

Allen Community College

Iola Campus, Burlingame Campus, Online Learning

2019 Annual Security and Fire Safety Report

Clery Act

The **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act** (20 USC § 1092(f)) is the landmark federal law, originally known as the Clery Act, that requires colleges and universities across the United States to disclose information about crime on and around their campuses.

Annual Disclosure of Crime Statistics

The Vice President for Student Affairs is responsible for the annual disclosure of crime statistics. Students and employees may voluntarily and confidentially report Clery Act crimes to the Vice President for Student Affairs, the Director of Student Life, or the Dean for the Burlingame Campus for the purpose of making timely warning reports and the annual statistical disclosure. Individuals should always be encouraged to report crimes to campus personnel or law enforcement. Local law enforcement are also contacted to contribute information for the annual report. The college does not have any recognized student organizations living in non-campus housing facilities and therefore does not monitor criminal activity of these groups.

Iola Campus	On Campus			Student Housing*			Noncampus			Public Property		
	2016	2017	2018	2016	2017	2018	2016	2017	2018	2016	2017	2018
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0		0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0		0	0	0	0	0
Rape	0	1	0	0	1	0		0	0	0	0	0
Fondling	0	0	0	0	0	0		0	0	0	0	0
Incest	0	0	0	0	0	0		0	0	0	0	0
Statutory Rape	0	0	0	0	0	0		0	0	0	0	0
Robbery	0	0	0	0	0	0		0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0		0	0	0	0	0
Burglary	1	1	1	0	0	0		0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0		0	0	0	0	0
Arson	0	0	0	0	0	0		0	0	0	0	0
Domestic Violence	0	0	0	0	0	0		0	0	0	0	0
Dating Violence	0	1	0	0	1	0		0	0	0	0	0
Stalking	0	0	0	0	0	0		0	0	0	0	0
Hate Crimes	0	0	0	0	0	0		0	0	0	0	0
Liquor Law Arrests	3	8	11	3	8	8		0	0	0	1	1
Liquor Law Disciplinary Action	20	31	27	20	31	27		0	0	0	0	0
Drug Law Arrests	1	3	2	1	2	0		0	0	0	0	2
Drug Law Disciplinary Action	2	1	8	2	1	5		0	0	0	0	0
Illegal Weapons Arrests	0	0	0	0	0	0		0	0	0	0	0
Illegal Weapons Disciplinary Action	0	0	0	0	0	0		0	0	0	0	0

* Crimes reported in student housing are included in the on campus category

Fire Safety Summary	Fires			Injuries			Deaths		
	2016	2017	2018	2016	2017	2018	2016	2017	2018
Horton Hall	0	0	0	0	0	0	0	0	0
Winter Hall	0	0	0	0	0	0	0	0	0
Masterson Hall	0	0	0	0	0	0	0	0	0
Red Devil Duplex	0	0	0	0	0	0	0	0	0
Herynk Hall	0	0	0	0	0	0	0	0	0
Parkford Apartment		0	0		0	0		0	0
Ballard House		0	0		0	0		0	0

Burlingame Campus	On Campus			Public Property		
	2016	2017	2018	2016	2017	2018
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	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
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
Hate Crimes	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0
Liquor Law Disciplinary Action	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0
Drug Law Disciplinary Action	0	0	0	0	0	0
Illegal Weapons Arrests	0	0	0	0	0	0
Illegal Weapons Disciplinary Action	0	0	0	0	0	0

Security of Campus Facilities

Campus facilities are accessible while classes are in session or facilities such as the library, academic success center, gym, activities building, theatre, and student center are open. On the Iola campus, security cameras are used internally and externally in student residences and campus buildings. Residence halls are locked and may only be accessed by keys issued to residents. The maintenance department conducts monthly checks to insure the safety of facilities.

Security Personnel

Allen Community College does not have security staff, but works closely with local law enforcement to provide necessary security personnel. The Dean for the Burlingame Campus, the Director of Student Life, and the Vice President for Student Affairs will assist law enforcement personnel in the event of an emergency or crime.

Safety and Security Training

The majority of Allen students attend online so safety and security training is provided via the website and social media. Training topics include bullying, dating/domestic violence, sexual assault, stalking, substance abuse, online violence, and active bystander. Additional in-person training is provided on the residential campus in Iola.

Training is provided to faculty and staff during employee convocations before the beginning of the fall and spring semesters. Training topics include active bystander, A.L.I.C.E. training for active killer, crime prevention, and security procedures.

Alcohol Policy

The possession, use, distribution, transportation or consumption of any alcoholic beverage on college property is not permitted by any student or non-student, regardless of age. Possession, use, distribution, transportation, or consumption of alcohol on the college property, as well as at all college sponsored student functions on and off campus, is prohibited.

Persons, regardless of age, are not permitted to be intoxicated in or around the residence hall areas or on college property. This includes, but is not limited to, the residence hall entrances, the public areas surrounding the residence hall, parking lots, and recreation areas. Display of any alcoholic beverage containers (empty or full), which includes beer bottles, cans, and hard liquor bottles anywhere in residence hall rooms is prohibited.

Controlled Substance/Drugs Policy

It is the intent of the Board of Trustees and Allen Community College that all students at the college are in a drug free environment; (i.e.: classes, all campus facilities, residence halls, and all college sponsored functions, both on and off campus.) The unlawful manufacture, distribution, dispersing, possession, or use of a controlled substance is prohibited. Engaging in the illegal activity violates the policy of the Board and specific sections of the Federal Drug-Free Schools and Communities Act of 1989, Public Law 101-226, CFR Part 86 subparts A and B.

Students are warned that the illicit use of drugs:

1. May do severe and irreparable harm to their health;
2. Violates college, local, state, and federal policies;
3. Will cause the college to respond to an incident by:
 - a. Counseling, treatment, or rehabilitation program referral, or
 - b. Suspension, expulsion, and/or dismissal, or
 - c. Referral to appropriate authorities for prosecution, or
 - d. Any combination of the above.

Reporting to Victims of a Crime of Violence

The college will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for the purpose of this reporting.

Missing Person Policy

Allen Community College is committed to maintaining a positive and safe learning and working environment. The purpose of this policy is to establish procedures for the college's response to reports of missing students, as required by the Higher Education Opportunity Act of 2008. This policy applies to students who reside in campus housing, including off-campus apartment units owned or leased by the college for student residents.

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

Designation of Emergency Contact information

- Students age 18 and above and emancipated minors will be given the opportunity each semester to designate an individual or individuals to be contacted by the college no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student.
- If a student under the age of 18 is determined to be missing pursuant to the procedures set forth below, the college is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

Official Notification for Missing Persons

Any individual on campus who has information that a residential student may be a missing person must notify the Vice President for Student Affairs and/or the Director of Student Life as soon as possible.

Note: In order to avoid jurisdictional conflicts when an off-campus and/or commuter student is believed to be missing, the reporting person should immediately notify local law enforcement authorities. The Vice President for Student Affairs and/or the Director of Student Life will assist external authorities with these investigations as requested.

The Vice President for Student Affairs and/or the Director of Student Life will gather all essential information about the residential student from the reporting person and from the student's acquaintances (description, clothes last worn, where student might be, who student might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photograph, class schedule, etc.). Appropriate campus staff will be notified to aid in the search for the student.

Initial Search

- Verify student is not in the assigned residence hall room, in an academic class, and/or with an athletic or activity group
- If the student has a registered vehicle on campus, check all parking lots to determine if the vehicle is on campus
- Attempt to contact the student by both phone call and text
- If the student is an athletic or activity student, contact the coach or activity sponsor to identify last contact with the student
- Contact roommates to determine last contact with the student
- Contact instructors to determine last contact with the student
- Check any known social media accounts to look for the last update or use
- Conduct a quick but thorough campus search
- If the above actions are unsuccessful in locating the student or it is apparent immediately that the student is a missing person (e.g., witnessed abduction), the Vice President for Student Affairs and/or the Director of Student Life will contact the appropriate local law enforcement agency to report the student as a missing person, and the local law enforcement agency will take charge of the investigation
- No later than 24 hours after determining that a residential student is missing, the Vice President for Student Affairs and/or the Director of Student Life will notify the emergency contact (for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.

Communications

In cases involving missing persons, law enforcement personnel are best situated to provide information to the media that is designed to elicit public assistance in the search for a missing person. Therefore, all communications regarding missing students will be handled by outside law enforcement authorities, who may consult with the college's Administration. All inquiries to the college regarding missing students, or information provided to any individual at the college about a missing student, shall be referred to the Vice President for Student Affairs and/or the Director of Student Life, who shall refer such inquiries and information to law enforcement authorities. Prior to providing the Allen community with any information about a missing student, the Vice President for Student Affairs and/or the Director of Student Life shall consult with the local law enforcement authorities to ensure that communications do not hinder the investigation.

Reporting Emergencies on Campus

The campuses of Allen Community college are within the jurisdictions of the Iola and Burlingame Police Departments. These police departments patrol the college premises, enforce city and state ordinances, and respond to calls for assistance.

In the event of an emergency, students, faculty and staff should always call 911. College personnel should be notified of emergencies or crimes by calling

Iola Campus – 620-365-5116

Iola Residence Hall Emergency – 620-228-8258

Burlingame Campus – 785-654-2416

Law enforcement officials may be summoned in order to conduct an investigation of alleged criminal conduct on college property or during college-sponsored activities. They may also be summoned for the purpose of maintaining or restoring order when necessary to prevent injury to persons or property.

Emergency Notification Policy

Allen Community College will make every effort to implement emergency notifications as soon as reasonably possible from the time appropriate personnel are aware of a campus emergency situation or incident. As soon as the college has confirmed that a significant emergency or dangerous situation exists, the college will

- Take into account the safety of the campus community;
- Determine what information to release about the situation; and
- Begin the notification process

The only reason the college would not immediately issue a notification for a confirmed emergency or dangerous situation would be if doing so would compromise efforts to assist a victim; contain the emergency; respond to the emergency; and otherwise mitigate the emergency.

In the event of an emergency the following procedures will be followed to contact students, faculty, and staff:

1. Mass email to all students, faculty, and staff via allenc.net and allenc.edu addresses.
2. Text message to all students, faculty and staff via Emergency Notification System (ENS).

Faculty, staff, and students are responsible for providing all necessary contact information, including updates to that information. Allen Community College cannot provide communication with those who fail to provide current phone numbers and/or contact information.

Allen Community College is not responsible for problems which may arise due to cellular phone providers, internet interruptions, cell phone malfunctions, or inability to access email.

All Allen Community College students, faculty and staff will be automatically enrolled in the College's emergency notification system. Students, faculty, and staff wishing to opt out of emergency notifications can do so by completing a form on the myAllen portal.

High school concurrent students must abide by the emergency notification policy of their high school and will only be notified of Allen Community College emergencies if they are taking courses at Burlingame, Iola, or Online.

Authority to Activate the ENS for the College

The following officials will have authority to activate the Emergency Notification procedure for Allen Community College:

- President
- VP for Academic Affairs
- VP for Finance and Operations
- VP for Student Affairs
- Dean for the Iola Campus
- Dean for the Burlingame Campus
- Dean for Online Learning
- Director of Student Life

- Director of Physical Plant Operations
- Burlingame Academic Advisor
- Director of Information Technology as software administrator

This policy does not supersede other college policies and procedures currently in place for non-emergency, non threatening weather or incident institutional closures.

Emergency Notification Procedures

Use of the Emergency Notification System (ENS)

1. The RAVE service will be used to transmit brief urgent messages to the college community as quickly as possible.
2. The use of this system during a declared campus emergency may only be authorized by an official on the current "Authority to Activate" list. The authorized official shall use his/her judgment when declaring a campus emergency. When reasonable, consultation with President's Council members will occur prior to the declaration of an emergency and the activation of the emergency notification system.

Definitions of Campus Emergencies that will activate an Emergency Notification

Emergency Notifications may be issued for, but are not limited to the following events:

- Bomb threats or other imminent violent threats
- Fire alarms
- Natural gas leaks, hazardous spills and explosions
- Natural disasters
- Power outages and utility failures
- Campus closure
- Violent civil disturbances and demonstrations
- Violent criminal behavior; active shooter
- Terrorism incidents
- Severe Weather incidents
- Disease outbreak or serious illness

Notification Methods

Students, faculty and staff may be notified at all or some of the following media:

- Allen Community College Email
- Text on cell phone

In Burlingame, the Dean for the Burlingame Campus will notify 911 that an emergency is occurring. In Iola, the 911 Communication Center receives ENS messages. If needed, local radio stations will be notified that an emergency is occurring on the Burlingame or Iola campus. The Director of Admissions and Marketing will place notifications on college social media sites.

Emergency Notification Messages

Message texts have been created for ease of dissemination and consistency. Follow-up messages may be sent after the initial message at the discretion of the ENS activating College official. It may be necessary to send the all-clear message via the ENS. For emergencies on the Burlingame campus,

Burlingame and online students and employees will be notified. For emergencies on the lola campus, lola and online students and employees will be notified

Testing Emergency Response and Evacuation Procedures

The college will annually conduct at least one scheduled drill or exercise of emergency response and evacuation procedures. The Emergency Notification Procedures and Notification system will be tested at least annually. Designated ENS system users will receive training annually. As part of the test, the college will send an email notification to all faculty, staff, and students containing a link to the college's emergency procedures.

Sexual Misconduct Policy

Allen County Community College is committed to maintaining a positive and safe learning and working environment. Allen Community College students and employees are responsible for assuring that the college maintains an environment for study and work free from Sexual Misconduct or related retaliation and all members of the Allen community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Allen Community College prohibits Sexual Misconduct, specifically including rape, acquaintance rape, sexual assault, dating violence, domestic violence, sexual harassment, and stalking, and related retaliation of any nature against or by any student or employee.

Sexual Misconduct violates the dignity of individuals, impedes the realization of educational goals, is unlawful and will not be tolerated. Specifically, Sexual Misconduct 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 criminal prosecution.

Definitions

Sexual Misconduct is a broad term encompassing non-consensual or 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.

For purposes of this policy, Sexual Misconduct includes, but is not limited to, rape, acquaintance rape, domestic violence, sexual harassment, dating violence, sexual assault, and stalking.

Consent is a willingness or agreement to engage in conduct. Consent must be 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 minimum age required to give consent in Kansas or
- Providing apparent consent due to fraud or misrepresentation.

Reporting

Individuals with questions or concerns about Sexual Misconduct, or those wishing to file a complaint of Sexual Misconduct, should contact the Vice President for Student Affairs, Allen Community College, 1801 North Cottonwood Street, Iola, Kansas 66749, 620-365-5116, vpsa@allenc.edu. In an emergency, please call 911 for immediate assistance.

Allen Community College is committed to fostering a community that promotes prompt reporting of all types of Sexual Misconduct and timely and fair resolution of Sexual Misconduct complaints. It is a violation of this Policy for anyone acting knowingly and recklessly either to make a false complaint or to provide false information regarding a complaint of Sexual Misconduct.

Every reasonable effort will be made by the Title IX Coordinator to protect the confidentiality of the parties during an investigation. After an investigation, any person who is found to have violated this policy or retaliated against another will be subject to discipline, up to and including expulsion from Allen and/or termination of employment, to help ensure that such actions are not repeated.

Students and employees are encouraged to file a criminal complaint with local law enforcement in addition to reporting sexual misconduct to the college. The College will not wait for the conclusion of any criminal investigation or proceedings to commence its own Investigation and take interim measures to protect the complainant and the College community.

Campus Crime should be reported to a Dean, a Vice President, the Director of Student Life, or student housing staff members. Those crimes involving sexual misconduct will then be reported to the Title IX Coordinator. All other employees are expected to report knowledge of any suspected Sexual Misconduct.

Any person may file a Sexual Misconduct complaint against a college student or employee under these complaint procedures. A "college student" means any student who is registered or enrolled at the College at the time of the alleged Sexual Misconduct. A "college employee" means any full or part-time employee who is employed at the time of the alleged Sexual Misconduct. These complaint procedures apply to any allegation of Sexual Misconduct against a student or employee, regardless of where the alleged Sexual Misconduct occurred. The college reserves the right to determine if the complaint constitutes a sufficient risk to the College community to warrant processing the complaint. Complaints against individuals not associated with the college should be reported to local law enforcement.

Complainant's Safety and Welfare

The college will take prompt and effective action as is reasonably practicable under the circumstances to support and protect the complainant, including taking appropriate interim steps before the final outcome of complaint.

The college may impose a "no contact" order, which typically will include a directive that the parties refrain from having contact with one another, directly or through proxies, whether in person or via electronic means, pending the investigation.

The college also may take any further protective action that it deems appropriate concerning the interaction of the parties both during the Investigation and as part of the outcome of the Investigation, including, without limitation, directing appropriate college officials to alter the students' academic

and/or college employment arrangements, and if applicable, working with the individuals involved to alter living or dining arrangements. When taking steps to separate the complainant and the accused individual, the college will seek to minimize unnecessary or unreasonable burdens on either party; provided, however, every reasonable effort will be made to allow the complainant to continue in his/her academic and/or college employment arrangements. Violation(s) of the college's directive and/or protective actions will constitute related offenses that may lead to additional disciplinary action.

Investigation and Disciplinary Process

Upon receipt of notice of any allegation of Sexual Misconduct, the Title IX Coordinator will first schedule an individual intake meeting with the complainant in order to

- Provide to the complainant a general understanding of college policy and complaint procedures;
- To identify forms of support or immediate interventions available to the complainant such as academic support, disability services, health and mental health services, victim advocacy, and legal assistance; and
- Provide a general overview of how the allegation of Sexual Misconduct could potentially be addressed at both the college level and as a criminal matter with local law enforcement.

An investigation will be conducted by an individual who has been trained on Allen's Sexual Misconduct Policy and Procedures, and may include review of documentation, interviews with the victim, accused and other witnesses, and any other necessary inquiries.

College personnel will utilize a preponderance of the evidence standard during the investigation, and determine and implement a resolution and discipline, if necessary. A preponderance of the evidence means that the information shows that it is "more likely than not" that the accused individual violated college policy.

Allen Community College disciplinary procedures will be followed for students and employees. The victim and the accused will be entitled to the same opportunities to have others present during any disciplinary proceeding (including an advisor of his/her choice), and both the victim and the accused are entitled to be simultaneously notified in writing of the outcome of the disciplinary proceeding, the college's appeal procedures, any subsequent change to the outcome of the disciplinary proceeding and the date the results are considered final.

If complainant does not wish to pursue resolution and/or requests that his/her complaint remain confidential, Title IX nevertheless requires the College to investigate and take reasonable action in response to the complainant's information. The Title IX Coordinator will inform the complainant, however, that the College's ability to respond may be limited. Even if the College cannot take disciplinary action against the accused individual because the complainant insists on confidentiality or that the complaint not be resolved, the Title IX Coordinator reserves the authority to undertake an appropriate inquiry, issue a "no-contact" order and take other reasonably necessary measures, including measures for the complainant's safety and welfare.

Sanctions

Disciplinary proceedings against a student may result in sanctions imposed by the college including written/verbal warnings, change in academic or employment situation, no contact order, probation, suspension and/or expulsion.

Disciplinary proceedings against an employee may result in written/verbal warnings, probation, suspension and/or termination.

The accused may also be subject to civil and criminal proceedings outside the college, which could result in civil penalties, injunctive relieve (restraining order), criminal fines, probation, and/or jail time.

Appeals

Either party may petition to appeal the Title IX Coordinator's decision to the College President in writing within ten (10) business days of receiving the outcome of the disciplinary proceedings. The President will notify the non-appealing party allowing him/her to submit a response directly related to the appeal notice. The President will make a final ruling on the appeal within ten (10) days of the date of the appeal.

In the event the decision of the President is unsatisfactory to either party, the decision may be appealed to the Board of Trustees by submitting a written notice to the Board Chair. The appeal will be reviewed in closed session at the next regularly scheduled meeting. The decision of the Board of Trustees shall be final.

Education

Allen Community College has programs in place to provide education to the community on sexual misconduct. These program will include:

- Annual training to all employees on sexual misconduct and active bystander during staff convocations.
- *Know What To Do* is an online educational program developed by the college for students and employees on issues of bullying, dating and domestic violence, sexual assault, stalking, substance abuse, online violence and being an active bystander.
- Sexual misconduct education is provided for all new students as part of the required College Career Success Seminar course.
- Regular email information provided to employees on specific sexual misconduct topics and procedures.
- Personal safety programs provided by the Student Life Office on dating violence, bullying, drug and alcohol issues, and stalking.