

# Grand River Technical School Campus Security Policy

Grand River Technical School has a mission to ensure that students develop into lifelong, self-directed learners who can achieve career success in a technologically-advanced global society. In fulfilling its mission, GRTS adheres to a set of educational and administrative policies that are essential to maintain a safe and secure learning environment and that foster a sense of community and public accountability.

## **Policy - The Annual Disclosure of Crime Statistics**

Grand River Technical School prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This report is prepared in cooperation with the local law enforcement agencies surrounding our campus. Campus crime, arrest and referral statistics include those reported to the GRTS Director, designated Campus Security Authorities (including but not limited to Assistant Director, Counselor, School Resource Officer, Chillicothe R-II Superintendent), and local law enforcement agencies.

GRTS reports crime using the definitions as described in the Federal Bureau of Investigation's Uniform Crime Reporting Handbook as required by Clery Act regulations. Officials of GRTS who are designated Campus Security Authorities are required to notify the GRTS Director of crimes that are defined under the Jeanne Clery Disclosure of Campus Security Policies and Crime Statistics Act; however, it is the responsibility of all members of the campus community to report crimes. Please see general procedures for reporting a crime or emergency (located in student handbook, "Student Right-to-Know and Campus Security Policy").

Each semester, an email notification to all enrolled students provides information regarding how to access this report. Faculty and staff receive similar email notification. Paper copies of the report may be obtained at the GRTS Main Office, located at 1200 Fair Street, Chillicothe, Missouri, or by calling (660) 646-3414. All prospective students, as well as prospective employees, may obtain a copy from the same location, or access the report via "Consumer Information" link on the GRTS website.

The descriptions of campus policies are only summaries. If there are any questions to the referenced policies or if any person believes that the requirements of the Act have not been fulfilled, please contact the Director of GRTS at (660) 646-3414. These policies are subject to change at any time. *Persons with print-related disabilities may request this publication in an alternate format by contacting the GRTS Main Office at (660) 646-3414. Please allow a minimum of two weeks for your request.*

## **Policy - Timely Warning**

Campus-wide timely warnings are provided to give students, faculty, and staff timely notification of crimes and other events that may represent a serious or ongoing threat to the campus community and to heighten safety awareness. This communication is prepared as part of the timely warning requirement of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

The Director of GRTS is responsible for issuing a timely warning when a crime is reported to or brought to the attention of school authorities and that crime represents a serious or ongoing threat to the safety of members of the school community. Information for timely warnings may also come from other law enforcement agencies. Decisions to issue a timely warning will be made on a case-by-case basis, including such factors as: the nature of the crime, the continuing danger to the community, and the possible risk of compromising law enforcement efforts.

Every attempt will be made to issue the warning within a reasonable amount of time; however, the release is subject to the availability of accurate facts concerning the incident, and investigation restraints.

Anyone with information warranting a timely warning should report the circumstances to the Director of GRTS by phone at (660) 646-3414 or in person at GRTS.

In the event that a situation arises either on or off campus that, in the judgment of the Director of GRTS constitutes an ongoing threat, a campus-wide “timely warning” may be issued and distributed in one or more of the following ways:

- GRTS text alert messaging
- GRTS website
- Email
- News release
- Bulletin boards

Timely warnings will be issued to the entire campus community.

### **Missing Persons Policy**

GRTS has no on-campus housing. Students living off-campus: A suspected missing student should be reported to the GRTS Director. If a student is under the age of 18, a parent or guardian will be contacted. If a student is over the age of 18, the emergency contact identified by the student to GRTS will be contacted. If after investigation the student is determined to be a missing person, the appropriate law enforcement agencies will be contacted within 24 hours.

### **Policy - Facilities and Access Policy**

During business hours, GRTS will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to all GRTS facilities is by key, if issued, or by admittance via a GRTS staff member. Custodial personnel secure all buildings when they are not in use and unlock them during the weekend only as needed. Arrangements to use GRTS facilities, including both buildings and grounds, must be made in advance through the GRTS main office.

### **Emergency Response and Evacuation Procedures**

Emergency notification to students and employees will include one or more of the following: telephone paging system, fire alarm paging, website, text messaging, and email notification system (texting and email notification require signing up with the Livingston County and City of Chillicothe Connection). Some or all of these methods of communication may be activated in the event of an immediate threat to the GRTS community.

To sign up for the Livingston County and City of Chillicothe Connection, go to the following website: <http://my.textcaster.com/ServePopup.aspx?id=1462>; follow the prompts. You may also sign up via the Chillicothe R-II District’s website at [www.chillicotheschools.org](http://www.chillicotheschools.org); access the link “Hornet Alert.”

Determination of an emergency situation will be made by a member or members of the Crisis Management Team Decision Group, as outlined in the Crisis Management Plan. If the situation warrants, local, county, and state enforcement agencies will be consulted by a member of the Crisis Management Team Decision Group, and information will be shared with the GRTS Director or designee.

Upon confirmation that there is a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees, emergency notification will occur. "Immediate" is defined as posing an imminent or impending threat. The GRTS Director will declare a crisis situation. A member (or members) of the Crisis Management Team Decision Group or trained designee will be responsible for activating the notification systems. The notification systems will be activated without delay unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or mitigate the emergency.

### **Members of the Crisis Management Team Decision Group**

- GRTS Director
- GRTS Assistant Director
- Chillicothe R-II School Resource Officer
- GRTS Counselor
- GRTS Vocational Resource Educator
- Fire Chief/Director of Emergency Services (Chillicothe, MO)
- GRTS Paramedic Instructor
- Representative, Chillicothe Police Department

#### **\*Notifying Member**

If notification beyond the campus community is required, a member or members of the Crisis Management Team Decision Group, in conjunction with the GRTS Director, will disseminate the emergency information.

The Crisis Management Plan is reviewed annually. Crisis management procedures are outlined in the crisis management plan, located at: <http://www.grandrivertech.org/consumer.htm>. When a situation occurs that causes an immediate threat to the campus, the first responders to the scene will usually be the Chillicothe Police Department and Chillicothe Fire Department. These entities typically respond and will work with GRTS to assist with the incident. Depending on the nature of the incident, other local, county or federal agencies could also be involved in responding to the incident.

General information about emergency response and evacuation procedures for GRTS is publicized each year as part of the institution's Clery Act compliance efforts and that information is available in the student handbook, located at <http://www.grandrivertech.org/handbook.htm> as well as posted throughout the building in all program classrooms and shops.

All members of the GRTS community are informed on an annual basis that they are required to notify the Chillicothe Police Department and relevant GRTS officials of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus.

Annually, Grand River Technical School will conduct announced or unannounced drills to test emergency procedures at minimum, once per semester. Each drill date, time, and feedback will be recorded and shared with members of the Crisis Management Team Operation Group. An email will be sent prior to the annual drill directing students and employees to emergency and evacuation procedures and the crisis management plan for additional safety and security information. Detailed information on shelter-in-place, safe areas, and evacuation plans for each building will be included.

### **Policy – Law Enforcement**

Grand River Technical School does not have 24/7 campus security but uses the Chillicothe R-II School Resource Officer for incidents that occur during the school day. The Chillicothe Police Department has full police power, including arrest authority and power to search and routinely patrol the campus, as they would any other citywide area. A good working relationship exists between the Chillicothe Police Department and GRTS.

### **Policy – Counseling Services**

Grand River Technical School employs a certified counselor who provides career counseling, testing services, and numerous other student services. As an additional resource, we have access to two Licensed Professional Counselors who are employed within the Chillicothe R-II district. For more information, contact the GRTS Counselor at (660) 646-3414.

### **Policy - General Procedures for Reporting a Crime or Emergency**

Any individual on the GRTS campus who is a victim of, or observes any crime activity, should report the incident immediately to the Chillicothe Police Department. Persons reporting criminal incidents should provide as much information as possible. If possible, this should include the location, nature of injuries, the description of possible criminals and briefly what happened. Chillicothe police officers will respond to protect the victims, investigate the incident and make arrests when warranted.

In addition, community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety-related incidents to the GRTS Director in a timely manner. To report a crime or an emergency on the GRTS campus, including the Litton Agri-Science Learning Center, call the Chillicothe Police Department at 911. To report a non-emergency security issue call, the GRTS Director at (660) 646-3414.

All GRTS incident reports are forwarded to the GRTS Director’s office for review and potential action. The Police Department will investigate a report when it is deemed appropriate and offer appropriate services when necessary. Additionally, you may report a crime to the following individuals, beginning with the Director of GRTS:

1. Director of Grand River Technical School	(660) 646-3414
2. Assistant Director of Grand River Technical School	(660) 646-3414
3. Chillicothe R-II School Resource Officer	(660) 646-0700; (660) 973-2545
4. Chillicothe R-II Superintendent	(660) 646-4566

This information is made available to provide GRTS community members with specific information about the resources that are available in the event that they become the victim of a crime. The information about “resources” is not provided to infer that those resources are “reporting entities” for GRTS. Crimes should be reported to the GRTS Director to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

## Security Authorities

According to federal law, colleges and technical schools are required to report statistics concerning the occurrence of certain criminal offenses reported to the local police agency or any official of the institution who is defined as a Campus Security Authority.

A Campus Security Authority is defined by the Clery Act as “An official of the institution who has significant responsibility for student and campus activities, including but not limited to, student discipline and campus judicial proceedings.” Due to the nature of certain positions at GRTS, they may qualify as a Campus Security Authority. As such, they will be expected to report crimes for inclusion in the GRTS Annual Security Report. Campus Security Authorities at GRTS include:

- Director
- Assistant Director
- Counselor
- Financial Aid Director
- Vocational Resource Educator
- Chillicothe R-II School Resource Officer – **Holds authority to make arrests.**

## Policy – Off-Campus Crime

For off campus reporting, please contact the Chillicothe Police Department. GRTS does not have off-campus locations designated for housing or assigned specifically for officially recognized student organizations.

## Policy - Discipline

GRTS reserves the right to discipline or dismiss any student who fails to maintain its standards. As a condition of admission, each student concedes to GRTS this power of discipline in order to preserve the ideals of scholarship, integrity and personal propriety. Each student is expected to accept responsibility and is held accountable for the GRTS Student Code of Conduct, academic integrity expectations, and other rules and regulations published in the Student Handbook.

Disciplinary matters involving students on campus will be addressed in the following manner:

**Minor Offenses** (including alleged violations of non-suspendable offenses) will be referred to the Director. The Director will have the final appeal for all minor offenses.

**Major Offenses** (including alleged violations of any potentially suspendable offenses) will be referred to the Director and/or School Resource Officer and or Superintendent of Schools.

## Law Enforcement Relationships & Jurisdiction

All employees of Grand River Technical School are required to report all crimes and public safety related incidents of which they are aware. Students and employees of GRTS are encouraged to report any suspicious activity to the GRTS Administration or Chillicothe Police Department.

To report a crime or suspicious activity:

- Emergencies

911

- Administration, Grand River Technical School                      660-646-3414
- Superintendent of Schools    660-646-4566
- Chillicothe Police Department    660-646-2121

The Chillicothe School District School Resource Officers have full authority to investigate and make arrests on GRTS property. The Chillicothe Police Department and Livingston County Sherriff's Department have full authority to investigate and make arrests on GRTS property.

**Policy- Alcohol and Illegal Drugs**

The Drug-Free Schools and Communities Act and Drug and Alcohol Abuse Prevention Regulations (Education Department General Administrative Regulations [EDGAR]), notes that no institution of higher education shall be eligible to receive funds or any other form of financial assistance under any Federal program, including participation in any federally funded or guaranteed student loan program, unless the institution certifies to the Secretary that the institution has adopted and has implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees. In response, GRTS has adopted and implemented program and policies to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

**Students**

Students are expected to comply with local and state laws pertaining to alcoholic beverages, controlled substances and illegal drugs. In addition, the manufacture, distribution, sale, possession, consumption, use or transportation of alcoholic beverages, controlled substances and illegal drugs and/or possession of drug paraphernalia by any student on GRTS property, at any GRTS-sponsored student activity, or at GRTS approved classes, field trips or activities off campus shall be strictly prohibited. This includes possession of alcoholic beverage containers.

No student shall be in an intoxicated condition, which may be evidenced by disorderly, obscene or indecent conduct or appearance, while on campus or at a school-approved event off campus. No student shall furnish or cause to be furnished any alcoholic beverage to any person under the legal drinking age. Missouri under-age drinking laws will be enforced through judicial referrals and/or reporting incidents to the Chillicothe Police Department.

A violation of GRTS alcohol and drug policies by students is a violation of the Student Code of Conduct, which may result in a verbal warning, written warning, loss of privileges, probation, suspension, expulsion from the halls and/or campus, or imposition of a lesser sanction. Sanctions may also include classes, community service, referrals for appropriate counseling and/or referral to local law enforcement for prosecution. If a student is convicted of violating criminal laws regarding alcohol or drugs, they may be subject to civil action. Legal sanctions may include classes, community service, fines, prison terms, loss of driving privileges, and mandated rehabilitation programs.

**Employees**

The unlawful possession, purchase, manufacture, use, sale or distribution of illicit drugs and alcohol by employees on school property or at any of its activities is prohibited. Violations of GRTS alcohol and drug policies as stated in school policies or employee handbooks/manuals may result in disciplinary action including corrective discipline, counseling, (faculty) reassignment, verbal warnings, documented warnings, probation, suspension with or without pay, and discharge for employees and/or referral to local law enforcement for prosecution.

If an employee is convicted of violating criminal laws concerning alcohol or drugs, in addition to civil action, the employee may be subject to termination. Legal sanctions may include classes, community service, fines, prison terms, loss of driving privileges, and mandated rehabilitation programs. Failure to disclose previous convictions on a job application is grounds for termination. GRTS supports the laws and regulations of the United States of America, the State of Missouri, Livingston County, and the City of Chillicothe as well as the counties and cities in which our outreach sites are located. Each student and employee is expected to do the same.

### **Alcohol and Drug Abuse Information and Programs**

GRTS provides education through dissemination of informational materials, counseling referrals, and disciplinary action. Specific information regarding Drug and Alcohol Abuse Prevention Program [http://www.grandrivertech.org/disclosure\\_StudentAlcohol.pdf](http://www.grandrivertech.org/disclosure_StudentAlcohol.pdf) and Federal Student Financial Aid and Penalties for Drug Law Violations is located at: [http://www.grandrivertech.org/disclosure\\_DrugLawPenalties.pdf](http://www.grandrivertech.org/disclosure_DrugLawPenalties.pdf)

### **Health Risks**

Substance abuse may result in a wide array of serious health and behavioral problems. Substance abuse has both long and short-term effects on the body and the mind. Alcohol and drugs are toxic to the human body. In addition to the problem of toxicity, contaminant poisonings often occur with illegal drug use. HIV infection with intravenous drug use is a prevalent hazard.

Acute health problems may include heart attack, stroke, and sudden death, which can occur for first time cocaine users. Long-lasting effects caused by drug and alcohol abuse can cause problems such as disruption of normal heart rhythm, high blood pressure, leaks of blood vessels in the brain, bleeding and destruction of brain cells, possible memory loss, infertility, impotency, immune system impairment, kidney failure, cirrhosis of the liver and pulmonary damage. Drug use during pregnancy may result in fetal damage and birth defects causing hyperactivity, neurological abnormalities, and developmental difficulties.

### **Treatment Programs**

Locally, counseling and referral assistance to students and employees who are troubled by alcohol or substance abuse problems is provided by the GRTS certified counselor and/or a Licensed Professional Counselor employed by the R-II district. Staff and faculty who are experiencing symptoms associated with their own or someone else's alcohol or drug use are encouraged to seek help.

### **Policy - Firearms**

The possession and use of personal firearms, explosives, other weapons or unauthorized dangerous chemicals is strictly prohibited on campus or at any school activity with the exception of trap shoots.

### **Policy - Non-Discrimination**

GRTS does not discriminate on the basis of race, color, national origin, sex, age or handicap in the administration of its educational policies, admissions policies, scholarship, grant or loan programs and activities. Anyone having inquiries concerning the School's compliance with the regulations implementing Title VI, Title IX or Section 504 is directed to contact the Director, Grand River Technical School, 1200 Fair, Chillicothe, MO 64601; (660) 646-3414.

## **Crime Awareness and Prevention**

During student orientation, students and parents are briefed on safety and security. In addition, the campus conducts a Safety Awareness Week in the fall, providing safety and security information addressing topics that include: personal safety, theft prevention, campus security, crime prevention, sexual assault, health and wellness, drinking or texting while driving, and other safety measures that can be taken. The school resource officer is also available on request to address crime prevention programs. Personal safety and property security at GRTS is everyone's responsibility. The following information is provided during student orientation and on the GRTS website:

### **Security Tips/Risk Reduction**

- All guests must be properly registered and should never be left unattended
- Suspicious persons found in or around the building should be reported to GRTS main office or contact the Chillicothe Police at 911
- Stay alert at all times (wearing headphones or texting while walking/jogging can reduce alertness)
- Let a roommate or friend know where you are going and how long you might be gone
- Walk on the part of the sidewalk close to the street
- Trust your instincts: get help right away if the situation or place is uncomfortable
- Don't carry large sums of cash, or display cash in public
- Keep a list at home of credit cards and other important material you would need to replace in case of loss
- Keep names and phone numbers of relatives or friends handy in the event of an emergency

### **Vehicles**

- Do not leave your keys inside an unattended vehicle.
- Do not leave your vehicle unlocked/unsecured. Make sure windows are closed.
- Do not leave valuables visible in your car.

## **Policy – Information Regarding Sexual Misconduct, Investigation Procedures, and Information for Crime Victims.**

GRTS prohibits crimes of "Sexual Misconduct," which includes non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, sexual violence, sexual harassment, domestic violence, dating violence, and stalking. Sexual misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can be committed by any gender and it can occur between people of the same or different sex.

### **Awareness and Prevention**

In an effort to reduce the risk of sexual misconduct, including the crimes of rape, sexual assault, sexual harassment, stalking, dating violence and domestic violence, occurring among its campus community, GRTS utilizes a range of information, strategies and initiatives to provide awareness, educational, risk reduction and prevention programming. GRTS educates the student community and faculty about sexual harassment, assaults, stalking and acquaintance rape through orientations each fall and in an annual Safety Awareness Week. The GRTS counselor offers sexual assault education and information programs to students upon request.



These programs and others offered throughout the year include strong messages regarding not just awareness, but also primary prevention (including bystander intervention), and discuss institutional policies and procedures on sexual misconduct as well as the State of Missouri's definitions of domestic violence, dating violence, sexual assault, stalking and consent in reference to sexual activity. Bystander engagement is encouraged through safe and positive intervention techniques and by empowering third party intervention and prevention such as calling for help and/or identifying allies. Programs also offer information on risk reduction that strives to empower victims, how to recognize warning signals and how to avoid potential attacks, and do so without victim blaming approaches.

## **Reporting and Confidentiality**

If you are a victim of a sexual assault at this institution:

- Your first priority should be to get to a place of safety
- You should then obtain necessary medical treatment. Consider the importance of preserving evidence. Do not shower.
- GRTS strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to the Chillicothe Police Department and the Director of GRTS. Filing a police report with a GRTS official will not obligate the victim to prosecute, nor will it subject the victim to scrutiny. Filing a police report will ensure that a victim of sexual assault receives the necessary medical treatment and tests, provide the opportunity for collection of evidence helpful in prosecution which cannot be obtained later and assure the victim has access to confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.
- Consider pressing charges.
- If the accused is a student, disciplinary action may also be taken by the institution at the appropriate time with both the accused and the accuser informed of the outcome.
- The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the GRTS conduct process, or only the latter. GRTS personnel will assist the student in notifying the Chillicothe Police Department if the student requests assistance.
- The accused and the accuser are entitled to the same opportunity to have one other person present during a disciplinary proceeding.
- Both the accused and the accuser shall be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense (the institution's final determination and any sanction against the accused).
- A student found guilty of violating the school's sexual misconduct policy could be criminally prosecuted in the state courts and may face school sanctions which can include: probation, suspension, or expulsion from GRTS for the first offense. See "Dating or Domestic Violence, Stalking, or Sexual Offenses and Sanctions on the following pages.

When a domestic or dating violence, stalking, or sexual assault victim/survivor contacts a GRTS Campus Security Authority, the Chillicothe Police Department will be notified of the incident. Regardless of how a report is made, GRTS wants to ensure that all incidents are reported promptly so that an investigation can be conducted immediately and evidence preserved. The victim/survivor of a sexual assault may choose for the investigation to be pursued through the criminal justice system or only the GRTS Administration. The GRTS Director and/or Counselor will guide the survivor through the available options and support the survivor in his or her decision. Information in regards to Missouri Criminal Code definition is located at the end of this report.

GRTS encourages victims of domestic or dating violence, stalking, or sexual violence to talk to somebody about what happened so he or she can get the support he or she needs, and so the School personnel can respond appropriately. All GRTS staff are required to report an incident to a Campus Security Authority (CSA). A report to a CSA constitutes a report to the school, and generally obligates the school to investigate the incident and take appropriate steps to address the situation.

The victim/survivor will be advised of the GRTS employee's reporting requirement so statistical data can be collected by public safety as required by law. It is mandatory that upon receiving the information on a sexual assault the responsible employee must report the incident to the Director. A "Confidential Reporting Form" will be completed at the time information was received and forwarded to the Director as to whether or not the victim/survivor wishes to proceed with any further action. The information will be reviewed to determine if a timely warning needs to be issued for the safety of the campus community.

*NOTE: While professional and non-professional counselors and advocates may maintain a victim's confidentiality in regard to GRTS, they may have reporting or other obligations under state law. If the School determines that the alleged perpetrator(s) pose a serious and immediate threat to the campus community, the advocate may be called upon to issue a timely warning to the community. Any such warning should not include any information that identifies the victim.*

### **Reporting to GRTS Employees**

All School employees are considered by the Institution to have the duty to report incidents of sexual violence or other student misconduct. When a survivor tells a CSA about an incident of domestic or dating violence, stalking, or sexual violence, the survivor has the right to expect the School to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. All GRTS employees must report to the Director all relevant details about the alleged sexual violence shared by the survivor, and the School will need to determine what happened, including finding the names of the victim/survivor and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time, and specific location of the alleged incident.

To the extent possible, information reported to a GRTS employee will be shared only with people responsible for handling the School's response to the report. A CSA should not share information with law enforcement without the survivor's consent unless the victim/survivor has already reported the incident to law enforcement.

Before a survivor reveals any information to a CSA, the employee should ensure that the survivor understands the employee's reporting obligations and, if the survivor wants to maintain confidentiality, direct the survivor to confidential resources. If the survivor wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the survivor that the School will consider the request, but cannot guarantee that the School will be able to honor it. In reporting the details of the incident to the Director, the responsible employee will also inform the Director of the survivor's request for confidentiality.

CSA will not pressure a survivor to request confidentiality, but will honor and support the survivor's wishes, including requesting the School to fully investigate an incident. By the same token, responsible employees will not pressure a victim/survivor to make a full report if the survivor is not ready.

### **Requesting Confidentiality from the School**

#### **How the School will Weigh the Request and Respond**

If a survivor discloses an incident to a CSA but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the School must weigh that request against the School's obligation to provide a safe, non-discriminatory environment for all students, including the survivor.

If the School honors the request for confidentiality, a victim/survivor must understand that the School's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited. Although rare, there are times when the School may not be able to honor a survivor's request in order to provide a safe, non-discriminatory environment for all students.

The School has designated the following individual to evaluate requests for confidentiality once a GRTS employee is on notice of alleged sexual violence:

Director, Grand River Technical School

When weighing a survivor's request for confidentiality or that no investigation or discipline be pursued, the Director will consider a range of factors, including the following:

- The increased risk that the alleged perpetrator(s) will commit additional acts of sexual or other violence, such as:
- whether there have been other violence complaints about the same alleged perpetrator(s)
- whether the alleged perpetrator(s) has/have a history of arrests or records from a prior school indicating a history of violence
- whether the alleged perpetrator(s) threatened further violence against the victim or others
- whether the violence was committed by multiple perpetrators
- whether the violence was perpetrated with a weapon
- whether the victim is a minor
- whether the University possesses other means to obtain relevant evidence of the violence (e.g., security cameras or personnel, physical evidence)
- whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group

The presence of one or more of these factors could lead the School to investigate and, if appropriate, pursue disciplinary action. If none of these factors are present, the School will likely respect the survivor's request for confidentiality.

If the School determines that it cannot maintain a survivor's confidentiality, the School will inform the survivor prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the School's response. The School will remain

mindful of the survivor's well-being, will take ongoing steps to protect the survivor from retaliation or harm, and work with the survivor to create a safety plan. Retaliation against the survivor, whether by students or School employees, will not be tolerated. The School will also:

- assist the victim/survivor in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus.
- provide other security and support, which could include issuing a no-contact order, helping arrange a change of working arrangements or course schedules (including for the alleged perpetrator(s) pending the outcome of an investigation) or adjustments for assignments or tests.
- inform the survivor of the right to report a crime to campus or local law enforcement – and provide the victim/survivor with assistance if the victim/survivor wishes to do so.

The School may not require a victim to participate in any investigation or disciplinary proceeding. Since the School is under a continuing obligation to address the issue of sexual violence campus wide, reports of sexual violence (including non-identifying reports) will also prompt the School to consider broader remedial action such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; and/or revisiting its policies and practices.

If the School determines that it can respect a survivor's request for confidentiality, the School will also take immediate action as necessary to protect and assist the victim/survivor.

### **Orders of Protection**

Missouri law allows a victim to file for a restraining order through the circuit court if they are victims of stalking, harassment, coercion, or other forms of personal abuse. The court clerks will explain how to file all of these necessary forms and documents. In addition, most counties have victim advocates to assist you in the process for filing for an order of protection, and they may even go with you to court. You are not required to have an attorney file a petition but can seek assistance from one if you so choose. The order forbids and makes it a crime for the accused to continue the abusive behavior. The clerk will contact you and let you know what action was taken. You may be asked to testify at a hearing at some point during the process. An order of protection can be issued regardless of whether the victim wishes to seek prosecution or not.

Campus employees designated as Campus Security Authority will contact local law enforcement for action. If any student or employee obtains an order of protection from Missouri or any other state, he/she should provide a copy to the Director, Grand River Technical School. Depending on conditions specified in the order, the Director may make arrangements with both parties that permit access to other necessary locations within the school building. These arrangements shall be made to ensure normal access to public areas that do not violate the terms and conditions of the Order of Protection under normal day-to-day activities. Orders of protection can be obtained from the Livingston County Circuit Court.

## Support and Referral

When a student or employee reports to the institution that he or she has been a victim of dating violence, domestic violence, sexual assault or stalking, whether on or off campus, the student or employee will be provided a written explanation of their rights and options, including accommodations and protective measures available.

### Sources of Support and Assistance:

GRTS Director.....	660-646-3414
Chillicothe R-II Superintendent of Schools.....	660-646-4566
National Sexual Assault Hotline .....	800-656-4673
Chillicothe Police Department .....	660-646-2121
Livingston County Emergency Services .....	911
Liv County Family Support Division.....	660-646-5770
Community Resource Center (Shelter).....	660-646-1667

### Campus Sexual Assault Victims' Bill of Rights

In 1992, the United States Congress enacted the Campus Sexual Assault Victims' Bill of Rights which was signed into law July of 1992. It states that:

- **Accuser and accused will have the same opportunity to have an advisor present.**
- **Both parties shall be informed of the outcome of any disciplinary proceeding.**
- **Survivors shall be informed of their options to notify law enforcement.**
- **Survivors shall be notified of counseling services.**
- **Survivors shall be notified of options for changing academic situations.**

In addition, the Missouri Constitution contains a crime victim's Bill of Rights which states:

#### *Missouri Constitution*

#### **Article I**

#### **BILL OF RIGHTS**

#### **Section 32**

#### **August 28, 2010**

#### **Crime victims' rights.**

Section 32. 1. Crime victims, as defined by law, shall have the following rights, as defined by law:

- (1) The right to be present at all criminal justice proceedings at which the defendant has such right, including juvenile proceedings where the offense would have been a felony if committed by an adult;
- (2) Upon request of the victim, the right to be informed of and heard at guilty pleas, bail hearings, sentencing, probation revocation hearings, and parole hearings, unless in the determination of the court the interests of justice require otherwise;
- (3) The right to be informed of trials and preliminary hearings;
- (4) The right to restitution, which shall be enforceable in the same manner as any other civil cause of action, or as otherwise provided by law;
- (5) The right to the speedy disposition and appellate review of their cases, provided that nothing in this subdivision shall prevent the defendant from having sufficient time to prepare his defense;
- (6) The right to reasonable protection from the defendant or any person acting on behalf of the defendant;
- (7) The right to information concerning the escape of an accused from custody or confinement, the defendant's release and scheduling of the defendant's release from incarceration; and
- (8) The right to information about how the criminal justice system works, the rights and the availability of services, and upon request of the victim the right to information about the crime.

2. Notwithstanding section 20 of article I of this Constitution, upon a showing that the defendant poses a danger to a crime victim, the community, or any other person, the court may deny bail or may impose special conditions which the defendant and surety must guarantee.
  3. Nothing in this section shall be construed as creating a cause of action for money damages against the state, a county, a municipality, or any of the agencies, instrumentalities, or employees provided that the General Assembly may, by statutory enactment, reverse, modify, or supercede any judicial decision or rule arising from any cause of action brought pursuant to this section.
  4. Nothing in this section shall be construed to authorize a court to set aside or to void a finding of guilt, or an acceptance of a plea of guilty in any criminal case.
  5. The general assembly shall have power to enforce this section by appropriate legislation.
- (Adopted November 3, 1992.)

### **Dating or Domestic Violence, Stalking, or Sexual Offenses and Sanctions**

During a conduct proceeding, the accuser and the accused will have the same rights to have an advisor present at the disciplinary proceedings according to GRTS disciplinary process. Victims always have the option to notify proper law enforcement authorities, and their option to be assisted in doing so. Upon written request, the outcome of the disciplinary proceeding of the alleged perpetrator will be disclosed to the alleged victim of any crime of violence. In the event of a conduct proceeding involving a sex offense, the accuser and the accused will be informed of the outcome. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request, to the next of kin of the alleged victim.

The following procedures are applicable in cases resulting in official disciplinary action:

- Notice will be provided to the student charged with an alleged violation of the student conduct policy.
- Following notification, the accused will be granted a conduct proceeding.
- Both the complainant and the accused are allowed to have an advisor of their choice with them during all phases of the process if they wish.
- Following the proceeding, the charged student will be informed of the outcome, including any imposed sanctions.
- Disciplinary proceedings will be based on the preponderance of evidence standard, and will be conducted by Campus Security Authority designees in order to maintain a prompt, fair and impartial process.

### **Sanctions**

The following are examples of the types of discipline that may be imposed. One or more sanctions may be imposed for a particular violation.

- Official reprimand
- Restriction from participation in a particular activity or activities
- Restriction of internet usage
- Institutional Scholarship Suspension
- Suspension
- Dismissal
- Restitution

### **Unfounded Reports**

Incidents reported to GRTS Administration may only be “unfounded” by sworn or commissioned law enforcement personnel. The GRTS Director or Assistant Director will complete a report as to the reason and circumstances why the incident was unfounded, and will be filed with the original report.

## **Employee**

As a GRTS faculty or staff member, employees are expected to accept certain responsibilities, follow acceptable principles in matters of conduct, and exhibit a high degree of integrity at all times. This not only involves sincere respect for the rights and feelings of others, but also demands that employees refrain from any behavior that might be harmful to themselves, co-workers, or GRTS, or that might be viewed unfavorably by the school community or by the public at large. Employee conduct reflects on GRTS; consequently employees are encouraged to observe the highest standards of professionalism at all times. The disciplinary process for employees is provided in the Chillicothe R-II Schools employee handbook available in the Administrator's office or district central office or online at [www.chillicotheschools.org/policies/G\\_INDEX/GCPD\\_-C.pdf](http://www.chillicotheschools.org/policies/G_INDEX/GCPD_-C.pdf)

## **Federal Bureau of Investigation Definition:**

### **Rape—Completed (as defined by the FBI Uniform Crime Reporting System):**

- Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This definition includes either gender of victim or offender. Sexual penetration means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, or by a sex-related object. This definition also includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the victim to demonstrate lack of consent.

## **State of Missouri Definitions Related to Sexual Misconduct**

### **REVISED MISSOURI STATUTE DEFINITIONS**

- (1) "Abuse" includes but is not limited to the occurrence of any of the following acts, attempts or threats against a person who may be protected pursuant to this chapter, except abuse shall not include abuse inflicted on a child by accidental means by an adult household member or discipline of a child, including spanking, in a reasonable manner:
  - (a) "Assault", purposely or knowingly placing or attempting to place another in fear of physical harm:
  - (b) "Battery" purposely or knowingly causing physical harm to another with or without a deadly weapon:
  - (c) "Coercion", compelling another by force or threat of force to engage in conduct from which the latter has a right to abstain or to abstain from conduct in which the person has a right to engage:

(d) "Harassment", engaging in a purposeful or knowing course of conduct involving more than one incident that alarms or causes distress to an adult or child and serves no legitimate purpose. The course of conduct must be such as would cause a reasonable adult or child to suffer substantial emotional distress and must actually cause substantial emotional distress to the petitioner or child. Such conduct might include, but is not limited to:

- Following another bout in a public place or places;
- Peering in the window or lingering outside the residence of another, but does not include constitutionally protected activity;

(e) "Sexual assault", causing or attemptin to cause another to engage involuntarily in any sexual act by force, threat of force, or duress;

(f) "Unlawful imprisonment", holding, confining, detaining, or abducting another person against that person's will;

(2) "Adult", any person seventeen years of age or older or otherwise emancipated;

(3) "Child", any person under seventeen years of age unless otherwise emancipated;

(4) "Court", the circuit or associate circuit judge or a family court commissioner;

(5) "Domestic violence", abuse or stalking committed by a family or household member, as such terms are defined in this section;

(6) "Ex parte order of protection", an order of protection issued by the court before the respondent has received notice of the petition or an opportunity to be heard on it;

(7) "Family" or "Household member", spouses, former spouses, any person related by blood or marriage, persons who are presently residing together or have resided together in the past, any person who is or has been in a continuing social relationship of a romantic or intimate nature with the victim, and anyone who has a child in common regardless of whether they have been married or have resided together at any time;

(8) "Full order of protection", an order of protection issued after a hearing on the record where the respondent has received notice of the proceedings and has had an opportunity to be heard;

(9) "Order of protection", either an ex parte order of protection or a full order of protection;

(10) "Pending", exists or for which a hearing date has been set;

(11) "Petitioner", a family or household member who has been a victim of domestic violence, or any person who has then the victim of stalking, or a person filing on behalf of a child pursuant to section 455.503 who has filed a verified petition pursuant to the provisions of section 455.020 or section 455.505;

(12) "Respondent", the family or household member alleged to have committed an act of domestic violence, or person alleged to have committed an act of stalking, against whom a



verified petition has been filed or a person served on behalf of a child pursuant to section 455.503;

(13) “Stalking”, when any person purposely and repeatedly engages in an unwanted course of conduct that causes alarm to another person when it is reasonable in that person’s situation to have been alarmed by the conduct. As used in this subdivision:

(a) ”Alarm” means to cause fear or danger of physical harm;

(b) ”Course of conduct means a pattern of conduct composed of repeated acts, over a period of time, however short, that serves no legitimate purpose. Such conduct may include, but is not limited to, following the other person or unwanted communication or unwanted contact; and

(c) ”Repeated” means two or more incidents evidencing a continuity of purpose.

(14) “Consent”, consent or lack of consent may be expressed or implied. Assent does not constitute consent if:

(a) It is given by a person who is legally incompetent to authorize the conduct charged to constitute the offense and such incompetence is manifest or known to the actor: OR

(b) It is given by a person who by reason of youth, mental disease or defect, or intoxication, is manifestly unable or known by the actor to be unable to make a reasonable judgment as to the nature or harmfulness of the conduct charged to constitute the offense: OR

(c) It is induced by force, duress, or deception.

For a complete listing of the State of Missouri sexual offenses and misconduct definitions, see Missouri Statutes at:<http://moga.mo.gov/>

### **Hate Crime**

A crime reported to local police agencies or to campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. For the purpose of this section, the categories of bias include the victim’s actual or perceived race, religion, gender identity, sexual orientation, ethnicity, national origin or disability.

### **THE VIOLENCE AGAINST WOMEN ACT OF 2013 DEFINITIONS**

**Sexual Assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s UCR program.

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

- **Rape** – The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling** – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest** – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** – Sexual intercourse with a person who is under the statutory age of consent.

**Dating Violence:** “violence committed by a person:

- Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- Where the existence of such a relationship is determined based on a consideration of the following factors:
  - Length of the relationship;
  - The type of relationship; and
  - The frequency of interaction between the persons involved in the relationship.

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

- Fear for his or her safety or the safety of others; or
- Suffer substantial emotional distress.

**Domestic Violence:** a “felony or misdemeanor crime of violence committed by:

- A current or former spouse or intimate partner of the victim,
- A person with whom the victim shares a child in common,
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under The Violence Against Women Act], or
- Any other person against an adult or youth victim who is protected from that person’s act under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.”

**Consent:** Permission for something to happen. Sexual consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity

**Awareness programs:** Community-wide or audience specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration

### **Primary Prevention Program**

Programming, initiatives, and strategies that are intended to stop dating violence, domestic violence, sexual assault and stalking before they occur, through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality. Aims to prevent sexual assault from occurring. Examples of primary prevention include training and education programs such as bystander intervention.

## **Bystander Intervention**

Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking.

Bystander intervention includes:

- Recognizing situations of potential harm
- Understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking actions to intervene.

## **Policy - Sex Offender Registration**

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the *Jeanne Clery Act* and the Family Educational Rights and Privacy Act of 1974, GRTS must provide a link to the Missouri Sex Offender Registry. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student.

For a list of registered offenders reported to the school, contact the GRTS Director at (660) 646-3414. The Missouri State Highway Patrol maintains an online registry of sex offenders. The list is available at: <http://www.msHP.dps.missouri.gov/MSHPWeb/PatrolDivisions/CRID/SOR/SORPage.htm>

**Bystander Intervention:** Simply put, bystander intervention is when someone interrupts a potentially harmful situation. That includes stopping actions or comments that promote sexual violence.

### **Action Steps:**

1. Be aware of comments and behaviors from others that would indicate they were intent on having sexual intercourse even if the partner was unwilling.
2. Notice if someone is getting ready to have sexual intercourse with a partner who is incapacitated.
3. Don't pressure or encourage friends to drink or have sex.
4. Don't joke about sexual assault; comments and jokes that are meant to "ease the tension" or are "just kidding around" can minimize the severity of the behavior.
5. Know your level of comfort with conversations and talk about sexual behavior. If you find groups or individuals who talk about sexual relationships that are not in sync with how you feel, or the type of relationship you want, don't be afraid to state your position.

6. Many perpetrators are unaware that what they have done is a crime. (They may say, “Yeah, that was messed up, but it was fun.”) Let them know that what they did was not right and was against the law.

If you become aware that a sexual assault has occurred or are told of an assault occurring:

- Believe the person.
- Tell the victim it is not his or her fault.
- Encourage a report (to campus or local police, to the Dean of Students, to a campus Health Center counselor, etc.) Realize however, there may be reasons that the person does NOT want to report. Respect that decision.
- Don’t pry or try to get information out of the person if he/she is unwilling to be forthcoming with information... be ready to listen when the individual is ready to talk.
- If you learn of the perpetrator’s identity, don’t suggest physical or any other form of retaliation.
- Know available resources.
- Listen.
- Be patient.

## Did you know...?

- You must have consent to engage in any and all sexual behaviors. **Consent is hearing the word “yes.” It is not the absence of hearing “no.” It’s the LAW!**
- Up to 75% of the physical and sexual assaults that occur on college campuses involve the abuse of alcohol by assailants, victims, or both.
- According to the UCR (*Uniform Crime Report*), in a study surveying more than 6,000 students at 32 colleges and universities in the US:
  - More than 90% of sexual assaults are committed by people the victim knew (dating partner, boyfriend, friend, classmate, etc.)
  - Although the majority of sexual assaults are not reported to law enforcement, recent research indicates that report rates are increasing.
  - Less than 2% of reports to police are considered false reports.

- While men can be victims as well, the majority of sexual assault cases involved male perpetrators and female victims.

Source: StepUpProgram.org

### **Security Services**

- Campus lighting throughout
- Safety information
- Safety and security programs are available at your request

### **Safety Services**

Accidents, injuries, illnesses, fires, safety threats and other hazards should be reported immediately to the GRTS Main Office at (660) 646-3414.

### **Lighting**

Nighttime safety is enhanced by an outdoor lighting system on campus. Replacement of spent exterior bulbs is accomplished jointly by the City of Chillicothe and Chillicothe R-II Maintenance Department.

### **Policy – Annual Security Report/Crime Statistics**

The GRTS crime statistics are updated annually by the Director of Financial Aid/Student Services office. The statistics reported are provided by Grand River Technical School and local police department records. To request current information, contact the Director of Financial Aid/Student Services by phone: 660-646-3414.

Crime statistics are reported using the guidelines established by the FBI Uniform Crime Reporting (UCR) Handbook and National Incident Based Reporting System (NIBRS). The Department of Education, Student Assistance General Provisions (34 CFR part 668 Section 668.48) *Institutional Security Policies and Crime Statistics* directs an annual reporting period from January 1 until December 31 of each year. The federal Campus Security Statistics report for all postsecondary institutions can be accessed at the following Web site: <http://ope.ed.gov/security/Search.asp>.

GRTS Crime Statistics can be accessed at the following link:  
[http://www.grandrivertech.org/disclosure\\_AnnualSecurityReport.pdf](http://www.grandrivertech.org/disclosure_AnnualSecurityReport.pdf)

### **Annual Fire Safety Report**

GRTS publishes the Annual Fire Safety Report, in compliance with the Higher Education Opportunity Act of 2008, Student Right-to-Know and the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act. Statistics are provided for the three most recent calendar years and includes statistics related to the number of fires, causes, injuries, deaths, and property damage. Facility fire safety systems, drills and related campus policies and procedures are also included. Contact for reporting fires and improvement plans are outlined. A paper copy of the Annual Fire Safety Report can be obtained by contacting the GRTS Director, (660) 646-3414.