

Annual Security Report 2019



Lakeland
COMMUNITY COLLEGE

This information is provided by Lakeland Community College
in compliance with the Jeanne Clery Act.

For more information on campus safety, contact the
Lakeland Community College Police Department at 440-525-7241.
www.lakelandcc.edu/police

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ANNUAL SECURITY REPORT 2019

INCLUDING CRIME STATISTICS FOR 2016-2018 (AMENDED)

LAW ENFORCEMENT AUTHORITY

The Lakeland Community College Police Department (herein after referred to as the LCCPD) was created in 1978 pursuant to a state law giving them primary jurisdiction on all College property and grounds. The Main Campus, including the Holden University Center, lies within the cities of Willoughby, Kirtland, and Mentor; and the Village of Kirtland Hills.

College police officers are classified as state university law enforcement officers and derive their law enforcement authority from Ohio Revised Code Section 3345.04. Campus Police have complete police authority to apprehend and arrest anyone involved in illegal acts on-campus and in areas immediately adjacent to the campus. They have access to the State of Ohio databases that are used for accessing criminal history data, nationwide police records, driver/vehicle identification information, as well as other local, state and federal law enforcement information. They have discretion to refer minor offenses to the Associate Vice President for Student Development and Dean of Students for disciplinary action.

The LCCPD is staffed 24 hours per day, 365 days per year, and offers numerous services to the College community. It receives and provides mutual aid to communities surrounding the College; Kirtland, Kirtland Hills, Willoughby, and Mentor, as needed. They also have a written memorandum of understanding for mutual aid with every jurisdiction in Lake County. The LCCPD works closely with federal, state and local agencies to protect the learning environment. Local police, fire and SWAT personnel are invited to tour the College each year as part of the College's emergency preparation program. In addition, the College hosts training provided by state and local enforcement agencies, allowing our officers and local agencies to participate in up-to-date training at a lower cost and less travel time.

CAMPUS PROTECTION

The LCCPD is dedicated to the fair and impartial enforcement of law, apprehension of violators, maintenance of order, protection of property, community policing, crime prevention, and the timely provision of related services to the College community. However, the police cannot do it alone.

Students and employees are encouraged to promptly and accurately report all crimes to the LCCPD. Your concerns will be handled by a trained public safety official in a professional manner and as confidentially as the law allows. A follow-up investigation may be conducted to identify criminals, recover stolen property, and when possible, prosecute offenders.

REPORTING A CRIME

Students, faculty, staff, community members and guests are encouraged to report all crimes, suspicious behavior, or public safety related incidents to the LCCPD by calling 440-525-7241. The LCCPD is located

in room A-2, in the basement of A-Building. Emergencies can be reported by dialing 911 on any College telephone. All crimes, accidents, or injuries, should be reported immediately to the LCCPD. At Lakeland Community College, students and employees are encouraged to work together with the LCCPD to enhance the safety and security of the entire College community. It is also important for all crimes to be reported to the LCCPD to ensure their inclusion in the annual crime statistics and to aid in providing timely warning notices to the community when appropriate.

Victims of a crime who wish to file an official report will meet with a police officer who will be responsible for conducting an investigation. The officer will gather all necessary information, including written statements from the victim and witnesses and will support the victim and keep them informed as the investigation proceeds. If they prefer, victims of and witnesses to sexual assault may report such crimes to the following persons who will assist them in notifying the authorities if they request assistance:

- Cathy Bush, Chief of Staff & Senior Vice President for Institutional Development and Effectiveness and Title IX Coordinator, room C-2103, phone 440-525-7112
- Richard Novotny, Associate Vice President for Student Development and Dean of Students, room S-243, phone 440-525-7358
- Dr. Kenneth Browner, College Psychologist, room A-1027, phone 440-525-7205
- Gloria Lane, Manager of Women's Center, room C-1076, phone 440-525-7436
- James Shelley, Manager of Men's Resource Center, room L-101, phone 440-525-7447

CONFIDENTIAL REPORTING

Ohio's public records law (Ohio Revised Code section 149.43) does not permit the College to promise confidentiality to those who report crimes to anyone except a professional counselor whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of their license or certification. Dr. Kenneth Browner, located in room A-1027 (440-525-7205), is the only professional counselor who meets this definition. At his discretion, he may inform those he counsels of procedures for reporting crimes voluntarily. Confidentially reported crimes are not included in the Annual Security Report.

EMERGENCY TELEPHONES

There are a number of emergency telephones and call boxes on campus that can be utilized to report a crime, fire, accident or any other type of emergency. The parking lot call boxes are marked with distinctive blue lights and will immediately connect the user with the LCCPD. Hallway and lobby telephones are set up to dial directly to the LCCPD. In time of need, internal phones can simply be "knocked off" the hook in order to summon the police.

CRIMES AT LAKELAND EAST

The Madison Village Police Department serves the Lakeland East campus. Should a crime occur at this site, students and employees are asked to contact the Madison Village Police Department first (440-428-3421 or 911 for emergencies), and report the problem to the LCCPD as soon as possible. The Lakeland police will work with the Madison Village police to complete the investigation and to keep the victim updated on a timely basis. LCCPD personnel visit Lakeland East throughout the year to conduct fire and

safety inspections, crime prevention reviews, and to assist and support on-site employees and students with security and safety related matters.

CRIMES AT STUDENT ACTIVITIES (OFF-CAMPUS)

The College does not have any officially recognized student organizations with off-campus locations. Student organizations occasionally meet off-campus and, conceivably, someone could become a crime victim at such events. In this case, club and organization advisors or coaches, and/or the victim, should report the incident to both the agency in whose jurisdiction the crime occurred, and to the LCCPD, as soon as practical.

PRIORITY DETERMINATION

When an incident is reported to the LCCPD, a diligent effort will be made to investigate the incident and determine the facts. When multiple incidents occur during the same time period, they will be prioritized as follows:

- Matters involving personal safety, violence, or life-threatening circumstances
- Property offenses or incidents
- Requests for other services

DAILY CRIME LOG

A daily crime log is available for review during normal business hours at the LCCPD, located in the basement of A-Building. The information in the crime log typically includes the case number, classification of crime, date reported, date occurred, time occurred, general location, and disposition of each reported crime. No personally identifying information about the victim, or other individuals involved in the crimes, are reflected in the log.

NOTIFICATION TO THE COLLEGE COMMUNITY ABOUT AN IMMEDIATE THREAT OR EMERGENCY

Lakeland community members are encouraged to notify the LCCPD of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students, faculty, staff, or visitors on campus. To report an emergency or dangerous situation, call 9-1-1 on any college phone. If you are using your cell phone, dial 440-525-7241 or dial 9-1-1 and immediately tell the Central Communications dispatcher that the emergency is at Lakeland Community College.

The LCCPD is responsible for responding to, and summoning the necessary resources to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, the LCCPD has a responsibility to respond to such incidents to confirm if the situation in fact poses a threat to the community and if so, immediately notify the campus community.

The process of issuing an emergency notification begins by confirming that there is a significant emergency or dangerous situation. The LCCPD verifies information about a potential significant emergency or dangerous situation by collecting and assessing information from all available sources such as firsthand sources, officers in the field, surveillance cameras and other technology. They may also request information or mutual aid from local law enforcement agencies, fire departments, the health

department, or other public agencies which may provide assistance and guidance in confirming the presence of an emergency or dangerous situation. As soon as the LCCPD is aware that an emergency situation exists, first responders such as, but not limited to, LCCPD officers, the Kirtland Fire Department, and/or other law enforcement personnel may be alerted to respond as needed.

If the LCCPD confirms an emergency or dangerous situation that poses an immediate threat to the health or safety of the Lakeland community, they will immediately assess the available information to determine if the emergency concerns the entire college community or is limited to a particular building or segment of the community. The entire campus community will be notified when there is the potential that a very large segment of the community will be affected by a situation, or when a situation threatens the operation of the campus as a whole. At other times, only individuals in a particular building may be at risk. There will be a continuing assessment of the situation and additional segments of the campus community may be notified if the situation warrants such action.

The LCCPD will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of the first responders (including, but not limited to LCCPD, local police departments, and the Kirtland Fire Department), compromise the efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

The Chief of Police or designee is responsible for determining the content of the notification. The content of the message will be determined based on the type of emergency and how it could potentially affect our college community. The message will be designed to provide instruction to those impacted by the situation. At times, the message may contain information about the area or areas of the campus to avoid. At other times, the community may be advised to seek shelter, shelter in place, or evacuate the buildings. The message will be specific to the situation with the best recommendations to maintain the safety of our students, employees, and visitors.

After the content of the message is determined, the LCCPD will use some, or all of the systems described below, to communicate the threat to the Lakeland community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. The College has various systems in place for communicating information quickly. The Chief of Police or designee will determine which system or systems should be used for the notification depending on the nature of the emergency and the circumstances. Some or all of these methods of communication may be activated in the event of an immediate threat to the Lakeland campus community.

SchoolMessenger is a system that provides voice, email and SMS text message. Lakeland Community College offers this emergency messaging alert system as part of our comprehensive emergency preparedness plan to quickly notify students, faculty and staff of campus emergencies or closures. The Lakeland Police Department is responsible for authorizing use of the emergency notification system. Current credit students and employees have automatically been enrolled in our Emergency Alerts System. It is very important to keep these phone numbers up-to-date to receive emergency messages. To update phone numbers, Lakeland students must contact Student Services, Holden University Center partnership students must contact the university center, and employees must contact Human Resources. Once registered, Emergency Alert System participants are automatically opted-in to text alerts. To opt-out text "STOP" to 67587 at any time. Only cell phone numbers on file with Lakeland will receive text alerts. If a participant's cell phone is their home/primary number, they must make sure it is also listed as their cell number. You can manage your account using the website

<https://go.schoolmessenger.com/> or download the SchoolMessenger mobile app. For additional questions visit our website at lakelandcc.edu/emergencyalerts.

Continuing Education students and parents of Teaching/Learning Center and Campus Kids will be included in the SchoolMessenger system while they are enrolled at Lakeland. They must ensure that their phone numbers are up to date with Continuing Education or the Teaching/Learning Center main desk.

Emergency notifications may also be spread via the InformaCast Messaging System, a system which sends alerts through the internal college telephones. In some cases, the fire alarms may be used to evacuate the facility or broadcast messages. Information will be made available to the larger community through the College's Community and College Relations Department who may use social media or the College website.

Updates to the Lakeland community about any particular case resulting in an emergency alert may be distributed via SchoolMessenger and InformaCast or may be posted on social media. Both members of the Lakeland community and members of the larger community may also call Lakeland at 440-525-7000 for updates.

TIMELY WARNINGS

Lakeland Community College issues notices, called Timely Warnings, to the College community when the LCCPD becomes aware of dangerous criminal situations on campus property or on public property immediately adjacent to and accessible from the campus. The LCCPD works closely with the surrounding police departments to review current criminal activity and share information about such matters. In the event that a situation arises that constitutes an ongoing or continuing threat to the College community, the College will issue a campus-wide alert. The alerts are generally written by the Chief of Police or designee and approved and distributed to the College community by the LCCPD. The content of the Timely Warning will include all information that will promote safety and that will aid in the prevention of similar crimes. The message will include details about the crime, crime prevention tips, and may include a physical description or photo of the suspect if available. Lakeland will withhold as confidential the names of the victims.

Every attempt is made to distribute the alert as quickly as possible; however, the release of the alert is subject to the availability of facts concerning the incidents. Alerts will be made via SchoolMessenger, InformaCast, and/or in any other way that makes it likely to reach as many students and employees as possible. Updates to the Lakeland community about any particular case resulting in a Timely Warning may be sent by SchoolMessenger and InformaCast.

Alerts are distributed for any Clery Act crime (See Crime Statistics in the back of this book for classifications and definitions) where the facts of the case indicate there is a continuing danger to the campus community. For example, if an assault occurs between two students who have a disagreement, there may be no ongoing threat to the other Lakeland community members and a Timely Warning would not be distributed. The Lakeland Police Chief or designee reviews all reports to determine if there is an ongoing threat to the community and if the distribution of a Timely Alert is warranted. Timely Warnings may also be issued for other crime classifications, as deemed necessary. A record of Timely Warnings issued is available from the Campus Police Department. Anyone with information warranting a Timely Warning should report the circumstances to the Campus Police Department, by phone (911 or

440-525-7241) or in person at the LCCPD located in the basement of A-Building (A-2).

EMERGENCY EVACUATION PROCEDURES AND POLICIES

EMERGENCY RESPONSE

College departments are responsible for developing contingency plans and continuity of operation plans for their staff and areas of responsibility. LCCPD officers and supervisors have received training in Incident Command and Responding to Critical Incidents on Campus. The Incident Command System (ICS) is utilized when responding to incidents and the LCCPD works with local safety agencies to manage, mitigate, and recover from incidents. The LCCPD conducts an announced test of the fire alarm system annually.

COLLEGE EVACUATION PROCEDURES

When an evacuation order is given, or the alarms sound, everyone should collect their personal gear (including protective clothing) and leave the building by the nearest exit. Use stairs instead of elevators. Do not return to the building until told to do so by the police. Members of the College community are encouraged to assist anyone who may be having difficulty in leaving the building safely, or should try to summon assistance as quickly as possible. If you hear an order to evacuate or a fire alarm, leave at once.

SHELTER-IN-PLACE PROCEDURES

In some situations, members of the College community may be asked by authorities to shelter-in-place. This notification may come from the LCCPD, other College employees, a local police or fire department, or other authorities utilizing the College's emergency communications systems. This means everyone should stay in the building they are currently in. One reason these instructions may be given is if chemical or radiological contaminants have been released into the atmosphere. Everyone should stay inside the building until told that it is safe to come out.

HOW TO SHELTER-IN-PLACE

If you are directed by authorities to shelter-in-place:

- If you are inside a building, stay where you are. If you are outside, go to the nearest building.
- Select an interior room, above ground, without windows or with the fewest number possible.
- Shut and lock the doors and windows.
- Turn off air conditioners, heaters, and fans. Close vents to the ventilation systems if you are able.
- Seal the room to prevent outside air from entering if possible.
- Listen to the radio or TV for further instructions.

BUILDING ACCESS/SECURITY

MAIN CAMPUS

Lakeland Community College Main Campus is open from 7:00 a.m. - 11:00 p.m. Monday through Friday,

and from 7:00 a.m. - 5:00 p.m. on weekends. The College is closed on designated holidays. Faculty, staff, administration, and contractors may enter after hours if they coordinate with the LCCPD. After-hour access is limited to the loading dock door. Students must have on file, in advance with the LCCPD, a letter of authorization from a dean or department head specifically stating the purpose, date(s), time(s), and location(s) of access. Visitors may enter the facility for any authorized special event when the College is otherwise closed. When closed, all College exterior doors are locked, allowing only authorized entry as set forth above. The College does not have any campus residences. Patrols by police personnel and surveillance by closed-circuit television, along with alarm equipment in critical areas, are utilized to maintain the safety and security of the facilities.

LAKELAND EAST

Lakeland East is located at 201 Water Tower Drive, Madison, Ohio 44057.

Phone numbers: 440-525-7411 or 440-428-5500

Office hours at Lakeland East:

Monday - Thursday 8:30 a.m. - 9 p.m.*

Friday 8:30 a.m. – 2 p.m.*

Saturday and Sunday - Closed

*Hours subject to change based on semester schedule and holiday breaks.

Summer hours vary; please contact us at 440-525-7411 in advance. There is no after-hour access to Lakeland East.

THE HOLDEN UNIVERSITY CENTER

The Holden University Center is located directly across the street from Lakeland's main campus at 4242 OH-306, Kirtland, Ohio 44094.

Office hours at the Holden University Center are:

Monday-Thursday 7:30 am - 9 pm*

Friday and Saturday 7:30 am - 5 pm

*Hours are subject to change based on scheduled events, summer months and holiday breaks.

There is no after-hour access to the Holden University Center.

CAMPUS SECURITY AND SAFETY

Lakeland takes a proactive approach to campus safety. In addition to motor and foot patrols, the LCCPD utilizes surveillance cameras to monitor some parking lots, hallways, and lobby areas at all campuses. All exterior locations are well lit during the evening hours and through the night. The grounds are maintained by a professional grounds-keeping staff. Pedestrian and vehicular safety, along with access for the disabled, is evident in all landscape, construction, and renovating considerations. A special work-order system is used to give priority to safety-related matters.

The LCCPD works closely with the Facilities Management Department to prevent fires and explosions, service and maintain fire detection and alerting systems, while working with local fire officials to conduct regular inspections designed to insure that the College meets all applicable fire protection and fire prevention standards.

Lakeland Community College fingerprints every potential employee in order to obtain a criminal history background check.

CRIME PREVENTION & EDUCATION

The LCCPD employs a crime prevention officer to conduct workshops and seminars aimed at making everyone aware of potential risks and dangers, as well as sharing responsibility for a crime-free campus. Most workshops are designed to help students and employees avoid criminal victimization and to know what to do should they be victimized. Informational meetings are held on a monthly basis (last Wednesday of the month) for students, faculty and staff. These meetings cover a wide range of subjects including campus security procedures, personal safety, theft protection, crime prevention, fire safety, domestic violence awareness and awareness of dating violence, sexual assault, and stalking, as well as educational sessions on current event topics. During orientation, students are given information about the services provided by the LCCPD. Throughout the year, the LCCPD offers timely crime prevention activities and training on responding to an active shooter situation for both students and employees. They distribute information through displays, bulletin boards, articles in the campus newspaper, and on the police page at www.lakelandcc.edu.

A common theme of the awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. Additional information can be found at <http://www.lakelandcc.edu/web/about/campus-police>.

In addition, the Women's Center also offers services and programs geared toward the education and awareness of violent crimes against women. Topics include awareness of domestic violence, dating violence, sexual assault, and stalking.

Police escorts are provided to employees and students at individual requests. Campus constituents are instructed to call the police at 440-525-7241 to request service. Shuttle buses are provided to transport students in a loop beginning and ending at the Clocktower, with stops on the north side of C-Building, and the Holden University Center. Special request for Shuttle Service to a specific location can be done by contacting the campus police department. Parking lot call boxes and blue phones located in hallways ring directly to the LCCPD dispatcher.

For more information, contact the LCCPD at 440-525-7241, the Women's Center at 440-525-7322, or the Men's Resource Center at 440-525-7447.

C.A.R.E. TEAM (CONSULTATION, ASSESSMENT, REFERRAL, EDUCATION)

As part of the College's proactive approach to crisis management, the institution has established a C.A.R.E. team, which stands for Consultation, Assessment, Referral, and Education. It is designed to detect and assess persons in crisis and incidents and then coordinate a community-based response to the situation if applicable. The C.A.R.E. team includes the Chief of Police and Director for Public Safety, Psychologist, Program Chair for Student Accommodations Center, Title IX Coordinator, Associate Vice President for Student Development and Dean of Students, General Counsel, academic deans, and several other members, including highly trained counselors and police officers. The primary objective of the C.A.R.E. team is to "connect all of the dots" relating to potentially dangerous situations before violence occurs, without violating student or employee confidentiality, and to enhance the quality of communication between student support professionals working at the College.

SEXUAL ASSAULT/SEXUAL OFFENSES, DOMESTIC VIOLENCE, DATING VIOLENCE & STALKING

Lakeland Community College prohibits the crimes of sexual assault, dating violence, domestic violence, and stalking.

DEFINITIONS

The Clery Act requires definitions of the terms “sexual assault”, “domestic violence”, “dating violence”, and “stalking” as used in our institution’s jurisdiction for educational and awareness purposes. The following related definitions are from the Ohio Revised Code. Please note that these definitions may be different than the definitions used for Clery Act statistical reporting purposes. Clery Act definitions are provided in the back of this report.

Sexual conduct, ORC Section 2907.01 (A), means vaginal intercourse between a male and female; anal intercourse, fellatio, and cunnilingus between persons regardless of sex; and, without privilege to do so, the insertion, however slight, of any part of the body or any instrument, apparatus, or other object into the vaginal or anal opening of another. Penetration, however slight, is sufficient to complete vaginal or anal intercourse.

Sexual contact, ORC Section 2907.01 (B), means any touching of an erogenous zone of another, including without limitation the thigh, genitals, buttock, pubic region, or, if the person is a female, a breast, for the purpose of sexually arousing or gratifying either person.

Sexual assault –The Ohio Revised Code does not have a specific definition. (See Rape below.)

Rape, ORC Section 2907.02:

(A)

(1) No person shall engage in sexual conduct with another who is not the spouse of the offender or who is the spouse of the offender but is living separate and apart from the offender, when any of the following applies:

(a) For the purpose of preventing resistance, the offender substantially impairs the other person's judgment or control by administering any drug, intoxicant, or controlled substance to the other person surreptitiously or by force, threat of force, or deception.

(b) The other person is less than thirteen years of age, whether or not the offender knows the age of the other person.

(c) The other person's ability to resist or consent is substantially impaired because of a mental or physical condition or because of advanced age, and the offender knows or has reasonable cause to believe that the other person's ability to resist or consent is substantially impaired because of a mental or physical condition or because of advanced age.

(2) No person shall engage in sexual conduct with another when the offender purposely compels the other person to submit by force or threat of force.

Domestic violence, ORC Section 3113.31

(A) As used in this section:

(1) "Domestic violence" means the occurrence of one or more of the following acts against a family or household member:

(a) Attempting to cause or recklessly causing bodily injury;

- (b) Placing another person by the threat of force in fear of imminent serious physical harm or committing a violation of section [2903.211](#) or [2911.211](#) of the Revised Code;
- (c) Committing any act with respect to a child that would result in the child being an abused child, as defined in section [2151.031](#) of the Revised Code;
- (d) Committing a sexually oriented offense.
- (2) "Court" means the domestic relations division of the court of common pleas in counties that have a domestic relations division and the court of common pleas in counties that do not have a domestic relations division, or the juvenile division of the court of common pleas of the county in which the person to be protected by a protection order issued or a consent agreement approved under this section resides if the respondent is less than eighteen years of age.
- (3) "Family or household member" means any of the following:
 - (a) Any of the following who is residing with or has resided with the respondent:
 - (i) A spouse, a person living as a spouse, or a former spouse of the respondent;
 - (ii) A parent, a foster parent, or a child of the respondent, or another person related by consanguinity or affinity to the respondent;
 - (iii) A parent or a child of a spouse, person living as a spouse, or former spouse of the respondent, or another person related by consanguinity or affinity to a spouse, person living as a spouse, or former spouse of the respondent.
 - (b) The natural parent of any child of whom the respondent is the other natural parent or is the putative other natural parent.
- (4) "Person living as a spouse" means a person who is living or has lived with the respondent in a common law marital relationship, who otherwise is cohabiting with the respondent, or who otherwise has cohabited with the respondent within five years prior to the date of the alleged occurrence of the act in question.

Menacing by stalking, ORC Section 2903.211

(A)

- (1) No person by engaging in a pattern of conduct shall knowingly cause another person to believe that the offender will cause physical harm to the other person or a family or household member of the other person or cause mental distress to the other person or a family or household member of the other person. In addition to any other basis for the other person's belief that the offender will cause physical harm to the other person or the other person's family or household member or mental distress to the other person or the other person's family or household member, the other person's belief or mental distress may be based on words or conduct of the offender that are directed at or identify a corporation, association, or other organization that employs the other person or to which the other person belongs.
- (2) No person, through the use of any form of written communication or any electronic method of remotely transferring information, including, but not limited to, any computer, computer network, computer program, r-computer system, or telecommunication device shall post a message or use any intentionally written or verbal graphic gesture with purpose to do either of the following:
 - (a) Violate division (A)(1) of this section:
 - (b) Urge or incite another to commit a violation of division (A)(1) of this section.
- (3) No person, with a sexual motivation, shall violate division (A)(1) or (2) of this section.

Dating Violence - The Ohio Revised Code does not have a specific definition of dating violence.

Consent, ORC Section 5924.120 (3), means words or overt acts indicating a freely given agreement to the sexual conduct at issue by a competent person.

RISK REDUCTION

Tips for reducing your risk of sexual assault

The following information is provided to members of our campus community in an attempt to reduce their risk of sexual assault:

- Be aware of your surroundings.
- Walk with purpose, look confident. Walk only in lighted areas after dark.
- Travel with a friend or in a group. Make an agreement with your friends to look out for each other. If you go to a party, arrive together, check in with each other frequently and leave together. If you are uncomfortable with the plans, speak up.
- Trust your instincts. If you start to feel uncomfortable due to a situation or location, trust your gut and get out.
- Make sure your cell phone is with you, is charged, and that you have extra money to get home.
- Avoid drinking too much alcohol.
- Watch your beverages. Do not leave them unattended or accept a drink from someone you don't know or trust.
- If you are going out with someone new or someone you met on an internet dating site, meet them in a public place or have a group date. Don't give them your address until you are comfortable.
- Know your sexual limits and that you always have the right to say "No". You can say "No" even if you've been flirting, making out, said "Yes" then changed your mind, or you've had sex with the person before.
- Keep the doors to your car and home locked.

Tips for reducing your risk of dating violence, domestic violence, or stalking

Know the warning signs for potentially abusive relationships. Abuse can be verbal and emotional, as well as physical.

- Extreme jealousy
- Controlling behavior, checking up on you, questioning you about where you've been or who you've been with.
- Quick involvement, "love at first sight"
- They blame others for their problems
- They abuse alcohol or other drugs
- A history of trouble with the law, fighting, or destroying property
- The abuser forces you to have sex when you don't want to
- The abuser attempts to isolate you from family or friends.
- Cruelty to other family members, animals or children
- The abuser says cruel and harmful things to you, calls you names, says you are stupid or crazy, or puts down your accomplishments.
- The abuser threatens you
- They blame all arguments and problems on you
- They threaten to kill themselves if you break up with them, say they can't live without you.

- You feel afraid of them or afraid to break up with them.

If you are in an abusive relationship

- Make a plan for how you are going to leave, where you will go, and how to cover your tracks. Make one plan if you have time to prepare and an emergency plan if you need to leave in a hurry.
- Pack a bag with spare car keys, your driver's license, credit card numbers, checkbook, money, phone numbers, spare clothing, and medication.
- Go to a doctor or hospital as soon as possible if you are hurt. Keep a copy of the record.
- Keep evidence of abuse; pictures of bruises or other injuries, torn or bloody clothing, pictures of your home messed up after violence, text or phone messages, etc. as evidence in the event you later wish to pursue legal action.
- Leave when the abuser will least expect it so you have more time to get away.
- Call the police to ask them to escort you out of the house as you leave.

If you are a victim of stalking

- If you are receiving unwanted telecommunication, send the offender a message stating, "Please do not contact me anymore by any means."
- Stop all further contact and communication with the stalker.
- Carry a cell phone and emergency money. Be sure your cell phone is charged.
- Have a safe place to go in an emergency.
- Try not to travel alone.
- Vary your routes to and from work or school. Change your routines.
- Be careful about the personal information you are posting on social media.
- Keep your address confidential whenever you can. Tell friends and neighbors not to give your address to anyone.
- Alert co-workers, classmates, and the LCCPD regarding your situation.
- Create a stalking log recording time, date, and information about stalking encounters as evidence in the event you wish to pursue legal action.

SAFE AND POSITIVE OPTIONS FOR BYSTANDER INTERVENTION

Bystander intervention is defined as safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. It encourages people to watch out for each other.

Be aware of those behaviors and situations that appear to be inappropriate, coercive or harassing. If you see someone in danger or in a situation which doesn't feel right:

- Create a distraction to help the person get to safety. If it's a friend, join the conversation and suggest that you leave, ask them to go to the restroom with you, etc. Make up an excuse to get them out of a potentially dangerous situation.
- Observe your surroundings. If you see someone who has had too much to drink or could be vulnerable, try to get them to a safe place.

- If you feel someone is at risk and you feel safe, find a way to de-escalate the situation and separate the parties. Ask the person directly if they need help or feel uncomfortable.
- Enlist others if needed. Call in friends or other people to remind someone behaving inappropriately that their actions should be respectful.
- Take steps to curb someone's use of alcohol before problems occur.
- Don't hesitate to call the authorities if needed.
- Be aware that men can also be victims of domestic violence, dating violence, stalking and sexual assault.

Tips for domestic violence intervention

- If you are a neighbor and hear what sounds like a violent situation happening, ring the bell and make up an excuse for coming to their door. If you feel that the situation is dangerous, call the police.
- If you know someone in a domestic violence situation, let them know that they are welcome to take refuge in your home if they need somewhere to go.
- If a victim of domestic abuse reaches out to you, listen.
- Check in with your friend regularly to make sure they are alright.
- Help your friend find the assistance they need, legal information, a domestic violence shelter, or other resources in the community.

TIPS FOR ENSURING THAT YOU DO NOT COMMIT A CRIME OF SEXUAL ASSAULT

- "Yes" means "yes". Always get consent for sexual activities.
- Consent is more than not hearing the word "no".
- Nonconsensual sex or sex without someone's permission is sexual assault.
- A person who is intoxicated or impaired cannot give consent.
- Just because someone gives consent for one set of activities, does not mean they have given consent for other sexual acts.
- Alcohol and drugs can impair your judgment.
- Remember that sexual assault has serious consequences. Consider the possible ramifications of your actions: arrest, imprisonment, being labeled as a sex offender/sexual predator, having a criminal record, and sanctions from the College which can include expulsion.

PREVENTION AND AWARENESS CAMPAIGNS

Lakeland is participating in the ODHE's Changing Campus Culture initiative. Changing Campus Culture is a comprehensive effort involving all public and private colleges and universities in Ohio with regard to preventing and responding to sexual violence. Ohio's campuses are asked to embrace five cornerstone practices, designed to work together and aimed at preventing and responding to sexual violence. Lakeland assembled a team of employees to work on this initiative and to develop and implement a Sexual Misconduct Prevention Plan. The plan was drafted in 2017 and the team continues to work on each of the five goal areas, including:

- Use data to guide action. Specifically, campuses are asked to administer an annual campus climate survey to inform prevention and response strategies, and to track trends over time
- Empower staff, faculty, campus law enforcement and students to prevent and respond to sexual

violence through evidence-based training. Using feedback from the campus climate survey and/or other data sources to help select the most appropriate program, campuses should implement a comprehensive training program for their institution. Programs focused on bystander intervention are particularly encouraged.

- Communicate a culture of shared respect and responsibility. Campuses should utilize a widespread awareness and communication campaign in conjunction with trainings and other initiatives to help encourage a safer culture.
- Develop a comprehensive response policy. Campuses are encouraged to engage a variety of stakeholders in developing and adopting a comprehensive policy to address sexual violence on campus. This comprehensive policy will be both survivor-centered and respect the rights of the accused.
- Adopt a survivor-centered response. By developing a response centered on survivors' needs, such as providing confidential advisors, campuses can strengthen student trust in campus systems and processes.

During April, which is Sexual Assault Awareness Month, the LCCPD and the Women's Center team up to bring awareness to this topic. An expert speaker from the Rape Crisis Center or similar organization provides a presentation and answers questions from the audience during the monthly Coffee with the Cops. This event is normally held on the last Wednesday of the month from 12:00 noon – 1 pm. It is promoted on the LCCPD web site and Facebook, on bulletin boards, and during announcements on the campus radio station. In addition, for a week during April the Women's Center has a table set up near Breakers with information on this topic and a representative from the Women's Center is available to talk with you.

During October, which is Domestic Violence Awareness Month, the LCCPD and the Women's Center coordinate efforts to bring awareness to the topics of domestic violence, dating violence, and stalking. An expert on these topics gives a presentation at the monthly Coffee with the Cops. It is promoted on the LCCPD web site and Facebook, on bulletin boards, and during announcements on the campus radio station. The Women's Center sets up a table outside of Breakers for a week during the month to promote awareness with brochures, purple ribbons, and knowledgeable staff from the Women's Center are available to talk with you. They also sponsor a domestic violence support group once a week which is conducted by WomenSafe for most of the academic year.

During the year, information on sexual assault, domestic violence, dating violence, and stalking is available outside the LCCPD, located in Room A2 in the basement of A-Building. Brochures with information on risk reduction, bystander intervention, counseling and other services are available, or you can ask to speak with an officer regarding your concerns.

Each semester *Think About It* online training program, administered by Everfi, is made available to students. A link to the module was emailed directly to all currently registered students using Lakeland's student email system. *Think About It* is a comprehensive program that helps to prepare students for the unique challenges and responsibilities of college life. Focusing on minimizing risks associated with alcohol, drugs, and sexual violence, *Think About It* takes a harm-reduction approach that resonates with many college students and works toward building a healthier campus culture. This program also provides college administrators with data that allows them to gain insights into the attitudes and behavior of Lakeland campus students.

In the event that a student is found responsible for a Student Conduct Code violation regarding a sexual

assault, domestic violence, dating violence, or stalking, the online class, *Consent & Respect* may be assigned as a sanction. This is a brief course that provides college students with facts about sexual assault, consent, intimate partner violence, and stalking, warning signs of abusive behavior, the role of men as advocates, and safe and positive options that will empower bystanders in potential high-risk situations. This class satisfies the Campus Sexual Violence Elimination Act (SAVE Act) requirement for educational programming.

Every new employee participates in *Bridges: Building a Supportive Community*, also administered by Everfi. This online training program addresses prohibited gender discrimination including sexual harassment, sexual misconduct, sexual assault, domestic violence, dating violence, and stalking. Annually, continuing employees participate in *Bridges: Taking Action*. This online training supplements the material covered in *Bridges: Building a Supportive Community* and aids the learner in recognizing, responding to, and reporting sexual misconduct.

RAPE AGGRESSION DEFENSE (RAD) PROGRAM

Rape Aggression Defense (RAD) system is a program with realistic self-defense tactics and techniques for women. The RAD system is a comprehensive, internationally known women-only course taught by nationally-certified instructors. The course begins with awareness, prevention, risk reduction and avoidance while progressing to hands-on interaction. RAD is dedicated to teaching women defensive concepts and techniques against various types of assault by utilizing easy, effective and proven self-defense tactics. Our goal is to provide women with the knowledge to make an educated decision about resistance. We provide effective options by teaching women to take an active role in their own self-defense and psychological well-being. For more information about the program, please visit www.rad-systems.com. Additional information about this course will be available on the Lakeland web site, www.lakelandcc.edu as dates and times of the course are confirmed.

VICTIMS OF SEXUAL ASSAULT/SEXUAL OFFENSES

While most victims of sexual assault are women, some men are also victims. Male victims at Lakeland receive the same services as women.

If you are a victim of a sexual assault at the college:

- Get to a safe place as soon as you can.
- It is important to preserve all physical evidence that may assist in proving that the alleged criminal offense occurred. Do not wash, use the toilet, or change clothing if you can avoid it. If you do change clothes, put all clothing you were wearing at the time of the attack in a paper, not plastic, bag.
- Do not eat, drink liquids, smoke, or brush teeth if oral contact took place.
- Get medical attention as soon as possible to make sure you are physically well and to permit collection of important evidence in the event you may later wish to take legal action
- Contact the Lakeland Community College Police Department by phone at 440-525-7241, or in person in room A-2 in the basement of A-Building.
- Contact a trusted friend or family member to be with you and support you.

Although you are not required to notify College authorities or law enforcement, we strongly encourage victims of sexual offenses (including attempts) to immediately make a report to the LCCPD. If the victim

prefers, they can report the sexual assault to the Dean of Students and/or the College Psychologist. At the victim's request, the Dean of Students, College Psychologist or the Title IX Coordinator can and will assist them in notifying the authorities.

- Richard Novotny, Associate Vice President for Student Development and Dean of Students, room S-243, phone 440-525-7358
- Dr. Kenneth Browner, College Psychologist, room A-1027, phone 440-525-7205
- Gloria Lane, Manager of Women's Center, room C-1076, phone 440-525-7436
- James Shelley, Manager of Men's Resource Center, room L-101, phone 440-525-7447
- Cathy Bush, Chief of Staff & Senior Vice President for Institutional Development and Effectiveness and Title IX Coordinator, room C-2103, phone 440-525-7112

The reasons for reporting to the LCCPD are:

- To take action which may prevent further victimization, including issuing a Timely Warning to warn the campus community of an impending threat to their safety;
- To apprehend the assailant;
- To seek justice for the wrong that has been done to you; and
- To have the incident recorded for purposes of reporting statistics about incidents that occurred on campus. No identifying information about the victim is included with statistics.

If the crime has occurred off-campus, officers will assist victims in notifying the proper law enforcement authorities at the victim's request.

Time is a critical factor for evidence collection and preservation. Filing a police report with the LCCPD will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. You may have a support person with you during the interview and/or, if you request, a victim advocate will be notified immediately. LCCPD personnel and several College employees are trained to handle and investigate such matters in a sensitive and timely manner. The victim's identity will be kept confidential within the limits of the law, and the victim will be kept apprised of developments by the LCCPD throughout the entire investigative and legal process.

VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING

Victims of stalking, dating violence, and domestic violence should contact the LCCPD to assist and support them as much as possible while they learn and/or work at the College. Lakeland does not have the authority to issue protection orders, but officers can provide information regarding the importance of preserving evidence as may be necessary to prove criminal domestic violence, dating violence or stalking, or in obtaining a protection order from a court. If the crime has occurred off-campus, officers can assist victims in notifying the proper law enforcement authorities if they wish.

Students or employees who have obtained a legal protection order, no contact order, restraining order, or similar lawful order issued by a criminal, civil, or tribal court should file a copy of the order with the LCCPD. In doing so, officers can provide students and employees information regarding the services offered to ensure their safety. The LCCPD can be designated as a recipient of any certified protective court order by request of the plaintiff.

PROCEDURES FOR RESPONDING TO A REPORT

It is the policy of the LCCPD to investigate all reported crimes involving sexual assault, domestic violence, dating violence and stalking. Every investigation shall be conducted in a manner supportive of the physical and emotional needs of the victim. A sexual assault shall be thoroughly investigated regardless of the victim's desire to file criminal charges. It is our intent that these reports are handled in a manner that will provide sensitivity and meet the victim's needs, as well as ensure proper police procedures relative to crime scene investigation, evidence collection, and documentation.

VICTIM'S RIGHTS AND OPTIONS

When a student or employee reports to Lakeland that they were a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off-campus, Lakeland will provide the student or employee with a written explanation of their rights and options. The written notification will include information about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community. The notification will include options for, available assistance in, and information on, how to request changes to academic and working situations and about protective measures. For example, a victim may ask that their academic situation or schedule be changed. Lakeland is obligated to provide accommodations or protective measures if the victim of an alleged sex offense requests them and if they are reasonably available, regardless of whether or not the victim chooses to report the crime to campus police or local law enforcement.

For students, requests should be made to the Dean of Students. The Dean, or designee, will be responsible for determining what measures to take. Employees in need of a change to their work environment should contact Human Resources. For employees, the Director of Human Resources, or designee, will assess the situation and make the determination. Factors that might be considered during this process include, but are not limited to the following: the specific need expressed by the complainant; the age of the persons involved; the severity or pervasiveness of the allegations; any continuing effects on the complainant; whether the complainant and alleged perpetrator share the same class, transportation or job location; and whether other judicial measures have been taken to protect the complainant.

Lakeland will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the College's ability to provide the accommodations or protective measures.

Lakeland prohibits retaliation by its officers, employees, or agents against a person who exercises their rights or responsibilities under any provision of the Clery Act or VAWA Amendments.

For more information, contact the LCCPD at 440-525-7241.

TITLE IX

Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity. It also addresses sexual harassment, gender-based discrimination, and sexual violence. The Title IX Coordinator at Lakeland is Cathy Bush, Chief of Staff & Senior Vice President for Institutional Development and Effectiveness. Phone: 440-525-7112.

COUNSELING, HEALTH, MENTAL HEALTH, VICTIM ADVOCACY, LEGAL ASSISTANCE AND OTHER SERVICES

Academic, career, and personal counseling, as well as psychological services, are available to all Lakeland students. You may see counselors by appointment or on a walk-in basis. For more information, call 440-525-7200, stop by the Student Service Center on the 1st floor of the A-Building, or log on to www.lakelandcc.edu/counseling and select from several topics.

If you are experiencing a mental health emergency:

1. If you are on campus during regular office hours, stop by the Student Service Center. Tell the receptionist that you would like to speak with the psychologist and that it is an emergency. If help is not immediately available, go to the Lakeland Police, located in room A-2 in the basement. Lakeland Police officers are well-trained to handle mental health emergencies in a professional and sensitive manner, and they are generally able to locate and contact Lakeland's psychologist for consultation.
2. If you are not on campus or if it is after hours, call the Lake County Crisis Hotline at (440) 953-8255. As a Lakeland student, they can offer assistance to you regardless of your county of residence.

If you prefer to utilize a texting-based crisis intervention service, you can contact the national Crisis Text Line by texting "START" to 741-741 from your cellphone.

3. For life-threatening emergencies requiring immediate assistance, you can always dial 911, go to the nearest hospital emergency room, or go to the Lakeland Police, located in room A-2 in the basement.

Off-campus community resources for students or employees including victims of sexual assault, domestic violence, dating violence or stalking include:

- Cleveland Rape Crisis Center - 24-Hour Hotline: 216-619-6192 or 440-423-2020
 - Main Office: The Halle Building, 1228 Euclid Ave., Suite 200, Cleveland, OH 44115, phone 216-619-6194 or 440-354-7364 or Hotline 216-619-6192
 - Lake, Ashtabula & Geauga Counties: phone: 440-354-7364 or Hotline 440-423-2020
 - Lake County: Beacon Health, 9220 Mentor Ave., Mentor, OH 44060
 - Ashtabula Co. At Homesafe
 - Geauga Co. At Womensafe
- Forbes House - 24-Hour Hotline: 440-357-1018
PO Box 702, Painesville, OH 44077
Forbes House is Lake County's shelter for victims of domestic violence, providing services to family members whose lives have been affected by physical, emotional, or sexual abuse. Services include 24-hour emergency shelter, individual advocacy, legal advocacy, information and referrals, support groups, and community education.
- WomenSafe, Inc. - 24-Hour Hotline: 888-285-5665
WomenSafe provides emergency shelter and support services for survivors of domestic violence in Northeast Ohio. WomenSafe is a non-profit organization that offers information, counseling, education, referrals and support to victims of domestic violence.

- Domestic Violence and Child Advocacy Center - 24-Hour Hotline: 216-391-HELP (4357)
PO Box 5466, Cleveland, Ohio 44101
Assistance with crisis intervention, intake for services, general information on domestic violence and referrals for resources in the community
- Homesafe Domestic Violence Shelter
Ashtabula County
Phone 800-952-2873
Offers shelter, counseling and advocacy for victims of domestic violence and sexual assault
- Lake County Mental Health Crisis Hotline - 440-953-8255, 440-357-7300, or 800-411-0103
Suicide Prevention / Crisis Intervention
24/7 help with urgent mental health issues
- The Compass Referral Line
Lake County Alcohol, Drug Addiction, and Mental Health Services (ADAMHS) Board
440-918-2000 or 440-350-2000
- Lake County Victim Assistance Program - 24- Hour Hotline: 440-953-5823
440-350-2691 during normal business hours
47 North Park Place, Courthouse Annex East, Painesville, OH 44077
Staff and trained volunteers provide emotional support, crisis intervention, and referral and information services to victims of crime, their family members and others impacted by a violent crime.
- Legal Aid Society of Cleveland – 888-817-3777 (Toll-free in Ashtabula, Cuyahoga, Geauga, Lake and Lorain counties) or 216-687-1900 in Cleveland.
<http://lasclv.org/>
For legal aid, visa and immigration assistance.
Lake County: 8 North State Street, Suite 300, Painesville, OH 44077
Cuyahoga County: 1223 W. Sixth Street, Cleveland, OH 44113
- Lake Hospital, West Medical Center
36000 Euclid Avenue, Willoughby, OH 44094
440-953-9600
- Lake Hospital, TriPoint Medical Center
7590 Auburn Road, Concord Twp., OH 44077
440-375-8100
- Student Financial Aid - Financial assistance may be available to cover college expenses such as tuition, fees, books, supplies, transportation, room and board, and school related expenses such as child care and the purchase of a computer. Visit our Financial Aid office or go to the Financial Aid page on our web site www.lakelandcc.edu.

DISCIPLINARY ACTIONS

The College's Board of Trustees is responsible, by law, for regulating student, visitor, and employee conduct. In the case of student or employee conduct which involves an alleged or proven violation of criminal law, police authority may be invoked. Disciplinary action may be taken if the conduct also involves a violation of College standards, or if the interests of the academic community are distinct from those of civil authority. Procedures for disciplining faculty and employees range from verbal warnings, written warnings, suspensions and termination in accordance with College policy and/or applicable union contracts.

The department of Human Resources is responsible for disciplinary action for employees. Complaints should be directed to the Director of Human Resources or the Chief of Staff and Senior Vice President for Institutional Development and Effectiveness.

In response to a report, the College will make every effort to protect the privacy of all parties involved. Information relating to the report will be shared only as required by law or under this policy. Receipt of a report of discrimination/harassment will be acknowledged within five (5) business days and the complainant will be informed of options for resolving potential violations of College policy. Informal dispute resolution options include separating the parties or placing limitations on contact between the parties, making alternative working or student classroom arrangements, referring the parties to voluntary counseling programs, or conducting targeted educational and training programs. Some reports of discrimination or harassment may not be appropriate for informal resolution, but may require a formal investigation at the discretion of the appropriate Coordinator (or Deputy Coordinator).

The report may contain a recommendation for actions to resolve the complaint, including, but not limited to, educational programs, counseling/coaching, mediation, remedies for the complainant, discipline under applicable procedures, etc. The complainant and accused shall be informed in writing of the investigator's findings within five (5) business days of completion of the report.

If not satisfied by the proposed resolution(s) or lack thereof, the accused and the complainant have five (5) business days from the date presented with the report to file a written appeal with the Chief of Staff and Senior Vice President for Institutional Development and Effectiveness or, if the initial complaint was registered with the Chief of Staff as the Deputy Coordinator, then the appeal should be directed to the Provost. They will review the appeal, conduct additional investigative inquiries if necessary, and respond in writing within ten (10) business days to the accused, complainant, and Coordinator (or Deputy Coordinator). This decision will be final.

Student Conduct Code and Persona Non-Grata policy information is available from the office of Student Development. The Associate Vice President of Student Development and Dean of Students is that person designated by the college President to be responsible for the administration of the student conduct code. They shall determine the composition of hearing panels and determine which hearing officer is authorized to hear each case. They shall develop policies for the administration of the student conduct code and procedural rules for the conduct of administrative hearings consistent with the provisions of the student conduct code. Decisions made by a hearing officer or panel and/or conduct administrator shall be final, unless successfully appealed. College jurisdiction and discipline shall be related to conduct which occurs on college premises, at college sponsored activities, during or in relation to college sponsored internships or co-operative educational experiences, or which adversely affects the college community and/or the pursuit of its objectives whether on or off college premises.

Disciplinary proceedings can be used for academic misconduct, general student misconduct, violations of law, and violations of student conduct code policies. In cases of general student misconduct, any member of the college may file written charges against any student with the office of the Associate Vice President of Student Development and Dean of Students via the electronic incident reporting system. A charge should be submitted as soon as possible, preferably within five (5) business days after the event takes place, or after such violation becomes known to a college official. The Associate Vice President of Student Development and Dean of Students will appoint a conduct administrator to investigate the charges. The Associate Vice President of Student Development and Dean of Students may serve as the conduct administrator. The conduct administrator may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of all parties involved (including the conduct administrator). Such disposition shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the conduct administrator may later serve in the same matter as a member of the hearing panel. All charges shall be presented to the accused student in written form.

Within three (3) business days from the written charge notice, the student shall respond to the charge notice by notifying the conduct administrator (in writing, by telephone or facsimile) of the student's response to the charge(s). If the accused student fails to respond to the charge notice, or informs the conduct administrator that they will not participate in the student conduct code process, then the conduct administrator will conduct an administrative review of the evidence and shall make a determination as to any appropriate sanction. This determination will be presented to the permanent address on record with the College, by U.S. or campus mail, by on-line electronic email messaging to a student's current email address on record with the College or to the student in person. The accused student will then have ten (10) business days to respond to the charge and request a hearing. If the accused student does not respond to this notification, the matter will be closed and the accused student will lose any right to appeal the decision.

If the complainant, the accused student, or the conduct administrator requests an administrative hearing, a time shall be set for an administrative hearing, not less than five (5) business days after the student has been notified. (At the accused student's written request and agreed to by the complainant and conduct administrator the five (5) business day waiting period to hold an administrative hearing may be waived). Time limits for scheduling of administrative hearings may be extended at the discretion of the conduct administrator. After the administrative hearing, the hearing officer or panel shall determine (by majority vote for a hearing panel) whether the student has violated the student conduct code. The hearing officer or panel's determination shall be made on the basis of whether it is more likely than not that a violation occurred.

One or more of the following sanctions may be imposed upon any student found to have violated the student conduct code:

- Warning - a notice in writing to the student that the student is violating or has violated institutional regulations.
- Probation - a reprimand for a violation of specified regulations for a designated period of time. Probation includes the probability of more severe disciplinary sanctions if the student is found to be violating the student conduct code during the probationary period.
- Loss of Privileges - denial of specified privileges for a designated period of time.
- Discretionary Sanctions - work assignments, essays, referral for counseling, service to the college or other related discretionary assignments.

- Administrative Withdrawal - involuntary withdrawal of a student from a course or courses. Tuition refund for the course(s) involved is determined by the Associate Vice President of Student Development and Dean of Students, or designee.
- College Suspension - separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for re-admission may be specified.
- College Expulsion - permanent separation of the student from the college. This sanction will be made part of the student's permanent record and will be printed on the student's academic transcript.
- Revocation of Admission and/or Degree – Admission to or a degree awarded from the college may be revoked for fraud, misrepresentation, or other violation of college standards in obtaining the degree, or for other serious violations of the student conduct code committed by a student prior to graduation.
- Withholding Degree – the college may withhold awarding a degree otherwise earned until the completion of the process set forth in the student conduct code, including the completion of all sanctions imposed, if any.
- Persona Non Grata – denial of permission to frequent or be present in specified campus locations, including total banishment from campus, for a specified period of time.

In certain circumstances, the Associate Vice President of Student Development and Dean of Students or a designee may impose a college suspension prior to the administrative hearing before a hearing officer or panel. Interim suspension may be imposed: (1) to ensure the safety or wellbeing of members of the college community or preservation of college property; (2) if the student poses a threat involving disruption of or interference with the normal operations of the college.

A decision delivered by the hearing officer or panel and/or sanction imposed by the conduct administrator may be appealed by accused students to the Associate Vice President of Student Development and Dean of Students within seven (7) business days after the date on which written notice of the decision is sent to the student.

Proceedings for disciplinary action in cases of alleged domestic violence, dating violence, sexual assault or stalking will:

- Provide prompt, fair, and impartial process from the initial investigation to the final result.
- Be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
- The accuser and the accused are entitled to the same opportunities to have others present during disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice.
- Both the accuser and the accused shall be simultaneously informed in writing of
 - The outcome of any institutional disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault, or stalking
 - The institution's procedures for the accused and the victim to appeal the results of the institutional disciplinary proceeding
 - Of any change to the results that occurs prior to the time that such results become final, and
 - When such results become final.

The College will, upon written request, 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 report on the results of any disciplinary proceeding conducted by Lakeland against a student who is the alleged perpetrator of such 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 hearing to the victim's next of kin, if so requested. Additional information on College disciplinary proceedings are detailed in the Student Handbook.

A student found guilty of rape, acquaintance rape, sexual assault, domestic violence, dating violence, or stalking or violating the College Conduct Code could be criminally prosecuted in the state courts and may be suspended or expelled from the College for the first offense.

SEXUAL PREDATORS

Any student, employee or visitor can access any information involving individuals who are identified as a sexual offender. This includes individuals working at or attending class at Lakeland Community College. The link to obtain real time information is located at www.lakelandcc.edu/police.

ALCOHOL AND DRUG POLICIES

The College works to provide an environment free of alcohol and drug abuse. The possession, use, distribution, or any attempt to use or distribute, any illegal or controlled substances, or alcoholic beverage, without a permit, is prohibited on all College properties, owned or leased, and at all College activities. The LCCPD strictly enforces state and federal laws pertaining to controlled substances. Violators are subject to criminal prosecution, fine, imprisonment and disciplinary action by the College.

It is illegal in the State of Ohio to possess or consume an alcoholic beverage by anyone under 21 years of age. It is a violation of College policy to consume or possess alcohol in any public or private area of the campus without prior College approval. Violation of these policies or laws may be subject to arrest or sanctions by the College.

The College administration enforces Board Policy 3354:2-20-72, Drug-free and Alcohol-free Workplace. The College provides services related to drug and alcohol use and/or abuse.

In the event that a student is found responsible for a drug or alcohol offense, sanctions are set forth that must be completed by the student within a certain period of time. Classes are used as an educational tool to provide the student with awareness of the dangers of drugs and alcohol usage. In addition, an initial and follow up meeting with the college psychologist may be included in the overall sanctions. The classes that may be assigned as sanctions through the Lakeland Student Conduct Code are listed below. Students who would like more information on these classes should contact the Associate Vice President of Student Development and Dean of Students at 440-525-7358.

- Alcohol-Wise is a one-hour online alcohol abuse prevention course designed specifically for use on college campuses for first-year students and other high-risk groups.
- Under the Influence is a 3-hour online intervention course used as a sanction for on-campus student alcohol violations, such as underage drinking or public intoxication.
- Marijuana 101 is a 4-hour online intervention course used as a sanction for on-campus student

marijuana violations, such as possession of marijuana or drug paraphernalia.

- Marijuana-Wise is a marijuana prevention course for college students.
- Social Responsibility is a lesson module add-on for the online alcohol education courses that stresses the consequences of drinking and driving.

In the event that a Lakeland Community College employee is found to have issues with drugs or alcohol, they are given resources to assist in education and awareness of the dangers of such usage. Lakeland Community College refers their employees to the IMPACT Employee Assistance Program. IMPACT is a national firm with a niche in higher education based out of Beachwood, Ohio. IMPACT employs licensed counselors and operates a 24/7 day a week hotline.

Community resources available to both students and employees include:

Lake-Geauga Recovery Centers, Inc.
Chardon Counseling & Prevention Services
209 Center Street, Unit E, Chardon, Ohio 44024
Phone: 440-285-9119 or 440-942-6722

Lake-Geauga Recovery Centers, Inc.
Mentor Office
9083 Mentor Ave., Mentor, OH 44060
Phone: 440-255-0678

ADAMHS Board of Cuyahoga County
2012 W. 25th Street, 6th Floor, Cleveland, OH 44113
Phone: 216-241-3400
Heroin Hotline: 216-623-6888

CRIME STATISTICS

Lakeland publishes this annual statistical report to comply with the statutory mandates imposed by the Jeanne Clery Act. The statistics are gathered daily, correlated monthly and published annually by the LCCPD in this document entitled “Annual Security Report”. This report is prepared in cooperation with the surrounding local law enforcement agencies of the Main Campus, Lakeland East and police departments with jurisdiction for non-campus events. In addition, information is gathered from our Campus Security Authorities. These individuals include:

- Members of the LCCPD
- Any individual who is responsible for monitoring access into a campus facility
- Any individual specified in our security policy as an individual to whom students and employees should report criminal offenses
- An official of our college who has significant responsibility for student and campus activities, including, but not limited to, student discipline and campus judicial proceedings.

The Annual Security Report does not include any personally identifying information about the victims or other individuals involved in the crimes reflected in the statistics. To report a crime, please contact the LCCPD, Room A-2, phone 440-525-7241.

This annual report is made available to perspective and current students and employees as required by law. Links to the Annual Security Report are posted on the Lakeland Community College website on the Police Department page, Admissions page, and the Human Resources page. All current employees and registered students have a personalized myLakeland page for accessing important services, emails and announcements. A link to the Annual Security Report is prominently displayed in the Announcement section of their page. Copies of the report may also be obtained at the LCCPD located in the basement of A Building (A-2). All prospective employees may obtain a copy of the report from Human Resources in room C-2103.

U.S. Department of Education Crime Statistics for the calendar years 2016-2018, for Lakeland's campuses, are included at the end of this report.

EMERGENCY MANAGEMENT PLAN

The Director of Public Safety and Chief of Police is responsible for coordinating College-wide emergency planning, crisis preparation, and emergency readiness.

WEB PAGE

The Lakeland Police Department can be accessed via the internet at www.lakelandcc.edu/police

QUESTIONS

Questions concerning these topics should be directed to the Lakeland Community College, Chief of Police at 440-525-7241, or via e-mail at RMorenz1@lakelandcc.edu

CRIME STATISTICS FOR 2016 – 2018

MAIN CAMPUS

(INCLUDING THE HOLDEN UNIVERSITY CENTER)

CRIMINAL OFFENSES

Offense	Year	On Campus	Public Property	Non-Campus
Murder/Non-negligent manslaughter	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Negligent manslaughter	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Sexual Assault/Sex Offenses:				
Rape	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Fondling	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Incest	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Statutory Rape	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Robbery	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Aggravated assault	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Burglary	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Motor vehicle theft	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Arson	2016	0	0	0
	2017	0	0	0
	2018	0	0	0

Public property includes thoroughfares, streets, sidewalks and parking facilities that are within the campus, or immediately adjacent to and accessible from the campus.

Non-Campus Property - Statistics include information from jurisdictions where our sports teams stayed during competitions. Some jurisdictions did not respond to our request for information. Non-Campus property is defined as:

- 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
- Any building or property owned or controlled by a student organization that is officially recognized by the institution. Lakeland does not have any officially recognized student organizations with off-campus locations.

VAWA OFFENSES: DOMESTIC VIOLENCE, DATING VIOLENCE, & STALKING

Main Campus

Offense	Year	On Campus	Public Property	Non-Campus
Domestic Violence	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Dating Violence	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Stalking	2016	1	0	0
	2017	0	0	0
	2018	1	0	0

HATE CRIMES

Main Campus

A hate crime is 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, gender, religion, sexual orientation, ethnicity, disability, national origin, or gender identity. For Clery purposes, hate crimes include any offense in the following list that is motivated by bias: Murder/non-negligent manslaughter, sex offenses (rape, fondling, incest, and statutory rape), robbery, aggravated assault, burglary, motor vehicle theft, arson, domestic violence, dating violence, stalking, larceny/theft, simple assault, intimidation, and destruction/damage/vandalism of property.

2016

There were no reportable hate crimes.

2017

There were no reportable hate crimes.

2018

There were no reportable hate crimes.

UNFOUNDED CRIMES

Main Campus

A crime is considered unfounded for Clery Act purposes only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless. Crime reports can be properly determined to be false only if the evidence from a complete and thorough investigation establishes that the crime reported was not, in fact, completed or attempted in any matter.

2016: No unfounded crimes.

2017: One unfounded crime (fondling).

2018: No unfounded crimes.

ARRESTS AND DISCIPLINARY ACTIONS

Main Campus

	Year	On Campus	Public Property	Non-Campus
ARRESTS				
Weapons: Carrying, Possessing, etc.	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Drug Abuse Violations	2016	1	4	0
	2017	0	0	0
	2018	6	0	0
Liquor Law Violations	2016	1	0	0
	2017	0	0	0
	2018	0	0	0

DISCIPLINARY REFERRALS				
Weapons: Carrying, Possessing, etc.	2016	0	0	0
	2017	0	0	0
	2018	0	0	0
Drug Abuse Violations	2016	2	0	0
	2017	0	0	0
	2018	0	0	1
Liquor Law Violations	2016	0	0	0
	2017	0	0	5
	2018	0	0	0

Public property includes thoroughfares, streets, sidewalks and parking facilities that are within the campus, or immediately adjacent to and accessible from the campus.

Non-Campus Property - Statistics include information from jurisdictions where our sports teams stayed during competitions. Some jurisdictions did not respond to our request for information. Non-Campus property is defined as:

- 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.
- Any building or property owned or controlled by a student organization that is officially recognized by the institution. Lakeland does not have any officially recognized student organizations with off-campus locations.

LAKELAND EAST

CRIMINAL OFFENSES

Offense	Year	On Campus	Public Property
Murder/Non-negligent manslaughter	2016	0	0
	2017	0	0
	2018	0	0
Negligent manslaughter	2016	0	0
	2017	0	0
	2018	0	0
Sexual Assault/Sex Offenses:			
Rape	2016	0	0
	2017	0	0
	2018	0	0
Fondling	2016	0	0
	2017	0	0
	2018	0	0
Incest	2016	0	0
	2017	0	0
	2018	0	0
Statutory Rape	2016	0	0
	2017	0	0
	2018	0	0
Robbery	2016	0	0
	2017	0	0
	2018	0	0
Aggravated assault	2016	0	0
	2017	0	0
	2018	0	0
Burglary	2016	0	0
	2017	0	0
	2018	0	0
Motor vehicle theft	2016	0	0
	2017	0	0
	2018	0	0
Arson	2016	0	0
	2017	0	0
	2018	0	0

Public property includes thoroughfares, streets, sidewalks and parking facilities that are within the campus, or immediately adjacent to and accessible from the campus.

VAWA OFFENSES: DOMESTIC VIOLENCE, DATING VIOLENCE, & STALKING

Lakeland East

OFFENSE	Year	On Campus	Public Property
Domestic Violence	2016	0	0
	2017	0	0
	2018	0	0
Dating Violence	2016	0	0
	2017	0	0
	2018	0	0
Stalking	2016	0	0
	2017	0	0
	2018	0	0

HATE CRIMES

Lakeland East

2016: There were no reportable hate crimes.

2017: There were no reportable hate crimes.

2018: There were no reportable hate crimes.

UNFOUNDED CRIMES

Lakeland East

2016: No unfounded crimes.

2017: No unfounded crimes.

2018: No unfounded crimes.

ARRESTS AND DISCIPLINARY ACTIONS

Lakeland East

ARRESTS	Year	On Campus	Public Property
Weapons: Carrying, Possessing, etc.	2016	0	0
	2017	0	0
	2018	0	0
Drug Abuse Violations	2016	0	0
	2017	0	0
	2018	0	0
Liquor Law Violations	2016	0	0
	2017	0	0
	2018	0	0

DISCIPLINARY REFERRALS			
Weapons: Carrying, Possessing, etc.	2016	0	0
	2017	0	0
	2018	0	0
Drug Abuse Violations	2016	0	0
	2017	0	0
	2018	0	0
Liquor Law Violations	2016	0	0
	2017	0	0
	2018	0	0

Public property includes thoroughfares, streets, sidewalks and parking facilities that are within the campus, or immediately adjacent to and accessible from the campus.

DEFINITIONS OF CLERY CRIMES

As per the Uniform Crime Reporting Handbook:

Murder/Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

Negligent Manslaughter: The killing of another person through gross negligence.

Robbery: The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where vehicles are taken by persons not having lawful access, even though the vehicles are later abandoned - including joy riding)

Arson: The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

Weapon Law Violations: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

Drug Abuse Violations: The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance.

Liquor Law Violations: The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

*Note: The above listed crime definitions are from the Uniform Crime Reporting Handbook

Sexual Assault/Sex Offenses: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

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

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

Domestic Violence: A felony or misdemeanor crime 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 in which the crime of violence occurred;
- 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 in which the crime of violence occurred.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.
- Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress

HATE CRIMES

Lakeland Community College is also required to report statistics for hate (bias) related crimes by the type of bias as defined below for the following classifications: murder/non-negligent manslaughter, negligent manslaughter, sex offenses (rape, fondling, incest, statutory rape), robbery, aggravated assault, burglary, motor vehicle theft, arson, domestic violence, dating violence, stalking (see definitions above) and larceny, vandalism, intimidation, and simple assault (see definitions below).

Larceny: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Vandalism: To willfully or maliciously destroy, injury, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

If a hate crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.

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

For a hate (bias) related crime, we also must provide information about the type of bias involved in the crime, race, religion, ethnicity, gender, sexual orientation, disability, national origin, or gender identity.

UNFOUNDED CRIMES:

A crime is considered unfounded for Clery Act purposes only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless. Crime reports can be properly determined to be false only if the evidence from a complete and thorough investigation establishes that the crime reported was not, in fact, completed or attempted in any matter.