

# Annual Security Report 2024



**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](http://www.lakelandcc.edu/police)**

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## **INTRODUCTION**

Lakeland Community College is a public community college and the first in Ohio to be created by a vote of the people. The college is situated on over 400 acres in Kirtland, Ohio and offers its approximately 5,000 enrolled students, over 135 degree and technical certificate programs. The college offers in-person, hybrid, and remote courses. And, while several hundred high school students attend class on campus under the auspices of the state's College Credit Plus program, the college also provides college level courses on local high school campuses.

Lakeland Community College is committed to the principle of equal opportunity in employment and education. We have a strong commitment to the principle of diversity and, in that spirit, seek a broad spectrum of candidates.

In furtherance of the College's principles of equal opportunity and diversity, the College will not tolerate acts of discrimination or harassment by its faculty, staff, students, or persons conducting business with or visiting the College. Additionally, the College is committed to acting proactively to ensure there shall be no harassment or discrimination against any person because of sex, race, color, religion, sexual orientation, national origin, disability, ancestry, veteran or Vietnam-era veteran status, age, or familial status.

The College will conduct its programs, services, and activities in accordance with applicable federal (including Title IX of the Educational Amendments of 1972), state and local laws, regulations and orders, and in conformance with College policies. Sexual violence and/or sexual misconduct are considered sex-based offenses which can be criminally investigated and/or investigated by the LCCPD. Members of our community can be charged or subject to discipline under the Student Conduct Code, progressive employee discipline and/or persona non grata procedures. The U.S. Department of Education's Office for Civil Rights (OCR) is the office of the federal government charged with enforcement of Title IX. Information regarding OCR can be found at [www.ed.gov/about/offices/list/ocr/index.html](http://www.ed.gov/about/offices/list/ocr/index.html).

Lakeland Community College complies with the Federal Drug-Free Schools and Communities Act, the Drug-Free Workplace Act, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Student Right-to-Know and Campus Security Act, and the Family Educational Rights and Privacy Act.

## **College Police Department**

The Lakeland Community College Police Department's (LCCPD) mission is to provide and maintain a safe, enjoyable collegiate environment that promotes a successful educational, vocational, and guest experience. We embrace the concepts of community policing to deter criminal activity and interact with our students and staff.

The LCCPD is a duly recognized law enforcement agency with full police authority and responsibility as set forth in Ohio Revised Code 2935.01 and 3345.04. It is located in the basement of the A-building and provides community access 365 days a year, 24 hours a day. All criminal complaints and emergencies reported to the Department are immediately investigated and a police report is initiated. The Department's sworn police officers are commissioned by the state of Ohio with the same police powers as a municipal police officer, including the power of arrest within the jurisdiction of the College. College law enforcement officer applicants undergo thorough background investigations. Each officer meets or exceeds the training standards of the Ohio Peace Officers Training Council and receives

annual, in-service training in appropriate areas.

The Department is linked via a computer network to other local, state, and national law enforcement agencies for the exchange of information that is vital to the operation of a police department. These computer networks include the Law Enforcement Automated Data System (LEADS) a statewide information storage and retrieval system, and The National Crime Information Center (NCIC) in Washington, D.C.

The LCCPD shares the responsibility for personal safety and the protection of personal and College property as part of the campus community. The Department works to prevent crime by utilizing procedures that ensure high visibility through foot and vehicular patrol, surveillance operations, and through community-based crime prevention and safety awareness programming.

### **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, is reflected in the log.

### **Annual Security Report**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. Lakeland Community College is committed to keeping the campus and the campus community safe and secure for students, faculty, and staff. An important part of that effort is educating the campus community and other interested persons about safety awareness and College policies and resources related to safety. Safety is a shared responsibility. Every community member can contribute to safety and security on campus by reporting crime and suspicious activities in a timely manner. Lakeland Community College hopes that this information will be helpful in fostering a safe college environment.

The Annual Security Report is prepared and disseminated by the LCCPD. Crime statistics for the Annual Security Report are collected and compiled by the LCCPD. Local law enforcement agencies also provide crime statistics from the surrounding community. Policy information contained within the report is collected from campus departments who have authority and jurisdiction over the policies. Once completed, the Annual Security Report is published and automatically made available to the campus community. The report is posted on the Lakeland Community College Police website:

<http://www.lakelandcc.edu/annualecurityreport>.

In addition to the above, notification regarding the publication and availability of the Annual Security Report is sent via email to students, faculty, and staff. The email informs faculty/staff/students that the Annual Security Report is available and includes a direct link to the report. A link to the report is also available on the public web pages of the Human Resources and Admissions departments.

### **CRIME AND EMERGENCY REPORTING AND RESPONSE**

All students, employees, and visitors are encouraged to promptly report criminal incidents,

suspicious activity, and any other public safety-related emergencies and incidents to the LCCPD at 440-525-7241. Any faculty/staff/student who is personally aware of a criminal offense or who is made aware of a criminal offense should report the offense(s) to the LCCPD immediately. Information provided to LCCPD may be required to be disclosed under the Ohio Public Records Act or during an investigation.

Crimes in progress or other emergencies may be reported by dialing 9-1-1 from a cell phone and asking for LCC Police or by pressing the 9-1-1 speed dial button on a desk phone or dialing 9-1-1 on any campus telephone, or by calling 440-525-7241.

There are a number of emergency telephones on campus that can be utilized to report a crime, fire, accident or any other type of emergency. Hallway and lobby telephones are set up to dial directly to the LCCPD in order to summon the police. Students, staff, and visitors can also utilize the Lakeland Safe app when downloaded on their cell phone. The app connects directly to the LCCPD dispatch center.

Reports of sexual violence (sexual assault, stalking, domestic violence, dating violence, and relationship violence) should be reported to the LCCPD (440-525-7241) or the College's Title IX Coordinator. The Director of Human Resources serves as the Title IX Coordinator. The Director is located in the Human Resources Suite (C-2103) and may be reached by telephone at 440-525-7112 or by email to [human\\_resources@lakelandcc.edu](mailto:human_resources@lakelandcc.edu). The College takes seriously the desire for privacy, sought by persons involved in matters concerning sexual violence. The College shares information about such matters on a limited "need to know" basis in accordance with federal and state privacy laws and the Ohio Public Records Act. Additional information about the College's response to reports of sexual violence as well as discrimination and harassment can be found in the *Crime Prevention Programs* section of this report.

### **Campus Security Authorities (CSAs)**

To further encourage the timely reporting of crimes on campus, the Clery Act identifies and defines Campus Security Authorities (CSA) as college faculty and staff members with "significant responsibility" for students and campus activities. CSAs are campus officials who manage or otherwise oversee student and campus activities. Lakeland Community College CSAs include LCCPD personnel, Title IX Coordinators, Student Engagement and Leadership personnel, Athletic Department personnel, and advisors of student organizations. Crimes reported to CSAs will be forwarded to the LCCPD. Licensed or certified counselors and/or individuals who are functioning within that scope at the time a crime is reported are not considered CSAs and not required to report crimes. The CSA reporting form may be found online at <http://www.lakelandcc.edu/annualsecurityreport>.

### **Emergency Notification**

The Lakeland Community College Police Department is responsible for issuing emergency notifications to the campus community. An emergency notification is the immediate announcement to the campus community upon confirmation of a significant emergency or dangerous situation involving an imminent threat to the health or safety of students or employees occurring on campus.

Lakeland Community College will, without delay and considering the safety of the community, determine the content of the notification and initiate the notification system or systems unless issuing a notification will, in the professional judgment of responsible authorities, compromise the efforts to assist a victim or to contain, respond to, or otherwise

mitigate an emergency.

Emergency notifications may be initiated by the College President or designee and LCCPD personnel. The process of issuing an emergency notification begins by confirming there is a significant emergency or dangerous situation. LCCPD personnel verify information about a potentially significant emergency or dangerous situation.

Upon confirming that an emergency or dangerous situation exists, the LCCPD Dispatch Center or other LCCPD personnel will issue an emergency notification. The content of the notification will provide instruction to the College community that promotes the safety and well-being of those impacted. At times, messages may simply contain information about an area of campus to avoid. At other times, messages may have specific protective action recommendations or information about the nature of the incident itself. A message may be directed to the entire campus community or to specific areas or segments of the campus depending on the nature of the incident.

### **VENS and SchoolMessenger**

The Voice Emergency Notification System (VENS) and SchoolMessenger are multi-modal, all-hazards emergency notification systems that include all the communications methods listed below. Faculty, staff and students are automatically registered with SchoolMessenger. Others affiliated with the college can elect to register via a link on the LCCPD web page.

Based upon a variety of factors, LCC Police personnel will determine which method or combination of methods should be utilized to communicate with the college community during an emergency.

If there is a situation on campus that threatens the health and safety of our students, faculty, staff and visitors, LCC Police personnel will warn the campus community using one or more of the following methods:

[lakelandcc.edu](http://lakelandcc.edu) web page

Text messages to cell phones

Voice messages to cell/home phones

E-mail

Building Alarm/Speaker Systems

LCC Marketing & Communications and the PD Facebook pages

LCC Marketing & Communications Twitter

Additional information or follow-up instructions may also be provided through any of these resources if the LCCPD determines that providing such information would be helpful to promote safety or to respond to the situation.

### **Timely Warning**

When a Clery reportable crime occurs on campus and the suspect has not been immediately apprehended, LCCPD personnel will decide whether a timely warning to the campus should be issued. The decision to issue a timely warning to the campus will be made on a case-by-case basis. LCCPD personnel will consider the nature of the crime, the continuing danger to the campus community and any risk of compromising law enforcement efforts in making this decision. Timely warnings will be issued through LCC mass notification system(s)



(SchoolMessenger or VENS) based upon a variety of factors. LCCPD personnel will determine which method or combination of methods should be utilized to communicate timely warnings.

## **Emergency Preparedness Plan**

Lakeland Community College is committed to providing a safe and secure environment for its students, employees, and surrounding campus community. LCC's emergency preparedness plans are designed to maximize human safety, minimize danger, preserve property, and restore normal operations of the College in the event of a major emergency incident.

The College has developed an overall Emergency Operations Plan (EOP) for the campus. This plan has been created in accordance with principles and strategies set forth by the National Incident Management System (NIMS) and promulgated by the Federal Emergency Management Agency (FEMA). Incorporated into the EOP are specific written plans that address general evacuation procedures, critical incidents, hazardous and radioactive materials, pandemic planning, and recovery operations. LCC departments are responsible for developing individual Continuity of Operations Plans (COOP) for their staff and areas of responsibility. These plans are coordinated through the LCCPD and are updated regularly.

## **Emergency Procedures Handbook**

Lakeland Community College has developed an Emergency Procedures Handbook (EPH) for employees, students, and visitors that contains extensive information for emergency preparedness. The EPH contains comprehensive emergency response actions designed to minimize loss in the event of specific emergency situations. While this handbook provides detailed, recommended action steps, it is important that users keep in mind the unique quality of each critical event and remember that emergency procedures can and should be implemented on a scalable, flexible, and adaptable basis to align with the specific challenges presented by the situation at hand. This EPH is an integrated component of a comprehensive preparedness and response system that will ensure unity of efforts and help LCC protect the health and safety of the campus community and its resources.

For more information on LCC's Emergency Procedures Handbook visit:  
<http://lakelandcc.edu/web/about/campus-police>.

## **Emergency Response and Evacuation Procedures**

LCCPD personnel have received training in incident command and critical incident response. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually the LCC Police, and/or the city of Kirtland divisions of fire and/or police. These departments work together to manage the incident. Depending on the nature of the incident, other LCC departments and other local, state or federal agencies could also be involved in responding to the incident. General information about the emergency response and evacuation procedures for LCC is publicized each year as part of the institution's Clery Act compliance efforts.

## **Emergency Evacuation**

To protect our campus population from the effects of emergencies, protective action recommendations or evacuation instructions may be issued by the LCCPD and other emergency response authorities (e.g., Kirtland Police and/or Kirtland Fire Departments). These instructions may order evacuations for individual buildings or regions of campus or

campus-wide evacuations.

In the rare event that an evacuation of the entire LCC campus is ordered by public safety officials, it is important to follow evacuation instructions disseminated by LCC Police personnel and/or other emergency management authorities. If an evacuation is required, LCC Police, in consultation with other local, state, and/or federal agencies, would determine the most appropriate method and route for evacuating the area. It is likely that traffic routes may be altered making some areas of campus inaccessible, whereas the travel off-campus may require the use of public transportation or other alternative arrangements.

It is important to remember that evacuations are issued only if the safety and well-being of the College community is at serious risk. LCC asks that individuals work together, assist each other during evacuations and follow all instructions and guidance from college officials and first responders.

Individuals on campus are encouraged to familiarize themselves with evacuation procedures for the specific college building they occupy. Specific evacuation information can be obtained from posted procedures.

To learn more about building-specific evacuation procedures, please contact the LCCPD at 440-525-7241 for assistance.

### **Shelter-in-Place**

If an incident occurs and the building or area becomes unstable or, if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors because leaving the area may exacerbate the danger. In these or other circumstances, shelter-in-place orders may be given, rather than orders to evacuate a building or area. To “shelter- in-place” means to seek safety in the building one already occupies. Adjustments may be made to make the location even safer and more comfortable until it is safe to go outside.

Basic “Shelter-in-Place” Guidance: If an incident occurs, occupants in rooms and buildings not sustaining damage should find an interior room and stay inside until told it is safe to come out. If the building is damaged, occupants should take their easily transported personal belongings and follow the evacuation procedures for the building (close the door, proceed to the nearest exit, and use the stairs instead of the elevators). Once evacuated, individuals should quickly seek shelter in the nearest College building and listen for and follow instructions from public safety personnel if present on the scene.

How You Will Know to “Shelter -in-Place”: A shelter-in-place notification may come from several sources, including the LCCPD, other College employees, or other authorities utilizing the College’s emergency notification systems (VENS or SchoolMessenger).

How to “Shelter -in-Place”: Regardless of location, the basic steps of shelter-in-place will generally remain the same unless instructed otherwise by emergency personnel on scene:

1. If inside, stay inside. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency.
2. If outdoors, proceed to a safe/secure area or follow instructions from emergency personnel on the scene.

3. Locate a room to shelter inside. It should be an interior room without windows or with the least number of windows.
4. Shut and lock all windows (tighter seal) and close exterior doors.
5. Turn off ventilation devices, such as fans.
6. Close vents to ventilation systems as able (College staff will turn off ventilation as quickly as possible).
7. Listen for further instructions.
8. Become as comfortable as possible.

### **Active Aggressor**

An Active Aggressor is an individual using deadly physical force against people in a confined and/or populated area. Lakeland Community College Police Department recommends the “Run. Hide. Fight.” response when in the vicinity of an Active Aggressor incident:

1. **Run** – Exit the area as quickly and safely as possible distancing yourself from the aggressor.
2. **Hide** – If you can’t safely evacuate the area or are unsure of the location of the aggressor, shelter-in-place and secure yourself in a room, classroom, or office creating barriers between you and the aggressor. If you are caught outside, seek shelter inside the nearest building and shelter in an interior space.
3. **Fight** – If there are no other options to safely escape and you are confronted by the aggressor, attempt to disrupt and/or incapacitate the aggressor using all available resources (i.e. acting aggressively, yelling, throwing items, and improvising weapons).

### **Crime Prevention**

The LCCPD provides on-going educational programs, presentations, and access to resources in order to achieve its mission to prevent, deter, recognize, and report crime within the campus community. Programs are designed to anticipate, recognize, and appraise crime risks and initiate actions to remove or reduce crime risks.

### **Digital Resources Available to Employees**

The College portal, [myLakeland](#), houses a robust Safety Resources page that includes information on a wide range of safety topics, including the Annual Security Report, a listing of individuals who are Persona Non Grata, links to the county’s Sex Offender Registry, information about sexual violence, a listing of AED unit locations, information about the Lakeland Safe app, active shooter training, fire extinguisher use training, and mental health first aid training.

### **New Student and New Employee Orientation**

New students are provided crime awareness information through New Student Orientations. New employees receive information through the New Employee Orientation Program.

### **Lakeland Safe Mobile Safety App**

The Lakeland Community College Police Department has partnered with 911 Cellular to bring its award-winning mobile safety app to the LCC community. Upon downloading the free Lakeland Safe app and registering an e-mail address, the LCC community will never be further than a button press away from LCC Police. Lakeland Safe allows students, faculty, and staff to connect with the LCCPD's dispatchers with a push of a button. Through the

Lakeland Safe incident management console, our dispatchers can send officers to precise locations and respond to community emergencies. The app also allows members of the LCC community to request a safety escort or submit confidential tips concerning suspicious behavior, unsafe situations, crimes, and other hazards. It also includes a safety timer which provides a virtual escort wherever members of our community go.

### **Safety Escort Service**

A Safety Escort Service is available to students, faculty, or staff who feel unsure about their safety while on campus. Safety escorts are provided by members of the LCCPD. Safety Escorts are provided 24 hours a day, 7 days a week, for on-campus locations only. The Safety Escort Service is a safety option for those that have a genuine concern for their personal safety.

### **Building Security**

College building hours are posted on the LCC webpage. Generally, all buildings have regular hours of operation throughout the week. Only authorized personnel are granted access to closed (locked) buildings.

### **CARE Team**

The College has established a Consultation, Assessment, Referral, and Education (CARE) Team to identify, assess, and respond to student, faculty, and staff concerns. The goal of the CARE Team is to work collaboratively to support the well-being and safety of students, faculty, and staff and to promote a culture on campus that encourages the reporting of concerns. The primary objective of the CARE Team is to “connect all of the dots” relating to potentially dangerous situations before violence occurs.

The CARE Team may be contacted by telephone through the Dean of Students at (440) -525-7328 or by email at [mpetitti@lakelandcc.edu](mailto:mpetitti@lakelandcc.edu).

### **College Compliance with Title IX**

Title IX is the federal law that prohibits gender discrimination against students. Under Title IX, sexual harassment, sexual assault, sexual exploitation, relationship violence, domestic abuse, and stalking are forms of gender discrimination.

Title IX requires that schools proactively prevent and respond to reported gender discrimination, sexual harassment, or sexual violence, whether it occurs on or off campus, when it affects a student. Schools must investigate the incident, stop the discrimination, prevent its recurrence, remedy its effects, and prevent retaliation. Title IX requires the College to provide students who are experiencing or previously experienced discrimination, harassment, or sexual violence, the same opportunity to succeed as students who did not experience these things.

The College’s efforts to prevent sexual violence and other conduct prohibited by Title IX include:

- Education about the range of sexual harassment and sexual violence behaviors, prevention techniques and reporting requirements are accomplished through e-learning modules.
- Completion of a yearly climate survey on issues of sexual violence.
- Formal alliances with community partners that assist with service and delivery of

- programs to prevent and address sexual violence.
- Peer education programs that focus on sexual violence prevention and additional student leader support.
- Review and revision of the College's Discrimination / Harassment Policy and related procedures, which includes the prohibition against sexual violence.

## **Discrimination, Harassment, Sexual Violence, and Retaliation Policy Statement and Definitions**

Respect for diversity is an essential element of the College community. The College strongly opposes and does not tolerate discrimination based on sex, race, color, religion, sexual orientation, national origin, disability, ancestry, veteran or Vietnam-era veteran status, age, or familial status and/or any other status protected by state or federal law, including Title IX of the Educational Amendments Act of 1972 rule or regulation. Further, the College, does not tolerate sexual harassment or sexual violence, including assault, exploitation, relationship violence, domestic abuse, and stalking. It is the responsibility of every member of the College community to foster an environment free from discrimination, harassment, sexual violence, and retaliation and to take reasonable action to prevent or stop such conduct.

**"Discrimination"** is negative or adverse treatment of an employee, student, or other member of the college community based on any of the classifications listed above.

**"Harassment"** is unwelcome verbal, non-verbal, graphic, physical, electronic, or other conduct that subjects an individual to an intimidating, hostile, or offensive educational or employment environment, is based on one or more of the characteristics listed above, and which (1) denigrates, insults, ridicules, disparages, or stereotypes an individual or an individual's conduct, family, friends, habits, or lifestyle; and (2) is sufficiently severe, persistent, or pervasive that it limits or interferes with the individual's ability to participate in or benefit from the College's programs or activities. "Sexual Harassment" is harassment that is based on gender, sexual orientation, gender expression, or a person's status as a woman or man, transgender, intersex person, or gender-nonconforming individual.

The College prohibits retaliation against any person for reporting or complaining of discrimination, harassment or sexual violence; supporting a person who complains about such conduct; assisting, providing information, or participating in the investigation of an incident of discrimination, harassment, or sexual violence; enforcing College policies with respect to discrimination, harassment or sexual violence; whether or not the exercise of rights is substantiated by an investigation or otherwise. Retaliation is a form of discrimination.

**"Sexual Violence"** is conduct of a sexual nature or conduct based on sex or gender that occurs without affirmative consent or when an individual is incapable of giving affirmative consent. Acts of sexual violence are forms of sex and gender-based discrimination and harassment. Sexual violence includes sexual assault, sexual exploitation, relationship violence, domestic abuse, and stalking.

**"Sexual Assault"** is sexual contact or sexual intercourse without affirmative consent. Sexual exploitation is purposely or knowingly: causing the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person's ability to give or withhold affirmative consent to sexual activity; allowing third parties to observe

private sexual activity from a hidden location (e.g., closet) or through electronic means; engaging in voyeurism (e.g., watching private sexual activity without the consent of the participants or viewing another person's intimate parts in a place where that person would have a reasonable expectation of privacy); recording or photographing private sexual activity and/or a person's intimate parts without affirmative consent; disseminating or posting images of private sexual activity and/or a person's intimate parts without affirmative consent; prostituting another person; or exposing another person to a sexually transmitted infection or virus without the other's knowledge.

**“Relationship Violence”** is violence or the threat of violence by a person towards another based on sex or gender where the individuals are or were in a social relationship of a romantic or intimate nature. Relationship violence may include sexual, financial, emotional, psychological, or other coercion or abuse directed at a current or former intimate partner, whether or not accompanied by physical violence.

**“Domestic Abuse”** is violence or the threat of violence by a person towards another based on sex or gender where the individuals are current or former spouses, persons who have had a child together, or persons who cohabitate or have cohabitated as spouses or intimate partners. Domestic abuse may include physical, sexual, financial, emotional, psychological, or other coercion or abuse directed at a current or former spouse or person similarly situated to a spouse, whether or not accompanied by physical violence.

**“Stalking”** is a course of conduct directed at a specific individual that would cause a reasonable person, if aware of the conduct, under similar circumstances to fear for her, his or others' safety, or to suffer substantial emotional distress. A course of conduct includes two or more acts, including but not limited to, those in which the alleged perpetrator directly, indirectly, or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about the person towards which such conduct is directed or interferes with that person's property.

The College's prohibition against discrimination, harassment, sexual violence, and retaliation applies to all students, employees, visitors, and other individuals participating in a college activity, educational or employment opportunity or program. This policy covers conduct that occurs on college property, off-campus during a college activity, or off-campus outside of a college activity when the conduct has continuing adverse effects on, or creates a hostile environment for students, employees, visitors, or other individuals participating in a college activity.

### **Reporting Discrimination, Harassment, Sexual Violence, and Retaliation**

Reports of discrimination, harassment, sexual violence and/or retaliation may be made to the LCCPD or the Title IX Coordinator.

All College employees (including student employees), who become aware of information that would lead a reasonable person to believe that discrimination, harassment, sexual violence, or retaliation has occurred must promptly report all relevant details to the Title IX Coordinator.

In addition to the duty to report to the Title IX Coordinator, in some circumstances when the reported conduct, in addition to violating College policy may also constitute criminal conduct, there is a duty to also report to law enforcement authorities. Ohio law (Ohio Revised Code

§ 2921.22) requires every person who knows that a felony has been or is being committed is obligated to report the act to law enforcement authorities. Information about criminal activity occurring on college property must be reported to the LCC Police at 440- 525-7241 (or, in an emergency, to 911). Information about criminal activity occurring off campus should be reported to the local law enforcement with jurisdiction.

The College will preserve student and employee's confidentiality to the extent possible and allowed by law. The degree to which confidentiality can be protected, however, depends upon whether the individual to whom the sex-based offense is reported is required by law to report this information to law enforcement. Confidential reporters may include licensed counselors, licensed social workers and other health care providers.

Anonymous reports may be made through the College's online reporting tool using the link: <http://www.lakelandcc.edu/feedback>. Anonymous links will be investigated as thoroughly as is possible given the information reported. The College's ability to obtain additional information may be compromised and the ability to investigate or resolve anonymous complaints may be limited. Additionally, an anonymous report can be sent via regular or campus mail to:

Title IX Coordinator- Lakeland Community College  
7700 Clocktower Dr. Room C-2102  
Kirtland, Ohio 44094

Or by e-mail to [human\\_resources@lakelandcc.edu](mailto:human_resources@lakelandcc.edu).

Filing a complaint with the Title IX Coordinator does not preclude an individual from filing a complaint with an external agency. Information regarding filing charges with an outside agency may be obtained from contacting the agency directly or from the LCCPD.

### **Response to Reports of Discrimination, Harassment, Sexual Violence, and Retaliation**

Upon receipt of a report of discrimination, harassment, sexual violence, and retaliation, the College, through the Title IX Coordinator, will provide the persons involved in the incident with information and resources, including confidential reporting options, medical, counseling, safety, advocacy, and other resources appropriate for the situation.

In addition, the College may implement interim measures, such as issuing a No Contact Directive and reasonable adjustments to the workplace, educational environment and academic arrangements for both the Reporting Party and the Respondent. When the Respondent is not affiliated with the College, a No Contact Directive may include a prohibition barring the Respondent from campus and College property. If the College determines that a report indicates a threat or potential threat to the campus community, interim measures may include suspension if the person is a student, or the placement on a leave-of-absence if the person is an employee. The college does not require that a complaint is made to the Title IX Coordinator before they provide aid, resources, or accommodations.

The College may resolve reports of discrimination, harassment, and retaliation informally; however, reports of sexual violence may not be resolved through this informal process. An informal resolution may consist of individual or joint discussions among relevant parties facilitated by the Title IX Coordinator, or guidance from the Title IX Coordinator to the

reporting party about options or strategies for resolving the concern. Any party, or the Title IX Coordinator, may terminate the informal process at any time and request an investigation by the College. The informal resolution process may also occur concurrently with an ongoing investigation of a complaint.

Alternatively, the College, through the Title IX Coordinator, may investigate reports of discrimination, harassment, sexual violence, and retaliation.

## **Investigation**

The Title IX Coordinator will investigate all complaints of discrimination, harassment, sexual violence, and/or retaliation when the reported conduct, if true, constitutes a violation of College policies prohibiting such conduct.

A complaint is initiated when a party alleges discrimination, harassment, sexual violence, and/or retaliation, and files a formal complaint with the Title IX Coordinator. The College may initiate an investigation if doing so is consistent with the goal of eliminating conduct which violates its policies prohibiting discrimination, harassment, sexual violence, and retaliation preventing the reoccurrence of such conduct, remedying the effects of such conduct on a complainant and the College community, and protecting the health and safety of the complainant and the College community.

The College will comply with a complainant's request to remain anonymous, refrain from participating in an investigation, or request that an investigation not be initiated, if it is possible to do so while also protecting the health and safety of the complainant and the College community.

The purpose of the College's investigation is to identify facts which permit an evaluation of the allegations of discrimination, harassment, sexual violence or retaliation and enable the College to formulate a remedial response. The College's investigation will be prompt and equitable and the College will strive to conclude an investigation within 60 calendar days.

The College will find a violation of its policies when a preponderance of the evidence supports the finding of a violation. An investigation may result in one of the following findings: there is sufficient evidence of one or more violations of college policies; there is insufficient evidence of a violation of college policies; or there is sufficient evidence that an allegation is false.

## **Corrective Action Implementation**

When the College, through an investigation and the provision of due process to the Respondent, identifies violation of its policies prohibiting discrimination, harassment, sexual violence, and retaliation, the College will promptly take remedial measures to correct the violation, eliminate its effects, and prevent reoccurrence. Remedial measures will be implemented in accordance with established College rules, procedures, and collective bargaining agreements if applicable.

The determination of the corrective action which is appropriate for a given situation will include consideration of multiple factors. These factors include: prior disciplinary history of respondent, including other complaints of sexual violence; whether respondent intentionally incapacitated or attempted to intentionally incapacitate the Complainant through drugs or alcohol; whether the Complainant was incapacitated due to drugs or alcohol; whether



violence, physical force, or threats of physical force were used, or a weapon was used or displayed; and/or other mitigating or aggravating factors of significance to a particular matter.

## **Sexual Violence Response Procedures**

Sexual Violence is a form of gender discrimination and/or harassment, and includes sexual assault, stalking, domestic violence, relationship violence and sexual exploitation, as those terms are defined by college policy. The Title IX Coordinator coordinates the College's response to reports of sexual violence against a student, employee or visitors on College property, off-campus during a College activity, or off-campus outside of a College activity when the conduct has continuing adverse effects on, or creates a hostile environment for, students, employees, visitors or other individuals who participated, are participating or will participate in a College activity.

The purpose of the Sexual Violence Response Procedures is to ensure appropriate steps are taken to respond to reports of sexual violence, with a goal to:

- Ensure the immediate physical safety of the reported victim.
- Provide the reported victim information regarding their reporting options, including the options to report to law enforcement or file a complaint with the College's Title IX Coordinator.
- Provide the reported victim information regarding available College and community resources, including confidential resources.
- Ensure that information is appropriately gathered and shared among college personnel with a need to know; and
- Comply with the College's legal obligations to respond to and report incidents of sexual violence.

The procedures do not address the issuance of emergency or timely warnings or reporting of crimes of sexual violence under the Clery Act. The LCCPD takes the lead in those matters in accordance with its procedures.

The procedures assist in the implementation of the College policies prohibiting discrimination, harassment, sexual violence and retaliation.

## **Seeking Civil Protections**

Persons who seek a Civil Protection Order in Lake County, Ohio, should contact the Lake County Domestic Relations Court for a Domestic Violence Protection Order or the Lake County Common Pleas Court for a Stalking Order Protection. Where applicable, the rights of victims and the College's responsibilities regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil or tribal court will be considered and followed. Notice of such court orders should be provided to the LCCPD and the Title IX Coordinator as soon as possible for the College to evaluate interim measures and comply with court orders.

## **Information Regarding Sex Offenders**

Information regarding sex offenders in the Lakeland Community College area can be obtained from the LCCPD web page or the Lake County Sheriff's Department. Photographs can be viewed at the Lake County Sheriff's Department's website at:

<https://www.lakecountyohio.gov/sheriffoffice/>.

## **Resources, Counseling, and Referral Services**

### **Emergency: Call 9-1-1**

#### **Crime Reporting**

LCC Police Department 440-525-7241

#### **Campus Resources**

LCC Counseling and Advising 440-525-7200

LCC Psychological Services 440-525-7205

LCC Women's Center 440-525-7322

LCC Men's Resource Center 440-525-7452

LCC Lakeland Cares Cupboard 440-525-7050

LCC Student Accommodations Center 440-525-7020

LCC Veterans Center 440-525-7529

LCC Hispanic Services 440-525-7576

LCC Title IX/ Sexual Harassment 440-525-7555

LCC Learning Center 440-525-7019

#### **Medical Assistance**

University Hospitals - West Medical Center (Willoughby) 440-953-9600

University Hospitals - Tri-Point Medical Center (Concord) 440-375-8100

Cleveland Clinic Hospitals 800-223-2273

University Hospitals 440-745-7291

Metro Hospitals 216-778-7800

#### **Counseling Services**

LCC Counseling Center 440-525-7200

LCC IMPACT Employee Assistance Program (800) 227-6007

Cleveland Rape Crisis Center 216-619-6192\*, 800-656-4673

#### **Local Community Resources**

Lake County Mental Health Crisis Hotline 440-953-8255, Nationwide Text Line 741741

Forbes House Domestic Violence Hotline 440-357-1018

Cleveland Rape Crisis Center 216-619-6192 (call or text)

Compass Line (mental health & drug/alcohol treatment referrals) 440-350-2000

Lake County Legal Aid Society 440-352-6200

Lake County Victim Assistance Program 440-953-5823 (24-hour hotline)

Lifeline (social & human services referrals) 211

Homesafe Domestic Violence Shelter (Ashtabula County) 800-952-2873

#### **National Resources**

Crisis Text Line (all crises) 741741

Suicide Prevention Lifeline 1-800-273-8255 (veteran's press 1)

The Trevor Line (LGBTQ) 1-866-488-7386

Spanish Line-Suicide Prevention 988 Text, call or ASL

Domestic Violence Hotline 1-800-799-7233

Rape, Abuse & Incest National Network (RAINN) 1-800-656-HOPE; 1-800-656-4673  
Centers for Disease Control and Prevention-Sexual Violence 800-656-4636  
National Institute on Drug Abuse Hotline 1-800-662-HELP

## **Drug and Alcohol Policy**

Lakeland Community College is committed to a campus free of unlawful drug and alcohol use. The misuse of alcohol detracts from the mission of higher education and adversely affects the conduct, academic performance and health and safety of students.

### **Prohibitions**

The unlawful possession, use, distribution, manufacture or dispensation of or providing funding for illicit drugs, controlled substances and alcohol or drug related paraphernalia by students and employees on college property or as part of college activities is prohibited.

It is the policy of Lakeland Community College to enforce all state laws governing underage drinking and illegal drug use. Students who violate the College's policies on alcohol and drug use are referred to the Dean of Students through the Student Conduct Code. If the student is found in violation, disciplinary sanctions will be imposed.

### **Disciplinary Sanctions**

Sanctions for violations of the above prohibitions will be imposed by the College in accordance with the appropriate College disciplinary procedures. Specifically, sanctions for employees may include one or more of the following: an oral or written reprimand from the employee's immediate supervisor or department head, a reduction in pay for a definite period of time, suspension with or without pay for a definite or indefinite period of time, participation in and satisfactory completion of a drug or alcohol rehabilitation program, restitution or payment for damages to property, and/or termination from employment. In addition to these sanctions, the College in appropriate cases may refer individuals to the appropriate jurisdiction for criminal prosecution.

### **Sanctions for Students**

Student sanctions may include one of the following actions: expulsion (permanent separation from the College); suspension from the College for a definite period; official reprimand or restitution; disciplinary probation; temporary or permanent loss of privileges; or community service.

### **Counseling**

The stipulation of completing a drug or alcohol rehabilitation program may also be applied as a sanction for violations as well as other sanctions provided for in the Student Conduct Code. In addition to sanctioning, the College may refer individuals to the appropriate jurisdiction for criminal prosecution.

### **Parental/Guardian Notification**

The Dean of Students notifies parent(s)/guardian(s) of a student under the age of 18 who has been found in violation of an alcohol or drug provision of the Student Conduct Code. Parent(s)/guardian(s) will be notified by regular mail at the student's permanent address on file in the Admission's Office.

**Treatment and Rehabilitation Programs for Employees:**

The IMPACT Employee Assistance Plan (EAP) provides confidential counseling and guidance for drug, alcohol, emotional and work-related issues for employees and their family members. The EAP provides up to five complimentary counseling sessions per incident each year. Call 1-800-227-6007 to arrange an appointment with an IMPACT EAP counselor. IMPACT may refer individuals to agencies, programs or other health professionals for further care. LCC's Employee Health Care Plans provide coverage for both inpatient and outpatient treatment of drug abuse, alcoholism and other mental health conditions.

**For Students:** The LCC Counseling Center provides referral services and some counseling to students with drug and/or alcohol problems. The Counseling Center can provide short-term, outpatient treatment when it is indicated and will refer students to appropriate outside agencies if a different level of care is needed. The Counseling Center is also available for consultation with friends, family members, and faculty/staff who are concerned about a student. Counseling and consultation services are free at the LCC Counseling Center for students and persons consulting about students. The Counseling Center's records and any contacts with the Counseling Center are confidential (except in some rare and unusual circumstances such as a life-threatening situation). Appointments at the Counseling Center can be arranged by calling 440-525-7200 or by stopping by the Center in A-1027.

**Minors on Campus**

LCC operates two early childhood programs on campus, the Toddler Learning Center (TLC) and Campus Kids. They have adopted policies that require adults working with minors to submit to a background check, provide guidance for the supervision of minors, and establish a code of conduct for adults working with children. The policies require that any employee with reasonable cause to believe that a child is being abused or neglected must report the suspected abuse or neglect. The College also offers on-line training in recognizing abuse and neglect to employees who work with children and who request training.

**CRIME STATISTICS**

Since 1978, the Lakeland Community College Police Department has voluntarily provided the Federal Bureau of Investigation (FBI) with monthly statistical information for the Uniform Crime Reporting Program (UCR) and NIBRS. The following crimes were reported:

## CRIME STATISTICS FOR 2021-2023

### MAIN CAMPUS

(INCLUDING THE HOLDEN UNIVERSITY CENTER)

#### CRIMINAL OFFENSES

Offense	Year	On Campus	Public Property	Non-Campus
Murder/Non-negligent manslaughter	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
Negligent manslaughter	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
Sexual Assault/Sex Offenses:				
Rape	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
Fondling	2021	0	0	0
	2022	0	0	1
	2023	0	0	0
Incest	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
Statutory Rape	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
Robbery	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
Aggravated assault	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
Burglary	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
Motor vehicle theft	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
Arson	2021	0	0	0
	2022	0	0	0
	2023	1	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**

Offense	Year	On Campus	Public Property	Non-Campus
Domestic Violence	2021	0	0	3
	2022	0	0	0
	2023	0	1	0
Dating Violence	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
Stalking	2021	0	0	0
	2022	0	0	0
	2023	0	0	0

**HATE CRIMES**

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.

2021, 2022, 2023

There were no reportable hate crimes.

## **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 manner.

2021: No unfounded crimes.

2022: No unfounded crimes.

2023: No unfounded crimes.

## ARRESTS AND DISCIPLINARY ACTIONS

	Year	On Campus	Public Property	Non-Campus
<b>ARRESTS</b>				
Weapons: Carrying, Possessing, etc.	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
Drug Abuse Violations	2021	0	0	7
	2022	0	3	0
	2023	1	0	0
Liquor Law Violations	2021	0	0	0
	2022	1	1	0
	2023	0	0	0

<b>DISCIPLINARY REFERRALS</b>				
Weapons: Carrying, Possessing, etc.	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
Drug Abuse Violations	2021	0	0	0
	2022	0	0	0
	2023	0	0	0
Liquor Law Violations	2021	0	0	0
	2022	0	0	0
	2023	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.

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