

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; 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

GRTS does not have a voluntary confidential reporting system for inclusion in the annual crime statistics. 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
- Financial Aid Director
- Counselor
- Vocational Resource Educator
- Chillicothe R-II School Resource Officer

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.

During a conduct hearing, the accuser and the accused will have the same rights to have others 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 hearing of the alleged perpetrator will be disclosed to the alleged victim of any crime of violence. In the event of a conduct hearing 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.

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 and Federal Student Financial Aid and Penalties for Drug Law Violations is located at: 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 – Addressing Sex Offenses

GRTS educates the student community about sexual harassment, assaults and acquaintance rape through orientations each fall and in an annual Campus Safety Week. The GRTS counselor offers sexual assault education and information programs to students upon request.

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. 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.

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.

GRTS procedures dictate that the accused and the victim will each be allowed to choose one person to accompany them throughout the hearing. Both the victim and accused will be informed of the outcome of the hearing. 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.

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 others 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 and living 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, sentencings, 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.)

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>

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

- 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 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.

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

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.