



THE OHIO STATE UNIVERSITY  
MANSFIELD

2017

# ANNUAL CAMPUS SECURITY REPORT

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# INTRODUCTION

Your safety is our concern. It also must be your concern. As a university, we work very hard to prevent crime, fire, accidents and illness, but nothing we do is as important as what you do – and, in some cases, don't do.

The Ohio State University Department of Public Safety, along with Campus Security has primary responsibility for crime prevention, fire prevention, emergency planning and law enforcement services on campus. They work with other entities, including the Mansfield, Ontario, and Shelby Police Departments, Richland County Sheriff's Department, and the Ohio State Highway Patrol along with Student Life and Columbus Campus officials to provide a safe place to study, work and play.

This publication contains valuable information about how you can help us keep you safe, on and off campus. Please pay special attention to the safety tips. Following them will help reduce the chances that you will be the victim of crime, become injured or lose valuables.

This report is intended to comply with the requirements of the Jeanne CLERY Disclosure of Campus Security Policy and Campus Crime Statistics Act. While we have sought to make this report a valuable resource of safety information, we invite you to contact any of the departments or programs listed in this report for more information about our policies or resources. Reports for each regional campus of The Ohio State University are issued separately by those campuses.

Let's work together to have a safe year.

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# IMPORTANT PHONE NUMBERS

OSU-MANSFIELD UNIVERSITY POLICE	
Emergency	9-1-1
Non-emergency	419-755-4210
OTHER LAW ENFORCEMENT AGENCIES	
Emergency	9-1-1
Security Office	419-755-4210
Security Mobile/Radio Phone	419-755-4346
Bucyrus Police	419-562-1006
Mansfield Police Non-emergency	419-522-1234
Ontario Police Non-emergency	419-529-2115
Shelby Police Non-emergency	419-347-3342
Ohio State Highway Patrol	419-756-2222
Kehoe Center (evenings)	419-545-4135
REFERENCE AND REFERRAL LISTING	
New Directions (S.A.P.)	419-529-9941
Domestic Violence Shelter	419-774-5840
Sexual Assault Nurse Examiner (SANE)	419-526-8757
Ohio Health Med Central Hospital Mansfield	419-526-8000
Ohio Health Med Central hospital Shelby	419-342-1714
Avita Walk-in-Clinic	567-307-7920
Rapid Response	419-526-8111

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# THE OHIO STATE UNIVERSITY POLICE DIVISION

Police officers of The Ohio State University are designated by statute as the law enforcement officers for the university. They are empowered to use investigative authority on reasonable suspicion of crime, to search and arrest as authorized by law, and to use reasonable and necessary force to enforce law and protect property on university land and as provided by mutual aid compacts established with other jurisdictions. Their oath of office is a personal commitment to the rule of law and constitutional limitations of police authority. University Police perform the same duties and have the same authority as police departments in the cities in Ohio. They evaluate reported crimes and conduct investigations to determine the responsible party. University Police enforce laws regulating underage drinking, the use of controlled substances, weapons, and all other incidents requiring police assistance. They have police jurisdiction on all university property, provide primary police services to The Ohio State University Columbus campus, and provide police services at Ohio State's regional campuses located at Lima, Mansfield, Marion, Newark and Wooster.

The University Police Division has established a strong working relationship with many local, state and federal law enforcement agencies. University Police work cooperatively with these agencies and have regular contacts with Bucyrus, Mansfield, Ontario, and Shelby Police Division, the Crawford and Richland County Sheriff's Office, and the Ohio State Highway Patrol on matters of mutual interest and concern.

The University Police Division has also entered into a joint agreement with Bowling Green State University, Central State University, Cleveland State University, Kent State University, Miami University, Ohio University, Shawnee State University, University of Akron, University of Toledo, Wright State University, Youngstown State University and Columbus State Community College to provide and receive mutual assistance and police services upon request. The Ohio Intrastate Mutual Aid Compact law gives Ohio State's Police Division the ability to call upon any law enforcement agency to provide mutual assistance or aid for purposes of responding to and recovering from a disaster, preparing for incidents, exercises, training activities, planned events, or emergencies, any of which require additional resources.

The University Police Division Mansfield is located in Riedl Hall # 159, 1760 University Drive. Campus Security are available 24-hours a day, every day of the year, to receive reports and investigate crimes that are reported to have occurred on university property.

**Security Division:** The Ohio State University at Mansfield employs a security force that serves Ohio State Mansfield, North Central State College and Molyet Village Apartments 24 hours a day, seven days a week. The Campus Security Office is located in Riedl Hall, Room 161. The Security Department works closely with local and state law enforcement agencies to provide optimum services to the Mansfield Campus. The Ohio State University Department of Public Safety is the campus' primary contact for police matters.

Security officers promote the safety of persons and property on campus. They enforce laws regulating underage drinking, use of controlled substances, weapons and all other incidents requiring police assistance. They report police incidents to The Ohio State University Department of Public Safety, assist in investigating traffic collisions, and assist in response to fires and medical emergencies. They will escort people to their cars upon request.

Emergency telephone service, **9-1-1**, is available without coin from all campus phones, including university pay phones and direct emergency phones on campus in the university district. Walk-in service is available every hour of every day. Non-emergency phone contact is also always available by calling **614-292-2121** or **Campus Security at 419 755-4346**. Specific questions may also be directed to University Police through email at [police@osu.edu](mailto:police@osu.edu).

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## SAFETY AND CRIME PREVENTION INITIATIVES

### INTERNATIONAL TRAVEL SAFETY

The Office of International Affairs (OIA) Education Abroad and International Risk Management provide information regarding safety and security concerns to students traveling abroad. Ohio State employs a full-time international risk manager who proactively monitors the university's international programming and has access to security updates from multiple resources. Proposed travel to countries with an active risk designation is reviewed by International Risk Management and approved by the Provost appointed International Travel Policy Committee. Students who participate in OSU-sponsored international travel receive country-specific information, emergency contact information and an orientation covering health, safety and security protocol. All students participating in a program offered through OIA Education Abroad or who register their individual or group international travel activities with International Risk Management are enrolled in supplemental international insurance. International Risk Management in conjunction with Central Campus Security provide and operate an emergency 24-hour contact number on campus, 614-292-6677, which is available to all students, faculty and staff. Additional information pertaining to health, safety and security abroad is located at <https://oia.osu.edu/health-and-safety.html>.

## **BUILT ENVIRONMENT SECURITY**

The Ohio State University implements numerous safety precautions on its Mansfield campus. Consistent lighting is found throughout the campus, and the university continues to implement additional lighting improvement projects and to consider public safety in maintaining its buildings and grounds. In addition, construction and renovation plans for university facilities are reviewed for principles associated with Crime Prevention through Environmental Design (CPTED). Access to campus buildings is restricted after normal business hours, and current university identification must be shown to gain admittance to many facilities. Residence halls are locked 24-hours a day and require key for access.

## **SECURITY PLANNING STRATEGIES**

The university recognizes that the built environment has an influence on criminal behavior and in promoting an atmosphere of security and safety for our students, faculty, staff, and visitors. For this reason, it is our desire to implement in the design of our buildings, open spaces, and campus as a whole, environmental elements that will have a positive impact on security. To further that effort, we focus on a number of safety and security considerations and security planning principles as we design and develop buildings and other areas of campus. These include appropriate site selection and building placement as well as effective and appropriate use of signage, natural and man-made security barriers, architectural elements and landscape materials, access control methods, and lighting. By incorporating these elements into the design of campus spaces, we aim to create a safe and open atmosphere that promotes living, learning, and working while at that same time effectively deterring criminal activity and other inappropriate uses of campus spaces.

## **CRIME PREVENTION AND SAFETY PROGRAMS AND EDUCATION**

In addition, the university offers numerous crime prevention and safety programs to the university community. These programs are offered by various university organizations and are available throughout each academic year. Sponsors and their programs include:

**Community Policing:** The University Police Division utilizes a community policing philosophy with the goals of 1) establishing positive contacts with the campus community; 2) identifying real and/or perceived problems that exist in the campus community; and 3) developing programs which aid in the resolution of identified problems. University Police use various modes of transportation to patrol the campus, including, cars and walking officers.

**Emergency Phones:** Located throughout the university campus, these phones provide a direct line of communication to the Security office for individuals in need of emergency assistance. Look for the blue lights on campus grounds.

**Sexual Assault Survivor's Rights:** The University Police Division has developed and implemented a "Sexual Assault Survivor's Rights" program, which is designed to protect the rights of survivors of sexual assault and is a road map to empower and inform survivors of sexual assault. Copies of these materials are available at the University Police Division.

**Prospective and Current Student Crime Awareness and Prevention Programs:** The Police Division and Office of Student Life present information to students and prospective students and their parents about university safety programs and general campus safety tips. Safety literature and displays are available annually during orientation and at move-in. Additionally, a Student Life audio-visual presentation, including personal safety information, is presented to students and parents, and literature is distributed both on and off campus during the academic year. Information is also available at various web sites such as [dps.osu.edu/police](https://dps.osu.edu/police) and [studentlife.osu.edu/resources/safety](https://studentlife.osu.edu/resources/safety).

**Other Crime Prevention and Safety Education Programs for Students and Employees:** The Ohio State University Police Division provides crime prevention programming for employees and students in a variety of settings. Officers meet with staff members during orientation sessions, during community events, while performing security surveys, or in a training environment. During these events, employees are given information about the Department of Public Safety operations on campus, as well as information about historic and current crime trends. Examples include new-employee orientations, during staff events, and participation in work place violence training and policy development.

Crime prevention information is shared with many students in a classroom setting through programs provided upon request by academic units and through residence halls on campus. University police officers are involved in the training program for student life staff that work in the residence halls allowing for general crime prevention information to be shared indirectly with students.

The Police Division provides Rape Aggression Defense (R.A.D.) courses to the campus community at no cost. This is a nationally recognized self-defense course that is taught by police officers from The Ohio State University Police Division. These courses are offered periodically throughout the year.

Safety planning is conducted, when appropriate, for staff and students when they have been affected by someone in crisis or when they are the victim of a crime with ongoing concerns for safety. Officers work with the Office of Human Resources in support of workplace violence policies and also work with Student Life in the Consultation and Assessment Team to help address situations involving disruptive behavior.

# PREVENTING DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, STALKING

The Ohio State University prohibits dating violence, domestic violence, sexual assault, and stalking. The code of the State of Ohio does not define consent, but the following definitions apply to all members of the university community (faculty, staff, students, student employees, graduate associates, appointees, volunteers), vendors, and visitors under University Policy 1.15.

Consent – Permission that is clear, knowing, voluntary, and expressed prior to engaging in and during an act. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.

Consent may be withdrawn at any time.

Previous relationships or prior consent cannot imply consent to future sexual acts. This includes “blanket” consent (i.e., permission in advance for any/all actions at a later time/place).

Consent cannot be given by an individual who one knows to be – or based on the circumstances should reasonably have known to be – substantially impaired (e.g., by alcohol or other drug use, unconsciousness or blackout, etc.).

Substantial impairment is a state when an individual cannot make rational, reasonable decisions because she/he lacks the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why, or how” of their sexual interaction).

This policy also covers individuals whose substantial impairment results from other physical or mental conditions including mental disability, sleep, involuntary physical restraint, or from the consumption of alcohol or other drugs.

Being impaired by alcohol or other drugs will never function as a defense for any behavior that violates this policy.

An individual cannot consent who has been coerced, including being compelled by force, threat of force, or deception; who is unaware that the act is being committed; or who is coerced by a supervisory or disciplinary authority.

Sexual Misconduct – Conduct of a sexual nature or conduct based on sex or gender that is nonconsensual or has the effect of threatening, intimidating, or coercing a person. Includes sexual harassment, sexual violence, relationship violence, and stalking. Sexual misconduct is a form of sex- and gender-based discrimination.

Sexual Violence – Sexual acts perpetrated against an individual’s will or when an individual is incapable of giving consent. All such acts of sexual violence are forms of sexual misconduct.

Sexual Assault – Nonconsensual sexual contact and nonconsensual sexual intercourse. All such acts of sexual assault are forms of sexual violence and therefore sexual misconduct.

Relationship Violence – Dating violence and domestic violence.

Domestic Violence – Conduct that would meet the definition of a felony or misdemeanor crime of violence committed by the complainant’s current or former spouse or intimate partner, a person with whom the complainant shares a child in common, a person who is or has cohabitated with the complainant as a spouse or intimate partner, an individual similarly situated to a spouse under domestic or family violence law, or anyone else protected under the domestic or family violence law of the jurisdiction in which the offense occurred. An individual need not be charged with or convicted of a criminal offense to be found responsible for domestic violence pursuant to this policy.

Dating Violence – Violence or threat of violence by an individual who has been in a social relationship of a romantic or intimate nature with the complainant. Whether there was such relationship will be determined based on the reporting party’s statement and with consideration of the length and type of relationship, and the frequency of interaction of the people involved in the relationship.

Stalking – A course of conduct directed at a specific individual that would cause a reasonable person under similar circumstances and with similar identities to the complainant 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 complainant, or interferes with the complainant’s property.

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The Ohio State University is committed to educating the community, including all incoming students and new employees, on domestic violence, dating violence, sexual assault, and stalking, through a variety of primary prevention programs and ongoing awareness campaigns. Beginning in autumn 2015, the university started offering online training modules to all employees and students to promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking. These modules include safe and positive options for bystander intervention, risk reduction information, procedures that victims should follow to make a report, confidentiality information, on- and off-campus resources, victim support options, disciplinary procedures, and possible sanctions and protective measures the institution may impose following a final determination of an institutional disciplinary procedure. In addition to these primary prevention educational modules, the university offers a variety of instructor-led training to students and employees about issues of sexual and relationship violence. For more information, see the next section, Sexual Civility and Empowerment Program (SCE).

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## TITLE IX COORDINATOR

Title IX is a federal law that prohibits discrimination and harassment based on sex or gender. This may include acts of sex or gender-based harassment, sexual violence, stalking, dating violence, or domestic violence. The Title IX Coordinator is the designated university official with primary responsibility for coordinating the university's compliance with Title IX. This includes providing leadership for Title IX activities; providing consultation, education and training; and helping to ensure the university responds appropriately, effectively and equitably to Title IX issues. For more information, visit [titleix.osu.edu](http://titleix.osu.edu) or contact the Title IX Coordinator or any of the Deputy Title IX Coordinators:

Kellie Brennan, Compliance Director and Title IX/Clergy Coordinator: **614-247-5838**, 1534 N. High St. in the South Campus Gateway, [titleix@osu.edu](mailto:titleix@osu.edu) or [brennan.241@osu.edu](mailto:brennan.241@osu.edu);

Deirdre Rosenfeld, Associate Director of Student Conduct and Deputy Title IX Coordinator for Students: 614-293-0748, 550 Lincoln Tower, 1800 Cannon Dr., [rosenfeld.36@osu.edu](mailto:rosenfeld.36@osu.edu)

Kristi Hoge, Lead Employee and Labor Relations Consultant and Deputy Title IX Coordinator for Employees: 614-292-0854, 3000 Gateway Building C, 1590 N. High St., [hoge.42@osu.edu](mailto:hoge.42@osu.edu)

Ohio State Mansfield regional campus Title IX contact: Donna Hight, Chief Student Life Officer for OSU Mansfield **419-755-4034** 1760 University Drive Mansfield, Ohio 44906 [hight.6@osu.edu](mailto:hight.6@osu.edu)

North Central State College, Kehoe Center, and Urban Center **419-755-4538** 2441 Kenwood Circle Mansfield, Ohio 44906 [kreed@ncstatecollege.edu](mailto:kreed@ncstatecollege.edu) .

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## SEXUAL CIVILITY AND EMPOWERMENT PROGRAM (SCE)

Student Life's Sexual Civility and Empowerment Program (1120 Lincoln Tower, 614-292-4806) provides support services for victims/survivors of sexual violence, including sexual assault, relationship violence, sexual harassment and stalking. SCE also provides prevention, and education services on sexual violence for students in the University community. For more information about SCE, visit [sce.osu.edu](http://sce.osu.edu).

Sexual Violence Support Coordinators are available to support Ohio State students who experience sexual violence in any form, before or during their attendance at the university, providing advocacy, resources and direct service that is nonjudgmental, survivor-focused and empowering. Support Coordinators recognize that each person's experience is unique, as is the way each individual copes and heals. Support Coordinators assist survivors of sexual violence in understanding and navigating university policies and procedures and help promote their academic success and personal wellness.

Support Coordinators can help connect individuals with

- Knowledge of university and criminal reporting procedures
- Assistance processing immediate reactions and response
- On and off campus counseling support
- Creative healing opportunities
- Safety planning
- Academic assistance
- Empowerment coaching

SCE aims to educate students and the campus at large, empowering the Buckeye Community to help prevent sexual violence. The Sexual Violence Prevention Coordinators are responsible for the development, implementation and evaluation of evidence-based primary prevention efforts and awareness campaigns, and focus on initiatives that will promote a positive shift in the culture. SCE delivers prevention workshops through the First-Year Success Series (FYSS), Second-Year Transformational Experience Program (STEP), Wellness Workshops, Standards of Excellence fraternity and sorority programs, classroom presentations, and by request. Descriptions of these workshops are available at [sce.osu.edu/get-info/interactive-presentations](https://sce.osu.edu/get-info/interactive-presentations). SCE programming efforts aim to help students do the following:

- Recognize different types of sexual violence
- Understand that sexual violence is prohibited by both the university and by Ohio law
- Debunk common rape myths
- Look at how sexual violence is portrayed in the media and our culture
- Explore social constructs and cultural norms that encourage sexual violence
- Reveal facts about sexual violence and its relationship with alcohol and other drugs
- Understand sexual consent, coercion, and Ohio State's definition of sexual misconduct
- Build relationship skills and skills to communicate sexual consent
- Understand and practice bystander intervention methods
- Empathize with and support survivors of sexual violence
- Know and be able to reference the campus and local sexual violence resources
- Access information about bystander risk reduction to decrease the likelihood of victimization and recognize warning signs of abusive behavior

### **Risk Reduction Strategies**

Trust your instincts. If something doesn't feel quite right, it probably isn't.

Be careful with mixed punches, jungle juice, or other communal beverages. Contents and alcohol volume are often a mystery. Pieces of fruit hold and concentrate alcohol or anything else in the mix.

Be aware of your drink. Never leave your drink unattended or even in the possession of a friend. Be aware of who is making your drink, and consider watching them make it.

Be cautious of beverages that will mask the flavor or effects of alcohol, such as carbonated alcoholic beverages, alcohol mixed with energy drinks or sweet mixes.

Know your limits and your friends' limits for drinking and other drug use.  
Use the buddy system:

Make a plan with your friends before you go out. Talk about how long you want to stay out, what to do if a friend meets someone, etc. Have a plan!

Never leave a friend alone when she or he has had too much to drink.

Take your friend to a safe place.

SCE facilitates a bystander intervention program developed for students that continues to expand its reach among various student populations. The "Buckeyes Got Your Back" (BGYB) bystander intervention program goes beyond telling students how not to become victims or how not to perpetrate. Rather, it empowers an entire community to prevent sexual violence before it happens. Specifically, BGYB aims to do the following:

- Improve participants' understanding of sexual violence, sexual consent, and the impact of alcohol and other drugs
- Increase motivation to help
- Develop skills and confidence to respond to problems
- Promote safety
- Highlight campus sexual violence resources

BGYB encourages Buckeyes to be Active Bystanders, who:

- Look out for their friends and fellow Buckeyes.
- Prevent bad things from happening by intervening, NOT standing by.
- Strive to create a safe community for everyone, regardless of their identity.
- Take responsibility for their reactions toward inappropriate behavior.
- Battle the Bystander Effect. The Bystander Effect is a phenomenon in which the more people who witness an emergency event, the less likely anyone is to intervene. But silence and passivity are not neutral. They encourage attitudes and behaviors that promote sexual violence.

## **BUCK-I-CARE**

Buck-I-CARE is a new initiative through SCE, focusing on creating a culture of personal responsibility for each individual to care for themselves and their partners, bringing awareness to the issue of sexual violence by providing guidelines for sexual experiences.

**Check** – Check that your partner has the capacity to make informed and sound decisions for themselves.

**Ask** – Ask your partner for consent and make sure they are actively and voluntarily engaged.

**Respect** – Respect your partner’s boundaries by accepting when they do not want to engage in a sexual activity.

**Empower** – Empower your partner to make their own decisions by communicating with CARE.

More information about Buck-I-CARE can be accessed through the SCE website at [sce.osu.edu/buck-i-care](https://sce.osu.edu/buck-i-care).

## **BUCKEYES ACT**

Buckeyes ACT is Ohio State’s comprehensive plan to combat sexual misconduct and relationship violence. Buckeyes ACT combines new programs with existing initiatives focusing on:

Action-prevention efforts and bystander intervention.

Counseling-advocacy and support services.

Training-awareness and prevention education.

Specifically:

**Action** — Buckeyes ACT created a dedicated team for investigating reports of student sexual misconduct and relationship violence on campus, and a university wide task force, including students, staff and faculty, to identify best practices and explore innovative approaches to prevention and response.

**Counseling** — Buckeyes ACT increased the number of advocates to support students and expanded the capacity of Student Life’s Counseling and Consultation Services, including a counselor with dedicated expertise in responding to trauma and sexual assault incidents.

**Training** — As part of Buckeyes ACT, Ohio State implemented mandatory sexual misconduct and relationship violence training for students in first-year orientation, in the First Year Experience (FYE) program, and in the Second Year Transformational Experience Program (STEP), launched for the incoming class of 2016.

## **SEXUAL MISCONDUCT ASSESSMENT AND RESPONSE TEAM (SMART)**

The Sexual Misconduct Assessment and Response Team (SMART) meets regularly to ensure a prompt, thorough, and appropriate response to all reports of sexual misconduct, including sexual assault, relationship violence, and stalking. SMART consists of the university’s Title IX Coordinator, The Ohio State University Police Division, Sexual Civility and Empowerment, Student Life Student Advocacy, Office of Legal Affairs, Student Conduct, University Housing, and Human Resources. SMART ensures proper coordination of efforts in the areas of university investigation, law enforcement, and survivor support services.

## **TITLE IX TASK FORCE**

The Title IX Task Force, chaired by the university’s Title IX Coordinator, is a multi-disciplinary group of students, faculty and staff representing over twenty different offices and departments who are engaged in addressing sex-and-gender-based discrimination. The Task Force has developed workgroups focusing on assessment, engagement, and awareness/prevention, and these groups identify challenges and gaps in the university’s proactive efforts to eliminate gender bias. The task force focuses on creating a positive culture shift through open dialogue and collaboration.

## **SEXUAL CIVILITY AND EMPOWERMENT COMMITTEE**

The Sexual Civility and Empowerment Committee (SCEC) is a group of students, Student Life, University Compliance, University Police, faculty and community partners striving to address the issue of sexual violence at The Ohio State University. Charged by the Senior Vice President of Student Life, the SCEC’s mission is to foster a safe and respectful climate through prevention and a coordinated community response to sexual violence. For more information about the SCEC, visit <https://sce.osu.edu/get-info/get-involved/sexual-civility-and-empowerment-committee/>.

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# STUDENT CONDUCT

The primary focus of Student Life's Student Conduct group is to promote university community standards through the administration of The Ohio State University Code of Student Conduct. The office also serves as an information source about student behavior, student discipline, disciplinary hearings, appeals, and hearings.

The purpose of the university discipline system is to promote student development by addressing behaviors that are inconsistent with community standards and expectations, as defined by the Code of Student Conduct. The office conducts fair and impartial processes regarding alleged violations of the Code and, when appropriate, administers proactive and educational sanctions.

Student Conduct often coordinates its services with other campus offices in an effort to serve students to the fullest extent. Students are encouraged to communicate individual concerns they have, including alcohol or drug dependency, mental or emotional wellness, or potential legal issues to Student Conduct. Students are encouraged to communicate individual concerns they have or personal challenges they're facing, and when appropriate, referrals will be made to other university offices in an effort to best serve students. Whenever someone witnesses what appears to be criminal activity or violations of university rules under the Code, they are encouraged to report this to University Police, as it is the police's role to be the primary campus investigative authority for such matters. When apprised of activities by recognized student organizations that allegedly are in violation of the Code of Student Conduct (including criminal activity), Student Conduct may initiate disciplinary proceedings against the student organization and/or its members. If deemed appropriate by Student Conduct, a hearing may occur to determine if any violations of the Code have taken place.

The **Mansfield Office** is located at 1760 University Drive 419-755-4034 for Ohio State University students.

The **North Central State College** office is located at 2441 Kenwood Circle, Mansfield, Ohio 44906 419-755-4538.

The Code of Student Conduct may be found at [studentlife.osu.edu](http://studentlife.osu.edu).

Upon written request, the report on the results of any disciplinary proceeding conducted by the university against the student who is the alleged perpetrator (hereafter "respondent") of a crime of violence or a sex offense will be disclosed to the alleged victim, as appropriate under applicable law. Student Conduct will provide both the respondent and the accuser with simultaneous written notification of any result of any disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking. If the alleged victim is deceased as a result of a crime of violence, Student Conduct will provide the results of the disciplinary hearing to the victim's next of kin if requested.

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## MEDICAL CARE AND EVIDENCE COLLECTION

If an individual is uncertain about whether or not they want to report what has occurred, they can still get evidence collected. In cases of sexual assault or severe injuries, the hospital will call the Police. The survivor can decide if they want to speak with the police at that time to officially report what has happened.

While evidence may be collected anonymously (i.e., without the survivor's name attached to it) and/or when there is no report made to police, these cases are handled differently. A discussion about the merit of collecting evidence "anonymously" and in instances where the survivor does not want to report should be discussed with medical personnel and/or an advocate.

At local emergency departments, the evidence collection exam may be performed by a physician, nurse practitioner or Sexual Assault Nurse Examiner (SANE), with specialized education, training and experience in the evaluation and treatment of the sexual assault patients. In cases of sexual assault, within the first 96 hours of an assault is the best time for evidence to be collected. Under certain circumstances, it may be collected after this time frame. It is not necessary for evidence to be collected for a case to be reported. It is easier to investigate and prosecute cases that have physical evidence, but it is not impossible to go forward without it.

If an individual wants to have evidence collected, it is best not to bathe and to take the clothes that they were wearing at the time of the assault to the hospital with them. It is also recommended to avoid eating, drinking, smoking and going to the bathroom, but a lot of people do all of these things before going to the hospital, and evidence can still be collected.

The sexual assault evidence collection exam is paid for by a fund within the Ohio Attorney General's office. Other medical care may be needed, and in that instance insurance will be billed or an individual can arrange to self-pay. Assistance with additional medical bills may be provided through accessing Victims of Crime Compensation and/or through the Sexual Violence Assistance Fund. For more information about these options, individuals can contact the Student Wellness Center at **614-292-4527**, the Sexual Civility and Empowerment Center at **614-292-4806**, or find more information at [sce.osu.edu](http://sce.osu.edu). More information about Victims of Crime Compensation can be found at <http://www.ohioattorneygeneral.gov/VictimsCompensation.aspx/?from=nav>.

Follow-up medical care can happen at an individual's doctor, Student Life's Wilce Student Health Center or another medical facility, including Ohio State's Wexner Medical Center.

## **REPORTING SEXUAL ASSAULT, RELATIONSHIP VIOLENCE, AND STALKING**

Survivors of sexual assault, domestic violence, dating violence, and stalking are strongly encouraged to report the offense. To report an offense to the University Police (non-emergency), call **419 755-4210**. Non-emergency contact information for other local police agencies include: Mansfield Police 419 522-12324, Ontario Police 419 529-2115, Shelby Police 419 347-2242.

In an emergency, dial 9-1-1. Reporting an offense to the University Police or other law enforcement or campus security authorities does not necessarily require filing criminal charges, but it does allow all support systems to be put in place for the survivor. Filing a police report will provide the opportunity for collection of evidence helpful in prosecution and will allow the survivor to be connected with the appropriate support and medical resources. Reporting is best done as soon as possible after the offense, but it may be done at any time.

The university will assist students who report sexual assault in obtaining medical support and information regarding available legal and judicial resources and counseling and support services. The university also will assist survivors in notifying the University Police or other local police if the survivor requests the assistance of law enforcement. The survivor may choose to decline to notify law enforcement.

As discussed more fully above in the section titled *Confidentiality*, the university does not have a policy that generally permits confidential reporting of crimes. In reporting a crime, however, a survivor may disclose sensitive information, and the university will, subject to Ohio public records law, use and disseminate such information consistent with the need to conduct an appropriate investigation, provide assistance and resources to the survivor, and perform other appropriate university functions. The use and release personally identifiable information from an education record of a student is governed by the Family Educational Rights and Privacy Act (FERPA), and the university will disclose covered student information in compliance with that law and the university Privacy and Release of Student Education Records policy.

## **PROTECTIVE MEASURES**

The university will provide student and employee survivors with written notification of the survivor's rights and about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for survivors both on-campus and in the community, whether the offense occurred on or off campus. Protective measures issued by the university might include residence hall room changes, course changes, or "no contact" directives. Interim suspension of a student may be available when the university has reasonable cause to believe that the student's presence on university premises or at a university-related or -registered student organization activity poses a significant risk of substantial harm to the safety or security of themselves, others, or to property. Similarly, employees may be placed on administrative leave with pay when Human Resources determines that the health or safety of any staff member or of any person or property entrusted to the staff member's care adversely could be affected or during an administrative investigation. Student Conduct and Human Resources investigators collaborate closely with other university departments, including Residence Life, Student Advocacy, Counseling & Consultation Service, Employee Assistance Program, and University Police, to connect students and employees to the appropriate sources of other remedies or protective measures. Interim measures taken during an investigation of a complaint of sexual misconduct should minimize the burden on the complainant. Sexual Violence Support Coordinators, SARNCO, and University Police also may assist individuals in obtaining orders of protection through the appropriate criminal or civil court.

The university also will provide written notification about options for, available assistance in, and how to request changes in academic, living, transportation, and working situations, and protective measures, if so requested by the survivor and if such accommodations are reasonably available, regardless of whether the survivor chooses to report the crime to campus police or local law enforcement. If requested by the survivor and if reasonably available, the university will assist the survivor in changing his/her academic or living situation after the alleged assault. Upon request, Sexual Civility and Empowerment or Title IX Coordinator or Deputy Coordinators can assist the survivor with exploring options to address these concerns. Options may include but are not limited to academic/financial aid guidance and discussion of options, assistance in withdrawing from classes or adjusting academic schedule, transitioning the survivor into another residence facility, or emergency housing. The university will not disclose accommodations or protective measures provided to a survivor unless withholding such information would impair the ability to provide the accommodations or protective measures.

For survivors who choose to notify the police, it is important to know the immediacy of reporting the incident and the importance of preserving physical evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order at the crime scene and on the survivor. In cases of sexual assault, within the first 96 hours is the best time for evidence to be collected. Under certain circumstances, it may be collected after this time frame. If possible, a victim of sexual assault should not eat, drink, smoke, wash, douche, use the toilet, or change clothing before a medical/legal examination. The gathering of physical evidence can provide important evidence and support of criminal charges leading to a successful prosecution, and cases may be reported without physical evidence.

Students or employees who are reporting an immediate assault should be accompanied to a health-care facility of their choice to allow for collection of evidence and treatment. If a sexual assault survivor chooses to report the incident days, weeks, or even months after the assault, important support systems still are available and can be arranged, but criminal investigations become much more difficult.

# UNIVERSITY DISCIPLINARY PROCEDURES REGARDING CASES OF ALLEGED DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING

Allegations that an Ohio State student has committed a sexual assault or engaged in dating violence, domestic violence, or stalking are investigated and adjudicated by Student Conduct. Complaints against Ohio State faculty or staff members are addressed by Human Resources.

The following procedures apply only to cases of dating violence, domestic violence, sexual assault, and stalking as defined in the university's Sexual Misconduct Policy.

## FILING A COMPLAINT

Victims (complainants) of dating violence, domestic abuse, sexual assault or stalking may file a complaint by emailing [TitleIX2osu.edu](mailto:TitleIX2osu.edu) or via this confidential form: <http://titleix.osu.edu/global-navigation/file-a-complaint/report/>.

## INVESTIGATION

In cases involving allegations of dating violence, domestic violence, sexual assault and stalking, the university will provide a prompt, fair, and impartial process from the initial investigation to the final result and will treat the complainant with respect before, during, and after the investigation. The investigator will interview the complainant and the respondent and any pertinent witnesses. The investigator also will review police or other reports and collect relevant, available evidence. The entire process will be consistent with the university's published policies and will be transparent to the complainant and the respondent. The investigator will provide both parties with timely notice of meetings at which they may be present, and both parties will be provided with equal access to case materials.

A typical investigation into reported acts of dating violence, domestic violence, sexual assault and stalking will take approximately 60 calendar days following receipt of the complaint. This will vary depending on the complexity of the investigation and the severity and extent of the alleged sexual misconduct. When in an individual case the following time frames cannot be met for legitimate reasons, the parties will be informed when and why they will not be met.

The 60-day time frame refers to the entire investigation process, which includes and is not limited to:

Initiating the investigation including contacting the complainant for an intake interview (7 days)

Conducting the fact-finding investigation (33 days)

Holding a hearing or engaging in another decision-making process to determine whether a policy violation has occurred (10 days)

Determining what actions the university will take to eliminate the hostile environment, prevent its recurrence, and remedy its discriminatory effects, including imposing sanctions against the respondent and providing remedies for the complainant and university community, as appropriate, and issuing written notice of the finding of the investigation (10 days)

Other factors may affect one or more parts of that time frame, including but not limited to the complexity, severity, and extent of the alleged sexual misconduct. The process may be extended if necessary because of illness, holidays, unavailability of parties or witnesses, complexity of the case, or competing demands on investigators or decision makers.

## ADVISOR

An individual of the complainant's and respondent's choice may accompany them at the initial interview and to any subsequent meetings or proceedings, as long as that person is not potentially a party or witness in the case. The support person is not provided documentation on the investigation or allowed to interject during the investigation interview. If a support person is determined to be unreasonably interfering with the meeting or proceeding, she or he may be asked to leave.

## RESOLUTION IN STUDENT CONDUCT INVESTIGATIONS

The investigator will decide whether to issue charges for violations of the Code of Student Conduct related to dating violence, domestic violence, sexual assault and stalking. Charges will be issued if there is reasonable cause to believe that the student may have violated the Code of Student Conduct. The fact that charges have been issued does not mean that the student has been found in violation. If charges are issued, the hearing officer will notify both the respondent and the complainant. The respondent can accept responsibility and request an Administrative Decision, deny responsibility and request an Administrative Hearing before a University Hearing Officer, or deny responsibility and request a hearing before the University Conduct Board. When a student accepts responsibility and requests an administrative decision, the hearing officer will consider appropriate sanctions for the violation. In so doing, the hearing officer will consider all of the material brought forth in the investigation, including statements from the complainant on the impact the violation has had on their life and educational experience.

## Sanctions

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There are a number of possible sanctions that may be imposed when a student is found in violation for dating violence, domestic violence, sexual assault, and stalking. Available sanctions include separation from the university. Dismissal is a permanent separation. A separation for any limited period of time (typically measured in years of academic terms) is called a suspension. A separation from the university ends the student's

enrollment at the university and bans the sanctioned student from campus. Other available sanctions less than separation include probation for one semester through the end of a student's period of enrollment, and a formal reprimand. Additionally, when a student is sanctioned to a term of suspension or probation, additional sanctions, referred to as educational sanctions, may be imposed. These sanctions may include behavioral assessments, workshops, community service or other instructive experiences.

## **Hearings**

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A student charged with violating the Code of Student Conduct can decide not to accept responsibility and elect a hearing to resolve the charge. The Code provides for two types of hearing, and the respondent chooses which type. The first is an Administrative Hearing. The second is a University Conduct Board Hearing. Both types of hearings are less formal than a hearing in a court of law. The legal rules of evidence do not apply, and the standard of proof is the preponderance of the evidence standard. The difference between the two hearing types is who hears and decides the case. In an Administrative Hearing, the case is heard by a hearing officer from Student Conduct. Typically the case is assigned to a hearing officer other than the one who conducted the investigation. In a University Conduct Board Hearing involving allegations of dating violence, domestic violence, sexual assault and stalking, the case is heard by a board consisting of faculty and staff. Staff and faculty are appointed by the Vice President of Student Life.

In cases involving allegations of dating violence, domestic violence, sexual assault and stalking, both complainants and respondents participate equally in the hearing process and may have an advisor of their choice present. Should one party desire it, the complainant and respondent shall be in separate rooms connected by video and audio during the hearing. Both parties are able to question witnesses, but questions to each other must be directed through the hearing officer or board coordinator.

## **Appeals**

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Once a result is determined by the hearing officer or board, Student Conduct promptly communicates simultaneously, in writing, to both parties the outcome of the disciplinary hearing, the institution's appeal procedures, any change to the results before they are final, and when the results become final. Both parties may appeal the outcome. Appeals are heard by the Vice President of Student Life or designee. When the Vice President issues a decision on an appeal, notice is promptly provided to both parties.

## **RESOLUTION IN UNIVERSITY HUMAN RESOURCES INVESTIGATIONS**

In cases of misconduct by an employee, the investigator will prepare a written case report that typically provides a summary of facts, analysis, findings, and recommended corrective actions. This report is shared in writing with the complainant and respondent at the conclusion of the investigation. Corrective actions may be taken pursuant to the Corrective Action and Involuntary Termination policy, Student Employment policy, and/or the Rules of the University Faculty 3335-5-04. Potential corrective actions include coaching, training, development plans, reduction in supervisory duties and leadership responsibilities, changes in salary, termination, and other appropriate remedial measures. In the event that a record of such corrective action will become a part of the respondent's personnel records, prior notice will be given. Corrective action also may be taken against any individual with a duty to report under this policy who fails to report an incident of sexual misconduct in a manner consistent with the provisions of this policy. In cases involving employees subject to collective bargaining agreements or the Faculty 3335-5-04 process, parties will retain all rights afforded under applicable laws such as Title IX.

## **TRAINING & CONFLICT OF INTEREST**

All employees, staff, and students involved in an investigation or hearing are trained annually on issues related to dating violence, domestic violence, sexual assault, stalking, and proper hearing procedure that protects victim safety and promotes accountability. An investigating hearing officer, administrative hearing officer, university conduct board member or board coordinator will remove him or herself from any proceeding in which a conflict of interest or bias exists against either the complainant or the respondent.

## **CRIMINAL AND CIVIL OPTIONS IN ADDITION TO UNIVERSITY PROCEDURES**

Students who are survivors of sexual assault have the right to initiate a criminal investigation and possible prosecution of an assailant under criminal law and initiate the disciplinary process through the University Conduct system. Survivors are assisted by staff from the Sexual Civility and Empowerment Center in learning about the options for reporting sexual assault to the university, the University Police, and/or local law enforcement agencies. For more information, visit [advocacy.osu.edu/sexual-violence/](https://advocacy.osu.edu/sexual-violence/).

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# STUDENT LIFE UNIVERSITY HOUSING

Each year, this office offers safety and crime prevention policies and information through its web-based Residence Hall Handbook. In addition, each residence hall makes safety instruction programs regularly available to its residents in cooperation with other university programs.

Programs and services include:

- Each residence hall is assigned a community policing liaison with university police. The police liaisons offer a variety of community outreach from walking rounds with staff, attending events, speaking with students about concerns and/or offering educational programming on such topics as safety, alcohol awareness/OVI prevention and drug awareness.
- Important messages related to security, elevator safety, and severe weather, are posted near elevators.
- Residence hall staff post seasonal safety messages based on relevant concerns during the year such as protection of valuables during breaks, severe weather response, spring break safety and Student Safety escort service availability.
- Education programs within the halls may be offered to specific communities based on the needs of those communities or the demand of the student community.
- Resident advisors attend a mandatory “train the trainer” session providing them information about the “Top Ten Safety Considerations” that they are required to review with their student residents. At the same session the residence hall staff are trained on building-specific fire panel, severe weather safety, emergency notifications, and evacuation and shelter-in-place procedures. Resident advisors are also given the opportunity to participate in fire extinguisher demonstrations.

For further information, call **614-292-3930** or visit [housing.osu.edu](http://housing.osu.edu).

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## SEXUAL VIOLENCE CONSULTATION TEAM

The Sexual Violence Consultation Team (SVCT) meets regularly (typically biweekly) to ensure a strong and coordinated response to all reports of sexual violence. The SVCT consists of the university’s Title IX Coordinator, The Ohio State University Police Division, Sexual Violence Support Coordinator in Student Life Student Advocacy, Counseling and Consultation Service, Student Health Services, Office of Legal Affairs, Student Conduct, University Housing, and others. The SVCT ensures proper coordination of efforts in areas including student discipline, law enforcement, survivor support services, education, and prevention.

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## SEXUAL VIOLENCE COMMITTEE

The Sexual Violence Committee (SVC) is a group of students, Student Life and University Compliance staff, and University Police, faculty and community partners striving to address the issue of sexual violence at The Ohio State University. Charged by the Vice President of Student Life, the SVC’s mission is to foster a safe and respectful climate through prevention and a coordinated community response to sexual violence. For more information about the SVC, visit [go.osu.edu/svc](http://go.osu.edu/svc).

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## BIAS ASSESSMENT AND RESPONSE TEAM (BART)

Bias Assessment and Response Team (BART) is an initiative of The Ohio State University Office of Student Life. The team receives, monitors, refers, provides consultation, and, as necessary, coordinates university responses to hate and bias-related incidents that affect the university community. Incidents may involve bias or hate grounded in race, religion, sex, gender, gender identity, sexual orientation, ethnicity, national origin, age, or disability and that occur within the university community. BART is not intended to replace or s u b o r d i n a t e any existing processes for reporting and addressing acts of discrimination, harassment, or violence, including but not limited to processes of the Office of Human Resources, University Police, and Student Conduct.

Core team members include representatives from Student Advocacy and University Housing. Extended team members come from a variety of university departments including, but not limited to, the Multicultural Center, Office of Diversity and Inclusion, Counseling Consultation Service, Student Activities, Graduate School, Safety, Disability Services, Office of Human Resources, and the Office of International Affairs.

For more information about BART, or to report an incident, please call **614-292-7094** or visit [studentlife.osu.edu/bias](http://studentlife.osu.edu/bias).

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# EMERGENCY NOTIFICATION, RESPONSE AND EVACUATION

## EMERGENCY NOTIFICATION PROCEDURES

The Department of Public Safety assumes the role of issuing emergency notifications to the campus community. As defined, an emergency notification is the process of immediately notifying the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus.

The Ohio State University will, without delay, and taking into account 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 authorized by the Assistant Vice-President of Public Safety, Chief of Police, Deputy Chief of Police, Director of Marketing and Communications or the Senior Vice-President of Administration & Planning.

The process of issuing an emergency notification begins by confirming there is a significant emergency or dangerous situation. Public Safety personnel verify information about a potential significant emergency or dangerous situation. This occurs by collecting and assimilating information from firsthand accounts, from uniformed officers in the field, and through the use of surveillance technologies such as alarm systems. Alarm systems are monitored by the Department of Public Safety 24-hours a day, 7 days a week. In some locations, cameras can be reviewed in the event of an emergency.

In some circumstances, other Ohio State departments or local, state, or federal agencies may notify the Department of Public Safety of a possible emergency and may provide information or guidance to be used in verifying whether a significant emergency or dangerous situation exists. Ohio State may contact or be contacted by external law enforcement agencies, emergency management agencies, public health agencies, or other agencies with expertise in the type of situation affecting the campus; these departments or agencies may provide assistance and guidance in confirming the presence of an emergency or dangerous situation. Ohio State department's that become aware that an emergency or dangerous situation may affect the campus will contact the Department of Public Safety to report the incident.

Upon learning that an emergency or dangerous situation may exist, the Communications Center or other Public Safety personnel will contact leadership within the Department of Public Safety to pass along specific information about the situation. Department of Public Safety leadership will confirm whether an emergency or dangerous situation involving an immediate threat to the health and/or welfare of students or employees is occurring on the campus and if an emergency is confirmed, will begin the process of issuing an emergency notification. As part of this process, Public Safety leadership will determine the event's significance and the populations it may impact.

The Department of Public Safety is responsible for determining the content of an emergency notification; the content of a notification is determined based on the circumstances and the manner in which the situation is impacting campus. The content of the notification message is designed to provide instruction to the university 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.

Upon determination of the notifications content, systems utilized to transmit emergency notifications are selected and activated to deliver the desired content relating to the emergency onto the end user within the university community. These systems are described in the next section.

Delivery of an emergency notification may occur within minutes of the initial confirmation of a significant emergency or dangerous situation depending upon the time of day, the methods chosen to disseminate information, and the successful activation and performance of technologies used to issue notifications.

## EMERGENCY NOTIFICATION SYSTEMS

**To report an emergency or dangerous situation, call 9-1-1.**

Once the Department of Public Safety is aware that an emergency situation may exist, response agencies such as Police, Fire, or a Health Department can initiate a response and, if appropriate, Public Safety can begin the process of notifying our campus community.

Before or while Department of Public Safety leadership is being notified of a potential emergency or dangerous situation, Communications Center personnel will notify first responders and will request their assistance at the scene. First responders called to a

scene are typically the University Police Division. However, depending on the nature of the incident, other Ohio State departments or other local, state, or federal agencies could be involved in responding to the incident. Ohio State will work in cooperation with these agencies to manage the incident.

## **General Information**

In the event of an emergency, the Department of Public Safety will determine the appropriate emergency notification systems to be used to deliver the emergency notification message to the campus community. Ohio State may use any or all communication resources to disseminate information depending on the nature of the emergency and the surrounding circumstances.

Information pertaining to incidents and emergencies on campus will be disseminated to the larger public via media organizations through University Communications or individuals involved in emergency response on campus as designated by the Assistant Vice-President of Public Safety.

Emergency notifications may be sent to the entire campus community when a situation has the potential to affect a large portion of the campus, or they may be sent to specific buildings or areas of the campus in circumstances where the impact of the situation may be limited. The Department of Public Safety will evaluate the information known about the situation and will determine the appropriate areas of campus to be notified. As the situation progresses, the Department of Public Safety will continue to assess the circumstances and may notify additional segments of the campus community if it is warranted.

Based on the circumstances involved in the emergency or dangerous situation, the Department of Public Safety will develop a notification designed to aid in protecting individuals from harm, in preventing an incident from escalating into a larger or more complex emergency, and in preserving and maintaining law enforcement and other public safety operations.

## **Buckeye Alert**

Buckeye Alert is a multi-modal, all-hazards emergency notification system that includes all of the communications methods listed below. Based upon a variety of factors, Ohio State Public Safety officials will determine which method, or combination of methods, should be utilized to communicate with the university community during an emergency.

In true emergency situations, messages to students, faculty and staff will be given priority over parents, spouses, significant others, and others that may not be on campus or directly impacted by the emergency.

Each event/emergency is unique. The message for each event/emergency will also need to be unique. Public Safety leadership will determine the final message prior to activation.

If there is a situation on campus that threatens the health and safety of our students, faculty, staff and visitors, Ohio State Public Safety officials will warn our campus community using one or more of the following methods:

- [emergency.osu.edu](http://emergency.osu.edu) webpage
- [osu.edu](http://osu.edu) webpage
- Text messages
- Email
- Facebook
- Newspaper
- NOAA Weather Radio
- Radio
- Severe Weather Text Message Notification
- Television
- Twitter
- Two-Way Radios
- Vehicle Public Address Speakers
- Voice messages to cell phones

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

Please note that Timely Warnings, also called "Public Safety Notices," are issued by the University Police Division. These alerts are distinct from Buckeye Alerts. Timely Warnings/Public Safety Notices provide information about crimes that have already occurred but still pose a serious or continuing threat. The Buckeye Alert emergency notification system will only be activated if the campus community is under an immediate threat from a significant emergency or a dangerous event and must take immediate action to remain safe and secure. Timely Warnings/Public Safety Notices will be issued to make the general public aware of a crime or series of crimes to

help them be better informed and more vigilant of potential dangers on and near campus. The Ohio State University encourages the university community to pay close attention to both Public Safety Notices and Buckeye Alert text messaging alerts to remain informed of crime activity and emergencies on campus.

Buckeye Alert Text Messaging Alerts: [buckeyealert.osu.edu](http://buckeyealert.osu.edu)

Timely Warning/Public Safety Notices: [dps.osu.edu/police/psn](http://dps.osu.edu/police/psn)

**For NC State Employees and Students** – To view your information, login into **MyNC** and click on the Employee tab for employees or the Student tab for students, click on My Profile. To change or add information click on the **Address Change** link from your Employee or Student tab.

## Severe Weather

In the event that the National Weather Service issues a Tornado Warning for Richland County, the Buckeye Alert Text Messaging System will automatically be activated and send a text message to all registered users on the Mansfield campus.

## Text Messaging

Text Messaging is a simple, reliable way to quickly send and broadcast messages to as many students, faculty, and staff as possible. Text messaging is an emergency notification method that will send a text message alert to a registered user's cell phone in the event of an emergency. Text message alerts are designed for all-hazards emergency notifications. Faculty and staff will automatically be enrolled if their cellular phone number is in the Ohio State Human Resources or Ohio State's Wexner Medical Center database. Likewise, if a student has provided the university with their cellular number via "BuckeyeLink", they will automatically be enrolled to receive emergency text messages.

Students, faculty and staff have the capability to add up to two additional cell phone numbers to the system by visiting [buckeyealert.osu.edu](http://buckeyealert.osu.edu). This provides for the ability to add parents, spouses, or significant others. Others who regularly have business on campus, such as contractors, can request to be added to the system by sending an email to Ohio State's Emergency Management at [emergencymanagement@dps.ohio-state.edu](mailto:emergencymanagement@dps.ohio-state.edu).

## Cable Television System Override—Voice Interruption

Ohio State owns and operates an independent cable TV system through the Telecommunications Network Center (TNC). This system is primarily viewed in Ohio State's Columbus campus student housing and some administrative offices.

Once activated the sound from the channel will be muted and an emergency voice message will be heard. This process can be repeated as many times as deemed necessary throughout the event.

## Cable Television System Override—Emergency Banner

Ohio State owns and operates an independent cable TV system through the Telecommunications Network Center (TNC). This system is primarily viewed in Ohio State's Columbus campus student housing and some administrative offices.

Once activated, a banner will scroll across the bottom of all cable TV stations on Ohio State's Columbus campus. This message will run continuously on the Ohio State cable TV system until TNC is notified by a designated Ohio State official to deactivate the banner.

## Bulk Email Alerts

A mass email can be sent to everyone who has an email account on the osu.edu system. This email is distributed by the Internal Communications office upon notification.

This email would be accessible to any account holder whether they are accessing it from on campus or remotely.

## The Ohio State University Website

An emergency message can be posted on the front page of Ohio State's website osu.edu. Ohio State's Emergency Management can also utilize its website [emergency.osu.edu](http://emergency.osu.edu), to provide information and updates to the campus community.

## WOSU Radio 89.7 FM

WOSU radio is an Ohio State affiliated radio station that can be used to relay emergency messages during an emergency. This method can be accessed through Ohio State's University Relations.

Ohio State's Department of Public Safety (DPS) will communicate and coordinate the message or warnings needed with University Relations.

## Social Networking

Social networking websites offer the opportunity to reach out to members of our community during an emergency in a manner that

interfaces with the modern trends of communicating.

Ohio State's Emergency Management and the Division of Police maintain social networking websites via Twitter and Facebook to provide immediate emergency information. Links to these sites may be found by accessing the Department of Public Safety's main webpage [dps.osu.edu](http://dps.osu.edu), and clicking on the Facebook or Twitter link provided on the front page.

### **Media Outlets: TV, Radio, Print**

The Ohio State University Department of Public Safety (DPS), in collaboration with University Relations, will provide advisories to the media through a formal media advisory, a news release, or in response to media inquiries.

Once the activation of mass communication system is initiated and the public becomes aware of a situation occurring at the university, the media often begins to inquire about the nature of the emergency.

Ohio State will provide relevant information to the media to help ensure that the campus community and the public are informed about the emergency.

### **Emergency Response**

Ohio State departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility. Both Continuity of Operations Plans and Building Emergency Action Plans are coordinated out of Ohio State's Enterprise Continuity Management office.

Ohio State Public Safety 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 University Police Division, Emergency Management & Fire Prevention Division or the City of Mansfield Division of Fire. They typically respond and work together to manage the incident. Depending on the nature of the incident, other Ohio State departments and other local or federal agencies could also be involved in responding to the incident.

General information about the emergency response and evacuation procedures for Ohio State are publicized each year as part of the institution's CLERY Act compliance efforts and that information is available at [emergency.osu.edu](http://emergency.osu.edu).

## **EMERGENCY EVACUATIONS**

### **Campus Evacuation**

To protect our campus population from the effects of emergencies, protective action recommendations or evacuation instructions may be issued by the Department of Public Safety and other emergency response authorities (e.g., Mansfield Fire Department). These instructions may order evacuations for individual buildings or regions of campus, or they could be campus wide.

In the rare event that an evacuation of the entire Ohio State campus is ordered by public safety officials, it is important to follow evacuation instructions disseminated through the communication systems used to inform the campus of an emergency. Ohio State Public Safety works with Richland County Emergency Management Agency, Mansfield Police & Fire, and many other emergency response partners to prepare for a large-scale evacuation of the city and/or surrounding area. Any evacuation of a majority of the campus would, most certainly, also include portions of the cities of Mansfield and Ontario, neighboring communities and/or Richland County. If an evacuation were required, Ohio State Public Safety, 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, that some areas of campus may already be inaccessible, and that travel off-campus may require the use of public transportation or other arrangements.

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

Building-specific evacuation procedures vary by building. We encourage all individuals on campus to familiarize themselves with evacuation procedures in the buildings they occupy. Specific evacuation information can be obtained from posted procedures, or by requesting a copy of the Building Emergency Action Plan from that building's Building Coordinator.

If assistance is required to learn more about building-specific evacuation procedures, please contact Ohio State's Division of Emergency Management & Fire Prevention at **614-247-4911** for assistance.

### **SHELTER-IN-PLACE**

**Shelter-in-Place Procedures** – If an incident occurs, it may be safer to stay indoors, because leaving the area may expose you to that danger. In these or other circumstances, you may be asked to shelter-in-place rather than evacuate a building or area. Shelter in place means finding a safe location indoors and staying there until you are given an "all clear" or told to evacuate. You may be asked to shelter in place because of an active threat; tornado; or chemical, radiological, or other hazard.

**How You Will Know to Shelter-in-Place** – A shelter-in-place notification may come from several sources, including the Ohio State's Public Safety, Student Life, other university employees, or other authorities utilizing the university's emergency communications tools.

**How to Shelter-in-Place** – No matter where you are, the basic steps of shelter-in-place will generally remain the same. If the need ever arises, follow these steps, unless instructed otherwise by local emergency personnel:

#### **Severe Weather**

1. Remain calm.
2. Seek shelter in a centrally located sturdy room on the lowest possible floor, away from windows and exterior doors.
3. Do not go outside or into open areas such as gymnasiums or other rooms where there are large open spans.
4. Do not open windows during a tornado in an attempt to equalize building pressure.
5. Stay away from windows, exterior doors, skylights, mirrors, and other objects that could cause injury if knocked over.

#### **Chemical or Biological Agent**

1. Remain calm.
2. Listen for and follow instructions provided by Public Safety.
3. Return to your room and close all windows and doors unless instructed differently by Public Safety.
4. Turn off air conditioning units if able to do so.
5. Be prepared to evacuate the area if instructed by Public Safety.

#### **Active Shooter/Active Threat**

##### **Run**

1. Always leave an active threat situation if you are able to do so.
2. Leave your belongings behind and keep your hands visible.
3. Notify 911 of the situation when it is safe to do so.

##### **Hide**

1. Proceed to the nearest interior room that can be locked or secured as best as possible.
2. Close and lock all the windows and doors, and turn off all of the lights. Barricade the door if possible.
3. Remain quiet and silence your cell phone.
4. Make it as hard as possible for the assailant to find you, see you or get to you.

##### **Fight**

1. Fighting is a last resort to be used only when your life is in imminent danger.
2. Attempt to incapacitate the active shooter.
3. Find an object to use as a weapon such as a fire extinguisher or chair.

## **Testing and Exercises**

Exercises designed to test Ohio State's emergency procedures and preparedness are conducted at least annually at Ohio State and may be conducted in the form of a drill, tabletop, functional, or full scale exercise. These exercises often include not only university personnel but also surrounding jurisdiction first responders and government agencies, as well as members of the university community. Ohio State's Department of Public Safety documents a description of each exercise as well as the date and time of the exercise and information about whether the test was announced or unannounced.

Ohio State's Department of Public Safety works closely with the Richland County Emergency Management Agency and the State of Ohio Emergency Management Agency to design and conduct exercise activities in accordance with Federal and State exercise guidelines. All campus-wide exercises meet or exceed the minimum requirements set forth by the Homeland Security Exercise and Evaluation Program (HSEEP). HSEEP is the standard for which all drills and exercises should meet. HSEEP sets forth minimum requirements which include the assessment and evaluation of emergency plans, response capabilities, and evacuation procedures. HSEEP also requires follow-up to ensure proper follow-up and corrective action where necessary.

In addition to tabletop, functional, and full-scale exercises to test emergency response on campus among first responders, individual departments conduct internal departmental tabletop, functional, and full-scale exercises across campus.

Testing of the Buckeye Alert system occurs, at a minimum, biannually but may occur at more frequent intervals at the discretion of Ohio State's Emergency Management. These tests may be announced or unannounced.

In addition to residence hall fire drills, Ohio State's Emergency Management & Fire Prevention also conducts monthly fire drills at the North Central State College childcare facilities

The Enterprise Continuity Management program, with support from Ohio State's Emergency Management and Ohio State's Environmental Health and Safety, maintains and implements the Building Emergency Action Plan (BEAP). The BEAP is a unit-specific plan that addresses procedures for building evacuations for incidents related to all hazards, including fire incidents. These plans are updated annually, publicized within units and departments on campus, and tested in a manner that is either announced or unannounced at the preference of each unit.

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# **NOTIFICATION OF MISSING STUDENTS**

If a member of The Ohio State University community has reason to believe that an Ohio State student who resides in on-campus housing has been missing for at least 24-hours, he or she should promptly contact Student Life's University Housing department at **419-747-8500** and/or The Ohio State University Police at **419 755-4346**.

Each Ohio State student who resides in on-campus housing offered through University Housing has the option to identify an individual to be contacted by Ohio State within 24-hours after the student is determined to be missing in accordance with this policy.

Each student who resides in on-campus housing may register contact information to be notified in the event the student is determined to be missing. Student contact information will be registered confidentially, will be accessible only to authorized university officials and may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation.

Confidential contact information may be registered as part of the housing application process. Information may be amended or supplemented by contacting University Housing. For more information, please visit [housing.osu.edu](https://housing.osu.edu) or contact University Housing at **419 747-8500**.

Ohio State will immediately notify The Ohio State University Police Division and/or other appropriate law enforcement agencies upon receipt of a missing student report. If The Ohio State University Police Division (or applicable law enforcement agency) makes an official determination that a student is missing, emergency contact procedures will be initiated within 24-hours in accordance with the student's designation. In addition, the following university officials or their designees will be notified:

- Vice President for Student Life
- Associate Vice President for Student Life
- Director of Residence Life
- Student Life Senior Management

If a missing student is under 18 years of age and is not emancipated, Ohio State is required to notify his or her custodial parent or guardian within 24-hours after the student is determined to be missing, in addition to notifying any additional contact person designated by the student.

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# **POLICIES FOR REPORTING CRIMES, PREPARING ANNUAL REPORTS, CONFIDENTIAL REPORTING**

## **REPORTING A CRIME**

All persons are strongly encouraged to report crime to the police in a prompt and accurate manner. This includes situations where the victim of the crime elects to report a crime or is unable to make such a report. Crimes occurring on campus should be reported to The Ohio State University Police - Mansfield by calling **9-1-1** (emergency) or **419-755-4346** (non-emergency), and crimes occurring off campus in Mansfield should be reported to the City of Mansfield Police **9-1-1** (emergency) or **419-522-1234** (non-emergency). Crimes occurring off campus in other communities should be reported to the local police agency.

Under Ohio law, persons who have knowledge of a felony are required to report the crime to the police (Ohio Revised Code § 29 21.22). Failure to report a crime may itself be a crime.

The university strongly encourages all criminal activity to be reported to the University Police Division. Information on criminal behavior may also be reported to the offices of Student Conduct, University Housing, Human Resources, or to the Title IX Coordinator.

## **CONFIDENTIALITY**

Ohio's public records law (Ohio Revised Code § 149.43) generally does not permit the university to promise confidentiality to those who report crimes to anyone except counselors at New Directions, or under certain circumstances, to a physician or a nurse at a hospital or other appropriate medical care setting. Some off-campus reports also may be legally confidential—e.g. reports to clergy or health care professionals. Reports that are confidential by law will not be reported to the University for Inclusion in the annual crime statistics report.

The university understands that reporting a crime may involve disclosing sensitive information. Subject to Ohio public records law, the university will use and disseminate such information consistent with the need to conduct an appropriate investigation, to provide assistance and resources to crime victims, to perform other appropriate university functions, and as required by law. However, because of the requirements of public records laws, university does not have a policy that permits confidential reporting of crimes for inclusion in the annual crime statistics report. The university will not include personally identifying information about crime victims or other necessary parties in this report or other CLERY Act disclosures.

Note that the use and release personally identifiable information from an education record of a student is governed by the Family Educational Rights and Privacy Act (FERPA), and the university will disclose covered student information in compliance with that law and

university policy. For more information about FERPA, please visit: [registrar.osu.edu/policies/releaseinfo.asp](https://registrar.osu.edu/policies/releaseinfo.asp).

Ohio Revised Code § 2921.22 requires that any person who knows that a felony has been or is being committed must report this information to law enforcement authorities. For that reason, university officials who become aware of a crime may, under some circumstances, be required by law to report the crime to law enforcement.

## PREPARING ANNUAL REPORTS

The university prepares this report to comply with the Jeanne CLERY Disclosure of Campus Security Policy and Crime Statistics Act. Crime statistics reported to designated campus officials, including but not limited to officials in those departments listed below, and the local law enforcement agencies listed below are included in this report.

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## THE OHIO STATE UNIVERSITY MANSFIELD CAMPUS

- The Ohio State University Police - Mansfield
- Mansfield Division of Police
- Richland County Sheriff
- Ontario Division of Police
- Shelby Division of Police
- Ohio State Highway Patrol
- Office of Student Life (both OSU and NCSC)
  - Vice President for Student Life
  - Student Conduct
  - University Housing
- Office of University Compliance and Integrity's CLERY Act Coordinator
- Department of Athletics

The Ohio State University's Annual Campus Security Act Report is the result of the efforts of many people on campus. Each year the offices and individuals listed above as well as other campus offices and local law enforcement agencies provide information for inclusion in the annual report. No formal police report is required for a crime to be included in the statistics. Every effort is taken to ensure that all persons required to report do so, and that statistics are as accurate and complete as possible. Information included in the annual report is reviewed for accuracy, completeness and readability.

If you have any questions or concerns regarding any of the statistics and information in this report, please contact Ohio State's Department of Public Safety at **419-755-4210**.

The Ohio State University will not retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising the rights or responsibilities provided by the Jeanne CLERY Disclosure of Campus Security Policy and Campus Crime Statistics Act.

## REPORTING SEXUAL ASSAULT, RELATIONSHIP VIOLENCE, AND STALKING

Survivors of sexual assault, domestic violence, dating violence, and stalking are strongly encouraged to report the offense to the police. To report an offense to the University Police Division (non-emergency), please call **419-755-4346**. Non-emergency contact information for other local police agencies include: Mansfield Police 419-522-1234, Ontario Police 419-529-2115, Richland County Sheriff 419-524-2412, Shelby Police 419-346-2242.

In an emergency, please dial 9-1-1.

Reporting an offense to the University Police or other law enforcement or campus security authorities does not necessarily require filing criminal charges, but it does allow all support systems to be put in place for the survivor. Filing a police report will provide the opportunity for collection of evidence helpful in prosecution and will allow the survivor to be connected with the appropriate support and medical resources. Reporting is best done as soon as possible after the offense, but it may be done at any time.

Reports may also be made to the following university offices:

[Title IX Coordinator](#) in the Office of University Compliance and Integrity -  
1534 N. High St., Columbus, OH 43201 **614-247-5838** [titleix@osu.edu](mailto:titleix@osu.edu)

[Student Life Student Conduct](#) -  
550 Lincoln Tower, 1800 Cannon Drive, Columbus, Ohio 43210 **614-292-0748** [studentconduct@osu.edu](mailto:studentconduct@osu.edu)

[University Human Resources](#) -

1590 North High Street, Suite 300, Columbus, OH 43201 **614-292-1050** [sexualharassment@osu.edu](mailto:sexualharassment@osu.edu)

[Sexual Violence Support Coordinators](#) in the Student Life Student Advocacy Center -

1120 Lincoln Tower, 1800 Cannon Drive, Columbus, OH 43210 **614-292-9111**

Anonymous reports through [EthicsPoint](#) or by calling **866-294-9350**

**OSU** Chief of Student Life **419-755-4034**

**NCSC** Dean of Student Services **419-755-4538**

The university will assist students who report sexual assault in obtaining medical support and information regarding available legal and judicial resources as well as counseling and support services. The university will also assist survivors in notifying the University Police or other local police if the survivor requests the assistance of law enforcement. The survivor may also choose to decline to notify law enforcement.

As discussed more fully above in the section titled, "Confidentiality," the university does not have a policy that generally permits confidential reporting of crimes. However, in reporting a crime, a survivor may disclose sensitive information, and the university will, subject to Ohio public records law, use and disseminate such information consistent with the need to conduct an appropriate investigation, to provide assistance and resources to the survivor, and to perform other appropriate university functions. The use and release personally identifiable information from an education record of a student is governed by the Family Educational Rights and Privacy Act (FERPA), and the university will disclose covered student information in compliance with that law and university policy.

## PROTECTIVE MEASURES

The university will provide student and employee survivors with written notification of the survivor's rights and about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for survivors both on-campus and in the community, whether the offense occurred on or off campus. Protective measures issued by the university might include residence hall room changes, course changes, or "No Contact" directives. Interim suspension of a student may be available when the university has reasonable cause to believe that the student's presence on university premises or at a university-related or registered student organization activity poses a significant risk of substantial harm to the safety or security of themselves, others, or to property. Similarly, employees may be placed on administrative leave with pay when the Office of Human Resources determines that the health or safety of any staff member or of any person or property entrusted to the staff member's care could be adversely affected or during an administrative investigation. Student Conduct and Human Resources investigators collaborate closely with other university departments, including Residence Life, Student Advocacy, Counseling & Consultation Service, Employee Assistance Program, and University Police, to connect students and employees to the appropriate sources of other remedies or protective measures. Interim measures taken during an investigation of a complaint of sexual misconduct should minimize the burden on the complainant. Sexual Violence Support Coordinators, SARNCO, and University Police may also assist individuals in obtaining orders of protection through the appropriate criminal or civil court.

The university will also provide written notification about options for, available assistance in, and how to request changes in academic, living, transportation, and working situations as well as protective measures, if so requested by the survivor and if such accommodations are reasonably available, regardless of whether the survivor chooses to report the crime to campus police or local law enforcement. If requested by the survivor, and if reasonably available, the university will assist the survivor in changing his/her academic or living situation after the alleged assault. The [Student Advocacy Center](#) or [Title IX Coordinator](#) or Deputy Coordinators, can, upon request, assist the survivor with exploring options to address these concerns. Options may include, but are not limited to, academic/financial aid guidance and discussion of options, assistance in withdrawing from classes or adjusting academic schedule, transitioning the survivor into another residence facility, or emergency housing. The university will not disclose accommodations or protective measures provided to a survivor unless doing so would impair the ability to provide the accommodations or protective measures.

For survivors who choose to notify the police, it is important to know the immediacy of reporting the incident and the importance of preserving physical evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order at the crime scene as well as on the survivor. In cases of sexual assault, within the first 96 hours of an assault is the best time for evidence to be collected. Under certain circumstances, it may be collected after this time frame. If possible, a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal examination. The gathering of physical evidence can provide important evidence and support of criminal charges leading to a successful prosecution; however, cases may be also reported without physical evidence

Students or employees who are reporting an immediate assault should be accompanied to a health care facility of their choice to allow for collection of evidence and treatment. If a sexual assault survivor chooses to report the incident days, weeks, or even months after the

assault, important support systems are still available and can be arranged; however, criminal investigations become much more difficult.

## **UNIVERSITY DISCIPLINARY PROCEDURES REGARDING CASES OF ALLEGED DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING**

### **FILING A COMPLAINT**

Victims (“Complainants”) of dating violence, domestic violence, sexual assault or stalking may file a complaint with the Title IX Coordinator or Deputy Coordinators in Student Conduct and University Human Resources.

- OSU Mansfield contact: Donna Hight, Chief Student Life Officer for OSU Mansfield **419-755-4034** 1760 University Drive Mansfield, Ohio 44906 [hight.6@osu.edu](mailto:hight.6@osu.edu).
- North Central State College, Kehoe Center, and Urban Center contact: **419-755-4538** 2441 Kenwood Circle Mansfield, Ohio 44906 [kreed@ncstatecollege.edu](mailto:kreed@ncstatecollege.edu).

For OSU students, Student Conduct will investigate when the alleged perpetrator is an Ohio State student (“Alleged”), and University Human Resources will investigate when the alleged perpetrator is a university employee. Contact information may be found at [titleix.osu.edu](http://titleix.osu.edu).

### **INVESTIGATION**

The university will provide a prompt, fair, and impartial process from the initial investigation to the final result, and will treat the complainant with respect before, during, and after the investigation. The investigator will interview the complainant and the alleged and any pertinent witnesses. The investigator will also review police or other reports and collect relevant, available evidence. The entire process will be consistent with the university’s published policies and will be transparent to the complainant and the alleged. The investigator will provide both parties with timely notice of meetings at which they may be present and both parties will be provided with equal access to case materials. Investigations are conducted using the preponderance of the evidence standard.

A typical investigation will take approximately 60 calendar days following receipt of the complaint. This will vary depending on the complexity of the investigation and the severity and extent of the alleged sexual misconduct. When in an individual case the following timeframes cannot be met for legitimate reasons, the parties will be informed when and why they will not be met.

The 60 calendar day timeframe refers to the entire investigation process, which includes and is not limited to:

- a. Initiating the investigation including contacting the complainant for an intake interview (7 days);
- b. Conducting the fact-finding investigation (33 days);
- c. Holding a hearing or engaging in another decision-making process to determine whether a policy violation has occurred (10 days); and
- d. Determining what actions the university will take to eliminate the hostile environment, prevent its recurrence, and remedy its discriminatory effects, including imposing sanctions against the accused and providing remedies for the complainant and university community, as appropriate, and issuing written notice of the finding of the investigation (10 days).

Other factors may affect one or more parts of that timeframe, including and not limited to, the complexity, severity, and extent of the alleged sexual misconduct. The process may be extended if necessary due to illness, holidays, unavailability of parties or witnesses, complexity of the case, or competing demands on investigators or decision makers.

### **ADVISOR**

An individual of the complainant’s and accused’s choice may accompany them at the initial interview and subsequently, as appropriate, so long as that person is not potentially a party or witness in the case. The support person is not provided documentation on the investigation or allowed to interject during the investigation interview. If a support person is determined to be unreasonably interfering with the meeting or proceeding, she or he may be asked to leave.

### **RESOLUTION IN STUDENT CONDUCT INVESTIGATIONS**

The investigator will decide whether to issue charges for violations of the Code of Student Conduct. If charges are issued, the hearing officer will notify both the alleged and the complainant. The alleged will have two business days to respond to the charges and has three choices. The alleged can accept responsibility. In this instance, the hearing officer will consider appropriate sanctions for the violation. In so doing, the hearing officer will consider all of the material brought forth in the investigation, including statements from the complainant on the impact the violation has had on their life an educational experience.

The investigator will decide whether to issue charges for violations of the Code of Student Conduct. If charges are issued, the hearing officer will notify both the alleged and the complainant. The alleged will have two business days to respond to the charges and has three choices. The alleged can accept responsibility and request an Administrative Decision, deny responsibility and request an Administrative

Hearing before a University Hearing Officer, or deny responsibility and request a hearing before the University Conduct Board. In this instance, the hearing officer will consider appropriate sanctions for the violation. In so doing, the hearing officer will consider all of the material brought forth in the investigation, including statements from the complainant on the impact the violation has had on their life and educational experience.

## **Sanctions**

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Available sanctions include separation from the university. Dismissal is a permanent separation. A separation for any limited period of time (typically measured in years of academic terms) is called a suspension. A separation from the university ends the student's enrollment at the university and bans the sanctioned student from campus. Other available sanctions less than separation include probation, a heightened state of warning, and a formal reprimand. Probation and formal reprimands are rarely given in cases involving allegations of sexual violence. Additionally, when a student is sanctioned to a term of suspension or probation, additional sanctions, referred to as educational sanctions, may be imposed. These sanctions may include behavioral assessments, workshops, community service or other instructive experiences. Complainants are promptly notified of the sanctions imposed. Both parties have the right to appeal sanctions on the ground that the sanctions given are grossly disproportionate to the violation.

## **Hearings**

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A student charged with violating the Code of Student Conduct can decide not to accept responsibility and elect a hearing to resolve the charge. The Code provides for two types of hearing and the alleged chooses which type. The first is an Administrative Hearing. The second is a University Conduct Board Hearing. Both hearings are informal in nature. The legal rules of evidence do not apply, and the standard of proof is the preponderance of the evidence standard. The difference between the two hearing types is who hears and decides the case. In an Administrative Hearing, the case is heard by a hearing officer from Student Conduct. Typically the case is assigned to a different hearing officer than the one who conducted the investigation. In a University Conduct Board Hearing, the case is heard by a board made up of students, staff, and faculty. The students are appointed through different student government organizations. Staff and faculty are appointed by the Vice President of Student Life.

Both complainants and alleged students participate equally in the hearing process and may have an advisor of their choice present. Should one party desire it, the complainant and alleged shall be in separate rooms connected by video and audio during the hearing. Both parties are able to question witnesses, but questions to each other must be directed through the hearing officer or board coordinator.

## **Appeals**

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Once a result is determined by the hearing officer or board, Student Conduct promptly communicates simultaneously, in writing, to both parties: the outcome of the disciplinary hearing, the institution's appeal procedures, any change to the results before they are final, and when the results become final. Both parties may appeal the outcome. Appeals are heard by the Vice President for Student Life or her/his designee. When the Vice President issues a decision on an appeal, notice is promptly provided to both parties.

## **Disclosure of Results of Disciplinary Proceedings**

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Upon request, the university will disclose the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of *any* crime of violence or a non-forcible sex offense (i.e. statutory rape, incest) to the alleged victim or next of kin, if the victim is deceased.

## **RESOLUTION IN UNIVERSITY HUMAN RESOURCES INVESTIGATIONS**

In cases of misconduct by an employee, the investigator will prepare a written case report that typically provides a summary of facts, analysis, findings, and recommended corrective actions. This report is shared, in writing, with the complainant and accused at the conclusion of the investigation. Corrective actions may be taken pursuant to the Corrective Action and Involuntary Termination policy, Student Employment policy, and/or the Rules of the University Faculty 3335-5-04. Potential corrective actions include coaching, training, development plans, reduction in supervisory duties and leadership responsibilities, changes in salary, termination, and other appropriate remedial measures. In the event that a record of such corrective action will become a part of the accused's personnel records, prior notice will be given. Corrective action may also be taken against any individual with a duty to report under this policy who fails to report an incident of sexual misconduct in a manner consistent with the provisions of this policy. In cases involving employees subject to collective bargaining agreements or the Faculty 3335-5-04 process, parties will retain all rights afforded under applicable laws such as Title IX.

## **TRAINING & CONFLICT OF INTEREST**

All employees, staff, and students involved in an investigation or hearing are trained annually on issues related to dating violence, domestic violence, sexual assault and stalking, as well as proper hearing procedure that protects victim safety and promotes accountability. An investigating hearing officer, administrative hearing officer, university conduct board member or board coordinator will remove him or herself from any proceeding in which a conflict of interest or bias exists against either the complainant or the alleged.

## CRIMINAL AND CIVIL OPTIONS IN ADDITION TO UNIVERSITY PROCEDURES

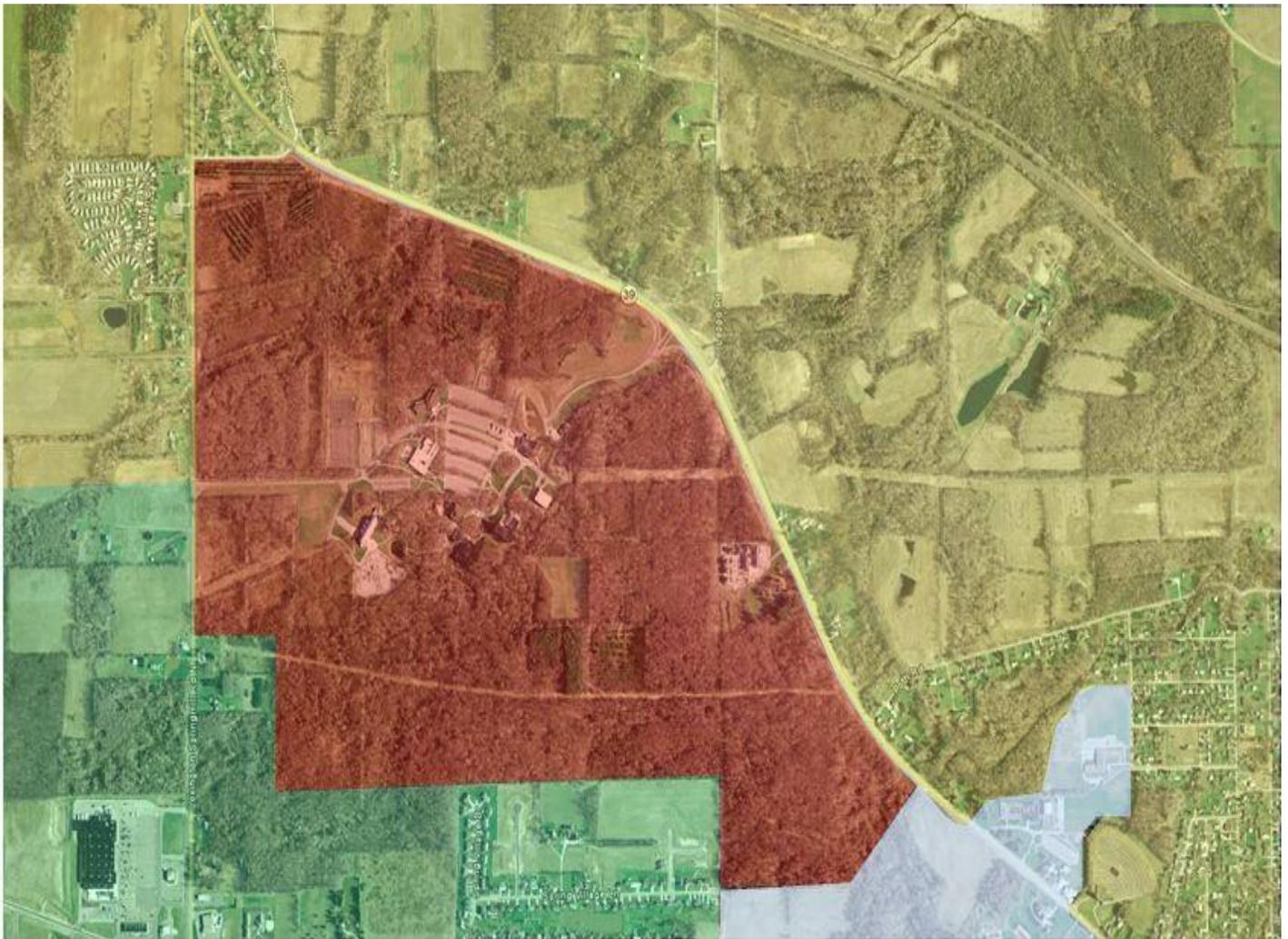
Students who are survivors of sexual assault have the right to initiate a criminal investigation and possible prosecution of an assailant under criminal law as well as initiate the disciplinary process through the University Conduct system. Survivors are assisted by the Sexual Violence Support Coordinator in learning about the options for reporting sexual assault to the university as well as University Police or local law enforcement agencies. For more information, please visit [advocacy.osu.edu/sexual-violence/](http://advocacy.osu.edu/sexual-violence/).

## CAMPUS SEX CRIME PREVENTION ACT INFORMATION

The responsibility for tracking persons in Ohio who have been designated as Sex Offenders is assigned to the sheriffs of the various counties. The following website contains information regarding registered sex offenders for geographic areas covered by this report: [communitynotification.com/oh/aq/](http://communitynotification.com/oh/aq/).

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## UNIVERSITY JURISDICTION



 Ohio State University Police Division

 Ontario Police Department

 Mansfield Police Department

 Richland County Sheriff's Office

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# LAW ENFORCEMENT AGENCIES SURROUNDING THE CAMPUS

## LOCAL LAW ENFORCEMENT AGENCY WEBSITES

Ohio State Highway Patrol	419 756-2222	<a href="http://statepatrol.ohio.gov">statepatrol.ohio.gov</a>
Bucyrus Police Department	419 562-1006	<a href="https://www.cityofbucyrusoh.us/">https://www.cityofbucyrusoh.us/</a>
Mansfield Police Department	419 522-1234	<a href="http://mansfieldpolicedepartment.com">mansfieldpolicedepartment.com</a>
Ontario Police Department	419 529-2115	<a href="http://ontpd.com">ontpd.com</a>
Shelby Police Department	419 347-2242	<a href="http://shelbyohio.org/index.php/visitors/police">shelbyohio.org/index.php/visitors/police</a>

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## TIMELY WARNING POLICY

Timely Warnings, called “Public Safety Notices”, are provided to heighten safety awareness by giving students, faculty and staff notification of crimes that occur only on campus property, non-campus property, or on public property immediately adjacent to and accessible from campus and are considered by Ohio State to present a serious or continuing threat to students and employees.

Hate Crime Alerts are a subset of Public Safety Notices. A Hate Crime Alert will be issued when a hate or bias-related incident that presents a serious or continuing threat to students and employees occurs on campus property, non-campus property, or on public property immediately adjacent to and accessible from campus. Hate Crime Alerts may also be issued when the University Police Division determines issuance is appropriate to heighten safety awareness after a hate or bias-related incident or series of incident occurs.

Ohio State University Police are responsible for preparing a Public Safety Notice when a crime is reported to or brought to the attention of The Ohio State University Police Division and that crime represents a continuing threat to the safety of students and employees. Information for alerts may also come from other law enforcement agencies or other offices. While every attempt will be made to distribute the alert as soon as possible after an incident or series of incidents is reported, the release will occur after a determination is made that the crime(s) represents a continuing threat to students and employees and is subject to the availability of accurate facts concerning the incident(s).

Information about criminal incidents is reviewed on a case-by-case basis to determine whether those incidents represent a serious or continuing threat to students and employees. Incidents will be reviewed based on the nature of the crime, the facts of the case and the information known to the University Police Division.

Criminal suspects are often unknown to the victims. However, in the instance of a violent crime occurring between two individuals who know each other, University Police will look at each instance to determine if the suspect poses a continued threat to the campus community and issue a warning when necessary.

Public Safety Notices also seek information that may lead to arrest and conviction of the offender when violent crimes against persons or major crimes against property have been reported to the police and may contain crime prevention tips and safety information.

The University Police Division makes every effort to properly classify a criminal incident when issuing a Public Safety Notice. However, upon further analysis and investigation, it may be determined that incidents for which Public Safety Notices are issued do not fall within the definitions of reportable crimes included in this report, and therefore, some incidents for which Public Safety Notices are issued may not be included in the crime statistics provided by this report.

## TIMELY WARNING PROCEDURE

The Ohio State University Police Division will prepare a Public Safety Notice when a report is received of a violent crime against a person or a particularly threatening crime against property that represents a continuing threat to the safety of students, faculty and staff. Notices may be issued for such crimes that occur within the CLERY reporting geography - on campus property, non-campus property, or on public property immediately adjacent to an accessible from campus. Public Safety Notices are sequentially numbered, beginning January 1 of each year, and provide details of the crime, a description of the suspect if known, information on whom to contact about the investigation, and often, crime prevention tips. Public Safety Notices do not include the names of crime victims.

Information that may be included in Public safety Notices:

- A succinct statement of the incident.
- Possible connection to previous incidents, if applicable.
- Physical description of the suspect, if available.
- Photo or composite drawing of the suspect, if available.
- Date and time the bulletin was released.
- Other relevant and important information about the crime(s)
- Actions taken by Public Safety officials in response to the crime(s)
- Information on crime prevention, personal safety or other community safety resources.

The University Police Division may not include some known information in a Public Safety Notice if providing that information could risk compromising law enforcement efforts. Additionally, Public Safety Notices may be updated if new or more accurate information becomes available to the Police Division.

Public Safety Notices are distributed by emails sent to all osu.edu email addresses, which are accessible and available to all students, faculty, and staff. These emails are drafted by Ohio State's Police Division and are distributed by Ohio State's Department of Public Safety. In some circumstances, the Police Division may distribute fliers to appropriate university departments to be posted in affected areas of campus. While several local media outlets receive Public Safety Notices through the subscription service discussed below, the Police Division may also contact the media directly to distribute information about criminal incidents in some situations.

Public Safety Notices may also be viewed at [dps.osu.edu/police/psn](https://dps.osu.edu/police/psn). In addition to the emails sent to all students, staff, the University Police Division offers a free service that sends an email update to any email address when a Public Safety Notice is issued. Please visit [dps.osu.edu/police/psn](https://dps.osu.edu/police/psn) to subscribe to this service.

Please note that Public Safety Notices are a separate and distinct process from the emergency notification text messaging alerts provided by the Buckeye Alert System. For more information about Buckeye Alert text messaging alerts, visit [buckeyealert.osu.edu](https://buckeyealert.osu.edu).

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## SAFETY TIPS AND CRIME PREVENTION INFORMATION

- If you see something suspicious... say something! **To report emergencies dial 9-1-1; Non-emergencies on-campus dial 419-755-4346;**
- Always plan the safest route to your destination.
- LOCK YOUR DOORS AND WINDOWS! Many burglaries and thefts take place because of unlocked residence hall or apartment doors.
- Let others know where you are going and when you will return.
- Walk with a companion whenever possible.
- Use public walkways and stay in well-lit and traveled areas.
- When walking, take note of potential hiding spots and use caution as you approach them.
- Avoid carrying valuables and large amounts of cash.
- Minimize distractions when walking and remain aware of your surroundings.
- If you feel uncomfortable in a situation, leave as soon as possible.
- Call for an escort in the evening **419-755-4346**
- Always lock your vehicle doors, even while you are driving.
- Park in well lighted areas and remove valuables from sight.
- Be familiar with the location of emergency (blue light) phones and know how they are used.
- Register and lock your bike.

## PARENTAL NOTIFICATION GUIDELINES FOR ALCOHOL AND CONTROLLED SUBSTANCE VIOLATIONS

These guidelines were developed in response to the Higher Education Amendments of 1998. These amendments created an exception to the Family Educational Rights and Privacy Act (FERPA), thus enabling universities to notify parents or legal guardians, under certain circumstances, of a student under 21's use or possession of alcohol or a controlled substance. This change supports the practice of The Ohio State University of establishing a collaborative partnership with parents and actively involving them, when appropriate, in addressing student behavior as it relates to alcohol and drugs.

Notification of parents is done when the university believes it will help the student. When practicable, conversations normally are held with the student before contact is made with parents, in an effort to determine whether such contact is the best course of action.

Generally, the university contacts parents in an effort to provide support for students' physical health and safety, academic success, and personal development. Factors that are considered when deciding to contact parents may include, but are not limited to:

- A situation in which a student has received medical attention
- The occurrence of an arrest and consequent criminal charges
- A major disruption to the university's educational mission
- Substantial harm caused to other students, or
- Significant property damage

Contacts are made, if possible, by a personal appointment with parents or by phone. Written communication is used only when other attempts to contact parents have failed. The goal is to develop a partnership between the university and the parents for the good of the student. Parent contacts are not to be viewed as a "disciplinary sanction" but rather as a positive engagement of the broadest possible resources to help a student succeed in his/her educational endeavor. Parents are encouraged to discuss the situation with their son or daughter.

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## PARTY SMART

### GET THE FACTS

Ohio State students overestimate dangerous drinking habits among other students. In reality, Ohio State students party smart.

**Myth: Many Ohio State students drink excessively... it is just a part of being in college.**

**Fact:** More than 60% of Ohio State students choose NOT to binge drink (consume 5 or more drinks in a sitting.) Actually, the majority of Ohio State students (80%) have between 0-6 drinks when they party.

**Myth: "I only had five beers, brah. I'm cool to drive. Just call me the DDD, designated drunk driver."**

**Fact:** Having five beers in one hour will put a 160 pound male at a .10 BAC which is OVER the legal driving limit. 92% of Ohio State students always use a designated driver or choose not to drink at all!

**Myth: If both people are drunk when they have sex, it can't be rape/sexual assault.**

**Fact:** No one can legally give consent when they are substantially impaired. Being drunk isn't an excuse to not get consent. It is the initiator's responsibility to gain consent. No matter what an impaired person may verbalize at the time, if they feel violated/victimised, it should be taken seriously.

### ONE DRINK PER HOUR

One drink is defined as one 12-ounce can of beer OR one 4-5 ounce glass of wine OR one 1.5 ounce shot of liquor. If a person is having more than one drink per hour he/she's exceeding the recommended consumption pace. Because of the rate by which alcohol is metabolized in the body, more than one drink per hour will/can cause a person to test as legally under the influence of alcohol. By keeping the pace to one drink per hour, the body's alcohol metabolism capacity will likely not be surpassed by alcohol intake. This will help keep blood alcohol concentration within safer limits. Remember, the legal blood alcohol concentration limit is .08 for driving in Ohio. If under 21, it is a violation if the concentration of alcohol is .02 or greater. For more information, please visit

[partysmart.osu.edu](http://partysmart.osu.edu).

## ALCOHOL POISONING AND DRUG OVERDOSING

### What You Need to Know

#### Symptoms:

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- The person is unconscious or semi-conscious and cannot be awakened.
- The person's skin is cold or clammy and has pale or bluish color.
- Slow breathing - less than eight breaths per minute or lapses between breaths of more than eight seconds.
- Vomiting while "sleeping" or passed out, and not waking up after vomiting.

**If a person has ANY of these symptoms, they need help**

## Call 9-1-1

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Do not leave the person alone! Turn the person on her/his side to prevent choking in case of vomiting.

Get help. Your friend will not be angry because you care!

You will NOT get in trouble for helping someone with alcohol poisoning. PLEASE, do not be afraid to help a friend or fellow student in need!

For more information on university policies or rules related to alcohol and drug abuse, please see The Ohio State University Code of Student Conduct: [studentlife.osu.edu/csc/](http://studentlife.osu.edu/csc/), The Ohio State University Policy on Alcohol and Other Drugs at [studentlife.osu.edu/pdfs/osu-policy-on-alcohol.pdf](http://studentlife.osu.edu/pdfs/osu-policy-on-alcohol.pdf) and the Office of Human Resources Policy 7.30, Drug-Free Workplace: [hr.osu.edu/policy/policy730.pdf](http://hr.osu.edu/policy/policy730.pdf).

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# REPORTS AVAILABLE

Each year, an email notification is made to all students, staff, and employees that provides the website address to access this report. Copies of this annual report may be printed in PDF format from Ohio State's Department of Public Safety requested from the following offices:

## UNIVERSITY POLICE - MANSFIELD

# 159 Riedl Hall  
1760 University Drive  
Mansfield, Ohio 44906

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# CRIME STATISTICS CHART [C, F, G, H]

Crimes Reported	Year	Campus (not including residence facility) Crime Reported	Campus (residence facilities only)	CAMPUS TOTAL	Non-Campus [B]	Public Property [A]
<b>Aggravated Assault</b>	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
<b>Arson</b>	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
<b>Burglary</b>	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
<b>Manslaughter - Negligence</b>	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
<b>Murder and Non-Murder Manslaughter</b>	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
<b>Motor Vehicle Theft</b>	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
<b>Robbery</b>	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2013	0	0	0	0	0

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<b>Rape</b>	2016	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	2015	0	1	1	0	0
	2014	0	0	0	0	0
<b>Fondling</b>	2016	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	2015	0	0	0	0	0
	2014	0	0	0	0	0
<b>Incest</b>	2016	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	2015	0	0	0	0	0
	2014	0	0	0	0	0
<b>Statutory Rape</b>	2016	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	2015	0	0	0	0	0
	2014	0	0	0	0	0
<b>Domestic Violence</b>	2016	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	2015	0	0	0	0	0
	2014	0	0	0	0	0
<b>Dating Violence</b>	2016	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	2015	0	0	0	0	0
	2014	0	0	0	0	0
<b>Stalking</b>	2016	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>
	2015	0	1	1	0	0
	2013	0	0	0	0	0

# ARRESTS AND DISCIPLINARY REFERRALS [C, F, G, H]

Crimes Reported	Year	Campus (not including residence facility) Crime Reported	Campus (residence facilities only)	CAMPUS TOTAL	Non-Campus [B]	Public Property [A]
<b>ARRESTS</b>						
	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0
	2016	0	3	3	0	0
	2015	0	1	1	0	0
	2014	0	1	1	0	0
	2016	0	0	0	0	0
	2014	0	0	0	0	0
	2014	0	0	0	0	0
<b>DISCIPLINARY REFERRALS</b>						
	2016	0	39	39	0	0
	2015	0	27	27	0	0
	2014	0	16	16	0	0
	2016	0	8	8	0	0
	2015	0	12	12	0	0
	2014	0	6	6	0	0
	2016	0	0	0	0	0
	2015	0	0	0	0	0
	2014	0	0	0	0	0

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# DEPARTMENT OF EDUCATION CLERY DEFINITIONS

## CAMPUS

1. Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and
2. Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or other retail vendor).

## NON-CAMPUS

1. Any building or property owned or controlled by a student organization that is officially recognized by the institution; or
2. Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

## PUBLIC PROPERTY

All public property, including thoroughfares, streets, sidewalks and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus. Public property, for purposes of data collection and this report, does not include businesses or private residences adjacent to the campus.

## FOOTNOTES

- A. "Public Property" statistics include police reports taken from suburban municipalities, county law enforcement, and Mansfield, Ontario and Shelby Police Departments, Richland County Sheriff's Office, and Ohio State Highway Patrol. Every effort has been made to comply with the definitions contained in the Handbook for Campus Crime Reporting, however Public Property statistics provided by outside agencies are not independently verified by the university, and may include reports of crimes that occurred in private residences or businesses or in other "non-campus" locations.
- B. "Non-Campus" statistics include police reports taken from suburban municipalities, county law enforcement, and Mansfield, Ontario and Shelby Police Departments, Richland County Sheriff's Office, and Ohio State Highway Patrol. Every effort has been made to comply with the definitions contained in the Handbook for Campus Crime Reporting, however Public Property statistics provided by outside agencies are not independently verified by the university, and may include reports of crimes that occurred in private residences or businesses or in other "non-campus" locations. "Non-Campus" statistics may include statistics from foreign law enforcement agencies for properties used during study abroad trips or other foreign activities involving students or for OSU county extension offices. Statistics reported by foreign law enforcement agencies are not independently verified by the university.
- C. Municipal and county law enforcement agencies provide statistics according to F.B.I. Uniform Crime Reporting (U.C.R.) requirements.
- D. In prior Annual Security Reports, sex offenses were reported in two categories. The former category of "Sex Offenses Forcible" includes what is now being called rape and fondling. The former category of "Sex Offense Non-Forcible" includes incest and statutory rape. Beginning calendar year 2014, statistics will be tabulated by "Rape," "Fondling," "Incest," and "Statutory Rape."
- E. Hate crimes are crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race (RA), religion (RE), sexual orientation (SO), gender (GE), ethnicity (ET) or disability (DB). Reportable hate crimes include the offenses of Aggravated Assault, Arson, Burglary, Manslaughter-Negligent, Murder and Non-Negligent Manslaughter, Motor Vehicle Theft, Robbery, Forcible Sex Offenses, Non-Forcible Sex Offenses, other hate crimes involving bodily injury, Larceny-Theft, Intimidation, Destruction/Damage/Vandalism of Property, and Simple Assault.
- F. These statistics reflect the most current data provided to the university. To the extent any of the crime statistics differ from previous reports, the figures in this year's report reflect the most current data provided to the university.
- G. Statistics may include reports that have been made to campus security authorities other than the Ohio State University police or municipal or county law enforcement agencies, including, but not limited to: Student Conduct, University Housing, and the Sexual Civility and Empowerment Program (SCE). Although these reports are not always reported to, or independently investigate and verified by university, municipal, or county law enforcement agencies as having occurred, lack of verification does not necessarily reflect on the report's veracity.

- H. Reported crimes may involve individuals not associated with The Ohio State University.
- I. "Unfounded" crimes are reported crime that are investigated by law enforcement authorities and found to be false or baseless. Only sworn or commissioned law enforcement personnel may "unfound" a crime. When a crime statistic has been disclosed and is "unfounded" in a subsequent year, the crime statistics will be revised and a notation will be made to explain the revision.

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