, robbery, and auto theft are reported to the local police and investigators, with joint investigative effort, with the Springfield Police Department being the primary investigators who are deployed to solve these serious felony crimes. The prosecution of all criminal offenses, both felony and misdemeanor, are conducted at either the city Municipal Court or the Greene County Courthouse.

If you or someone you know is a survivor, and you wish to remain anonymous, please let the person you contact know of your desire that your name and other personal information not be disclosed. Crimes reported in this fashion will be counted and disclosed in the annual crime statistics. It should be noted that the DPS reports are not public record and are kept confidential.

#### **Accurate and Prompt Crime Reporting Encouraged**

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Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety-related incidents to the DPS in a timely manner. This publication focuses on the DPS because it patrols the CoxHealth and Cox College campuses. To report a crime or a non-emergency incident on the Cox College or CoxHealth campus, call the DPS by calling the operator by dialing zero (0) or, from an outside phone line, 417-269-6000.

To report a crime in progress or an emergency on campus, call the DPS at 333 or 911; from outside the CoxHealth phone system, call 417-269-3333 or 911.

Operators are available at these respective telephone numbers 24 hours a day to answer your call. A security officer will investigate a report when it is deemed appropriate.

If assistance is required from the Springfield Police Department or Fire Department, the security officer will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including the security officer, will offer the survivor a wide variety of services. CoxHealth has a Sexual Assault Crisis Consultation Team that has trained members who are available to assist a survivor 24 hours a day.

This publication contains information about on-campus and off-campus resources. That information is made available to provide the Cox College community members with specific information about the resources that are available in the event that they become the survivor of a crime. The information about resources is not provided to infer that those resources are "reporting entities" for Cox College.

Crimes should be reported to the CoxHealth DPS to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate; for example, a crime that was reported only to a rape crisis center would not be included in the annual crime statistics.

#### **Working Relationship with Local Law Enforcement**

The DPS maintains a close working relationship with the Springfield Police Department (SPD). The DPS staff occasionally works with other law enforcement agencies in the Springfield Greene County area, including the FBI, Federal Marshals, U.S. Secret Service, Missouri State Highway Patrol, and the Greene County Sheriff. Meetings are held between the leaders of these agencies on both a formal and informal basis. The officers of the DPS and the SPD communicate regularly on the scene of incidents that occur in and around the campus area. The DPS leadership works closely with the investigative staff at the SPD when incidents arise that require joint investigative efforts, resources, crime-related reports, and exchanges of information, as deemed necessary. There is no written memorandum of understanding between CoxHealth and the SPD.

#### **Confidentiality**

Reports of sexual assault may or may not be granted confidentiality under Title IX regulations, as Title IX requires that colleges/universities report sexual harassment/assault/misconduct and take appropriate action. Students have the right to request confidentiality, but the college must inform students that the college's ability to fully investigate and act in response to the reported incident may be limited, which might affect being able to take actions against an offender. The college will attempt to grant confidentiality when at all possible.

If the college decides that it cannot provide confidentiality, it will inform the student before making any release of information. The college will decide if interim measures are required to protect the student and

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to provide for the safety of other students. If the reporting individual requests that the college tell the alleged offender that he/she has asked the school not to investigate or seek disciplinary sanctions, the college will attempt to grant that request and will inform the alleged offender that moving forward is a necessary official decision on the part of the college.

If the college determines the confidentiality request may be granted, the college remains under an obligation to act, and there may be many steps the college could take that would not involve releasing the identity of the reporting individual or beginning disciplinary proceedings.

The Violence against Women Act (VAWA) allows for confidentiality by prohibiting the sharing of personally identifying information about victims without informed, written consent. The college will protect as fully as possible the identity of persons who report having been victims of dating violence, domestic violence, sexual assault, and stalking.

#### **Voluntary Confidential Reporting**

If someone is the victim of a crime and does not want to pursue action within the DPS or the criminal justice system, he/she should still consider making a confidential report. With the victim's permission, the DPS and/or Vice President of Academic Affairs can file a report on the details of the incident without revealing the victim's identity. The purpose of a confidential report is to comply with the victim's wish to keep the matter confidential, while taking steps to ensure the future safety of both the victim and others. With such information, the college can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution. Note: Title IX reports will not be confidential due to Title IX regulations.

#### **Counselors and Confidential Crime Reporting**

Because of the negotiated rulemaking process which followed the signing into law the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. CoxHealth "Pastoral Counselors" and other "Professional Counselors", when acting as such, are not considered a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics. The rulemaking committee defines counselors as:

##### *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.

#### **Disclosure of Crime Statistics**

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The DPS and the Vice President of Academic Affairs work together to prepare the Annual Security Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The full text of this report can be located on the Cox College Web site at <http://coxcollege.edu/>. This report is prepared in cooperation with the local law enforcement agencies surrounding the main campus at Cox North and the clinical site at Cox South.

Campus crime, arrest, and referral statistics include those reported to the DPS, designated campus officials (*including but not limited to vice presidents, directors, deans, program chairs, designated staff, and advisors to students/student organizations*) and local law enforcement agencies. Missouri law (578.350 of the Revised Statutes of Missouri) requires prompt, mandatory reporting to the local law enforcement agency by licensed health care practitioners when they provide medical services to a person they know or reasonably suspect is suffering from wounds inflicted by a firearm or is a result of assaultive or abusive conduct.

Each year, an e-mail notification is made to all enrolled students that provides the Web site to access this report. Faculty and staff receive similar notification by e-mail. Copies of the report may also be obtained by contacting the Vice President of Academic Affairs or by calling 417-269-3406. All prospective employees may obtain a copy from Cox College by calling 417-269-3401, and all new students and employees receive information about how to access this report.

The Web site to access campus crime statistics is <http://ope.ed.gov/security/Index.aspx>.

#### **Disclosures to Alleged Victims of Crimes of Violence or Non-forcible Sex Offenses**

Cox College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased because of the crime or offense, Cox College will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

#### **The Federal Campus Sexual Assault Victims' Bill of Rights**

President George Bush signed the Campus Sexual Assault Victims' Bill of Rights into law in July 1992. The law requires that all colleges and universities having federal student aid programs afford certain basic rights to sexual assault victims. The rights include:

- victims shall be notified of their options to notify law enforcement and of available counseling services
- victims shall be notified in writing of options for changing academic and living situations, transportation, and working situations
- accommodations for the victim, if requested and if reasonably available, regardless of whether the victim chooses to report the crime to campus security or to local law enforcement
- the accuser and accused must have the same opportunities to have others present during disciplinary hearings
- both parties (accused and accuser) shall be informed of the outcome of any disciplinary proceedings in the same way at the same time

#### **Procedures if You Are the Victim of a Sexual Assault**

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If you are a victim of a sexual assault at this institution, you should follow certain procedures:

1. First, go to a place of safety.
2. Obtain any necessary medical treatment.
3. Preserve evidence in a timely manner. You should not wash, douche, use the toilet, smoke, or change clothing prior to a medical/legal exam.
4. Report the incident in a timely manner to a Security office or to the Springfield Police Department. Doing so does not obligate you to prosecute the accused, nor will it subject you to scrutiny or judgmental opinions by officers.
5. Save e-mails, texts, voice mails, instant messages, networking/social page messages, photos, etc.
6. Counseling is available from specially trained counselors trained in the area of sexual assault crisis intervention, as needed or desired.
7. File an incident report with the Vice President of Academic Affairs/Title IX Coordinator. The report can be filed anonymously and confidentially.
8. Victims will receive a written explanation of their rights from the office of the Vice President of Academic Affairs.
9. The college will change the student's academic situation to allow for no-contact sanctions after an alleged sex offense, upon request of the victim.

#### **Procedures if You Wish to File a Complaint**

1. File a complaint or incident report with the office of the Vice President of Academic Affairs/Title IX Coordinator, campus security, or the Office of Civil Rights.
2. Complaints may also be filed with campus security authorities or responsible employees.
3. All reports are processed, and a case file is opened. The college will begin the complaint process, regardless of whether criminal proceedings are pending or occurring.
4. An investigator is assigned. The investigation will be prompt, fair, and impartial, and will be conducted in a timely manner.
5. Investigators will have annual training on sexual violence issues and how to conduct an investigation and hearing process that protects victims and promotes accountability.
6. Investigators will not have a conflict of interest or be biased for or against either party.
7. If necessary, remedial actions such as protective measures may be put into place.
8. The college will use a preponderance standard of evidence (more likely than not) to determine the result of the investigation.
9. The complainant and the respondent will both be allowed to make a written statement regarding the allegations.
10. The respondent will make a statement as to responsible or not responsible for the alleged violation.
11. Investigators will prepare a witness list, an evidence list, an expected time line for the proceedings, schedule an order of interviews, and conduct the investigation appropriately.
12. If possible, the investigation and results will be available within approximately 60 days.
13. If delay is necessary for good cause, both parties will be notified in writing, indicating the delay and the reason for it.
14. Anonymous witnesses will not be allowed.
15. Both parties will be allowed to have an advisor of their choice or others to be present during disciplinary proceedings. The advisor will be a support person who may offer guidance or support but will not speak during the proceedings.
16. Any notifications to the parties involved will be simultaneous and in written format, including the results of the proceedings.
17. Both parties will receive the college's procedures for appeal. An appeal must be filed within 7-10 days of receipt of the results and be in writing. The college president will decide the outcome of the



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appeal. That decision is final and binding. Both parties will receive notification of the result simultaneously, in writing.

#### Grounds for Appeals

- Decision was contrary to the substantial weight of evidence
- Newly discovered evidence
- Procedures were not followed, which was a substantial factor in the determination of the outcome
- Bias or prejudice on the part of the investigator or panel
- Disproportionate discipline

#### Educational and Prevention Programs

Dating violence, domestic violence, stalking, sexual assault, and aggravated sexual assault are serious crimes, and Cox College considers it imperative to provide sexual assault awareness programs aimed at the prevention of such crimes. New and ongoing primary prevention and awareness programs, workshops, and seminars sponsored by the college that are designed to promote awareness of rape, acquaintance rape, and other sexual offenses will be offered annually. Information disseminated to incoming and current students and new and current employees includes:

- Awareness materials, all Cox College students are provided access to Haven Plus training materials and resources.
- Procedures to follow if an offense occurs
- Information regarding the student's option to notify law enforcement and campus security
- Procedures for filing a complaint
- Procedures for disciplinary actions
- Information regarding the availability of counseling resources/support services on and off campus
- Information regarding the sanctions that the college may impose following a final determination of a sex offense

#### Risk Reduction Tips

These tips may help you to avoid the risk of experiencing sexual assault, dating violence, domestic violence or stalking.

- To enhance personal safety, and especially after an evening class, practice the buddy system, or call DPS for an escort to your vehicle.
- If you feel unsafe, no matter what you are doing, contact security or the police immediately. If it is safe for you to do so, leave.
- If in a social setting, do not leave your beverage unattended. If you have, do not drink from it again.
- Do not accept beverages from someone you do not know, or drink from unattended or common open containers such as punch bowls, pitchers, etc.
- If someone wants your phone number, ask for his/her number instead. Do not give out your personal information.
- Make your personal boundaries known, and expect others to respect them.
- Have a code word for family or friends so they will know when you need help.
- Ask for help when you need it.

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#### **Preventing, and Responding to, Sex Offenses**

Cox College educates the student community about sexual assaults, date rape and dating violence, domestic violence, and stalking through orientations, e-mails, flyers and posters, as well as other special events. The Springfield Police Department offers sexual assault education and information programs to college students and employees upon request. Information on sexual assault education, risk reduction, and the college's response is available through the office of the Vice President of Academic Affairs.

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The DPS and the Springfield Police Department strongly advocate that a victim of sexual assault report the incident in a timely manner.

Time is a critical factor for evidence collection and preservation. Preservation of evidence is vital, as a victim of an assault may not wish to file charges at the current time but upon reflection, may wish to file charges later. Evidence may be helpful if the victim wishes to file for a protection order.

An assault should be reported directly to a Security officer and/or to the Springfield Police Department. Filing a security or a police report with either a Security or police officer will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim.
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, smoke, or change clothing prior to a medical/legal exam).
- assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a sexual assault victim contacts the Springfield Police Department, the Springfield Police Sex Crimes Unit will be notified also. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the Cox College or only the latter. A representative from the Police Department or Cox College will guide the victim through the available options and support the victim in his or her decision. Various counseling options are available through Cox College and CoxHealth, the Pastoral Care Department of CoxHealth, and the Murney Clinic. Local resources are available to the victim as well. Counseling and support services outside the college system can be obtained through the Rape and Sexual Abuse Center and the Victim Intervention Program of the Springfield Police Department.

Should a sexual assault victim choose not to opt for forensic evidence collection, health care providers can treat any injuries and address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, dating violence, domestic violence, and stalking should also preserve text messages, e-mails, instant messages, Facebook and other social networking pages and communications, as well as photos or other documents as evidence of college investigations and complaint hearings. Cox College prefers that all campus constituents make a report of any violations of harassment, assault, or other crimes to the Security department and/or Springfield Police Department, but it is the victim's choice as to whether or not to make such a report.

Victims may decline involvement with the Springfield Police Department and/or the CoxHealth Security department; however, an incident report should be filed with the Vice President of Academic Affairs or



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other responsible employee for campus crime statistic documentation. The incident report can be filed anonymously and confidentially. If the victim chooses, campus authorities will assist him/her in notifying local police. Further information about the Springfield Police Department can be found online or by consulting the CoxHealth Security department.

If a student or employee has been the victim of dating violence, domestic violence, stalking, or sexual assault, the incident should be reported promptly to the Title IX coordinator/Vice President of Academic Affairs, 1423 N. Jefferson, Springfield, MO 65802; e-mail: [Amy.DeMelo@coxcollege.edu](mailto:Amy.DeMelo@coxcollege.edu); phone: 417-269-3406 and to the CoxHealth Security department, 417-269-3715, unless the victim chooses to remain anonymous. Statistical information (minus the victim's identifying information) will be provided to the DPS and the Vice President of Academic Affairs, even if the victim chooses not to alert campus public safety personally.

Cox College will provide resources to individuals who have been victims of dating violence, domestic violence, sexual assault, and stalking, and will apply appropriate disciplinary procedures to those who violate this policy. The college intends to respond promptly to charges of domestic violence, dating violence, sexual assault/misconduct, and stalking, and will maintain confidentiality and fairness, consistent with any applicable legal requirements and impose appropriate sanctions on violators of this policy.

Even if a victim chooses not to pursue a complaint at this time, he/she should speak to the DPS or other law enforcement regarding the preservation of evidence in the event that the victim decides to pursue a complaint later. Victims of dating violence, domestic violence, sexual assault, and stalking will receive a written explanation of their rights from the Vice President of Academic Affairs.

Cox College also complies with Missouri law in recognizing orders of protection, no contact orders, and/or peace orders. Any person who obtains such an order should provide a copy to the DPS and the office of the Title IX coordinator/Vice President of Academic Affairs. A complainant should meet with the Security department and the Vice President of Academic Affairs to develop a Safety Action Plan to reduce risk of harm while on campus or coming and going from campus.

The Security department may offer the complainant special parking arrangements, provide an escort service to and from his/her vehicle, allow the student to complete assignments outside the classroom, etc. The college will ensure the complainant's physical safety, health, work, and academic status are protected, pending the outcome of a formal investigation by the college. Personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are delivering resources or support services or who are investigating or adjudicating the complaint.

Cox College does not publish the names of crime victims or house identifiable information regarding victims in the daily crime logs or online. Victims may request that directory information on file be removed from public sources by request to the Enrollment Management department or registrar.

#### **College Disciplinary Proceedings**

College disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct may be obtained from the Vice President of Academic Affairs. Both the victim and accused will be informed of the outcome of the hearings. A student found guilty of violating the college sexual misconduct policy could be criminally prosecuted in the state courts and may be suspended or expelled from the college for the first offense. Student victims have the option to change their academic situations after an alleged sexual assault,

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if such changes are reasonably available; for example, special arrangements may be made so that students may continue their academic progress.

#### **Disciplinary Process**

The victim of dating violence, domestic violence, stalking, or sexual assault may file a disciplinary proceeding request with the office of the Vice President of Academic Affairs, may file an investigation through the criminal justice system, or may seek remedy through the CoxHealth Human Resources department. A campus security authority or responsible employee will guide the victim through the available options and support the victim in his/her decision. Referrals can be made to support services outside the college or the CoxHealth system, within the community, including legal assistance, victim advocacy and assistance agencies, or medical resources.

The college follows the requirements of the Violence Against Women Reauthorization Act of 2013, in regard to victims of dating violence, domestic violence, stalking, or sexual assault, and makes the Campus Sexual Assault Victim's Bill of Rights available to complainants. The college's disciplinary proceeding regulations, with special guidelines for cases involving sexual misconduct, domestic violence, dating violence, and stalking, and including rights and options, may be obtained in written form from the office of the Vice President of Academic Affairs.

When the office of the Vice President of Academic Affairs receives a complaint, a formal investigation begins. Human Resources, in general, would investigate employees, and the office of the Vice President of Academic Affairs would investigate complaints regarding students. The college will begin the complaint process, regardless of whether criminal investigations are pending or occurring.

The disciplinary proceedings used by Cox College provide a prompt, fair, and impartial investigation and resolution of the matter and will be conducted by one or more college authorities who receive annual training on issues related to dating violence, domestic violence, sexual assault, and stalking. These authorities also receive training on how to conduct an investigation and disciplinary hearing process that protects the rights of both parties involved, as well as protecting the safety of the victim while promoting accountability. The officials will not have a conflict of interest or bias for or against the accuser or the accused. Remedial actions such as protective measures may be put into place at the beginning of the investigation.

The standard of evidence used will be the "preponderance standard", meaning that the college officials determining the results of the proceedings must be convinced that more likely than not the accused individual did engage in the behavior as stated by the complainant. The complainant and the respondent will both be allowed to make a written statement regarding the allegations. The respondent will make a statement as to "responsible" or "not responsible" for the alleged violation.

Investigators will prepare a witness list, an evidence list, an expected time frame for the proceedings, schedule the order of interviews, and conduct the investigation in a prompt and fair manner. The complainant and the respondent are both entitled to the same opportunities to have an advisor of their choice or others present during disciplinary proceedings or meetings. The advisor will be present as a support person to offer guidance or advice but will not speak during the proceedings. Any notifications to the parties involved will be simultaneous and in written format, including the results of the proceedings. The preliminary finding, based on a preponderance of the evidence (violation more likely to have occurred than not) made by the college regarding the complaint will contain the college's

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procedures for the complainant and the respondent to appeal the results of the disciplinary accountability hearing, and the time at which the results become final. If there is any change to the results that occurs prior to the time such results become final, both the complainant and the respondent will receive written notification of such change. If the complainant is deceased as a result of such crime or offense, the next of kin shall be treated as the complainant for purposes of this paragraph. Notification of the accuser does not constitute a violation of the Family Educational Rights and Privacy Act (FERPA).

A student found guilty of violating the college's policy on domestic violence, dating violence, stalking, and sexual assault could be criminally prosecuted in the state courts and may be suspended or dismissed from the college. Other possible sanctions include written reprimand, being placed on probation, being restricted from being in certain areas and/or buildings on campus, being subject to a behavior plan, being demoted, or being designated *persona non grata* as to the college's campuses. Other remedial measures include monitoring, counseling, or Title IX training. In the case of an employee, employment may be terminated immediately, at the discretion of the college, or an employee may be suspended either with or without pay, placed on probation or terminated, or be subject to such other disciplinary actions as the Human Resources department determines to be appropriate.

#### **Resources for Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking**

Family Violence Center, Inc.  
P.O. Box 5972, Springfield MO 65802  
Phone: 417-837-7700 (shelter)  
Hotline/Crisis: 417-864-7233; 800-831-6863

Harmony House  
519 E Cherry (PO Box 5972), Springfield, MO 65806  
Office: 417-837-7700  
800-831-6863

H.I.T. No More  
1325 W. Sunshine St., Box 175, Springfield, MO 65807  
Office: 417-869-8332  
Legal Services of Southern Missouri – SW  
809 N. Campbell, Springfield, MO 65802  
Office: 417-881-1397  
Hotline/Toll-free: 800-444-4863

Missouri Coalition against Domestic Violence ([www.mocadv.org](http://www.mocadv.org))  
415 E. McCarty, Jefferson City, MO 65101  
(573) 634-4161

Rape Crisis and Sexual Abuse Center  
519 E. Cherry, Springfield, MO 65806  
417- 864-7233

The Victim Center  
819 N. Boonville Ave, Springfield, MO 65802  
417-863-7273

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#### **Adjudication of Violations**

Even if criminal charges are not filed, Cox College or an individual may file a complaint under the VAWA policy, alleging that a student or an employee violated the college's policy. Reports of all dating violence, domestic violence, sexual assault, and stalking made to the DPS will automatically be referred to the Title IX coordinator/Vice President of Academic Affairs for investigation, regardless of whether or not the complainant chooses to pursue criminal charges.

The college's disciplinary process will include a prompt, fair, and impartial investigation and resolution process. The college's investigators and hearing board members will receive training annually on the issues related to dating violence, domestic violence, sexual assault and stalking, and they will be taught how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. The college may also consider their harassment policies when reviewing these complaints. The policies relating to VAWA provide that:

- 1) The accuser and the accused will each have the opportunity to attend a hearing before a properly trained hearing board.
- 2) The accuser and the accused will each have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or hearing. An advisor may only consult and advise his/her advisee; the advisor may not speak for the advisee at any meeting/hearing.
- 3) A student conduct decision is based on the preponderance of evidence standard (i.e., "more likely than not to have occurred").
- 4) The accuser and the accused will be notified simultaneously in writing of the outcome of any disciplinary proceeding, as well as any changes to those results or disciplinary actions prior to the time such results become final.
- 5) The accuser and the accused each have the right to appeal the outcome of the hearing and will be notified simultaneously in writing of the outcome after the appeal is resolved. If an appeal is made, it will be made to the college president, whose decision is final.

A person alleging dating violence, domestic violence, sexual assault and stalking may also utilize the actions and procedures within the college's policy against sexual harassment in order to remedy any hostile environment. All conduct proceedings against students, however, will be resolved through the policies against retaliation.

When a complainant does not consent to the disclosure of his or her name or other identifiable information to the alleged perpetrator, the college's ability to respond to the complaint may be limited as to disciplinary sanctions and actions.

#### **Sanctions and Protective Measures**

In all cases, investigations that result in a finding of more likely than not that a violation of the VAWA policy occurred will lead to the initiation of disciplinary procedures against the accused individual. Cox College sanctions can include reprimands, letters of apology, alcohol treatment, counseling, community service, no-contact orders, suspension, demotion, and termination, in accordance with college policy. Multiple sanctions may be applied. The college may implement protective measures following the report of dating

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violence, domestic violence, sexual assault, and/or stalking, which may include some or all of the following options: counseling; changes in academic, living, transportation, or work situations; and no-contact orders.

For students, sexual assault, dating violence, domestic violence, and stalking are violations of the Student Conduct Code. Employees who violate this policy will be subject to discipline, up to and including, termination of employment. Dating violence, domestic violence, sexual assault, and stalking are criminal acts, which also may subject the perpetrator to criminal and civil penalties under federal and state law.

The Title IX coordinator/Vice President of Academic Affairs, in conjunction with the DPS, will determine whether interim interventions and protective measures should be implemented, and if so, will take steps to implement those protective measures as soon as possible. Some examples of protective measures include, but are not limited to, an order of no contact, adjustment of course schedules, special arrangements for class/clinical learning environments, a leave of absence, or reassignment. These remedies may be applied to one, both, or multiple parties involved. Violations of the Title IX coordinator's directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by Cox College. The college will maintain as confidential any accommodations or protective measures provided to the victim, as long as the maintenance of confidentiality does not impair the ability of the college to provide such accommodations or protective measures.

#### **Bystander Intervention**

Bystanders should not put themselves in danger, but if possible, they should offer the victim support if they suspect that the individual is being abused or has been sexually mistreated or assaulted. If possible, they should speak out against all forms of sexual harassment and violence. If they see an offense occurring, they should contact the appropriate authorities. They should advocate against sexual misconduct/sexual violence and encourage their peers to practice positive lifestyles and behavior. Some of the ways that bystanders can intervene are through these methods: the silent stare, humor, "I" statements, distraction, or group intervention.

#### **Harassment**

Cox College is committed to creating and maintaining an atmosphere in which all individuals can work and learn free of all forms of harassment, exploitation, or intimidation. Cox College will not tolerate harassment of students or employees by anyone. Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person's protected status such as gender, gender identity or sexual orientation, color, race, ancestry, religion, national origin, age, physical disability, medical condition, veteran status, citizenship status or other protected group status. Cox College will not tolerate harassing conduct that creates an intimidating, hostile, or offensive environment. The complete Harassment policy is available in the Student Handbook, on the Web site, and on the Student Portal.

#### **Retaliation**

Cox College will not retaliate against persons who file a complaint or who participate in a complaint process. Retaliation in the form of intimidation, threats, coercion, and/or discrimination against any individual for exercising his/her rights or responsibilities will not be permitted.

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#### Sex Offender Registration

Under the *Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act* (commonly referred to as the Wetterling Act), anyone who is required to register under a state sex offender registration program must also notify the state when he/she becomes a student, employee or carries a vocation of an institution of higher learning. The state will then inform the law enforcement agency having jurisdiction where the institution is located of the sex offender's employment or student status. In Missouri, the sex offender registration is maintained at the county level.

To review the sex offender registration, visit the Greene County Sheriff's Office Web site at [http://www.greenecountymo.org/sheriff/sex\\_offender/index.php](http://www.greenecountymo.org/sheriff/sex_offender/index.php).

The Missouri State Highway Patrol maintains a statewide sex offender registration database, which can be accessed at <http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/CRID/SOR/SORPage.html>.

#### Timely Warnings

The college uses a mass alert notification system designed to keep the students, faculty, and staff at Cox College informed during emergencies. Emergency communications from the college, including inclement weather announcements, will be sent as a text message/voice message and/or e-mail to those enrolled in the notification system.

In the event a situation arises, either on or off campus, that, in the judgment of the CoxHealth DPS, constitutes an ongoing or continuing threat, a campus-wide timely warning will be issued. The warning will be issued through the Cox College emergency notification system, *SchoolReach*.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and to individuals, the DPS or Cox College personnel may also post a notice on the electronic monitor at the front foyer of the college and may post a notice on the campus Web site as well, at <http://coxcollege.edu/> providing the college community with more information. A mass notification e-mail to CCMail-Students-ALL ([studentscoxcollegeedu@coxhealth.com](mailto:studentscoxcollegeedu@coxhealth.com)) and to CCMail-ALL-Employees ([employeescoxcollegeedu@coxhealth.com](mailto:employeescoxcollegeedu@coxhealth.com)) may also be sent at the request of DPS and/or Cox College personnel. Anyone with information warranting a timely warning should report the circumstances to the DPS, by phone (on campus at 333 or off campus at 417-269-3333).

#### Emergency Responses

In the event that an emergency developed, which posed an immediate threat to the health or safety of college constituents, an emergency notification would be sent to college constituents by the use of *SchoolReach*. Emergency response needs include Clery crimes and other types of emergencies such as an infectious disease outbreak or natural disaster. *SchoolReach* is tested at least once during an academic year. The emergency system messages are sent by e-mail, phone call or message, and/or text message. The IT department, under the direction of the college president, is responsible for the maintenance and testing of *SchoolReach*, and the system has the capability to use pre-planned or emergent messages, appropriate to the situation.



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#### **Campus Access Policy**

CoxHealth campuses are normally open to the public daily between the hours of 6:00 a.m. and 9:30 p.m.; however, the college's entrance is monitored and is accessed by a photo ID badge swipe reader. All college constituents are expected to wear their photo ID badges while on campus. Between the hours of 9:30 p.m. and 6:00 a.m., all CoxHealth campuses are locked down, and public access is restricted. At the Cox North/Cox College campus, access during the lockdown hours is through the emergency department entrance (on Robberson) only. At Cox South, public access is through the emergency department entrance and the West Pavilion outpatient entrance. At the Meyer Orthopedic and Rehabilitation Hospital (MORH), there is no public access during lockdown hours. The Cox North/Cox College campus and the MORH have employee/ student access during lockdown hours utilizing a proxy card reader. Emergencies may necessitate changes or alterations to any posted schedules.

#### **Photo IDs**

All students are required to obtain and display the CoxHealth photo ID at ALL times when they are at Cox South, Cox North, and Cox College and at any other clinical site. The ID is to be visible on the chest with the picture facing out at all times. Forms to obtain the Cox College student identification can be picked up from the front desk at the college or at new student orientation. Pictures are taken at Cox College in the admissions department. There is no cost for the Cox photo ID when it is first acquired, but there is a fee for a replacement ID. The photo ID must be returned to Cox College or CoxHealth upon graduation, withdrawal, or leave of absence. The Cox photo ID will also be necessary to access the college, as the main doors to the college are on a security-entry system. The photo ID is part of a student safety process. The photo ID MUST be worn to ALL classes at Cox College. Cox College has adopted a NO tolerance policy regarding IDs. A student will not be allowed to remain on campus without a photo ID.

#### **Security Awareness Programs for Students and Employees**

During orientation presentations and e-mail blasts, students are informed of services offered by the CoxHealth DPS. Video/PowerPoint presentations and/or handouts outline ways to maintain personal safety. Students are informed about crime on campus and in surrounding neighborhoods. Similar information is presented to new employees. CoxHealth and Cox College offer various crime prevention programs, and security awareness programs, and self-defense or harassment/sexual assault prevention programs are offered on a continual basis. The college presents awareness sessions on crime prevention information, including awareness on sexual assault (rape and acquaintance rape), Rohypnol abuse, and stalking, as well as educational sessions on personal safety. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. In addition to seminars and special events, information is disseminated to students and employees through crime prevention awareness handouts, posters, displays, videos, PowerPoints, and articles and advertisements in college and student publications and on the college information monitor. When time is of the essence, information is released to the college community through security alerts, e-mails through the college's electronic mail system, and signs or flyers posted throughout the college.

Go to the following Web site to view a map of current crime reporting to the Springfield Police:  
<https://www.crimereports.com/map?CRSearch=springfield%20mo>.

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#### **Crime Prevention Programs for Students and Employees**

Crime Prevention and personal safety programs are made available throughout the academic year. College personnel facilitate programs for student, faculty, and new employee orientations, student organizations, and to college constituents at large, and CoxHealth offers training through an online learning environment, *Healthstream*, to provide a variety of educational safety strategies and tips. Crime prevention is everyone's responsibility. All college constituents should report any unusual or suspicious behavior to the DPS.

Cox College specified employees participated in SHARP training and Active Shooter Training during the summer and early fall of 2014, and CoxHealth promotes violence awareness programs.

#### **Criminal Activity Off Campus**

Cox College and the DPS do not directly monitor off-campus criminal activity regarding any member of the college community. Because off-campus criminal activity could have a detrimental effect on the status or employment of a member of college community, community crime as reported to the Springfield Police Department is monitored. DPS meets regularly with local law enforcement agencies and educational institutions' security departments to be ever vigilant in providing a safe learning community.

#### **Alcoholic Beverages**

Cox College is an affiliate of CoxHealth, and it is the objective of both CoxHealth and Cox College to maintain an alcohol and drug-free environment for both students and employees. A copy of CoxHealth's policy on drugs and alcohol in the workplace is available to all students and employees. The unlawful possession, use, or distribution of a controlled substance is prohibited on all property of Cox College or CoxHealth. The possession, use, or distribution of alcohol is prohibited on Cox College premises or any premises of CoxHealth. The transfer, sale, or use of alcohol or illegal drugs while on CoxHealth premises could result not only in disciplinary action against the individual(s) involved, but also may result in legal prosecution.

#### **Alcohol and Drug-Free Environment and Policy**

Students of the college are subject to the Drug-Free Schools policy. Students suspected of being under the influence will be removed from the college environment, placed on temporary suspension and an evaluation will be done, which may include drug testing. Reasonable suspicion may be drawn from observable phenomena, abnormal conduct, and reports, information, or evidence. Copies of this policy will be given to students during college orientation, made available in the office of the Vice President of Academic Affairs, the Academic Resource Center (ARC), and posted on the College Web site.

Cox College accepts only a high standard of professional integrity. Students are expected to remain drug free and in a suitable physical and mental condition for the learning environment. Drug screening will be performed on all students who are enrolled in programmatic courses affiliated with CoxHealth or Cox College. Any students suspected of being under the influence while enrolled at Cox College will be removed from the college environment and an evaluation will be done, which may include drug testing.

#### **Pre-enrollment drug testing:**

Directions for drug screening will be sent to all students who will be entering academic programs of the college or any educational program affiliated with CoxHealth. After notification, the student has 48 hours to report with a picture ID for drug testing. Individuals who are unwilling or unable to complete the



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screening in this period will be ineligible for matriculation based upon failure to complete the screening. All test results are forwarded to the enrollment management department of Cox College who notifies the student of positive test results. If a positive screen is received, the offer for matriculation is withdrawn, and the policy for positive testing is implemented. The student may request a review of the findings. Individuals who test positive and request a retest can, at their own expense, have the specimen sent to any NIDA-certified lab of their choice. A retest is performed on the same specimen. Students may be asked to provide a medical evaluation by a licensed physician based on the findings of the drug screening.

#### **Substance Abuse Education/Prevention Programs**

The college and CoxHealth have developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals, and college disciplinary actions. Students and employees of the college may find information on alcohol and drug education and assistance program information through the office of the Vice President of Academic Affairs or through CoxHealth's policies and resources. Students may access the Alcohol 101 program in the ARC.

#### **Drug-Free Schools Awareness Program**

As part of an ongoing educational effort to eliminate drug and alcohol use by students, Cox College's Drug-Free Schools Awareness program includes information about the dangers of alcohol and drug abuse, the effects on school and job performance, and intervention techniques. This program also includes the availability of treatment and counseling for students who voluntarily seek assistance and integrating the student back into the workplace/classroom. Information is made available to students and employees at least once a semester.

#### **Student Support/Counseling Services**

Cox College's student support program is a referral service coordinated by the coordinator of student support. Students can consult with faculty and instructors, the Vice President of Academic Affairs, the Vice President of College Services, staff within the ARC, counselors, and other college personnel.

Counseling appointments take place off campus at the Murney Clinic or the MSU Center City Counseling Clinic; both clinics offer minimal-cost counseling. College personnel are able to refer students to the appropriate community services available for counseling and treatment. Information on alcohol and substance abuse can be found in the ARC, on the Web site, or through resources at CoxHealth. Other community counseling and resource services are available.

#### **Off-Campus Community Service Resources**

Off-campus community counseling and treatment services are available from the following organizations:

- Burrell Behavioral Health: 1300 Bradford Parkway, Springfield, MO 65804; 417-269-5400;  
24-hour Crisis Service: 417-862-6555
- Center City Counseling Center (MSU): 430 South Ave. Springfield, MO 65806; 417-895-5957
- Carol Jones Recovery Center for Women: 2411 West Catalpa, Springfield, MO 65807;  
417-862-3455
- Cox-North Center for Addictions: 1423 North Jefferson Ave., Springfield, MO 65802;  
417-269-2273
- Murney Clinic: 1322 South Campbell, Springfield, MO; 417-865-8943

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- Ozarks Counseling Center: 1515 E. Battlefield, Suite A, Springfield, MO 65804; 417-869-9011
- Mercy (Marian Center): 1235 East Cherokee, Springfield, MO; 417-885-3088
- Sigma House: 800 South Park Ave., Springfield, MO; 417-862-3339
- Christian Counseling Services: 614 South Ave., Springfield, MO 65806; 417-869-9011
- The People Center: 1441 E. Kearney St. Springfield, MO 65803; 417- 840-7831
- Revelations, LLC: 1435 E. Bradford Pkwy., Suite 105, Springfield, MO 65804; 417-353-7393
- Lakeland Behavioral Health System: 440 S. Market St. Springfield, MO 65806;  
417-865-5581

Treatment fees may be covered by insurance, sliding-scale fees, pre-determined fees, self-pay, or free of charge. Please contact the individual agency to discuss payment policies and options.

#### Referral Services:

Counselors, faculty, staff, and/or advisors, and the employee assistance program may refer the students for help. Students may also self-identify.

#### Tobacco Policy

The college campus, as well as CoxHealth buildings, grounds and parking lots are tobacco free. The CoxHealth policy states that tobacco use will not be permitted in or within 500 feet of the hospital and its facilities. Facilities shall include all of the following areas owned and/or operated by the hospital: the physical campuses, parking facilities and adjacent offices, including administrative and physician offices and offices affiliated with the hospital but not physically adjacent to the hospital. This also includes personal vehicles on the physical campuses. Employees/students may not smoke or use tobacco in any form while wearing their CoxHealth photo ID badge or in CoxHealth issued uniforms, scrubs or other clothing provided by CoxHealth whether at work or off duty. Employees/students may not smoke in their vehicles while on campus. Employees/students with an offensive smoke odor on or in their clothing may be asked to change into a set of hospital issued scrubs or sent home on their own time to change clothes. Failure to comply may result in the application of formal sanctions.

#### Sanctions:

- Warning and notification in student notes in CAMS database
- Referral to Student Services department for possible smoking cessation options
- Disciplinary action

Resources will be provided to students and employees interested in smoking cessation options. For more information, contact the Vice President of Academic Affairs at 417-269-3306.

#### Alcohol, Drug and Substance Abuse/Local, State & Federal Legal Sanctions

Springfield City Code prohibits the following acts:

#### Alcohol Offenses:

- a) *Possession by minors under 21 years of age:* The possession, actual or constructive, of any beer, wine or intoxicating liquor by any person under the age of 21 years is prohibited. A violation of this section shall be punishable by a fine of not less than \$500.00. (G.O. No. 5575, § 1, 7-10-2006)
- b) *Open containers of alcoholic beverages in motor vehicles within the passenger compartment of any motor vehicle:* No person shall transport, carry, possess or have, and no driver shall permit the

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transporting, carrying, possessing or having, of any alcoholic beverages within the passenger area of any motor vehicle which is being operated upon a public way, except in the original container and with the seal unbroken. (Code 1981, § 3-7.8; G.O. No. 5835, § 2, 9-8-20)

c) *Possession, sale or consumption of alcoholic beverages in public place.* No person shall drink, sell, give away, purchase or dispense alcoholic beverages as defined in section 78-189(b) in any street, alley or other similar public place in the city, nor shall any person sell, dispense, give away, offer to sell or possess or consume any beverage or drink containing alcohol in any public park or on lands held by the city for park purposes. (G.O. No. 2892, Section 1)

d) *Possession of open containers on public ways and city parking lots.* No person shall transport, carry, possess or have any alcoholic beverage on a public way or city parking lot except in the original container with the seal unbroken. (Code 1981, § 26-3; G.O. No. 4583, §§ 1, 2, 2-5-1996; G.O. No. 5977, § 2, 3-26-2012)

e) *Driving while intoxicated.*

#### State Sanctions

Missouri Statutes prohibits the following acts:

##### *Alcohol Offenses*

a) *Purchase or possession by a minor.* Any person under 21 years of age who purchases, attempts to purchase, or possesses any intoxicating liquor is guilty of a misdemeanor. R.S.Mo. Section 311.325 (1986)

*This offense is punishable by a fine of not less than \$50.00 or more than \$1000.00, or by imprisonment in the county jail for up to 1 year, or by both jail sentence and fine.* R.S.Mo. Section 311.880 (1986)

Any person under 21 years of age who is convicted of any local or state offense involving the use or possessions of alcohol will be required to complete a substance abuse traffic offender program.

R.S.Mo. Section 577.525 (1990)

Any person under 21 years of age who is convicted of any offense involving the possession or use of alcohol, committed while operating a motor vehicle, or any alcohol-related traffic offense, or upon a second conviction of any offense, involving the possession or use of alcohol may be punished as follows:

First offense: 30-Day Suspension

Second offense: 90-day suspension

Third offense and thereafter: loss of his/her driver's license for 1 year.

R.S.Mo. Section 577.500 (1990)

##### *Illicit Drug Offenses*

195.202.

1. Except as authorized by sections 195.005 to 195.425\*, it is unlawful for any person to possess or have under his control a controlled substance.

2. Any person who violates this section with respect to any controlled substance except thirty-five grams or less of marijuana or any synthetic cannabinoid is guilty of a class C felony.

3. Any person who violates this section with respect to not more than thirty-five grams of marijuana or any synthetic cannabinoid is guilty of a class A misdemeanor.

(L. 1989 S.B. 215 & 58, A.L. 2010 H.B. 1472, A.L. 2011 H.B. 641)

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\*Section 195.425 was repealed by H.B. 1965, 2010.

A person who has been convicted of a class C or D felony may be sentenced:

(1) To pay a fine which does not exceed five thousand dollars; or  
(2) If the offender has gained money or property through the commission of the crime, to pay an amount, fixed by the court, not exceeding double the amount of the offender's gain from the commission of the crime. An individual offender may be fined not more than twenty thousand dollars under this provision.

1. Except as authorized by sections 195.005 to 195.425 and except as provided in section 195.222, it is unlawful for any person to distribute, deliver, manufacture, produce or attempt to distribute, deliver, manufacture or produce a controlled substance or to possess with intent to distribute, deliver, manufacture, or produce a controlled substance.

2. Any person who violates or attempts to violate this section with respect to manufacturing or production of a controlled substance of any amount except for five grams or less of marijuana in a residence where a child resides or within two thousand feet of the real property comprising a public or private elementary or public or private elementary or secondary school, public vocational school or a public or private community college, college or university, or any school bus is guilty of a class A felony.

3. Any person who violates or attempts to violate this section with respect to any controlled substance except five grams or less of marijuana is guilty of a class B felony.

4. Any person who violates this section with respect to distributing or delivering not more than five grams of marijuana is guilty of a class C felony.

(L. 1989 S.B. 215 & 58, A.L. 1998 H.B. 1147, et al., A.L. 2003 S.B. 39)

1. A person commits the offense of distribution of a controlled substance near schools if such person violates section 195.211 by unlawfully distributing or delivering any controlled substance to a person in or on, or within two thousand feet of, the real property comprising a public or private elementary or secondary school, public vocational school, or a public or private community college, college or university or on any school bus.

2. Distribution of a controlled substance near schools is a class A felony which term shall be served without probation or parole if the court finds the defendant is a persistent drug offender.

(L. 1989 S.B. 215 & 58, A.L. 1996 H.B. 1301 & 1298, A.L. 2003 S.B. 39)

A person commits the crime of trafficking drugs in the first degree if, except as authorized by sections 195.005 to 195.425, he distributes, delivers, manufactures, produces or attempts to distribute, deliver, manufacture or produce more than thirty grams of a mixture or substance containing a detectable amount of heroin.

#### Federal Sanctions

The United States Code prohibits the following acts:

##### *Illicit Drug Offenses*

*Simple Possession:* It is illegal for any person to knowingly or intentionally possess a controlled substance, unless such substance was obtained directly or pursuant to a valid prescription or order from a licensed health care giver. 21 U.S.C. § 844

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Violations of this section are punishable by imprisonment for up to 1 year, a minimum fine of \$5,000.00, or both. After a prior conviction(s), the sentence shall be a term of imprisonment of not more than 2 years, a fine of not more than \$10,000.00, or both.

Civil penalties up to \$10,000.00 per violation may be assessed against any individual who knowingly possesses a controlled substance as listed in Section 401 (B) (1) (A) of the Controlled Substance Act, where the amount in possession is determined to be a personal use amount. 21 U.S.C. § 844

Where a person at least 18 years of age distributes controlled substance to any person under 21 years of age, or where a person possesses with the intent to distribute, intent to distribute, or manufactures a controlled substance in, on, or within 1000 feet of a playground, youth center, public swimming pool, or video arcade facility, the punishment shall be a term of imprisonment of twice the amount of time and a fine of twice the amount above provided. 21 U.S.C. § 860

Any person convicted of a drug offense under these federal laws shall forfeit to the government any property derived from or obtained directly or indirectly because of the violation. 21 U.S.C. § 853

Any person who is convicted of any federal or state offense consisting of the distribution of controlled substances may be ineligible for any and all federal benefits for a minimum of 1 year. 21 U.S.C. § 862 (Federal Benefits includes federal grants or loans.)

#### **College Disciplinary Actions for Substance Abuse**

A violation of any law regarding alcohol is also a violation of the college's Student Code of Conduct and will be treated as a separate disciplinary matter by the college.

Violations of the foregoing standards and policies regarding drug and substance abuse can result in disciplinary action up to and including discharge for employees and dismissal for students and referral for prosecution. Violations of these standards by students will be considered a violation of the Student Conduct Code and may result in dismissal, probation/suspension, or imposition of a lesser sanction. Sanctions may also include referrals for appropriate rehabilitation.

#### **Program Review**

Because a biennial review of the alcohol, drug, and substance abuse program to determine its effectiveness is required in order to make changes whenever necessary and to ensure that the program is followed consistently, Cox College will join the Missouri Partners in Prevention higher education substance abuse consortium in the 2015-2016 academic year.

#### **Violence Prevention**

Cox College is committed to provide a work and learning environment that is free of intimidation, violence, and threats of violence. While no environment can be free of minor disputes and disagreements, Cox College will not tolerate acts or threatened acts of violence by or against Cox College employees or students. Examples of prohibited acts or conduct include but are not limited to physically striking or attacking another person with intent to do bodily harm, displaying any kind of weapon or verbally or physically threatening a student or employee with bodily harm. Yelling, screaming, cursing, disruptive

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behavior, or bullying are also not tolerated. Any student or employee who violates this policy is subject to disciplinary action as stated in the Student Code of Conduct found in the *Student Handbook* and the *CoxHealth Human Resources Policies and Guidelines*.

No student or college employee will be subject to retaliation or discipline because of reporting threatened violence or an act of violence in the college. Progressive disciplinary actions, however, will be taken against those who knowingly make a false, unfounded, or malicious report under this policy.

While on the clinical setting, Cox College students and faculty will follow that individual facility's violence prevention program and policies.

The student or college employee who is reporting ACTS of violence in progress should contact Security immediately. If you can get to the reception area of the college, the staff can assist you in this.

If a student or college employee is reporting THREATS of violence, contact the president of the college or the Vice President of Academic Affairs (VPAA), who will then contact Security. Document your report of threatened violence as follows:

- a. Name of person reporting
- b. Name of person making threatening comments, if known
- c. Details about what was said, by or to whom, etc.
- d. Location of the potentially violent person currently, if known

It is critical to recognize the stages of potential violent behavior. All students and college employees should be familiar with the following information.

- a. Activation Stage: The aggressor has become upset; something has triggered his/her anger.
- b. Escalation Stage: Tensions are now increased as evidenced by:
  - Physical signs:* tapping fingers or feet; clenching fists; pacing; or changing positions frequently.
  - Verbal signs:* raised voice, angry tone, unreasonable demands, statements indicating confused thinking, sighing, making comments under their breath.
- c. Crisis Assault Stage: Person loses control, and damage to property or to others occurs.
- d. Recovery Stage: Person regains control of his/her behavior.

Crisis management while in a threatening situation:

- a. Protecting yourself is your number one priority.
- b. Stay calm.
- c. Don't add to the escalation.
- d. Don't be defensive.
- e. Don't be confrontational.
- f. Don't be condescending.
- g. Be respectful, and verbally recognize the situation which led to the person's distress.
- h. Listen to the person, and show your willingness to help.
- i. Don't let the aggressor get too close. Maintain a safe distance between yourself and him/her.
- j. Never take your eyes off the person, and do not be easily distracted with other things. If this occurs, you will be left vulnerable to be taken by surprise.
- k. Get out of the situation as quickly as possible, and follow the reporting procedure of the institution.



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l. If you witness a potentially threatening act or act of violence, report it immediately to Security or your supervisor.

#### Emergency Response and Evacuation Procedures

All college constituents should know what to do in cases of emergency. Safety flipcharts are posted throughout the college and health system, indicating many security procedures. The college distributes flyers at student orientation and other events indicating how to exit in cases of fire or when evacuation procedures are necessary. Evacuation drills are held each semester so that students are able to practice exiting the college. The college holds annual evacuation drills, tornado drills, and earthquake drills. Other drills are held as deemed necessary.

#### In Case of a Fire

*Upon finding a fire in the college:*

Notify anyone in the area that a fire exists.

- Pull the nearest fire alarm. Fire alarms are located at every exit and at intervals along each hall.
- Use appropriate judgment in utilizing fire extinguishers.
- On exiting the room, close windows (if possible), close the door to the room to limit the spread of fire and smoke, and evacuate the building.
- Notify the receptionist (if possible), of the location, type, and extent of the fire.

*Use of fire extinguishers:*

All fire extinguishers are dry chemical to enable them to be used safely on any type of fire. To allow ample time to escape the area, anyone attempting to use an extinguisher should be aware that the fire should be able to be contained within 30 seconds or less. If unable to smother or extinguish the fire within this period, the individual should simply exit, close the door, escape the area, pull the nearest fire alarm, and notify the receptionist of the exact location of the fire. Students should be aware of the location of fire extinguishers.

*Evacuation of the college:*

Possible exits are clearly marked with "EXIT" signs. Maps are located by every fire alarm, as well as in strategic locations in hallways. Each map indicates two possible exits for that area. Use the nearest exit that is not obstructed by smoke or flames.

- Evacuate immediately, and remain calm.
- Do not return to the building for any reason after evacuation has begun.
- Do not use the elevator.
- Individuals in the area of the college leave by the nearest exit and assemble on Jefferson Avenue on the sidewalk area across from the college entrance or on Robberson, on the sidewalk area across from the main entrance to Cox North.
- Individuals in the area of the simulation center leave by the nearest exit (not passing through a fire door), and assemble on Robberson Avenue on the sidewalk near the helicopter pad.
- Students in classes or with a group should reassemble with that group. Faculty are responsible for identifying and reporting any absences to the individual in charge of roll call.
- Any individual not in class or with a group at the time of evacuation should report to the individual in charge of roll call.

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- Do not re-enter the college when alarms are sounding.

#### **Tornado**

The receptionist will be notified when a tornado warning is in effect and will notify occupants of the college via loudspeaker. Proceed by the nearest stairs to the basement areas without windows. These areas are:

- Classroom 5 & hallway outside classroom 5
- Basement hall (keeping a safe distance from glass areas at either end of the hall)

For the Simulation Center and Education Center on the Robberson side of the Cox North facility, please proceed to the lowest level of Cox North (keeping a safe distance from glass areas at either end of the hallway).

The telephone in classroom 3 may be used for communication, and a weather radio is available in the podium in classroom 5. All individuals who have been evacuated to the basement will remain there until an "ALL CLEAR" has been sounded.

#### **Definitions:**

**Assault** is intentionally putting someone in fear of physical harm.

**Battery** is intentionally causing physical harm to someone, regardless of if a weapon is involved.

A "**campus official**" is defined as either a "Campus Security Authority" as designated under the Clery Act or a "Responsible Employee" under Title IX. The college has identified all employees as campus officials/responsible employees for the purposes of responsible reporting and expects that all employees will report crimes reported to them to the CoxHealth DPS or to the Vice President of Academic Affairs within 24 hours. If a crime meets the designation of a timely warning, it should be reported sooner so that the campus can make the appropriate notification to college constituents. If a crime meets the criteria for a Clery reportable crime, it will be included in the statistics in the Annual Security Report. In the case of sexual harassment or sexual violence, identifying information about the victim may be disclosed to the Title IX coordinator/Vice President of Academic Affairs.

**Campus Security Authority** can be a campus security department (CoxHealth Department of Public Safety); an individual(s) who has the responsibility for maintaining campus security but who is not part of the campus security department (e.g., an individual who is responsible for monitoring the entrance into Cox College); an individual or organization specified in an institution's statement of campus security policy as an appropriate person or place that students and employees should report criminal offenses to such as the Vice President of Academic Affairs; or an official of an institution who has significant responsibility for student and campus activities such as student discipline. The definition of an official is any person who has the authority and the duty to take action or respond to certain issues on behalf of the institution.

**Coercion** is the use of an unreasonable amount of pressure to force someone else to engage in an activity in which she/he does not want to engage.

**Consent** is actively and freely giving agreement, by both parties, to engage in a specific activity. "Giving in" is not the same as consent. Impairment on the part of the victim does not indicate consent even if the person has given verbal or non-verbal agreement. Consent can be withdrawn at any time.



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**Crime statistics** are crimes that must be disclosed, such as criminal homicide, murder, negligent manslaughter, sex offenses such as rape, fondling, incest, and statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, arson; hate crimes such as larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property; arrests and disciplinary actions for liquor law violations, drug law violations, and illegal weapons violations.

**Dating Violence** is violence committed by an individual who is or has been in a social relationship of an intimate or romantic nature with the victim. The determining of such a relationship takes into consideration several factors such as the type and length of the relationship and the frequency of interactions between the individuals involved. It includes sexual or physical abuse or the threat of such abuse.

**Domestic Violence** is a pattern of abusive behavior used by one partner in an intimate relationship or prior intimate relationship to gain or maintain power or control over the other partner. It can include many forms of abusive behavior such as stalking, sexual assault or violence, kidnapping or imprisonment, or physical/emotional injury or death.

**Force** is to attempt to or succeed at engaging in behavior with another without that individual's consent. Force can be committed by using threats, intimidation, coercion, or physical means.

**Gender-based harassment** is unwelcome conduct of a nonsexual nature based on a student's actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes.

**Harassment** is behavior that creates fear or emotional distress to an individual.

**Hate crimes** are those crimes reported to local police agencies or to a campus security authority that manifests evidence that the survivor was selected intentionally because of the perpetrator's bias against the survivor. For the purposes of this section, the categories of bias include the survivor's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

**Responsible Employees** are employees that either have the authority to take appropriate actions in cases of sexual harassment/misconduct or have been given the responsibility to report incidents of sexual harassment/misconduct (or other misconduct) to the Title IX coordinator/Vice President of Academic Affairs or designee. At Cox College, all employees are considered responsible employees, and the Vice President of Academic Affairs serves as the Title IX coordinator.

**Sexual Assault** is non-consensual sexual activity that meets the definition of fondling, rape, incest, or statutory rape. It may involve the use of force or the threat of force.

**Sexual Exploitation** occurs when a person takes sexual advantage of another person for the benefit of anyone other than that person without that person's consent.

**Sexual Harassment** is unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances; requests for sexual favors; or other verbal or nonverbal conduct of a sexual nature, including rape, sexual assault, and sexual exploitation. It can include a hostile work environment that might involve propositions, touching, fondling, grabbing, sexual overtures, pictures or pornography, etc. Dating violence, domestic violence, and stalking may also be forms of sexual harassment.

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**Stalking** is intentionally, repeatedly and maliciously watching, following, intimidating or harassing another individual, in person, electronically, or by any other means, in which an individual fears for her/her safety or the safety of others or may suffer significant alarm or mental suffering.

**Unwelcome conduct** is considered unwelcome if the individual did not request or invite it and considered the conduct to be undesirable or offensive. Failure to complain does not mean the conduct is welcome. Welcoming some conduct does not mean all conduct is welcome.