Highland Community College
2014 Annual Security Report
Policies-Services-Statistics
(Submitted October 1, 2015)

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that requires colleges and universities to disclose certain timely and annual information about crime and security policies. All public and private institutions of post-secondary education participating in federal student aid programs are subject to this act.

The Highland Community College (HCC) annual security report includes statistics for the previous five years; reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by Highland Community College; and on public property within, or immediately adjacent to and accessible from the campus. The report has been prepared in cooperation with local law enforcement, HCC Safety Management Team, HCC Crisis Response Team, and with HCC campus security authorities. The full text of this report is available at: www.highlandcc.edu.

The HCC Safety Management Team manages all issues related to Clery Act reporting. Please refer to the HCC Campus Safety and Compliance Management document at the end of this report for membership and goals of the team. Each year, all enrolled students receive e-mail notification of the website to access this report. Employees receive similar notification via e-mail. Copies of the report may also be obtained through the HCC Housing Office located in the Wellness Center, 205 N. Prairie, Highland, KS 66035 or by calling 785.442.6028. All prospective employees may obtain a copy of this report from the Human Resources Department located at 606 W. Main, Highland, KS or by calling 785.442.6010. All persons may obtain a copy of this report online at http://highlandcc.edu/pages/safety-and-security.

Reporting a Crime
The college encourages that all crimes be promptly reported. Crimes may be reported online using one of the following forms:

- Discrimination, Harassment, Gender-Based Misconduct Form: https://publicdocs.maxient.com/reportingform.php?HighlandCCKS&layout_id=1

Crimes may also be reported in person to the HCC Security Department. Security may be contacted by calling 785.741.2206. All crimes should be reported to HCC Campus Security to aid in providing timely warnings to the college community when appropriate and to ensure appropriate Clery documentation by the College. The HCC Security office is located on the lower floor of Heritage apartments.

For immediate response to a crime, call 911. Crime reports may also be made to the following HCC personnel who are designated Campus Security Authorities (CSA's). For Clery Act reporting purposes, CSAs are HCC officials who have significant responsibility for student and campus activities, including, but not limited to student activities, student athletics, and student judicial and discipline proceedings.

Campus Security Authorities

- Any HCC Security Officer – (785) 741-2206 North Heritage Hall
- Tyler Nordman – Director of Student Life – (785) 442-6188 Wellness Center
- Alex Petock – Assistant Volleyball/Housing Assistant – (785) 442-6152 Wellness Center
- Any Residential Assistant – (785) 850-1377 Wellness Center
Upon receiving information concerning an incident, an investigator appointed by the HCC Safety Management Team will investigate the incident, document the information, and take appropriate action. This action may involve working with local police or sheriff's departments, Doniphan County District Attorney, and other state or federal agencies such as the FBI or the Drug Enforcement Administration. Cases are adjudicated through either the city or county and/or through the college’s disciplinary system. The HCC Security Department prepares a log of reported crimes by date that details the date, time, location, and disposition of reported incidents. The Daily Crime Log is available at the HCC Security Office and may be requested by calling 785.741.2206.

HCC has a silent witness program for students, employees, and visitors to anonymously or confidentially report suspicious or unusual behavior on any college-owned or college-operated facility or at any college sponsored event or activity, either on or off campus. Confidential reports can be submitted at https://secure.highlandcc.edu/Site/Student_Life/Safety_and_Security_Silent_Witness.php.

Pastoral and professional counselors on college campuses may not be required by law to report crimes for inclusion in to the Annual Security Report. HCC does not employ any pastoral counselors. The HCC professional counselor, whose job responsibility includes providing psychological counseling to members of the college community, are encouraged to inform persons being counseled of HCC’s procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics. A professional counselor is a person whose official responsibilities include providing mental health counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

Emergency Notifications/Timely Warnings/Emergency Notification Matrix

The college is committed to the safety and well-being of its students, employees and visitors to the campus. In the event of a significant emergency or dangerous situation involving the immediate threat to the health or safety of persons on the campus, the college will immediately notify the campus community using any combination of the following methods:

<table>
<thead>
<tr>
<th>HCC Rave Alert</th>
<th>This is a free text messaging service sponsored by HCC. It can also deliver an email message. All employees and students are encouraged to enroll in the Emergency Alert notifications online at <a href="https://www.getrave.com/login/highlandcc">https://www.getrave.com/login/highlandcc</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Address System (Visiplex)</td>
<td>Emergency alerts will be sounded through an audible system located in the hallways and</td>
</tr>
</tbody>
</table>

- Dr. Cheryl Rasmussen – Vice President for Student Services/Title IX – (785) 442-6020 Administration Building
- Therese Crary – Associate Vice President for Student Services – (785) 442-6056 Administration Building
- Eileen Gronniger – Director of Human Resources/Title IX– (785) 442-6010 Administration Building
- Greg Delzeirt – Athletic Director – (785) 442-6039 Allen Field House RM 207
- Peggy Forsberg – Vice President for Academics – (785) 442-6012 Library/Student Union RM F
- Lisa Parsons– Director of Student Support Services – (785) 442- 6147 Irvin Hall
- Tia Collins – Head Athletic Trainer – (785) 442-6049 Allen Field House Training Room
- Dr. Erin Shaw – Perry Center Director – (785) 597-0127
- Diane Hinrichs – Wamego Center Director – (785) 456-6006
- Lucas Hunzinger – Director of Technical Education – (913) 367-6204
- Cara Baker – Director of Western Center - (785) 336-2326
- Therese Crary– Director of Holton Center – (785) 362-6000
- Wendell Ganstrom – Klinefelter Farm – (785) 741-2829
outside throughout the Highland campus advising of the situation and how to respond.

<table>
<thead>
<tr>
<th><strong>HCC Home Page</strong></th>
<th>In qualifying emergencies, a link to emergency information will appear on the front page of HCC’s website.</th>
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<tbody>
<tr>
<td><strong>Media Outlets</strong></td>
<td>The college will use local media to inform the community of an emergency situation as needed.</td>
</tr>
<tr>
<td><strong>Social Media</strong></td>
<td>The college will use Facebook and Twitter to inform followers of an emergency situation.</td>
</tr>
<tr>
<td><strong>College Main Phone Number Greeting</strong></td>
<td>When a decision to close the college is made, the college’s main phone message is changed to reflect the closing. The main phone greeting can also be updated to reflect information about an incident.</td>
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<tr>
<td><strong>NOAA Weather Radios</strong></td>
<td>Provides automatic alerts of weather watches/warnings issued by the National Weather Service.</td>
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<tr>
<td><strong>Emergency 2-Way Radios</strong></td>
<td>As a part of emergency management, members of the HCC Safety Management Team are equipped with a 2-way hand-held radio for emergency communication.</td>
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<tr>
<td><strong>Fire Alarm System</strong></td>
<td>Each building has a fire alarm that sounds in the event of a fire when building evacuation is necessary.</td>
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<tr>
<td><strong>Tornado Sirens</strong></td>
<td>The community emergency management issues a tornado siren system that sounds in the event of a tornado warning.</td>
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</tbody>
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The HCC Emergency Notification System consists of multiple methods to inform the campus and community. The appropriate mode(s) of distribution will be determined by the incident timely and populations affected. The HCC Emergency Notification System will issue alerts to advise the campus community unless notification would otherwise compromise the effort to assist victims or contain the emergency.

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus, the college will, without delay, determine the content of the notification and initiate the notification system. In accordance with the Crisis Response Plan, members of the Safety Management Team and Crisis Team have the authority to activate the emergency notification system. Security officers, the Director of Housing, Student Activities, VP for Student Services, VP for Institutional Advancement, VP for Academics, VP for Finance and Operations, and the President are also notified per the College Incident Management protocol.

The HCC Safety management team and the Crisis Team will coordinate the response of emergency responders in the event of an emergency. These officials will also test the emergency response and evacuation procedures annually and publicize the emergency response and evacuation procedures throughout the community. Annual testing may be either announced or unannounced. Documentation of testing, to include a description of the exercise, the date, time, and whether it was announced or unannounced, will be maintained and retained by the Safety Management Team.

An important part of the emergency notification system is providing the HCC community with timely warnings regarding crimes that pose an immediate, ongoing, or continuing threat to persons or property. The issuing of a timely warning is decided on a case-by-case basis by the Safety Management Team in light of all the facts surrounding a crime, including the nature of the crime, the
continuing danger to the campus community and the possible risk of compromising law enforcement efforts. All victims' names will be withheld as confidential. Crimes specified by the Clery Act are found in the definitions section of this report. Timely warnings can be announced through written Crime Alerts and/or through the Emergency Notification System. Crime Alerts are produced by the HCC Safety Management team in coordination with the VP for Institutional Advancement (Marketing) and President's office as appropriate. On receiving information regarding a potential threat, the HCC Safety Management Team will determine whether a timely warning will be issued. The warning will be posted on the HCC homepage. If needed the HCC Safety Management Team will offer crime prevention presentations. The information may also be distributed to all students and employees through the college alert system.

**HCC Security and Access to Campus Facilities**

Regular operating hours of HCC offices are 8 am to 5 pm. Some buildings will be open evenings or weekends for classes or special events. Only employees who have been issued keys to the areas being entered are allowed access to those areas. Should an individual be found with HCC keys, without proper authority, that individual will be asked to relinquish the keys. If they chose not to abide by the request, local law enforcement will be notified immediately.

Campus security officers are on duty in the evening hours, seven days per week and regularly patrol campus parking lots, housing areas, academic building areas, cafeteria, library, and main campus grounds during that time. Daytime security issues are handled by the HCC Safety Management Team. Regional centers may be patrolled by local law enforcement in that jurisdiction. Property maintenance of the main campus facility is monitored by HCC's Maintenance Department. Any person requesting a campus escort should contact HCC Security at 785.741.2206.

Campus security officers coordinate the compilation of all crime reports from CSA’s and local police for inclusion in the Annual Security Report. Additionally, they are trained in emergency CPR/AED, investigation, emergency management, and the use of Taser guns. HCC Security personnel understands the overall academic mission of the college and strives to play a vital role in enhancing that mission. Concern for the college community’s well-being, a desire to provide service and assistance whenever possible and a constant desire to support the academic environment are all factors inherent in the department’s daily operations and policies. The HCC Security Department maintains a close relationship with the Highland Police Department.

**HCC Crime Prevention and Security Awareness Programs**

The HCC Care and Threat Assessment Team provides various opportunities to raise awareness on topics surrounding the following issues:

- Personal Safety
- Bullying
- Unhealthy Relationships/Relationship Violence
- Sexual Assault
- Stalking
- By-Stander
- Domestic/Dating Violence

**College Policies and Procedures**

The following policies and procedures apply to all members of the college community: students, employees, and visitors. College policy is set by the college's Board of Trustees, as well as local, state, and federal laws. As a community college whose constituents engage in a wide variety of activities, these policies and procedures affect education by impacting the community’s decision making and behavior.

**Illegal Use and Sale of Alcohol and Drugs**
The possession, sale, furnishing or use of alcohol or drugs at HCC is governed by federal law, Kansas law, and college policies. All of the following policies may be found in the student handbook at http://highlandcc.edu/pages/handbook.

- Student Rights and Responsibilities
- Substance Abuse Policy for students
- Drug-Free Schools and Communities Act and Drug-Free Workplace Act Statement

Students, employees or visitors that violate federal or state laws concerning the possession, use or sale of drugs or alcohol are subject to criminal prosecution, as HCC actively enforces these laws. In addition, students and employees, the college consider as a violation of its drug and alcohol policies to be a major offense that can result in mandated participation in a drug or alcohol rehabilitation program, referral for criminal prosecution, and/or immediate disciplinary action, up to and including termination from employment (for employees) and either suspension or expulsion form the college (for students).

Health Risks
Abuse of alcohol and use of drugs is harmful to one’s physical, mental and social well-being. Accidents and injuries are more likely to occur if alcohol and/or drugs are used. Alcohol and drug users can lose resistance to disease and destroy their health. Tolerance and psychological dependence can develop after sustained use of drugs.

Alcoholism is the number one drug problem in the United States. Alcoholism takes a toll on personal finances, health, social relationships, and families. It can have significant legal consequences. Abuse of alcohol and/misuse of drugs may cause an individual driving a motor vehicle to injure others and may subject the abuser to criminal prosecution. Drunk drivers are responsible for more than half of all traffic fatalities.

More specifically, the major categories of drugs are listed below and include the significant health risks of each.

Amphetamines-Physical dependency, heart problems, infections, malnutrition, and death may result from continued high doses of amphetamines.

Narcotics-Chronic use of narcotics can cause lung damage, convulsions, respiratory paralysis and death.

Depressants-These drugs, such as tranquilizers and alcohol, can produce slowed reactions, slowed heart rate, damage to liver and hearth, respiratory arrest, convulsions and accidental overdoses.

Hallucinogens-may cause psychosis, convulsions, coma and psychological dependency.

**Sexual Assault and Misconduct**

HCC is committed to maintaining a positive and safe learning and working environment. HCC students and employees are responsible for assuring that HCC maintains an environment for study and work free from sexual assault or misconduct, and all members of the HCC community are expected to conduct themselves in a manner that does not infringe upon the rights of others. In support of the Violence Against Women Reauthorization Act, Title IX regulations and the Clery Act, HCC prohibits the following offenses: rape, acquaintance rape, domestic and dating violence, sexual assault, hate crimes and stalking.

Additionally, the college’s Equity Grievance Policy prohibits sexual misconduct (which encompasses all of the above-listed offenses, in addition to other types of prohibited sexual misconduct) and related retaliation of any nature against or by any student or employee. Sexual misconduct is a broad
term encompassing unwelcome sexual advances, requests for sexual favors and any other verbal or physical conduct of a sexual or gender-based nature, whether intentional or unintentional, where:

- an individual's submission to or rejection of the conduct is made, either explicitly or implicitly, a term or condition of employment or of status in a course, program or activity, or is used as a basis for an employment or academic decision; or

- the conduct is sufficiently severe, persistent or pervasive such that it has the purpose or effect of unreasonably interfering with an individual's work performance, academic performance or educational experience, or of creating an intimidating, hostile, humiliating, or offensive working or educational environment.

It is not possible to list all circumstances that might constitute sexual misconduct. In general, sexual misconduct encompasses any sexually related conduct which causes others discomfort, embarrassment or humiliation, and any harassing conduct, sexually related or otherwise, directed toward an individual because of that individual's sex.

The following examples of conduct may constitute sexual misconduct:

- Unwelcome sexual advances—whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life;
- Commenting on an individual’s body, commenting about an individual’s sexual activity, deficiencies or prowess;
- Displaying sexually suggestive objects, pictures or cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures or suggestive or insulting comments;
- Inquiries into one’s sexual experiences;
- Discussion of one’s sexual activities; and
- Sexual violence and assault prohibited by law, including rape, domestic and dating violence, and other forcible sex offenses.

In addition to the definitions and examples of sexual misconduct referenced above, HCC prohibits any conduct that would be a violation of Kansas law, specifically including the following provisions that further define domestic violence, dating violence, stalking and sexual assault in this jurisdiction.

“Domestic violence” means abuse committed against a victim or the victim’s spouse or dependent child by: (1) A current or former spouse of the victim; (2) a person with whom the victim shares parentage of a child in common; (3) a person who is cohabitating with, or has cohabitated with, the victim; (4) a person who is related by blood or marriage; or (5) a person with whom the victim has or had a dating or engagement relationship. The term also encompasses “Domestic battery” which is (1) knowingly or recklessly causing bodily harm by a family or household member against a family or household member; or (2) knowingly causing physical contact with a family or household member by a family or household member when done in a rude, insulting or angry manner.

“Dating violence” is not separately defined by Kansas law, but “Domestic violence” includes abuse committed against a victim or the victim’s spouse or dependent child by a person with whom the victim has or had a dating or engagement relationship.

“Stalking” is (1) Recklessly engaging in a course of conduct targeted at a specific person which would cause a reasonable person in the circumstances of the targeted person to fear for such person’s safety, or the safety of a member of such person’s immediate family and the targeted person is actually placed in such fear; (2) engaging in a course of conduct targeted at a specific person with knowledge that the course of conduct will place the targeted person in fear for such person’s safety.
or the safety of a member of such person’s immediate family; or (3) after being served with, or otherwise provided notice of, any protective order that prohibits contact with a targeted person, recklessly engaging in at least one act listed in this definition that violates the provisions of the order and would cause a reasonable person to fear for such person’s safety, or the safety of a member of such person’s immediate family and the targeted person is actually placed in such fear. “Course of conduct” means conduct consisting of two or more separate acts over a period of time, however short, evidencing a continuity of purpose which would cause a reasonable person to suffer substantial emotional distress.

In Kansas, sexual assault includes numerous criminal offenses such as rape, sexual battery, and indecent liberties with a child, etc. Definitions for those terms can be found in Kansas Statutes, Chapter 21, Article 55 at http://www.kslegislature.org/li/b2013_14/statute/021_000_0000_chapter/021_055_0000_article/. In order to constitute sexual misconduct, conduct must be unwelcome or non-consensual. Conduct is unwelcome when the other person does not solicit or invite it and regards it as undesirable or offensive. The fact that a person may accept the conduct does not mean that he/she welcomes or consents to it.

Sexual misconduct and sexual assault violate the dignity of individuals, impede the realization of HCC’s educational goals, are unlawful and will not be tolerated. Specifically, such conduct is a form of illegal discrimination in violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and The Kansas Act Against Discrimination and could lead to arrest and criminal prosecution and carry severe penalties include fines and jail time. Any behavior, which causes the sexual abuse/assault of another person, will not be tolerated and is a violation of the college’s Student Code of Conduct and may result in sanctions including warnings, probation, suspension and expulsion. Disciplinary action on the part of the college does not preclude the possibility of criminal charges against the individual.

What You Should Know About Consent

Consent is an important concept when it comes to sexual assault. Consent must be a willingness or agreement to engage in sexual activity that is freely given with full information of the facts and circumstances. A person cannot give valid consent in Kansas if he/she is:

- Overcome by force or fear;
- Unconscious or powerless;
- Mentally incapacitated, whether due to a mental disease or alcohol/drug intoxication;
- Under the age of 14; or
- Providing apparent consent due to fraud or misrepresentation.

At the heart of the idea of consent is the idea that every person, woman or man, has a right to personal sovereignty – not to be acted upon by someone else in a sexual manner unless given clear permission to do so.

Concomitant with this idea is the notion that consent may be broad or narrow, and can be limited. Consent to one form of sexual activity does not automatically imply consent to other forms of sexual activity.

Consent may be given verbally or non-verbally, based on an active, informed, mindful, freely decided choice. Intoxication may make this (legally) impossible.

Consent means that you cannot make assumptions about what your partner does or does not want. Absence of clear signals is a sign to stop.
The idea of consent eliminates the need to engage in force and resistance behaviors. There is no biological harm to either sex in stopping at any point.

No means no, but nothing also means no. Silence and passivity do not equal permissions. **SUBMISSION DOES NOT EQUAL CONSENT!**

If you receive a “no” and keep right on pressuring/continuing to interact sexually, your behavior is considered to be a coercive influence on the other party.

To be valid, consent must be given prior to or contemporaneously with sexual activity.

In a nonviolent community, it is expected that all members respect all other members at all times, including in the context of sexuality. Respect means paying attention to verbal and non-verbal cues, desires, and boundaries.

“After the fact” is not the time to discuss boundaries. **Communicate!**

**Sexual Assault Education and Prevention**

The college has programs in place designed to provide education regarding safety and security, including prevention of sexual assault. These programs are sponsored through the HCC Scottie Engagement Team, the Safety Management Team and the Care and Threat Assessment Team and include the following:

- A mandatory training video on Preventing Sexual Misconduct; for identified high-risk groups.
- Opportunities to attend on-going programming sessions related to Personal Safety issues such as; Sexual Assault, Domestic and Dating Violence, Hate Crimes, Stalking, Active BYSTANDER and Drug & Alcohol issues;
- Faculty and Staff are provided information and guidance on helping students in a crisis situation.
- All employees must go through annual online training and competency quiz covering topics which include sexual misconduct, sexual harassment, and other campus safety and security matters.
- The HCC Safety Management Team and Care and Behavior Intervention Team offers educational programs, presentations, and literature promoting responsible decision-making and providing education on the legal consequences of alcohol and drug use. The department has an excellent supply of brochures, posters, and other printed materials about this subject, which are available to the college community and public free of charge. Special emphasis is placed on personal safety and every student, staff, faculty member, or visitor is encouraged to take a responsible and proactive approach to their own personal safety and security. The ultimate goal of these programs is to make the campus environment as safe and crime-free as possible by raising the level of awareness of individuals and promoting a willingness to assume individual responsibility in reducing opportunities for crime to occur.

**Safety and Security Tips for Preventing Sexual Assault**

**On Campus**

- Never walk alone at night. Call a friend or 785.741.2206 (Campus Security) for an escort.
- Always be aware of your surroundings. Walk purposefully and make eye contact with strangers.
- In parking lots, have keys ready when you approach your car to make your entry easier.
• After dark, try to park in a well-lit area close to your destination.
• Always lock car doors and roll up windows. Keep valuables out of sight or in the trunk.
• If you feel threatened, immediately go to an open building where there are other people
• Never leave personal items unattended or unlocked.
• Emergency 911 telephone calls on cellular telephones will not be answered by HCC
  Security, but will be directed to a 911 Call Center. For faster assistance, please advise the
  officer who answers the telephone that your emergency is occurring on the HCC campus.

At Home

• Always lock all doors, even when you are there. Take keys with you, even when stepping
  out for “just a second.”
• Keep windows locked.
• Don’t loan out your keys or leave them lying around. Detach your house keys from the
  main ring when having vehicles serviced.
• Utilize peepholes or safety chains. Don’t open doors without verifying the identity of the
  person on the other side.
• Don’t keep expensive jewelry, collectibles or large amounts of cash at home.
• Don’t advertise your absence, especially on your answering machine or a social media
  site.

In Social Situations

• When dating someone you don’t know well, ask people you trust about your date.
• Socialize in groups so that you’re not alone with just one person. There really is safety in
  numbers.
• Drive yourself and carry extra money in case you need to get home alone.
• If you feel uncomfortable, there’s probably a reason. It’s better to do something you may
  consider rude than to remain in a dangerous situation.
• Remember that alcohol impairs both your decision-making processes and the ability to
  communicate.
• Keep all drinking glasses, bottles or other open containers in sight at all times. When
  accepting a drink of some kind, make sure that you open the container yourself and be
  aware that ice cubes could contain harmful substances as well.

Guard Your Privacy on Social Networking Sites

• Don’t give out information simply because it is requested.
• Giving out birthdates, full names, addresses, phone numbers, Social Security numbers, bank
  or credit card accounts and other personally identifiable information can lead to identify
  theft and cyber stalking.
• Select gender-neutral usernames.
• Protect your passwords.
• Be cautious about posting pictures of yourself, as stalkers sometimes can become obsessed
  by photos or images.
• Versions of online information can be archived, so once you post information, deleting it
  does not ensure that it is no longer available online.
• Be cautious about arranging personal meetings with new online acquaintances.
• Only post information that you are comfortable having others see, including parents,
  potential employers, instructors, etc.
• Trust your instincts.

Protecting Yourself from Drug/Alcohol Facilitated Sexual Assault
• Never leave your drink unattended. Because they are colorless and odorless, drugs used in drug-facilitated sexual assault can be slipped into any type of beverage.
• Do not accept drinks from anyone but a bartender or server. Try to attend bars or parties with a group of friends, arranging beforehand to watch each other’s drinks.
• If you think your drink has been tampered with, seek medical attention immediately and request the hospital conduct toxicology testing.

What To Do If You Are Sexually Assaulted

Get to a safe place. For your protection, call 911, HCC Security or local law enforcement, especially if the accused is still nearby. HCC Security will assist you whether or not you choose to prosecute the accused. Once you are safe, call a friend or family member for support or HCC will provide you with community resources that can provide victim’s advocate/support services. Also, a number of college personnel are willing and able to assist in reporting assaults to the proper authorities.

Get medical attention immediately and preserve evidence. The primary purpose of a medical examination is to check for physical injury, the presence of sexually transmitted diseases or pregnancy as a result of the assault. The second purpose of a medical examination is to aid in the police investigation and legal proceedings. It is important to preserve evidence, so do not shower, bathe, eat/drink, brush your teeth, change clothes, or disturb the scene of the attack. The evidence collected may be important to prove rape, domestic violence, dating violence, sexual assault or stalking or other sexual assault, and may assist in obtaining a protection order.

Report the incident to the police. You are encouraged to report the incident. You can report directly to law enforcement or upon request, the college will assist you with reporting to the appropriate authorities. It is up to you, but reporting is not the same thing as prosecution. Prosecution can be determined later. At a minimum, HCC Security will provide victims with the telephone numbers for the Office of the Vice President for Student Services and area organization(s) that can provide victim’s services. Again, college personnel are willing and able to assist you in reporting assaults to the proper authorities.

HCC Security
606 W. Main
Highland, KS 66035
785-442-6020

Highland, KS Police Department
220 W. Main
Highland, KS 66035
785-442-3212

Doniphan County Sheriff’s Department
219 S. Main
Troy, KS 66087
785-985-3711

Emergency or Police Assistance – Dial 911

If you are a victim of a sexual assault and decide not to notify HCC personnel, please secure medical attention and contact any of the victim support resources listed in this publication.

Enforcing a Restraining or No Contact Order at HCC. A restraining order is an order from a court that requires one party to do, or refrain from doing, certain acts. For example, it can protect you from being physically abused, threatened, stalked or harassed. If you have a court order, you should inform HCC’s Security Department and/ or Title IX Coordinators. HCC can help to ensure that the
Every victim of a crime has the right to be informed about how his or her case will be handled by law enforcement. If the incident is reported, HCC Security will:

- Provide the case number assigned to the victim’s case, if requested
- Explain the processing of a criminal case
- Provide guidance on how to obtain information about the processing of the case
- Provide the non-emergency HCC Security telephone number to enable a victim to request information about the status of his or her case
- Officers will provide the victim with victim advocacy resource information throughout the process to address a victim’s need and concerns as well as those of significant others
- A victim’s request to speak to an officer of the same gender will be accommodated, if possible
- Officers will make arrangements for medical treatment with respect for a victim’s choice of medical facility
- Officers will assist any local, state and federal authority investigating the assault
- A victim’s name and identifying information will be withheld from the public and the press, in accordance with Kansas open records laws. This may be accomplished by withholding or redacting documents, as well as excluding the victim’s name and identifying information from reports made available to the public and the media.
- Report the incident to a HCC Title IX Coordinator.

During business hours (8:00 a.m. to 5:00 p.m.; Monday through Friday), you are also strongly urged to report any sexual misconduct (including sexual assault, rape, dating violence, domestic violence and stalking) you believe may have occurred to the following individuals designated as Title IX coordinators for the purposes of the Student Sexual Misconduct Complaint Procedures, or by contacting the current Vice President of Student Services if that individual is not listed below:

**Sexual Misconduct Complaints Against a Student**

Dr. Cheryl Rasmussen, Vice President for Student Services/Title IX Coordinator
Highland Community College
606 West Main
Highland, KS 66035
785-442-6020
vpstudentservices@highlandcc.edu
Administration Building, 1st floor, Student Services (West)

Students interested in counseling and/or guidance may also contact HCC Counselor in the Student Center, which offers guidance and support in collaboration with the Vice President of Student Services (by telephone, at 785-442-6016 or by email to Kristin Woodruff at kwoodruff@highlandcc.edu).

Complaints against a HCC employee should be reported. If you or someone you know may be the victim of Sexual Misconduct by a College employee (including sexual assault, rape, dating violence, domestic violence and stalking), you may verbally report such misconduct or file a complaint with the following individual designated at Title IX Coordinators for the purposes of receiving Sexual Misconduct Complaints against Employees, or by contacting the current Human Resource Manager if that individual is not listed below:
Sexual Misconduct Complaints Against an Employee

Eileen Gronniger, Human Resource Manager/Title IX Coordinator
Highland Community College
606 West Main
Highland, KS 66035
785-442-6010
humanresources@highlandcc.edu
Administration Building, 2nd floor, West

IMPORTANT TO NOTE: The Title IX Coordinators can assist you in: getting help, explaining your rights as a student/employee, investigation processes and protection options. You may decide to report the incident to law enforcement. Title IX Coordinators can assist you with the reporting process, if you so choose. If you decline to pursue a formal criminal action through a police department, you can pursue institutional actions consistent with the HCC Student Rights and Responsibilities policy, Title IX and Clery Act. Alternatively, you can choose not to pursue any institution action, but pursue criminal action or make a police report, by contacting local law enforcement.

Click here for additional Title IX Resources: http://highlandcc.edu/pages/title-ix-resources/

What Can You Do to Help Prevent Sexual Assault and Misconduct?
A large part of preventing Sexual Assault involves recognition of warning signs and early intervention efforts.

What Does it Mean to Be An Active Bystander?
Through a variety of training and educational opportunities, HCC encourages students and employees to be active bystanders. This means that as an active Bystander, you care about the HCC community, as well as the surrounding community you live in. Rather than being passive, Active Bystanders when they witness troubling behavior, take action to make sure that HCC is a safe, accepting and fun place to go to school and work. Being an Active Bystander means being aware, deciding to act, and when you “see something, you say something.”

There are many situations that would call for an Active Bystander to intervene, including disrespectful or abusive behavior, homophobic, racist, or sexist jokes, discrimination, risky behavior resulting from substance use, hate behavior or comments or taking advantage of power imbalances (like status, size, or level of inebriation).

Being an active bystander doesn’t have to be dramatic. It can be as simples as saying something like, “Are you okay?” or “Can I talk to you for a sec?” or “That’s really not cool,” or “Are you kidding me, really?”

Some keys to safe Bystander actions are:

Get Some Backup:
1. Get your friends together-it’s time to leave
2. Get your friends for back-up. Sometimes having your friends to back you up makes it easier to intervene.
3. If intervening in the situation would be dangerous for you to do, call HCC Security at 785.741.2206 or 911-it’s always an option for intervention.

Distraction
1. Invite yourself to tag along.
2. Hey, this party is lame, let’s go somewhere else.
Silent Stare
1. Sometimes a disapproving look can be far more powerful than words.

Humor
2. Reduces the tension of an intervention and makes it easier for the person to hear you
3. Do not undermine what you say with too much humor.
4. Funny doesn’t mean unimportant.

Bring It Home
1. Say something, “I hope no one ever talks to you like that.”
2. Challenge a sexist/rape joke, “I don’t get it, can you explain why that joke is funny?”

Be a Friend
1. “I gotta tell you that the way you acted makes you look like a jerk.”
2. “As your friend, I thought you were better than this.”

Bullying

Bullying is a widespread and serious problem that can happen anywhere. It is not a developmental phase an individual has to go through, it is not “just messing around”, and it is not something to grow out of. Bullying can cause serious and lasting harm and is prohibited at HCC and in the State of Kansas. Additionally, bullying may be a precursor to Sexual Assault offenses.

Bullying is any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of: Harming a student or staff member, whether physically or mentally; damaging a student’s or staff member’s property; placing a student or staff member in reasonable fear of harm to the student or staff member, or placing a student or staff member in reasonable fear of damage to the student’s or staff member’s property.

Although definitions of bullying vary, most agree that bullying involves:

• Imbalance of Power: People who bully use power to control or harm and the people being bullied may have a hard time defending themselves.

• Intent to Cause Harm: Actions done by accident are not bullying; the person bullying has a goal to cause harm.

• Repetition: Incidents of bullying happen to the same person over and over by the same person or group.

Bullying can take many forms. Types of bullying include:

• Verbal-name calling, hassling someone, degrading comments

• Social—spreading rumors, leaving people out on purpose, interfering negatively on other relationships

• Physical—hitting, punching, shoving

• Cyber bullying: using the Internet, mobile phones, or other digital technologies to harm others, [http://www.stopbullying.gov/cyberbullying/index.html](http://www.stopbullying.gov/cyberbullying/index.html)
What Can You Do If Someone You Know Has Been Sexually Assaulted?

If you know someone who has been sexually assaulted, you can be of help. In the aftermath of a sexual assault, the victim may experience fear, insecurity, and/or frustration and need care and support from others. You, as a friend (or spouse or family member), can play an important role by providing reassurance and support.

Allow your friend to reflect upon what has happened and the feelings experienced, but do not press for details. Let her/him set the pace. Listening is one of the best things you can do at this time. In short, be a trusted friend.

If your friend has not received medical attention, encourage her/him to do so. Know that there is a possibility the medical facility will notify the police, However, it is up to your friend to make the final decision as to whether a formal police report will be initiated.

You can be a valuable resource to your friend by seeking out and providing information that will assist in understanding available options. For example, you can let your friend know that reporting the rape and collecting evidence does not automatically lock her/him into pursuing prosecution of the offender. What it does do is assist the police in identifying the method and possible identity of the accused. Since rapists tend to rape more than once, any information that can be provided may prevent the sexual assault of someone else. You may be asked to testify in conduct proceedings regarding your friend’s remarks, actions, and state of mind, especially if you were one of the first people she/he approached. Jotting down a few notes may prove to be of benefit later.

Making the decision to report a sexual assault to the police and to undergo the subsequent processes of evidence collection and possible legal and conduct proceedings will be very difficult for your friend. Although it is only natural that you will want to give advice, you must avoid trying to control the situation. A victim of sexual assault needs to regain control and must be allowed to make her/his own decisions.

Whatever decisions are made, your friend needs to know that she/he will not be judged, disapproved of, or rejected by you. The victim of sexual assault can suffer a significant degree of physical and emotional trauma both during and immediately following the rape that may remain for a long time. By being patient, supportive, and nonjudgmental you can provide a safe accepting climate into which your friend can release painful feelings.

Sometimes friends or family members take the sexual assault of a loved one very personally, almost as if the assault had happened to them. They may feel resentment or anger and unleash this anger on the victim and/or others. Sometimes their sense of frustration and helplessness is pitted against a powerful urge for revenge.

Do not make the mistake of discounting or ignoring your emotional responses. It is very important to realize that you too are responding to an unwanted crisis. You are trying to understand what has happened and adjust to unfamiliar realities. Therefore, do not hesitate to take advantage of support services in your community, which offer counseling for victims of sexual assault and their significant others.

Resources for Counseling, Mental Health and Other Victim Services

HCC Resources:

Vice President for Student Services/Crisis Team Leader
Administration Building
606 West Main
785.442.6020
Counseling Services/Care and Behavioral Intervention Team Leader
Irvin Hall
606 West Main
785.442.6016

Advising Services
Irvin Hall
606 West Main
785.442.6147

Director of Student Life/Safety Management Team Leader
Wellness Center
205 N. Prairie
785.442.6188

HCC Security
Heritage Hall Office
205 N. Elmira
785.741.2206

Local Authorities:

Highland Police Department
220 West Main
Highland, KS 66035
785.442.3212

Doniphan County Sheriff’s Department
219 S. Main
Troy, KS 66087
782.985.3711

Doniphan County District Attorney
137 N. Main
Troy, KS 66087
785.985.3561

HCC Victim Assistance Numbers

Vice President for Student Services/Crisis Team Leader
Administration Building
606 West Main
785.442.6020

Counseling Services/Care and Behavioral Intervention Team Leader
Irvin Hall
606 West Main
785.442.6016

Al Anon Kansas 913.384.4653
Al Anon Missouri 816.373.8566
National Child Abuse Hotline 800.4-A-CHILD
National Runaway Hotline 800.621.4000
National Domestic Violence Hotline: 800.787.3224
National Sexual Assault Hotline: 800.656.HOPE (4673)
KANZA Mental Health Center, Hiawatha, KS 785.742.7113

Rape, Abuse & Incest National Network: https://www.rainn.org
National Domestic Violence http://www.thehotline.org

HCC Response to Sexual/Domestic Abuse Crime
Highland Community College explicitly condemns sexual assault of students and employees. Sexual assault is unlawful; those who engage in it are subject to college sanctions as well as civil and criminal penalties.

When criminal action is pursued in addition to an administrative grievance under HCC policy, HCC will coordinate its investigative actions with campus or local law enforcement authorities to ensure that criminal prosecution is not jeopardized. HCC may defer administrative action at the request of local law enforcement authorities pending completion of the criminal investigation. Where review by the college or other college executive officer determines that immediate administrative action is necessary for the safety, health and well being of the campus community, such action may be taken in advance of resolution of criminal charges.

Retaliation
Any attempt to penalize or retaliate against a person for filing a complaint or participating in the investigation of a complaint of sexual assault, misconduct or harassment will be treated as a separate and distinct violation of college policy.

Appropriate Disciplinary Action and the Right to Know the Outcome
Appropriate disciplinary action may include a range of actions up to and including dismissal and/or expulsion. Both the accuser and the accused are entitled to the same opportunities to have others present during any disciplinary proceedings.

Highland Community College will disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the results of any disciplinary proceeding conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the college will provide the results of the disciplinary proceeding to the victim’s next of kin, if so requested in writing.

Changes in Academic Situation
HCC will make assistance in changing academic, transportation, and working situations in accordance with applicable complaint procedures after an alleged sexual assault incident, if so requested by the victim or the accused and if such changes are reasonably available.

Registered Sex Offender Notification
The HCC Safety Management Team receives notification and monitors information for registered sex offenders who currently work, teach, volunteer, or attend classes at HCC. The completeness of this information is contingent on the timely notification by the registered sex offender as well as the agencies reporting to the HCC

The State of Kansas makes certain Registry information on sex offenders is publicly available by means of the Internet. The web address for this related information is: http://www.accesskansas.org/kbi/ro.shtml

Weapons Policy
HCC prohibits the possession or carrying of any weapon by any person, except a police officer, on College Property in college owned or operated buildings and while attending HCC sporting, entertainment, or educational events, unless otherwise authorized by Kansas law. Entry on the aforementioned college property in the violation of this prohibition is expressly forbidden.

Definitions of Crimes for Use in Classifying Criminal Offenses

**Murder** – The willful (non-negligent) killing of one human being by another.

**Negligent Manslaughter** – The killing of another person through gross negligence.

**Forcible Sex Offenses** – Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent. Forcible sex offenses include:

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

**Non-forcible Sex Offenses** – Unlawful, non-forcible sexual intercourse. Non-forcible sex offenses include:

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

**Robbery** – The taking, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence, and/or by putting the victim in fear.

**Aggravated Assault** – An unlawful attack by one person upon another where either the offender displays a weapon, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

**Burglary** – The unlawful entry into a building or other structure with the intent to commit a felony or a theft.

**Motor Vehicle Theft** – The theft or attempted theft of a motor vehicle.

**Arson** – To unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device.

**Liquor Law Violations** – The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of intoxicating alcoholic beverages.

**Drug Related Violations (Sale and Possession)** – The unlawful cultivation, manufacture, distribution, sale, purchase, possession, transportation, or importation of any controlled drug or narcotic substance; or, the unlawful manufacture, sale, purchase, possession, or transportation of equipment or devices used for preparing and/or taking drugs or narcotics (drug paraphernalia).
**Weapon Law Violations** – The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

**Domestic Violence** – Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. (See “Sexual Assault and Misconduct” section above for domestic violence definition in this jurisdiction).

**Dating Violence** – Violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The Length of the relationship, (ii) The type of relationship, (iii) The frequency of interaction between the persons involved in the relationship.

**Stalking** – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

**Hate Crimes**

A hate crime is considered a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, religion, disability, sexual orientation, ethnicity, gender, or gender identity/national origin. Although there are many possible categories of bias, under the Clery Act, only the following eight categories are reported:

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

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

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

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

**Ethnicity:** A preformed negative opinion or attitude toward a group of persons whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term “race” in that “race” refers to grouping based mostly upon biological criteria, while “ethnicity” also encompasses additional cultural factors.

**National Origin:** A preformed negative opinion or attitude toward a group of persons of the same national origin who share common or similar traits, languages, customs and/or traditions.

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

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

In conjunction with the Clery Act, hate crimes include any of the following offenses that are motivated by bias:
• Murder and non-negligent manslaughter
• Forcible sex offenses
• Non-forcible sex offenses
• Robbery
• Aggravated assault
• Burglary
• Motor vehicle theft
• Arson
• Larceny-theft
• Simple assault
• Intimidation
• Destruction/damage/vandalism of property

Crime Statistics

Crime statistics provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act are for your information. These statistics are compiled and released annually by the Highland County Community College Vice President for Student Services. The totals you see below represent the compilation of all designated Clery Act crimes reported to campus law enforcement officials and Campus Security Authorities (CSAs).

To Ensure that all designated CSAs are knowledgeable of Clery Act reporting requirements, CSAs of HCC are sent an email advisory each fall and spring semester detailing the requirement that they provide to the HCC Vice President for Student Services any information brought to their attention regarding any Clery Act reportable crime. Please note that under the guidelines of the Clery Act, this information can be brought to the attention of the CSA by a victim, witness, other third party or even the offender: and regardless of whether or not the individuals involved in the crime, or reporting the crime, are associated with the institution. If the CSA receives the crime information and believes it was provided in good faith, the CSA is required to report that information to HCC Vice President for Student Services. In “good faith” means there is a reasonable basis for believing that the information is not simply rumor or hearsay. That is, there is little or no reason to doubt the validity of the information.

The statistics provided below also include Clery Act crime report data received from other law enforcement agencies with jurisdiction in geographical areas outside of the main campus where HCC owns, leases, or controls property where significant student activity occurs. In order to comply with this portion of the statistical reporting requirement, the HCC Vice President for Student Services completes an annual process of property identification, determination of law enforcement jurisdiction, request for Clery Act crime statistics from appropriate law enforcement agencies, and follow-up contact to ensure a reasonable, good-faith effort is complete in the collection of required statistics. This same process is also conducted with the local law enforcement agency that has jurisdictional control over public areas adjoining the HCC main campus.

Crime Statistics Location Definitions

The crime statistics reported are broken down geographically according to the following categories: Total Campus (Total); Non-campus Building or Property; and Public Property. The following definitions apply to these geographic categories:

Campus: (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographical area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).
**Non-Campus building or property:** (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

**Public property:** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.
### HCC Campus Safety and Compliance Management

The following chart outlines safety and compliance management teams, their role in campus safety and membership.

<table>
<thead>
<tr>
<th>Team</th>
<th>Mission</th>
<th>Goals</th>
<th>Chair/ Members</th>
<th>Publications/ Training</th>
</tr>
</thead>
</table>
| Crisis   | Facilitate crisis prevention and intervention services to members of the College community. Through constant communication, members of the team are able to identify and assess potential harm, and develop and implement intervention plans before a situation escalates. During the aftermath of an event on HCC premises, team members intervene by providing security, individual and group student support counseling, referrals to county agencies, and recommendations to College officers. (Part of Clery-DOE Compliance) | • Increase awareness within the HCC community on how to identify and communicate potential harm.  
• Educate the HCC community on assisting with health and safety on campus.  
• Establish standard operating procedures for behavioral crisis on campus that is inclusive of identification, communication, intervention (i.e. counseling, referral), and follow-up. | Vice President for Student Services, Chair  
• VPAA  
• VPIA  
• VFPO  
• Athletic Director  
• Director of Housing  
• Assos VPSS  
• VPSS  
• SSS Director  
• Disabilities Coordinator  
• Director Student Life  
• IT Director  
• Human Resources  
• Faculty (2)  
• Security (2)  
• Athletic Trainer | Publications  
Crisis Response Manual  
Training  
Student Travel Procedure: travel@highlandcc.edu  
Campus Lockdown |
<table>
<thead>
<tr>
<th>Care &amp; Threat Assessment</th>
<th>Identify and assist high-risk students who are having difficulty being academically successful at HCC and to aid in developing support plans to encourage student health, well being, and academic success by an active process of threat assessment and behavioral intervention.</th>
<th>Identify students who are at risk academically and provide appropriate support and intervention</th>
<th>Promote campus safety by assessing and intervening with student behaviors that may compromise campus safety</th>
<th>Director of Counseling, Chair</th>
<th>Publications</th>
<th>Portions of Crisis Response Manual Student Handbook list of resources</th>
</tr>
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<tbody>
<tr>
<td>Safety Management Team</td>
<td>To implement a collaborative campus approach for Clery Act compliance. (DOE Compliance) To act as a subgroup of the Crisis Team to facilitate policy development and updates for crisis response.</td>
<td>Initiate timely warnings</td>
<td>Maintain a public crime log</td>
<td>Disclose campus security policies, procedures, and programs</td>
<td>Address special considerations regarding sex offenses and offenders</td>
<td>Collect, count, and classify data-recognize the who what, when, and where</td>
</tr>
<tr>
<td>Student Conduct</td>
<td>To process violations of the Student Code of Conduct in accordance with HCC policy.</td>
<td>To promote a campus environment that supports the overall</td>
<td>Associate VP of Student Services, Chair</td>
<td>Publications</td>
<td>Student Conduct Policy in Student Handbook</td>
<td></td>
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Training
Care Team Referral
Bystander Training
Sexual Violence Training
CSA Training
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<tr>
<th>Title VII</th>
<th>Title VII of the Civil Rights Act of 1964 protects individuals against employment discrimination on the bases of race and color, as well as national origin, sex, and religion. Protections include recruiting, hiring, advancement, harassment, hostile work environment, compensations, terms, conditions, and privileges of employment, segregation of employees, and protects against retaliation. (EEOC Compliance)</th>
<th>Prevention of employment discrimination.</th>
<th>Human Resources, Chair</th>
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<td>Training Investigator Pool</td>
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<td>Publications Master Contract Grievance Title VII Guidelines in Employee Manual</td>
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<td>Training Employee Training</td>
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<tr>
<td>Title IX</td>
<td>No person in the US shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. (OCR Compliance) Gender Equity Report-Athletic Director (DOE Compliance)</td>
<td>Prevention and Remediation of: • Gender discrimination • Sexual harassment • Sexual Assault • Stalking • Intimate Partner/Relationship violence • Bullying • Cyberbullying • Retaliation</td>
<td>Human Resources-Staff Title IX Coordinator Vice President for Student Services-Student Title IX Coordinator</td>
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<td>Trained Investigators make up the rest of the Title IX team.</td>
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<td>Publications Title IX Policies Student conduct policies aligned with Title IX Staff conduct policies aligned with Title IX HCC Catalog</td>
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<td>Training • Gender discrimination</td>
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<td></td>
<td>• Assurance of compliance with requirement to stop, prevent, remedy.</td>
<td>• Sexual harassment</td>
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<td></td>
<td>• Assurance of compliance with final sanctions</td>
<td>• Sexual Assault</td>
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<td>• Stalking</td>
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<td>• Intimate Partner/Relationship violence</td>
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<td>• Cyberbullying</td>
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<td>• Retaliation</td>
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**Crimes Reported to HCC Security Department**

The remainder of this annual security report contains descriptions, maps and reportable crime statistics for HCC’s five reportable campuses.

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<td>Murder and non-negligent manslaughter</td>
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<td>Manslaughter</td>
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<td>Forcible Sex Offenses</td>
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<td>Robbery</td>
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Number of Arrests/Referrals for Selected Offense

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*Clery Reporting Maps*
Practice Football Field
Softball Field, 207 East Pennsylvania, Highland, KS
Klinefelter Farm, 1774 230th Street, Hiawatha, KS 66434